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 : Rachna Chandan

Kind Of Leave :

No. Of Days : 01 From 30/05/26 To —

Purpose : To attend National HKpos Convention

Address During Leave : As per record

Emergency Contact No. : 9711701843

FOR FACULTY USE ONLY

Arrangement for Classes : Scheduled Classes

Day & Date	Course & Time	Arrangement Made	Sign

Rachna

Signature of the Applicant

Date: 20/05/2026

Gagan

Head Of Department

Leave Sanctioned/Not Sanctioned

Programme Coordinator

Administrative Coordinator

Principal

PHA PROFESSIONAL HOUSEKEEPERS ASSOCIATION
www.phka.in

YUVA
A Young Indian Visionary Association

8th NATIONAL HOUSEKEEPERS CONVENTION & 11th PHA ANNIVERSARY

Saturday, 30th May 2026

Eros Hotel New Delhi, American Plaza Nehru Place, New Delhi-110019

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Ms. Jayashree Nagaraj

CHIEF GUEST



Mr. R. Ramesh
Senior Vice President - Household Maintenance, The Oberoi Group

GUEST OF HONOUR



Ms. Kanika Husrat
Senior Regional Director of Operations, South Asia, Hilton Hotels

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Mr. Kiran Rao
President
Peppermint Robotics
Pune, Maharashtra

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Dr. Dharna Shukla
Asst. Prof. Accommodation Operations & Management,
Amity University Lucknow Campus
PHA Life Member



Mr. Tejus Jose



Mr. Sunil Khera
VP- Operations (North)
Regenta Hotels Pvt Ltd.



Ms. Indrani Sanyal
Head Facilities & Services,
Woodlands Hospital,
Kolkata,
PHA - East Co-ordinator



Mr. Manoj K Agarwal
Mist Developer
Founder & MD



Ms. Rubina Sharma
Hotel Manager, Eros Hotel
New Delhi



Dr. Prashant Vashistha
VP-Operations, Regional Director
Rainbow Children's Hospital



Ms. Pancham Narkar
Senior General Manager – Housekeeping,
Jio World Centre

THE ART & SCIENCE
From Creative Vision to Scientific Execution

Moderator



Ms. Bharti Singh Kalappa
Head Facilities
Yamuna International Airport Pvt Ltd (NIAL), Founder Member & VP Operations PHA India & PHA-North



Dr. Madhu Chandhok
Founder
Inspiring Innovative Hospitality
Hon. Adviser, PHA North



Ms. R Sangeetha
Corporate General Manager Housekeeping, GRT Hotels & Resorts



Mr. Anil Satho
Chief Growth Officer
Kinetiq Robotics Pvt Ltd

ORGANISING COMMITTEE



Dr. D.P. Sudhagar



Ms. Sandhya Anilkumar
Asst. Prof & HOD- Housekeeping, MOP(IM), Bengaluru
Chief Mentor- PHA YUVA
Communications Lead- PHA India



Dr. Rachna Chandan
Associate Professor & HOD Housekeeping, BOHMCT, & Editor-(Hon) PHA India



Dr Thomas Mathew
H.O.D. House Keeping
Amity Institute of Hotel Management and Catering Technology
Exec. VP Lab- PHA India



Mr. Shivakumar V
AGM - Housekeeping,
Prestige Property Management and Services
General Secretary, PHA India



Ms. Babita Butola



Mr. Ranajit Behera
AGM - Services
Bangalore International Airport Limited (BIAL)
Exec. Member - IT, Creativity, Events and Promotions - PHA India



Dr Rekha Maitra
Branding and Communication Manager
Shoba Intellectual Consultancy LLP
PR and Media Manager, PHA India



Mr. Karthick Arumugam
Executive Housekeeper
The Oterra Hotel, Bengaluru
Secretary- PHA Karnataka Chapter
Exec. Treasurer PHA India



Mr. Hariram Charan
Executive Housekeeper - Country Inn & Suite By Radisson
Exec. Jt. Secretary- PHA India



Mrs. Usha Ramalingam



Ms. Niruparna Patra
HOD-IHH Shri Shakti
VP- L&D,
PHA Telangana Chapter



Ms. Bindu. K.C
Chief Allied Hotels and Resorts Pvt Ltd.,
VP Operations
PHA Kerala Chapter



Mr. Zaib Belgaumi
Lead- Housekeeping
Yamuna International Airport Pvt Ltd. (YIAL)
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BANARSIDAS CHANDIWALA INSTITUTE OF HOTEL MANAGEMENT & CATERING TECHNOLOGY

Leave Application Form Casual/Earned Leave/ Short Leave

Name : Dr. ROHIT KUMAR

Kind Of Leave : OD

No. Of Days : From 30th March '26 To 4th April 2026

Purpose : FDP at IIM Bodhgaya

Address During Leave : IIM Bodhgaya

Emergency Contact No. : —

FOR FACULTY USE ONLY

Arrangement for Classes : Scheduled Classes

Day & Date	Course & Time	Arrangement Made	Sign
	NO scheduled classes		

Signature of the Applicant

Date: 27th march '2026

Leave Sanctioned/Not Sanctioned

Head Of Department

Programme Coordinator

Administrative Coordinator

Principal

Respected Sir,

Subject: Proposal to Join the 17th Batch of the Nurturing Future Leadership Programme (NFLP) at IIM Bodh Gaya

I wish to seek your kind approval to participate in the 17th Batch of the Nurturing Future Leadership Programme (NFLP), scheduled from 30th March to 3rd April 2026 at IIM Bodh Gaya, sponsored by the Ministry of Education, Government of India.

