

CONTROLLED COPY

**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                  |

2019

*[Signature]*  
- CEO

*[Signature]*  
S.T. BHANDARI  
Principal  
Banarsidas Chandiwala Institute of  
Hotel Management & Catering Technology  
Chandiwal Estate, Maa Anand'amat, Maro,  
New Delhi-110019

*[Signature]*

- 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:

- 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.
- 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.

#### I. 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. Holding in high regard the satisfaction that comes from using new knowledge or skills.

*Sanjeev Kumar*

*[Signature]*

*[Signature]*

**BHANDARI**  
Principal  
Banarsidas Chandiwala Institute of  
Hotel Management & Catering Technology  
Chandiwala Estate, Mea Area, New Delhi-110040

*[Signature]*

BHANDARI  
Principal  
Banarsidas Chandiwala Institute of  
Hotel Management & Catering Technology  
Chandiwala Estate, Mea Area, New Delhi-110040

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

Bhandari

Prof. R K Bhandari

Principal, BCIMCT

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



Bhandari

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



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

Leave Application Form Casual/Earned Leave/Short Leave

Name : Rachna Chaudhari

Kind Of Leave : \_\_\_\_\_

No. Of Days : 02 From 16/05/2025 To 17/05/2025

Purpose : Going banglore (to attend convention & do a presentation)

Address During Leave : As per record

Emergency Contact No. : 9717017843

FOR FACULTY USE ONLY

— NA — 

Arrangement for Classes

Scheduled Classes

| Day & Date | Course & Time | Arrangement Made | Sign |
|------------|---------------|------------------|------|
|            |               |                  |      |
|            |               |                  |      |

Rachna

Signature of the Applicant

Date: 13/05/2025

Bhandari Leave Sanctioned/Not Sanctioned

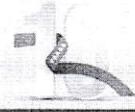
Gagan  
Head Of Department

Programme Coordinator

**R.K. BHANDARI**  
Principal  
Banarsidas Char  
Hotel Management I  
Chandiwala Exts. New De  
Khandwa

Administrative Coordinator

Principal  
Principal



# 7th National Housekeepers Convention

## 10th PHA Anniversary

9AM to 6PM | Saturday 17th May 2025

The Oterra, 43 Electronic City, Phase 1, Hosur Road, Bengaluru 560100

CONVENTION THEME

### SUSTAINABLE QUALITY MANAGEMENT IN HOUSEKEEPING (SQMHK)

CONVENTION TITLE

Role of Skill Development, Human Asset Nourishment & Operational Efficiency Enhancement and Cordial Collaborations In Achieving Sustainable Quality Management in Housekeeping

