



Atharva Educational Trust's  
**ATHARVA COLLEGE OF HOTEL MANAGEMENT AND  
CATERING TECHNOLOGY**  
(Recognized by Government of Maharashtra & Affiliated to Mumbai University)  
NAAC Accredited  
Malad-Marve Road, Malad (W), Mumbai - 400095. India,  
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**Department of Data Science**

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# **HR MANUAL**

*Poojita Jaiswal*  
PRINCIPAL

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AND CATERING TECHNOLOGY  
MUMBAI-95



### Department of Data Science

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6.	Health, Safety and Environment Protection Policy
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9.	Ethical Business Practice
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23.	Salary, Increment, Annual Performance Review, Promotion
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25.	Transfer Policy

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## 1. General Guidelines

- i. This document shall be called 'Atharva College of Hotel Management and Catering Technology HR Manual'.
- ii. This HR Manual shall apply to all employees of all departments of Atharva College of Hotel Management and Catering Technology.
- iii. Atharva College of Hotel Management and Catering Technology reserves the right to amend (delete, add or modify) this HR Manual from time to time and such amendment shall be binding on all the employees from its effective date.
- iv. This HR Manual is strictly 'Private & confidential'

## 2. Vision

"Atharva College of Hotel Management and Catering Technology aims to constantly strive & provide comprehensive education in a healthy learning environment, nurturing professionals for the competitive world."

## 3. Mission

"To provide the best educational opportunities in most conducive work culture with highest level of professionalism and dedication in progressively enhanced manner."

## 4. Values

- Excellence
- Professionalism
- Innovation
- Passion
- Efficiency

## 5. Quality Policy

At Atharva College of Hotel Management and Catering Technology the Objective is

- Continuous improvement in all areas of operations.
- Development of human resources through training and motivation.
- Adaptability to changing global Education patterns and technical developments.

## 6. Health, Safety and Environment Protection Policy

The Institute strives to develop and provide products and services that have no undue environmental impact and are safe in their intended use, efficient in their consumption of energy and natural resources and can be recycled, reused or disposed of safely.

## 7. Policy on Fraud and Similar Irregularities

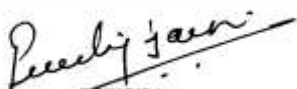
Fraud and Similar Irregularities Institute policy prohibits fraud and establishes procedures to be followed concerning the recognition, reporting and investigation of suspected fraud.

Fraud includes, but is not limited to:

- Dishonest or fraudulent act;
- Embezzlement;
- Forgery or alteration of negotiable instruments such as Institute checks and drafts;
- Misappropriation of Institute, employee, customer, partner or supplier assets;

Any fraudulent activity that may have occurred should be reported to the HR or Committee of Management.

All fraud investigations will be conducted under the direction of the HR or Committee of Management as applicable.

  
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## **8. Policy on Laws and Business Conduct**

The Code of Conduct of Atharva College of Hotel Management and Catering Technology consists of policies that are ethical and legal to be followed by Institute's Directors, Executives, Teaching & Non-teaching Staff and associated Institutes.

It is the policy of the Institute to comply with all applicable laws of Mumbai University as well as focus on ethics too. It is the personal responsibility of everybody in the Institute to observe the standards of conduct and other requirements of code of business conduct.

Whether or not these standards and requirements are imposed by laws, no director, employee, and associated Institute shall reserve to comply with these standards and requirements or acting outside the scope of his or her employment responsibility.

The underlying formal policies themselves have more details than it is contained in this booklet. It is the responsibility of each director, employee, Executives, Teaching & Non-teaching Staff, also associated with the Institute, to familiarize himself/herself with the details of these policies that apply to his or her assigned duties.

## **9. Ethical Business Practices**

The Institute's policy requires Directors and all the employees to observe high standards of education and personal ethics while discharging duties, practice honesty and integrity in every aspect of dealing with other Institutes, employees, the public, the business community, shareholders, customers, suppliers, competitors and Government authorities and not take unfair advantage through manipulation, concealment, abuse of privileged information, misrepresentation of material facts, or other unfair-dealing practices when acting on behalf of the Institute.

