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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

12 Day Name

[Signature]
SBCSSTS

[Signature]

[Signature]



S.K. BHANDARI
Principal
Banarsidas Chandiwala Institute of
Hotel Management & Catering Technology
Chandiwala Estate, Maa Anandamai Marg,
Kalkaji, 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, adding in high regard the satisfaction that comes from using new knowledge or skills.

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[Handwritten signature in blue ink]

DR. BHANDARI
Principal

Banarsidas Chakravarti Institute of
Hotel Management & Catering Technology
Chandiwala Estate, Maa Anandamai Marg,
Kalkaji, New Delhi-110019

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 BCIT, BCIP and BCIMCT.

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, BCIT


Ashok Kumar
Sh. Ashok Kumar Gupta

Treasurer, SBCSSTS



Prof. R K Bhandari

Principal, BCIMCT



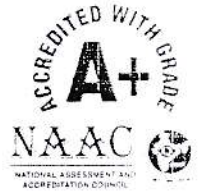



R. K. BHANDARI
Principal
Banarsidas Chandwala Institute of
Hotel Management & Catering Technology
Chandwala Estate, Maa Mandam Marg,
Kalkaji, New Delhi-110019

**BANARSIDAS CHANDIWALA INSTITUTE OF
HOTEL MANAGEMENT & CATERING TECHNOLOGY**

(NAAC 'A+' Accredited Institution)

Approved by AICTE and affiliated to G.G.S. Indraprastha University, Delhi



24.06.2024

To whom it may concern

This is to certify that Mr Mohan Jain is a regular employee of Banarsidas Chandiwala Institute of Hotel Management and Catering Technology and at present holding the post of Assistant Professor Computers & Information Tech.

The Institute does not have any objection for his participation in Malviya Mission Teacher Training Programme (Online) on "NEP Orientation and Sensitisation" from 18th July to 28th July, 2024.

A handwritten signature in black ink, appearing to read 'R.K. Bhandari', is positioned above the printed name.

(R.K.BHANDARI)
Principal

A blue ink stamp and signature are located in the bottom right corner. The stamp is rectangular and contains the text 'R.K. BHANDARI Principal Banarsidas Chandiwala Institute of Hotel Management & Catering Technology Chandiwala Estate, Maa Anandamai Marg, Kalkaji, New Delhi-110019'. A blue ink signature is written over the stamp.

**BANARSIDAS CHANDIWALA INSTITUTE OF
HOTEL MANAGEMENT & CATERING TECHNOLOGY**

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21.06.2024

To whom it may concern

This is to certify that Mr Mohan Jain is a regular employee of Banarsidas Chandiwala Institute of Hotel Management and Catering Technology and at present holding the post of Assistant Professor Computers & Information Tech.

The Institute does not have any objection for his exposure training in hotels for one week commencing on 1st -6 July 2024.

A handwritten signature in black ink, appearing to read 'R.K. Bhandari'.

(R.K.BHANDARI)

Principal

A blue ink stamp and signature. The stamp is rectangular and contains the text: 'R.K. BHANDARI Principal Banarsidas Chandiwala Institute of Hotel Management & Catering Technology Chandiwala Estate, Maa Anandamai Marg, Kalkaji, New Delhi-110019'. A blue ink signature is written over the stamp.

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21.06.2024

To whom it may concern

This is to certify that **Ms Jyotsna** is a regular employee of Banarsidas Chandiwala Institute of Hotel Management and Catering Technology and at present holding the post of Assistant Professor House Keeping.

The Institute does not have any objection for her exposure training in hotels for one week commencing on 1st -6 July 2024.

A handwritten signature in black ink, appearing to read 'Shandari'.

(R.K.BHANDARI)
Principal

A blue ink stamp of the signature 'Shandari'.

R.K. BHANDARI
Principal

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

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21.06.2024

To whom it may concern

This is to certify that Ms Riya Yadav is a regular employee of Banarsidas Chandiwala Institute of Hotel Management and Catering Technology and at present holding the post of Assistant Professor Front Office.

The Institute does not have any objection for her exposure training in hotels for one week commencing on 1st -6 July 2024.