AMBASSADOR



**Ms. Jayashree Nagaraj**  
Founder President & Co-Chairman, PHA

GUEST OF HONOUR



**Mr. Satish Kumar**  
General Manager, The Oterra Hotel, Bengaluru, Karnataka

LEAD SPEAKER



**Mr. Srinivas Ramesh Adiga**  
General Manager, The Oterra Hotel, Bengaluru, Karnataka

STAR COLLABORATOR



**Mr. Kiran Rao**  
President, Professional Housekeepers Association, Mysuru, Karnataka

#### Symposium - The Power of Talents in Housekeeping Sustainable Quality Management

#### The Quality Round Table - The Housekeepers' Think Tank: Innovate, Elevate, Sustain

Moderator



**Ms. Meenu Tognotta**  
President, Housekeeping & Front Office, The Oterra Hotel, Bengaluru, Karnataka

Chief Convener



**Ms. Meenu Tognotta**  
President, Housekeeping & Front Office, The Oterra Hotel, Bengaluru, Karnataka



**Ms. Anurupa Patil**  
Head of HR, The Oterra Hotel, Bengaluru, Karnataka



**Ms. Anurupa Patil**  
Head of HR, The Oterra Hotel, Bengaluru, Karnataka



**Ms. Lakshmi K**  
Head of HR, The Oterra Hotel, Bengaluru, Karnataka

#### Balancing Technology & AI Integration with Human Expertise - An Industry Perspective

Moderator



**Dr. Madhu Chandrak**  
Founding Partner, PIP 2020, Bengaluru, Karnataka



**Dr. Chitra Shakti**  
Assistant Professor, Anna University, Chennai, Tamil Nadu



**Ms. Sindhu Anil Kumar**  
Assistant Professor, Anna University, Chennai, Tamil Nadu



**Dr. Ramesh Chandra**  
Associate Professor, Anna University, Chennai, Tamil Nadu

**ORGANISING COMMITTEE**

|  |  |  |  |   |   |   |  |  |  |  |
|--|--|--|--|---|---|---|--|--|--|--|
| <br><b>Mr. Anil Khanna</b><br>Head of HR, The Oterra Hotel, Bengaluru, Karnataka | <br><b>Ms. Nilisha Ghukani</b><br>Head of HR, The Oterra Hotel, Bengaluru, Karnataka | <br><b>Cmde Binod Thomas (Retd.)</b><br>Head of HR, The Oterra Hotel, Bengaluru, Karnataka | <br><b>Dr. Anurag Chaturvedi</b><br>Head of HR, The Oterra Hotel, Bengaluru, Karnataka | <br><b>Dr. Madhu Chandrak</b><br>Founding Partner, PIP 2020, Bengaluru, Karnataka | <br><b>Dr. Chitra Shakti</b><br>Assistant Professor, Anna University, Chennai, Tamil Nadu | <br><b>Ms. Sindhu Anil Kumar</b><br>Assistant Professor, Anna University, Chennai, Tamil Nadu | <br><b>Dr. Ramesh Chandra</b><br>Associate Professor, Anna University, Chennai, Tamil Nadu |  |  |  |
| <br><b>Dr. B. R. Sathyanagar</b><br>Head Strategy, PHA India                     | <br><b>Ms. Usha Ramalingam</b><br>Head of HR, The Oterra Hotel, Bengaluru, Karnataka | <br><b>Ms. Bharti Singh Kalappa</b><br>Head of HR, The Oterra Hotel, Bengaluru, Karnataka  | <br><b>Ms. Babita Bhatia</b><br>Head of HR, The Oterra Hotel, Bengaluru, Karnataka     |   |   |   |  |  |  |  |

GOLDEN OPPORTUNITY TO SYNERGIZE WITH 250+ PROFESSIONALS

For more details contact  
PROFESSIONAL HOUSEKEEPERS ASSOCIATION  
+91 9880099926 | +91 8811140888 | ghkm.india@phka.in

*R.K. Bhandari*  
R.K. BHANDARI  
Principal  
Anaridas Chandiwala Institute of  
Hotel Management & Catering Technology  
Chandiwala Estate, Nr. Anandapuri Marg,  
Kalkaji, New Delhi-110019



Dr. Prem Ram <prem@bcihmct.ac.in>

## Confirmation of Participation – Indian Festival: New Zealand Chapter (14–18 August 2025)

3 messages

CD Foundation EC -World & Us <cdfoundationpromo@gmail.com>  
To: "Dr. Prem Ram" <prem@bcihmct.ac.in>  
Cc: sohail cdfoundation <sohail.cdfoundation@gmail.com>

Mon, Jun 9, 2025 at 1:15 PM

Dear Dr. Prem Ram,

Greetings from CD Foundation.

It is with great pride and heartfelt enthusiasm that we extend to you an official invitation to join the **Indian Delegation** at the prestigious **Indian Festival – New Zealand Chapter**, being held from **14th to 18th August 2025**, in proud partnership with the **Consulate General of India, Auckland**.

This is not just a festival—it is a landmark celebration. For the **first time**, the Government of India will commemorate its **78th Independence Day** on New Zealand soil, through this multi-city celebration of India's culture, cuisine, and creative excellence. The festival showcases India's rich identity on a global stage, and your presence as a respected academic and culinary leader will bring institutional prestige to India's representation abroad.

Amidst the breathtaking natural beauty of **Auckland, Hamilton, and Whangārei**, this grand initiative blends diplomacy with creativity, and community with prestige. Representing the **Indian Culinary Forum** and **Banarsidas Chandiwala Institute of Hotel Management and Catering Technology**, your participation will further meaningful Indo–Kiwi culinary and academic collaboration.

### 🌐 Indian Food Festival – 15th to 17th August: A Gastronomic Celebration

You are invited to actively participate in:

- The **Indo–New Zealand Food Competition** on 15 August — a headline mystery box challenge pairing top Indian and Kiwi chefs.
- **Live Food Pop-Ups and Regional Cuisine Showcases** across curated hospitality venues.
- **Interactive Tastings, Chef Talks, and Culinary Masterclasses** over the three-day event.
- Public-facing presentations and engagements representing Indian hospitality education.

### 🏠 Your Participation is Requested in the Following Key Segments:

- **14 August** – *Youth Connect Program* in Auckland schools: Share insights on culinary education and Indian food heritage with Kiwi students.

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

**August** – CD Foundation Coffee Morning with diplomats, trade leaders, and community members, followed by the **Indo-NZ Food Competition**.

- **15–17 August** – Active participation in the *Indian Food Festival*, pop-ups, branding collaborations, and institutional visibility opportunities.
- **17 August** – *Culinary Knowledge Exchange Workshop* in Hamilton with chefs and students from local hospitality institutions.
- **18 August** – *Culinary Showcase & Dialogue* in Whangārei with local chefs, food entrepreneurs, and educators.