  
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❖ Commercial Bribery:

- The Institute's policy prohibits commercial bribes, kickbacks and other similar payoffs, benefits paid to any suppliers or customers.
- Directors, employees and associates are also prohibited from receiving, directly or indirectly, anything of a significant value (other than salary, wages or other ordinary compensation from the Institute) in connection with a transaction entered into by the Institute.
- This policy does not prohibit expenditures of reasonable amounts for meals and entertainment of suppliers and customers which are an ordinary and customary business expenses, if they are, otherwise lawful. Expenditures of this type should be included on expense reports and approved under standard Institute procedures.

❖ Fraud and Similar Irregularities:

- The Institute's policy prohibits fraud and establishes procedures to be followed concerning the recognition, reporting and investigation of suspected fraud.

❖ Accounting Controls, Procedures and Records

- Applicable laws and Institute policy requires the Institute to keep books and records that accurately and fairly reflect its transactions and the dispositions of its assets. In addition, the Institute must maintain a system of internal accounting controls that will ensure the reliability and adequacy of its books and records.
- Transactions with proper Management approval, are properly accounted in the books and records of the Institute, and that the reports and financial statements of the Institute are prepared in a timely and fair manner and records accurately reflect such transactions.

This Code of Conduct shall apply to all Departments, and every employee working in the Institution and to other entities acting on behalf of them.

  
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## **10. Staff working Policy**

The Institute, its subsidiaries and Affiliates, recognize their responsibility, and ensures that rights of its employees are protected. As such, the Institute has adopted the following guidelines as part of its goal to respect the fundamental rights of its employees.

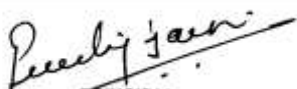
The Institute:

- ❖ Shall obey and comply with Mumbai University laws, norms practices and maintain good working relationships with employees.
- ❖ Shall seek to provide a safe and healthy work environment.
- ❖ Shall neither engage nor support the use of corporal punishment, mental or physical coercion, or verbal abuse.
- ❖ Prohibits discrimination of employees based upon sex, race, national origin, political beliefs, or religion and maintains a discrimination-free work environment.
- ❖ Prohibits, and complies with laws prohibiting acts of sexual harassment or threats in the workplace.
- ❖ Shall comply with applicable industry standards relating to work hours and payment of wages.

## **11. Workplace Employment Policy:**

Equal Employment Opportunity Institute policy prohibits all unlawful discrimination against any employee or applicant for employment. The Institute is committed to provide equal opportunity to all qualified individuals in hiring and promotion policies. The Institute will endeavour to create a workforce that is a reflection of the diverse population of the communities in which it operates.

- ❖ Harassment: The Institute believes that all employees should be treated with dignity and respect. It is the policy of the Institute to provide a work environment which is free

  
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from harassment. As used in this policy, harassment includes sexual, racial, ethnic, and other forms of harassment, including harassment based upon disability.

❖ Verbal or Written Harassment Unwelcome or derogatory comments regarding a person's race, colour, sex, sexual orientation, religion, ancestry, ethnic heritage, mental or physical disability, age or appearance; threats of physical harm; or the distribution of material having such effects, including by electronic mail or display in any Institute work area.

❖ Physical Harassment: Hitting, pushing or any other aggressive physical contact or any other verbal threat will be dealt with strictly.

❖ Sexual Harassment: Unwelcome sexual conduct, whether verbal or physical, including sexual advances, demands for sexual favours, or physical conduct of a sexual nature, whether or not it was designed or intended to promote an intimate relationship. It is not considered harassment for supervisors and other members of management to enforce job performance and standards of conduct in a fair and consistent manner. Reports of harassment will be investigated promptly and discreetly. Any employee, who reports any act of harassment in good faith, including sexual harassment, will not be retaliated against because of such report.

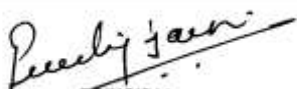
❖ Political Activities: The Institute believes strongly in the democratic process. Its Directors and employees should take active interest in fostering principles of good governance in the countries and communities in which they do business.