A handwritten signature in black ink, appearing to read 'R.K. Bhandari'.

(R.K. BHANDARI)

Principal

A blue ink stamp and signature. The stamp is rectangular and contains the text: 'R.K. BHANDARI Principal Banarsidas Chandiwala Institute of Hotel Management & Catering Technology Chandiwala Estate, Maa Anandamai Marg, Kalkaji, New Delhi-110019'. A blue handwritten signature is written over the stamp.



**BANARSIDAS CHANDIWALA INSTITUTE OF HOTEL MANAGEMENT
& CATERING TECHNOLOGY**

Leave Application Form Casual/Earned Leave/ Short Leave

Name : Dr Arvind Kumar Saraswati

Kind Of Leave : O.D.

No. Of Days : One From 15/5/2024

Purpose : External Expert for Research Conclave at Amity University, Noida

Address During Leave : as per records

Emergency Contact No. : 9953568928

FOR FACULTY USE ONLY

Arrangement for Classes : Scheduled Classes

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

Arvind
Signature of the Applicant

Date: 14/5/2024

Leave Sanctioned/Not Sanctioned

.....
Head Of Department

.....
Programme Coordinator

.....
Administrative Coordinator

.....
Principal

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



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

Invitation to be an External Expert to conduct a Research Session in UG Research Conclave Schedule on 15th May 2024 from 10:00 AM onwards by Faculty of Hospitality & Tourism-Amity University Uttar Pradesh Noida Campus

4 messages

Dr. M. Sajnani <msajnani@amity.edu>

Mon, May 13, 2024 at 2:47 PM

To: "arvind@bcihmct.ac.in" <arvind@bcihmct.ac.in>

Cc: Director BCIHMCT <director@bcihmct.ac.in>, Narendra Kumar <nkumar14@amity.edu>

Dear Dr. Arvind,

Greetings of the day from Faculty of Hospitality and Tourism, Amity University, Uttar Pradesh!!

We are pleased to inform you that you have been nominated as an external expert to conduct the research session scheduled on 15th May 2024 from 10:00 AM onwards.

The venue is Amity Institute of Travel and Tourism, I-1 Block Ground Floor Room No - 08, Amity University Uttar Pradesh, Sector - 125 Campus, Noida.

You are kindly requested to forward us your kind consent along with vehicle number at the earliest.

Looking forward to receive and welcome you at Amity Institute of Travel and Tourism (AITT), Amity University Uttar Pradesh, Noida Campus.

Thanks & Regards


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 Chaudhary
 Kind Of Leave : OP
 No. Of Days : 1 day From 24-05-24 To -
 Purpose : To present paper
 Address During Leave : As per record
 Emergency Contact No. : 97117017843

FOR FACULTY USE ONLY

- NA -

Arrangement for Classes : Scheduled Classes

Day & Date	Course & Time	Arrangement Made	Sign

Rachna
Signature of the Applicant

Date: 20-05-24

Leave Sanctioned/Not Sanctioned

Gagan
Head Of Department

[Signature]
Programme Coordinator

[Signature]
Administrative Coordinator

[Signature]
Principal

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

6th National Housekeepers Convention & 9th PHA Anniversary

15th May 2024, 09AM - 6PM, Clark's Exotica Convention Resort & Spa
 Silver town, Hollywood Junction, Connaught Place, Devaraj Road, Bangalore - 562025

Role of AR, VR, AI, ML, Metaverse, Digitalization and Automation in Housekeeping Operations, Administration and Management

Theme: TEHK - Technology Enabled Housekeeping



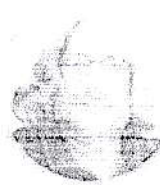
Ms. Jayashree
 [Faded text]



Mr. Basu



Mr. Sridhar



Mr. Venkatesh



Ms. Sushree



Ms. Sushree



Ms. Manjushree
 [Faded text]