This fully residential Faculty Development Programme is designed to enhance leadership, mindfulness, decision-making, and holistic professional growth for faculty members in higher education. Some of the benefits of the FDP are:

- Exposure to IIM Pedagogy: As one of the most reputed institutions in India, IIM Bodh Gaya offers world-class training and academic rigor. Learning directly from their faculty will sharpen my leadership and decision-making skills.
- Mindfulness & Growth: The programme's focus on mindfulness and personal development will help me balance academic responsibilities with institutional leadership roles more effectively.
- Enhanced Academic Contribution: The insights gained will strengthen my ability to mentor students, design impactful curricula, and contribute meaningfully to institutional initiatives.

- Reputation & Networking: Our institute's representation at IIM Bodh Gaya will enhance visibility and credibility. I will actively build connections with faculty from across India, opening avenues for collaboration.
- Research & Projects: I intend to explore potential projects related to Buddhist Tourism, which aligns closely with our conference theme of Spiritual Tourism. This can lead to joint research, publications, and institutional partnerships.
- Knowledge Transfer: Post-programme, I will share key learnings with colleagues through workshops or seminars, ensuring collective benefit for our faculty and students.

I humbly request your approval to register for the programme.

With regards,

16/03/26

Dr. Rohit Kumar
Assistant Professor
BCIHMCT, New Delhi

The programme seems good at IIM-B (an institute of repute) and will certainly add value to the candidate's academic learning & professional growth and also to the institute's repute & branding.

Shall be allowed, provided if he is not having any pre-engagement with the institute during the said period.

Approved 17/3/26

Exams.

16/3/26

MALAVIYA MISSION TEACHER TRAINING PROGRAMME

विश्वविद्यालय अनुदान आयोग
University Grants Commission

Nurturing Future Leadership Program Application

Name:	Dr. Rohit Kumar
Email:	kr.shandilya@gmail.com
Mobile:	8709949923
Category:	General
Gender:	Male
Designation:	Assistant Professor
Date of Joining as Assistant Professor (regular):	16-01-2024
Current Experience:	2
Total Experience as regular faculty:	6.8
Total Experience from the Date of Regular Faculty:	2 Year(s), 1 Month(s), 26 Day(s)
Nature of Employment:	full-time faculty

Declaration

(i) The information submitted by the applicant is verified
(ii) Recommendations for nomination

Head of Institutions R.K. Bhandari

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

(Signature) Bhandari 17/3/26

Travel Expenses of the participant will be borne by the employer/sponsoring institution.

BANARSIDAS CHANDIWALA INSTITUTE OF HOTEL MANAGEMENT & CATERING TECHNOLOGY

Leave Application Form Casual/Earned Leave/ Short Leave

Name : ARVIND KUMAR SARASWATI

Kind Of Leave : O/D - Conference

No. Of Days : 1 ½ days From 23/4/26 (Postnoon) To 24/4/26

Purpose : to attend International Conference as Resource Person

Address During Leave : as per records

Emergency Contact No. : 9953568928

FOR FACULTY USE ONLY

Arrangement for Classes : Scheduled Classes N A

Day & Date	Course & Time	Arrangement Made	Sign

Arvind

Signature of the Applicant

Date: 23/4/26

Leave Sanctioned/Not Sanctioned

.....
Head Of Department

.....
Programme Coordinator

.....
Administrative Coordinator

.....
Principal

Dr Arvind Kumar Saraswati <arvind@bcihmct.ac.in>

vitation to Contribute as Resource Person (Panel Discussions) – ICOHOST 2026

message

ernational Conference SOH <icohost@gnauniversity.edu.in> Wed, Apr 22, 2026 at 11:49 AM
: Arvind Kumar Saraswati <arvind@bcihmct.ac.in>

Dear Sir

Warm Greetings from the School of Hospitality, GNA University, Punjab!

We are pleased to inform you that you have been requested to be a part of the expert discussion panel at the **7th International Conference on Hospitality and Tourism (ICOHOST-2026)**, scheduled to be held on **24 April 2026** at GNA University.

The organizing committee highly values your expertise and experience, and after careful consideration, has identified you as a distinguished resource person for the session.

We are delighted to invite you to speak on the following topic:

How can emerging technologies like AI and smart systems move hospitality from 'less harm' to 'net positive impact'?