## **12. Employee Career Path:**

### **Departments:**

#### **Teaching**

- Department of Hospitality Studies
- Department of B.A in Culinary Arts
- Department of Film, Television

  
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- Department of Mass Communication, Journalism
  - Department of Data Science
  - Department of Fashion Designing
  - Department of Sports Management

**Non-Teaching**

- Administration
- Accounts
- Housekeeping & Maintenance (Peon, Security Guard, Sweeper)
- Exam Section
- Library staff

**13. Employment Terms:**

- i. Employee services will be governed by the provisions of the Maharashtra University Act, and the Statutes, Ordinances, Regulations and the Rules of the University and as a when will be amended from time to time by the University and the regulations and rules of the Governing Council of Atharva Educational Trust.
- ii. Employees will be on a contractual appointment from the date of joining of the services in Atharva College of Hotel Management and Catering Technology till end of the Contract. Appointment is strictly subject to fulfilment of minimum eligibility criteria & the experience required for the said post as per the UNIVERSITY OF MUMBAI norms. If employees do not fulfil the required qualification during the academic year or during services are not found suitable, employee services can be discontinued without stating any reason and any notice.
- iii. Based on your Performance Appraisal/Confidential Report which is to be submitted by the employee at the end of employee tenure and also on the basis of the report of HOD & Principal, employees may be recommended for further extension. However, the management reserves the right to offer/reject candidates for continuation. After the

  
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given tenure has ended or after the mentioned term, if any, has been discontinued, management will not consider any gratuity, arrears of any type, or claims other than PF for the said post.

- iv. If the appointment is purely on an Ad-Hoc basis for the period mentioned in the appointment letter of which it shall stand terminated automatically without any notice. Also this order has no legal standing to claim for continuation of service and will not assign any authority to employees to fall under any jurisdiction against this notice.
- v. Employees have to give one month's notice or one month's salary in lieu of the notice, to the institute while resigning the job. It is desirable that one does not leave the job during the teaching session. The chairperson however has discretion to relax this condition.
- vi. Employees will report to the concerned Head of the Department/Principal and have to shoulder the responsibilities assigned in the respective Department.
- vii. Employee services shall be discontinued without any notice or 48 hrs notice & non-assigning any reason, due to loss of confidence, gross negligence, in-efficiency at work, non-deliverable performance at work or any wilful act of misconduct on employee part without any notice and any time during the said tenure and if so in such case employee will be paid the salary only till employee last working day with the organization. Employee appointment is subject to approval from the University of Mumbai. Employees have to fulfil all the required qualifications & experiences for the said post according to the Mumbai University norms from time to time.
- viii. If the University objects about any point with respect to qualification, NET/SLET/ experience, age requirement etc. then in such case the university and the college's decision will be final and any claim on the said post after or during the service period will not be considered. Employee on Probation (For UGC By University & Management):

  
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- a) All New joinees employed by Atharva College of Hotel Management and Catering Technology shall be under 'Probation Period'.
- b) This probation period shall be for at least Two Years.
- c) Atharva College of Hotel Management and Catering Technology has all the rights to extend this period based on the performance of an employee.
- d) It is mandatory to clear the "Confirmation Appraisal" to become the Regular or Confirmed Employee.
- e) Clearing Confirmation Appraisal does not give assurance of Increment. Increment shall be as per Atharva College of Hotel Management and Catering Technology's increment cycle and University of Mumbai.

#### **14. Work Days, Institute Timings & Attendance System**

##### **Scope:**

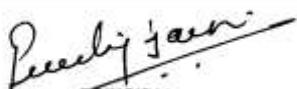
All employees of Atharva College of Hotel Management and Catering Technology

- i. Teaching Staff: Working days are from Monday to Friday. Saturday and Sunday are weekly off.

Non-Teaching Staff: Working days are from Monday to Saturday. Sunday is a weekly off. It can be modified based on the requirement.

- ii. Timing: The work timings of Atharva College of Hotel Management and Catering
  - For Non-Teaching Staff: 10:00 am to 06:00p.m.
  - Security Department: ▪ Morning Shift: 07.00 am to 03.00 pm ▪ Afternoon shift:03:00 pm to 11:pm ▪ Night Shift: 11.00 pm to 07.00 am ▪ Sweeper: 08:00 am to 06:00 pm
  - Gardener: 09:00 am to 06:00 pm This includes 8 hours of working, and 30 minutes of lunch.

Technology is as follow: For Teaching Staff and Lab Assistant: 09.00 am to 05.00 p.m.

  
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Office timing will be as per rules or as prescribed by the Principal/Head of the Department/Admin Department. It can be modified based on the requirement. Department specific time as per the institute's needs may differ which shall be communicated to the concerned Employees separately.

iii. Lunch Time Applicability: Employees who are present in the Institute.