Mr. Anand Kumar



Ms. Priya



Mr. Suresh



Ms. Anand



Ms. Anand



Mr. Suresh



Ms. Anand



Mr. Suresh



Ms. Anand



Ms. Anand



Ms. Anand



Ms. Anand



Ms. Anand



Ms. Anand



Ms. Anand



Ms. Anand



Ms. Anand



Ms. Anand



Ms. Anand



Dr. Thomas Matthew



Mr. Suresh



Mr. Suresh

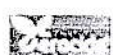


Ms. Anand

R.K. BHANDARI
 Principal

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

[Handwritten signature]





**BANARSIDAS CHANDIWALA INSTITUTE OF HOTEL MANAGEMENT
& CATERING TECHNOLOGY**

Leave Application Form Casual/Earned Leave/ Short Leave

Name : SUMIT PANT

Kind Of Leave : O/D

No. Of Days : 3 From 12 JUNE To 14 JUNE

Purpose : WORKSHOP AT DOON SCHOOL

Address During Leave : AS PER RECORDS

Emergency Contact.No. : 987410909

FOR FACULTY USE ONLY

Arrangement for Classes : Scheduled Classes

Day & Date	Course & Time	Arrangement Made	Sign
12 JUNE	BHCT 302 (10.20 - 11.10)	DEEPAK	
13 JUNE	BHCT 152	SIDHARTH	
14 JUNE	BHCT 152	SIDHARTH	

Signature of the Applicant

Date: 06/06/23

Head Of Department

Leave Sanctioned/Not Sanctioned

Programme Coordinator

Administrative Coordinator

Principal

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

Sumit Pant <sumit@bcihmct.ac.in>

Catering workshop

2 messages

Tue, May 30, 2023 at 9:35 AM

Catering Manager <Cateringmgr@doonschool.com>

To: sumit@bcihmct.ac.in

Cc: Bursar Doon <DAA@doonschool.com>, Nutritionist Doon <nutritionist@doonschool.com>, catering Executive <cateringex@doonschool.com>, Bhalinder Pal Singh <manageradministration@doonschool.com>

Dear Mr Sumit Pant

Hope this message finds you well. The Doon school is hosting a training workshop for catering staff from 12th June 2023 to 16th June 2023. The Doon School is a prestigious boarding school ranked number 1 in India in only boys' boarding category. Further to our discussion I am honoured to invite you to be the guest trainer at The Doon School. Our workshop is to be held from 12th June 2023 - 13th June 2023 at the central kitchen of The Doon School.

We know that you are a terrific chef and our attendees will gain much from your training on continental and Indian cuisine.

Our goal is to impart current trends and techniques of culinary art and give them inspiration about the art of bulk cooking keeping the view of hygiene and sanitation (HACCP)

As per our discussion, you agreed to your presence on 12th and 13th June 2023 for the workshop.

Request you to kindly revert us back with following details.

1. Name of dishes in continental cuisine.
2. Name of dishes in Indian cuisine.
3. Raw materials required for both the day. (Kindly indent keeping in view of the portion should be sufficient for 20 pax).
4. Your travel arrangement

Thank you for taking the time to read our invitation, and I very much look forward to hearing from you soon. Please feel free to contact us in case any clarification is required.

Thanks

Regards
Thakur Kamal
Catering Manager
The Doon School





Mon, Jun 5, 2023 at 11:12 AM

Pant, sumit@bcihmct.ac.in>

https://mail.google.com/mail/u/0/?ik=5138398608&view=pt&search=all&permthid=thred-f:1767290504189950028&siml=msg-f:17672905041899500

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 : Ram Ram
 Kind Of Leave : OP
 No. Of Days : 0 From 02/06/23 To 03/06/23
 Purpose : Judging kitchen ka Dargal
 Address During Leave : FIHM, Noida
 Emergency Contact No. : 9999210924

FOR FACULTY USE ONLY

Arrangement for Classes : Scheduled Classes

Day & Date	Course & Time	Arrangement Made	Sign

Signature of the Applicant

Date: 02/06/23

(Handwritten initials and signatures)



.....
Head Of Department

Leave Sanctioned/Not Sanctioned

.....
Programme Coordinator

.....
Administrative Coordinator

.....
Principal

R.K. BHANDARI
Principal
Banarsidas Chandiwala Institute of
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