Your insights and valuable perspectives will greatly enrich the academic and professional discussions during the conference.

We sincerely hope for your gracious acceptance and look forward to your esteemed presence and contribution to the success of ICOHOST-2026.

Thank you for your time and support

--
Organising Committee
ICOHOST 2026
School of Hospitality
GNA University, Phagwara (Punjab)

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O.D

BANARSIDAS CHANDIWALA INSTITUTE OF HOTEL MANAGEMENT & CATERING TECHNOLOGY

Leave Application Form Casual/Earned Leave/ Short Leave

Name : R. KUNDU

Kind Of Leave : OD

No. Of Days : 4 days From 19/1/'26 To 22/1/'26

Purpose : India Skills Competition - Jury member (Proposal copy attached)

Address During Leave : North East / Guwahati, Assam

Emergency Contact No. :

FOR FACULTY USE ONLY

Arrangement for Classes : Scheduled Classes

Day & Date	Course & Time	Arrangement Made	Sign
Mon (19/1)	10:20 - 11:10 am (X Batch) Bhct 406 (HRM)	Dr. Rohit Kumar	
Tue (20/1)	10:20 - 11:10 am (X) Bhct 210 (Eng & Math)	Manish Malhotra	
Thu (22/1) Bhct 210	~~1400 - 1450 - Bhct 210~~ 1400 - 1450 - Y Batch 1450 - 1540 - X Batch (Bhct 210)	Durga Prasad Shukla	

Signature of the Applicant

Date: _____

Leave Sanctioned/Not Sanctioned

..... Head Of Department

..... Programme Coordinator

..... Administrative Coordinator

..... Principal

O.D

BANARSIDAS CHANDIWALA INSTITUTE OF HOTEL MANAGEMENT & CATERING TECHNOLOGY

Leave Application Form Casual/Earned Leave/ Short Leave

Name : Dr. Bijon Raon

Kind Of Leave : OD

No. Of Days : 02 From 25 Sep To 26th Sep 2025

Purpose : Incredible chef challenge World Food India Jury & Sponsors Visits.

Address During Leave : As per record

Emergency Contact No. : 9999210924

FOR FACULTY USE ONLY

Arrangement for Classes : Scheduled Classes

Day & Date	Course & Time	Arrangement Made	Sign
—	No class —		

Signature of the Applicant

Date: 24/09/25

Leave Sanctioned/Not Sanctioned

Head Of Department

Programme Coordinator

Administrative Coordinator

Principal



World Food India 2025 to bring 100 nations and 1,700 exhibitors to Delhi to showcase food innovation and investment

Prime Minister Narendra Modi will inaugurate the fourth edition of World Food India (WFI) 2025 on Thursday, September 25 at Bharat Mandapam. The four-day global food and agribusiness event, scheduled from 25 to 28 September will host over 1,700 exhibitors, more than 500 international buyers and delegations from 100 countries, making it the largest gathering of stakeholders in India's food processing sector.



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BANARSIDAS CHANDIWALA INSTITUTE OF HOTEL MANAGEMENT & CATERING TECHNOLOGY

Leave Application Form Casual/Earned Leave/ Short Leave

Name : R. KUNDU

Kind Of Leave : OD

No. Of Days : 1/2 day post lunch From To on 22/07/'26 (Wed)

Purpose : NIOS Live TV prog. for students

Address During Leave : Local (Noida - Sec 62)

Emergency Contact No. :

FOR FACULTY USE ONLY

Arrangement for Classes : Scheduled Classes

Day & Date	Course & Time	Arrangement Made	Sign
		No classes to adjust Invitation email attached	

Signature of the Applicant

Date: 22/7/'26

Leave Sanctioned/Not Sanctioned

.....
Head Of Department

.....
Programme Coordinator

.....
Administrative Coordinator

.....
Principal

Invitation for live lecture at PM e Vidya_22.07.2026

External

Inbox

Deepti Chugh Tue, Jul 21, 3:28 PM (19 hours ago) Ad reactio Repl Mor

to me, director

Respected Dr. Ranojit Kundu,

NIOS is conducting live lectures on the PM e-Vidya channel for learners every day.

You are cordially invited to conduct the session on **'Tools and Equipments used in Bakery'**, which will be streamed live on the PM e-Vidya channel on July 22nd, 2026.

Please prepare a presentation on the above topic for the live lecture.

Date: 22.07.2026 (Wednesday)
Time: 4pm-5pm
Venue: NIOS Video Studio, 6th floor, NIOS Headquarters, Sector-62, Noida

Further, it is requested that you may kindly report at the venue at least **30 minutes prior** to the scheduled time. **Timely arrival is essential in view of the live and time-bound nature of the programme.**

In case of any queries, please feel free to reach out to the undersigned.

Thanks & Regards,
Ms. Deepti Chugh
Consultant (Home Science)
National Institute of Open Schooling