### **Festival Schedule Snapshot – A Culinary-Cultural Showcase**

- **12 August** – Departure from New Delhi
- **13 August** – Arrival in New Zealand and welcome by local organizers
- **14 August** – *Youth Connect Program* at Auckland schools
- **15 August** –
  - IN *Independence Day Celebrations* at Mahatma Gandhi Centre, Auckland
  -  *Coffee Morning with Diplomats & Business Leaders*
  -  *Indo-NZ Mystery Box Food Competition*
  - Opening of Indian Food Pavilion*
  -  *Live Chef Pop-Ups* and food experiences
- **16 August** –
  -  *Food Tastings & Pop-Ups* continue
  -  *Media Coverage & Filmed Culinary Segments*
  -  *Cultural Showcase* by Ms. Shibani Kashyap
- **17 August** –
  -  *Workshop* in Hamilton with local institutes and chefs
  -  *Indian Food Pavilion* and culinary demos
  -  *Evening Performance* by Ms. Kashyap in Hamilton
- **18 August** –
  -  *Culinary Showcase & Chef Dialogue* in Whangārei
  -  *Closing Moments & Community Interactions*

### **Media & Branding Engagement**

As a key representative of India's culinary academia and professional forums:

- You will be featured in the festival's **official digital and media campaigns** across Instagram, LinkedIn, Facebook, YouTube, and traditional media platforms.
- You will participate in **press interviews, filmed showcases, and public-facing promotional appearances**, celebrating Indian culinary heritage on an international

  
R.K. BHANDARI -  
Principal  
Banarsidas Chandiwala Institute of  
Hotel Management & Catering Technology  
Chandiwala Estate, Mca Anandamarg,  
at New Delhi-110019

platform.

- We also **look forward to active promotional support** from the **Indian Culinary Forum** and **Banarsidas Chandiwala Institute of Hotel Management & Catering Technology** across their institutional channels—newsletters, social media platforms, alumni networks, and student outreach forums—to help amplify the visibility and significance of this global event.
- All media and branding efforts will be undertaken in a **collaborative spirit**, with **India's image and institutional pride at the forefront**.

We request your **confirmation of participation at the earliest**, which affirms the following:

- You are participating as a **voluntary delegate** with a commitment to cultural exchange and professional goodwill.
- You agree to participate actively in all listed events and uphold the decorum and prestige of your institution and country.
- **CD Foundation** will provide sponsorship support for your **international travel and hospitality**, as per mutually agreed terms.
- You will participate in **promotional and collaborative activities** as part of the festival delegation.

To proceed with travel bookings, we kindly request your **written consent along with a scanned copy of your passport (photo page)** at the earliest.

This invitation is more than ceremonial—it is a **national distinction**, recognizing your contributions to India's culinary and academic landscape, and offering a platform to engage globally in the spirit of shared learning and friendship.

Warmest regards,

**Charu Das**

*Founder Director, CD Foundation*

✉ cdfoundationpromo@gmail.com | ☎ +91 98710 11899

🌐 www.cdfoundation.org.in

**In collaboration with:**

**The Consulate General of India, Auckland**

📎 Letter from Consulate General of Indian, Auckland, New Zealand.pdf  
829K

Dr. Prem Ram <prem@bcihmct.ac.in>  
To: Director BCIHMCT <director@bcihmct.ac.in>

Tue, Jun 10, 2025 at 10:31 AM

Dear Sir,

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

ings of the Day!!!

Need your permission to accept the invitation to join the **Indian Delegation** at the prestigious **Indian Festival – New Zealand Chapter**, being held from **14th to 18th August 2025**, in proud partnership with the **Consulate General of India, Auckland**. A team of chefs from different organizations will be present.

**My Participation is Requested in the Following Key Segments:**

- **14 August** – *Youth Connect Program* in Auckland schools: Share insights on culinary education and Indian food heritage with Kiwi students.
- **15 August** – *CD Foundation Coffee Morning* with diplomats, trade leaders, and community members, followed by the **Indo–NZ Food Competition**.
- **15–17 August** – Active participation in the *Indian Food Festival*, pop-ups, branding collaborations, and institutional visibility opportunities.
- **17 August** – *Culinary Knowledge Exchange Workshop* in Hamilton with chefs and students from local hospitality institutions.
- **18 August** – *Culinary Showcase & Dialogue* in Whangārei with local chefs, food entrepreneurs, and educators.