For Teaching and Non-Teaching staff: Lunch break is for 30 Minutes

Half day & late coming Late Coming

Three (3) late marks shall be deducted from a Full day leave for Non-Teaching staff.

- Teaching staff must be present at 09:00 am. First lecture Teaching staff must report to college at 08:45 am to start lecture sharp at 09:00 am.
  - Employee must inform his/her Reporting Authority if he/she is coming late.
- iv. Employee must inform his / her Reporting Authority if he / she won't be coming to work due to any reason or emergency – immediately he / she is coming to know about his emergency.

Half day: Half day shall be defined as 4 hours of work.

- v. Employees may be required to work on weekly off, Holidays and on non-working days as per the decision of Management. In the event employees are required to attend college on Institutional holidays for duties related to your appointment i.e. staff developmental programmes/special lectures, conducting exams, seminars, conferences, sports and games, college day celebrations etc. Employee shall attend duties without fail and no extra remuneration will be payable for the same. 'Compensatory Benefits' policy shall be applicable based on the type of work.

  
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- vi. Attendance System It is mandatory for all the Employees to mark their attendance daily in 'Attendance Register'. All Employees should mark their attendance daily in the morning and in the evening in the Biometric Attendance system as per given instruction and training. Every time going out of Institute for official or personal work it is mandatory to do entry in the outgoing register at the security office.
- vii. Verification and Calculation of Attendance The attendance shall be verified and calculated based on attendance records present in the Attendance system. (Biometric Attendance system and / or Attendance register as per the applicability) Important Point:

Any attendance records in the register found tampered (i.e. re-writing with on white Ink, cancelling and re-writing) shall attract that Day's absence. Under no circumstances the same shall be reversed.

- viii. Out-Door Definition: Out-Door means Employee going for official work in the morning. Important Points:
- If Out-Door is necessary, Employees must take an approval from their Reporting Authority in advance, via E Mail / such request must also be marked cc to the HR Department.
  - The Reporting Authority must approve this request on the same day of the request made.
  - In case of verbal approval for Out-Door (due to attending official work without coming to workplace in case of emergency), an e-mail must be sent to Reporting Authority of Employees with cc to Human Resource Department within 48 hours of coming to workplace. Those not having email facilities shall have the written approval from HOD

- If the Reporting authority requests an employee for Out-Door in the morning, He / She need to inform the HR via E-Mail about it and submit OD form to Admin Department.
- Any Out-Door without advance intimation and approval shall be treated as absent.

## **15. Leave Policy**

Entitlement All eligible employees of Atharva College of Hotel Management and Catering Technology will be getting 15 Days' Leave Salary every Calendar year.

CL = CASUAL LEAVE = 15 DAYS. CL is eligible for all Teaching & Non-teaching staff after one month of the Date of Joining. Jan – June = 7 July – Dec = 8 Jan – Dec = Total

- At the end of the year CLs will lapse and cannot be carried forward or encashed. SL = SICK LEAVE = 10 DAYS.
- For Teaching and Non-Teaching Staff after One year Jan – Dec = Total 10. Every year SL at the end of the year are carried forward to the maximum of 90 days. Before resuming the duties, it is mandatory to submit a fitness certificate. [ It is mandatory to submit a medical certificate from a registered medical practitioner.]. Vacation For Teaching Staff after completion of probation period subject to availability of workload in the department and as per the norms of Mumbai University, conducting regular semester practical & external viva, practical examination, maintaining & setting up of the lab during academic & non-academic sessions etc.
- In an event you are required to attend college on Institutional holidays for duties related to your appointment i.e. staff developmental programmes/special lectures, conducting exams, seminars, conferences, sports and games, college day celebrations, CSR activity etc you shall attend duties during Vacations.
- In case an employee requires leaves for more than 10 days for any special reason e.g. Study, Marriage, going to Native etc He /She has to make a special leave request to the Management well in advance along with Reporting Authority. He / She also needs to

  
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submit an application and necessary supporting documents as applicable to the HR Department.