Please find

[Quoted text hidden]

With Culinary Regards

**Dr. Chef Prem Ram**

Associate Professor

Programme Coordinator

In-Charge F & B Management

CHE Event Coordinator

BANARSIDAS CHANDIWALA INSTITUTE OF HOTEL MANAGEMENT & CATERING TECHNOLOGY

(NAAC Accredited, Approved by AICTE and affiliated to G.G.S. Indraprastha University)

Chandiwala Estate, Maa Anandmai Marg, Kalkaji, New Delhi -110019

Ph. : 011-49020300-301, Fax : 91-1149020320

E-Mail : prem@bcihmct.ac.in Website : www.bcihmct.ac.in

Mobile +91-9999210924

Alternate E-mail: joint\_sec\_5@icfnorth.org

 **Letter from Consulate General of Indian, Auckland, New Zealand.pdf**  
829K

**Dr. Prem Ram** <prem@bcihmct.ac.in>

To: CD Foundation EC -World & Us <cdfoundationpromo@gmail.com>

Wed, Jun 11, 2025 at 3:33 PM

Dear Charu Ji,

Greetings of the Day!!!



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

Thank you for the kind, gracious invitation to this prestigious event. I sincerely appreciate the opportunity to participate in the upcoming event and accept **the official invitation** to join the **Indian Delegation** at the prestigious **Indian Festival – New Zealand Chapter**, being held from **14th to 18th August 2025**, in proud partnership with the **Consulate General of India, Auckland**.

It will be a privilege to participate in promotional and collaborative activities as part of the festival delegation and to be a part of culinary and academic collaborations, an opportunity to showcase India's rich culinary heritage. Please find the attached copy of my Passport.

[Quoted text hidden]

[Quoted text hidden]



**Dr.Prem Passport copy.pdf**

287K



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

डॉ. मदन मोहन सेठी  
महावाणिज्य दूत  
Dr. Madan Mohan Sethi  
Consul General



भारत का वाणिज्य दूतावास  
ऑकलैंड  
Consulate General of India  
Auckland

No.AUC/CGO/MISC/2025/01

17/02/2025

Dear Ms. Charu Das,

Reference your request/proposal for collaboration to celebrate Indian festival and cultural events in Auckland and Hamilton.

2. I believe that this will attract vast Indian and Kiwi community. It will also be an occasion to appropriately showcase rich cultural heritage of India in New Zealand.

3. In view of the above, Consulate General of India, Auckland will be happy to associate with you for this event under our jurisdiction and accordingly, I invite you to visit Auckland and undertake meetings with various stakeholders. At our end, we will endeavour to arrange your meetings with available Indian associations/sponsors/diaspora.

Warm regards,

(Madan Mohan Sethi)

Ms. Charu Das  
CG Foundation  
S-488, 1<sup>st</sup> Floor  
Greater Kailash-1  
New Delhi - 110048

145, New North Road Eden Terrace Auckland New Zealand 1011

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



सत्यमेव जयते

डॉ. मदन मोहन सेठी  
भारत के महावाणिज्यदूत  
Dr. Madan Mohan Sethi  
Consul General of India

No. AUC/MISC/2025-07-08

9<sup>th</sup> July 2025

To,  
New Zealand Immigration  
Te Kawanatanga o Aotearoa  
New Zealand Government

Subject: Request for Visa Facilitation – World & Us: Indian Festival – New Zealand Chapter  
It is to confirm that the Consulate General of India, Auckland, is organising the World & us: Indian Festival – New Zealand Chapter, from 14 August 2025 to 18 August 2025, across Auckland and Hamilton in association with CD Foundation. This multi-city celebration commemorates India's 79th Independence Day and will feature cultural performances, culinary showcases, business forums, and fashion presentations, with participation from renowned Indian chefs, artists, entrepreneurs, and cultural representatives.

2. We hereby confirm that the following individuals are official members of the Indian delegation invited to participate in the festival:

Participating Cultural Artists and Participating Members (Short-term Entertainment Act Visitor Visa applicants)

| S.No. | Name                      | Passport No. | Date of arrival | Date of Departure |
|-------|---------------------------|--------------|-----------------|-------------------|
| 1.    | Ms. Shibani Kashyap       | C5603020     | 12 August 2025  | 19 August 2025    |
| 2.    | Mr. Satyanarayana Pandari | P3556259     | 13 August 2025  | 20 August 2025    |
| 3.    | Mr. Anuj Mathur           | X9879377     | 13 August 2025  | 20 August 2025    |
| 4.    | Mr. Prem Ram              | N7273787     | 13 August 2025  | 20 August 2025    |
| 5.    | Ms. Amna Mirza            | U6127752     | 13 August 2025  | 17 August 2025    |
| 6.    | Mr. Shaji Mathew          | U7893553     | 13 August 2025  | 20 August 2025    |
| 7.    | Mr. Pappu Chaurasiya      | C9575907     | 13 August 2025  | 20 August 2025    |
| 8.    | Mr. Nikhil Mishra         | T1521689     | 13 August 2025  | 20 August 2025    |

Delegation Members (General Visitor Visa applicants)

| S.No. | Name                               | Passport No. | Date of arrival | Date of Departure |
|-------|------------------------------------|--------------|-----------------|-------------------|
| 1.    | Mr. Varun Mohan                    | Z7235820     | 14 August 2025  | 19 August 2025    |
| 2.    | Ms. Garima Ganerawal               | Z8212399     | 12 August 2025  | 20 August 2025    |
| 3.    | Mr. Vijayan Mathilakat Payyangatil | Z4601922     | 12 August 2025  | 20 August 2025    |

3. Connection and strong engagement with the local kiwis (students & community) is quite important to our long-term strategy of taking the bilateral relationship to higher which in turn will impact other sectors like trade & investment apart from strong political linkage. I have received some positive gestures from the local Mayor and local Members of Parliament who emphasise on strong people to people connection and engagement at political level as a basic to make the relationship stronger.

4. Consulate General of India, Auckland, shall be grateful, if the above applicants could be facilitated by issuance of proper visa for their visit to New Zealand.

Yours faithfully,



Level-14, 151 Queen Street, Auckland, New Zealand  
Tel: +64 9 218 8216 | E-mail: cg.auckland@mea.gov.in

(Dr. Madan Mohan Sethi)  
Consul General of India  
Auckland, New Zealand

Csuz

Siddhas Chandiwala Inter  
Hotel Management & Catering Technology  
Chandiwala Estate, Mc a Anandamai Marg,  
Kalkaji, New Delhi-110019

**DETAILS OF ATTENDING/PRESENTATION IN CONFERENCE/ SEMINAR/ WORKSHOP/ FDP  
for ACADEMIC YEAR :- 2024-2025**

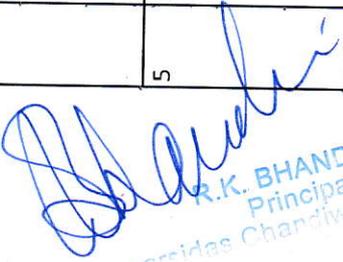
**WORKSHOP**

| S. No. | Faculty Name  | Date/s of attending the event | Theme of the event attended                           | National/ International | whether online/ offline | Organizing Institute | Your role (convener/ co-convener/ scientific committee/ key-) | Title of presentation (if any)                                 |
|--------|---|-------------------------------|---|-------------------------|-------------------------|----------------------|---|--|
| 1      | Chef Prem Ram & Chef Manish Malhotra, Chef Sumit Pant, Chef Amit Thakur , Chef Amit Kumar | 12th Aug 2024                 | Detailed Sushi Workshop                               | International           | Offline                 | ICF                  | Attendee  | Detailed Sushi Workshop  |
| 2      | Mr. Ankit Gupta   | 6th Feb 2025                  | Hydrponics Workshop                                   | National                | Offline                 | ICF                  | Visitor for exposure  | Hydrponics Workshop  |
| 3      | Dr. Manish Malhotra   | 17th June 2025                | Workshop on Intellectual Property Rights & Technology | National                | Offline                 | Jamia University     | Attendee  | Workshop on Intellectual Property Rights & Technology Transfer |

  
**R.C. BHANDARI**  
 Principal  
 Banarsidas Chandiwala Institute of  
 Hotel Management & Catering Technology  
 Chandiwala Estate, M. & Anandajai Marg,  
 Kanpur, New Delhi-110010

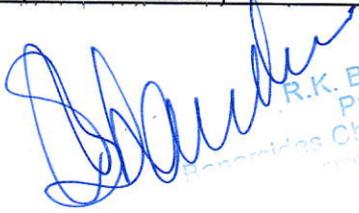
## FDP

| S. No. | Faculty Name   | Date/s of attending the event | Theme of the event attended   | National/ International | whether online/ offline | Organizing Institute  | Your role (convener/ co-convener/ scientific committee/ key-) | Title of presentation (if any)  |
|--------|--|-------------------------------|---|-------------------------|-------------------------|---|---|---|
| 1      | Ms. Jyotsna, Ms. Riya Yadav & Mr. Mohan Jain                   | 1st-5th July 2024             | One Week Exposure Training- Industry Exposure-  | Institute Level         | Offline                 | BCIHMCT   | Attendee  | One Week Exposure Training- Industry Exposure- Crowne Plaza Hotel , Greater Noida |
| 2      | Ms. Divya Thakur   | 7th-12th July 2024            | Faculty Industrial Exposure-FDP- Pullman Hotel Aerocity                                   | Institute Level         | Offline                 | BCIHMCT   | Attendee  | One Week Exposure Training- Industry Exposure- Pullman Hotel Aerocity             |
| 3      | Mr. Mohan Jain   | 18th -28th July 2024          | Malviya Mission Teacher Training Programme (MMTTP) ON "NEP Orientation andSensitisation " | National Level          | Online- Virtual         | Hansraj College, University OfDelhi under ageis of Malaviya Mission Teacher | Participant   | Malviya Mission Teacher Training Programme (MMTTP)                                |
| 4      | Mr. Ankit Gupta, Mr. Aashish Mann, Ms. Riya Yadav, Ms. Jyotsna | 11th - 16th Dec 2024          | FDP- Case writing & Teaching in Management & Executive                                    | International Level     | Online- Virtual         | Gisma University, Berlin School Of Business & Innovation                    | Participant   | FDP- Case writing & Teaching in Management & Executive education                  |
| 5      | BCIHMCT Faculty  | 18th Jan 2025                 | FDP-New Features in SPSS 30.0   | Institute Level         | Online - Virtual        | Internal Quality Assurance Cell & BCRC, BCIHMCT                             | Attendees   | FDP-New Features in SPSS 30.0   |



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|----------------|---|-------------------------------|--|-------------------------|-------------------------|--|--|--|--|
| 6              | Mr. Ankit Gupta, Mr. Aashish Mann, Ms. Riya Yadav, Ms. Jyotsna, Chef Amit Thakur, Chef Amit Kumar | 6th-10th Jan 2025             | FDP-Emerging trends in Hospitality Industry- Implications for teaching and curriculum design | National Level          | Online-Virtual          | School Of Hotel Management & Tourism, Desh Bhagat University, Mandi Gobindgarh, Punjab | Participant  | Emerging trends in Hospitality Industry- Implications for teaching and curriculum design |  |
| 7              | BCIHMCT Faculty   | 1st Feb 2025                  | FDP- Understanding the interactive   | Institute Level         | Offline                 | Techno Club  | Participant  | FDP- Understanding the interactive flat panel  |  |
| 14             | Dr. Manish Malhotra   | 17th -21st March 2025         | The AICTE-IIITD Faculty Development Program & Bootcamp                                       | National Level          | Offline                 | IIIT Delhi   | Participant  | The AICTE-IIITD Faculty Development Program & Bootcamp- Innovation & Entrepreneurship    |  |
| 15             | Dr. Rachna Chandan  | 25th - 30th Aug 2025          | Malviya Mission Teacher Training Centre, North - Eastern Hill University, Shillong           | National                | Online                  | Malviya Mission Teacher Training Centre, North - Eastern Hill                          | Participant  | Academic Leadership  |  |
| <b>SEMINAR</b> |   |                               |  |                         |                         |  |  |  |  |
| S. No.         | Faculty Name  | Date/s of attending the event | Theme of the event attended  | National/ International | whether online/ offline | Organizing Institute   | Your role (convener/ co-convener/ scientific committee/ key-note/ session-Participant) | Title of presentation (if any)   |  |
| 1              | Mr. Mohan Jain  | 6th June 2024                 | ETEducation Annual Education Summit 2024 on theme - "Accelerating the vision of              | National                | Offline                 | Economic Times Education   | Participant  | NA   |  |

  
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|---|--|---------------------|--|----------|---------|---|-------------|---|
| 2 | Dr. Prem Ram , Chef Sumit Pant                   | 26th Sep 2024       | 15th Global Skill Summit 2024, Kaushal Bhawan                          | National | Offline | FICCI, Kaushal Bhawan , Chankyapuri                                     | Attendee    | Skill Ist and Skill Based Innovation            |
| 3 | Dr. Arvind Kumar Saraswati & Dr. Manish Malhotra | 12th Nov 2024       | Conclave-Launch of Innovation & Incubation Fund                        | National | Offline | GGSIJU, New Delhi   | Attendee    | Conclave-Launch of Innovation & Incubation Fund |
| 4 | Chef R.Kundu                                     | 3rd-4th July 2025   | Association Of Hospitality Professional (AHP) & IHA Culinary Challenge | National | Offline | Association Of Hospitality Professional (AHP) & IHA Culinary Challenge  | Jury Member | NA  |
| 5 | Chef Sumit Pant                                  | 3rd - 5th July 2025 | AHP Culinary Competition   | National | Offline | AHP Culinary Competition  | Jury Member | NA  |
| 6 | Dr. Rachna Chandan                               | 3rd-4th Oct 2025    | Professional Housekeepers Association (PHA)                            | National | Offline | 6th Young Visionary Housekeepers Associations National Convention & 8th | Attended    | NA  |

*R.K. Bhandari*

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**CONFERENCE**

| S. No. | Faculty Name               | Date/s of attending the event | Theme of the event attended  | National/ International | whether online/ offline | Organizing Institute   | Your role (convener/ co-convener/ scientific committee/ key-note/ session-) | Title of presentation (if any)  |
|--------|----------------------------|-------------------------------|--|-------------------------|-------------------------|--|---|---|
| 1      | Ms. Rachna Chandan         | 14th Sep 2024                 | TEHK- Technology Enabled Housekeeping, Professional  | National Level          | Offline                 | Fortune Park JP Celestial, Bengaluru   | Presenter   | Housekeeping -AI-Technology enabled setting a roadmap   |
| 2      | Dr. Arvind Kumar Saraswati | 8th-9th Nov 2024              | International Conference on Contemporary Trends & Practices in Hospitality & Tourism "sustainability         | International Level     | Offline                 | School Of Hotel Management & Catering Technology, Jaipur National University, Jaipur | Expert Speaker  | International Conference on Contemporary Trends & Practices in Hospitality & Tourism "sustainability for enhanced health and wellness |
| 3      | Dr. Arvind Kumar Saraswati | 2nd-3rd Dec 2024              | International conference on - sustainability & resilience : Emerging paradigms in management, agri-business, | International Level     | Online                  | Career Point University, Hamirpur(HP) & NCWEB University Of Delhi                    | Keynote Speaker   | International conference on - sustainability & resilience : Emerging paradigms in management, agri-business, tourism & socialscience- |

  
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|---|----------------------------|---------------------------|---|---------------------|---------|---|-----------------|---|
| 4 | Dr. Arvind Kumar Saraswati | 7th-8th Dec 2024          | 9th International Conference on Synergizing Sustainable Technologies & Management Practises (STAMP-2024)  | International Level | Offline | Bhikaji Cama Subharti College of Hotel Management, Subharti University, Meerut  | Keynote Speaker | Bhikaji Cama Subharti College of Hotel Management, Subharti University, Meerut in collaboration with Food & Safety & Drug Administration, Govt. Of Uttar Pradesh                                |
| 5 | Mr. Ankit Gupta            | 7th Feb 2025              | Amity University - ITSA Conference - "Bridging the gaps in Tourism Knowledge & Practice: Sustainable Development, Regenerative  | International Level | Online  | Faculty Of Hospitality & Tourism - Amity University   | Presenter       | Educating wine amateurs Leveraging smart technology for sustainable wine pairing with north Indian cuisines   |
| 6 | Dr. Arvind Kumar Saraswati | 19th & 20th Feb 2025      | Global Conference on "Innovating for Impact : Digital Technologies for public administration, engineering applications, environmental protection, sustainable Business Operations & Healthcare" | International Level | Online  | M/S Confab360 Degree (India), Manipal Academy of Higher Education (Dubai), Rushford Bussness School (Switzerland) and European global Institute of Innovation | Session Chair   | Global Conference on "Innovating for Impact : Digital Technologies for public administration, engineering applications, environmental protection, sustainable Business Operations & Healthcare" |
| 7 | Dr. Arvind Kumar Saraswati | 27th Feb - 1st March 2025 | 15th India International Hotel, Travel & Tourism Research   | International Level | Offline | BCRC, BCIHMCT, New Delhi  | Convener        | Re-thinking Tourism & Hospitality: AI & Sustainable Transformation  |

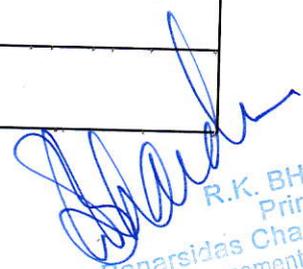
  
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|----|----------------------------|----------------------|--|---------------------|---------|--|------------------|--|
| 8  | Mr. Ankit Gupta            | 27th Feb 2025        | 15th India International Hotel, Travel & Tourism Research Conference               | International Level | Offline | BCIHMCT  | Paper Presenter  | Harnessing large language models and computational intelligence to design adaptive learning systems for immersive wine and food pairing education. |
| 9  | Dr. Arvind Kumar Saraswati | 11th March 2025      | IHM Gangtok-Industry Partnership Summit  | International Level | Offline | Sikkim INSPIRES Project of the Department Of Tourism & Civil Aviation & IHM Gangtok    | Expert -Panelist | IHM Gangtok-Industry Partnership Summit  |
| 10 | Dr. Arvind Kumar Saraswati | 14th-15th April 2025 | Chandiwala Co-Creation Lab , BCRC  | International Level | Offline | Chandiwala Co-Creation Lab , BCRC- NATHM (Nepal) Academy of Tourism & Hotel Management | Convener         | Academic Partnership Summit  |
| 11 | Dr. Rachna Chandan         | 17th May 2025        | Professional Housekeepers Association (PHA)TEHK - Technology Enabled Housekeeping. | National Level      | Offline | Professional Housekeepers Association (PHA)TEHK - Technology Enabled Housekeeping      | Presenter        | Balancing Technology & AI integration with Human Expertise & industry perspective  |

  
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**OTHER ASSIGNMENT/ACTIVITY**

| S. No. | Faculty Name   | Date/s of attending the event | Theme of the event attended   | National/ International | whether online/ offline | Organizing Institute  | Your role (convener/ co-convener/ scientific committee/ key-) | Title of presentation (if any)                         |
|--------|--|-------------------------------|---|-------------------------|-------------------------|---|---|--|
| 1      | Mr. Manish Malhotra & Mr. Sidharth Srivastava  | 15th March 2023               | 6th TPO Meet(Official Meet)   | National                | Offline                 | GGSIU   | Attendee  | 6TH TPO Meet of USS and all Affiliated Colleges        |
| 2      | Chef Prem Ram , Chef Mnaish Malhotra, Chef Sumit, Chef Amit Kumar , Chef Ranojit Kundu | 5th Sep 2024                  | The Australian Macadamia Festival   | International           | Offline                 | Australian Macadamia Society, Govt. Of Australia  | Attendee/Visitor  | The Australian Macadamia Festival                      |
| 3      | Dr. Prem Ram, Chef Sumit Pant  | 12th Sep 2024                 | Food Connoisseurs India   | National                | Offline                 | The Leela Ambience Palace, New  | Visitor for exposure  | Food Connoisseurs India Exhibition (FCIC 2024)         |
| 4      | Mr. Ankit Gupta  | 18th Dec 2024                 | ASUR Micro Brewery at Moti Nagar  | Dometric                | Offline                 | ASUR Micro Brewery at Moti Nagar  | Judge -Jury Member  | ASUR Micro Brewery at Moti Nagar- Blind Whisky Tasting |
| 5      | Chef Amit Kumar  | 8th,9th & 10th Jan ,2025      | Asian President Forum 2025- Trade promotion council of India & IFCA at Expo Mart , Greater Noida & Yashobhoomi Dwarka | International           | Offline                 | Trade promotion council of India & IFCA at Expo Mart , Greater Noida & Yashobhoomi Dwarka | Coordinator IFCA PR /BCIHMCT                                  | Asian President Forum 2025                             |

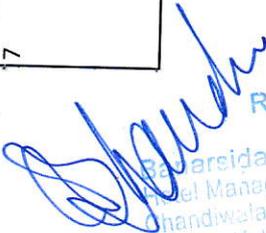
  
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| 6 | Chef Ranajit Kundu | 8th Feb 2025 | MoU signing between FIF(Food Importers Forum Of India) & ICF ( Indian Culinary Forum) | National | Offline | FIF Office, Vasant Vihar, Delhi | Invited as Guest | MoU signing between FIF(Food Importers Forum Of India) & ICF ( Indian Culinary Forum) |
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| INDUSTRY VISIT |   |               |  |               |         |  |
|----------------|---|---------------|--|---------------|---------|--|
|                |   |               |  | International | Offline | International                                      |
|                |   |               |  |               |         |  |
| 1              | Chef Ranajit Kundu, Chef Sumit Pant, Chef Durga Prasad, Ms. Jyotsna | 3rd Aug 2024  | International Hospitality Expo-7th Edition                       | International | Offline | International Hospitality Expo-7th Edition         |
| 2              | Ankit Gupta, Chef Prem Ram  | 18th Oct 2024 | SPIRITZ Magazine   | National      | Offline | SPIRITZ Award Event 2024 @ Le Meridian Gurgaon     |
| 3              | Mr. Ankit Gupta   | 23rd Nov 2024 | Tulleeho & (San Simone Wines)/Venus Is The Perch at Vasant Vihar | National      | Online  | Brand Launch Prosecco                              |
| 4              | Mr. Ankit Gupta & Mr. Aashish Mann                                  | 7th Dec 2024  | Devati Mallick wine tasting event at The Lalit Hotel             | National      | Offline | The Lalit Hotel                                    |
| 5              | Mr. Ankit Gupta   | 26th Feb 2025 | Bartender Week -Le Meridian Gurgaon                              | National      | Offline | Hotel -Le Meridian Gurgaon                         |
| 6              | Mr. Ankit Gupta   | 3rd Aug 2025  | IHE Expo 2025, Expo On Hospitality                               | National      | Offline | IHE Expo 2025, Expo On Hospitality                 |
| 7              | Dr. Rachna Chandan  | 5th Aug 2025  | PHA During India Expo Centre & Mart, Greater Noida               | National      | Offline | PHA During India Expo Centre & Mart, Greater Noida |

  
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