### **Maternity Leave & Indemnity Bond:**


- Female employees shall be entitled to a maximum of 90 days of maternity leave in accordance with the provisions of Maternity – Benefits Act, 1961 out of which not more than 6 weeks shall precede the date of her expected delivery.
- To be entitled the concerned female must have actually worked for a period of not less than 3 Years in Atharva College of Hotel Management and Catering Technology immediately preceding the date of her expected delivery. Besides application for maternity leave, the concerned female must submit a medical certificate from a registered medical practitioner, specifying the expected date of delivery at least 30 days before availing of the maternity leave. This leave shall be applicable only one in the total career with Atharva College of Hotel Management and Catering Technology.
- Leave application has to be submitted at least one month before proceeding on leave. An employee on maternity leave who accepts other employment during such leave shall forfeit her right to Maternity Leave and its benefits. This policy is revised from time to time.

### **16. Public Holiday Policy**

#### **Scope**

All employees of Atharva College of Hotel Management and Catering Technology  
Public Holidays – National & Festival Holidays declared by Mumbai University which are mentioned in the academic calendar of Mumbai University website.

### **17. Compensatory Benefit Policy**

  
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**Scope** – All employees of Atharva College of Hotel Management and Catering Technology.

- i. Eligibility: Having worked on a non-working day.
- ii. Benefits: Atharva College of Hotel Management and Catering Technology acknowledges the contribution of its employees who have gone all the way and shown dedication to the work by working on any of the non-working days. To value this dedication, the Institute offers a compensatory benefit. Employees can opt for leave for one day against working on Non-working day. This option shall be availed within 90 days' of working on non-working day.
- iii. Compensatory off application

Process: Within 24 hours of working on a Non-Working Day, an Employee needs to send an Application for Compensatory benefit as mentioned below...

- Fill in Compensatory Benefit Application form by providing details as mentioned in the form,
- Get the approval from your reporting authority,
- Forward this application for Admin as well as HR for further processing. Employees can get the Compensatory off application form from the Admin Department.

\*//Note:

- The respective Reporting Authority shall verify and approve this Application and submit to the Admin as well as HR for further action.
- Application for Compensatory Off to be made in the 90 days in which he/she worked on Non-Working Day to avail benefits under this Policy.
- In case of absence of timely Compensatory off Application, the same shall lapse.

  
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## **18. Employee Facilities, Employee Engagements and safety**

**Scope: – All eligible employees of Atharva College of Hotel Management and Catering Technology.**

Following facilities, benefits and Employee Engagement programs are offered by Atharva College of Hotel Management and Catering Technology to its Employees

### **Facilities**

- Employees Provident Scheme to applicable employees
- Identity Card
- Uniform, shoes to Peon, Sweeper, Gardener, Security Guard
- Health Insurance Medical Policy
- Employee Engagement Programs
- Festival Celebration (Ganpati Celebration)
- Traditional Day

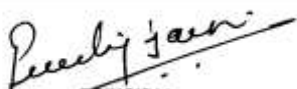
### **Safety**

- First Aid Box Fire Extinguisher
- Hand gloves
- Nose Mask

## **19. Discipline, Decorum**

Employees must adhere to the following guidelines:

- i. Identity Card:
  - Atharva College of Hotel Management and Catering Technology shall issue Identity Cards to all eligible employees.

  
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- Wearing an Identity card is compulsory in Institute premises, on duty in a manner that it is visible.
  - This Identity card shall also facilitate entry at customers' and vendors' places, in some restricted areas etc.
  - Employees must return their Identity card at the time of separation from the Institute.
  - It is expected from employees to take proper care of the ID card including its safe preservation.
  - This Identity card is the property of Atharva College of Hotel Management and Catering Technology and shall be surrendered immediately when demanded by the Management of Atharva College of Hotel Management and Catering Technology.
  - It is expected that employees do not misuse the Identity card in any manner.
- ii. Reporting:
- Daily, Weekly and Monthly reporting (telephonic, e-mail, personal) must be done to the Reporting Authority as per Process / Instructions given by the Management.
  - Weekly Review Meeting: It is mandatory to attend and compulsory to give Weekly Report in written form to your Reporting Authority HOD.
  - It is compulsory to attend meetings called by the Management as per mentioned schedule.
- iii. Employees must inform the HR in case of change of address, addition in their qualifications, changes in important personal information such as receipt of PAN card, Passport etc. has been changed or issued. If the new address has not been informed to HR, then all the official communication will be at the last address of an employee as per the Institute records.
- iv. Employees must handle Institute equipment carefully.

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- v. Employees must switch off computers', Monitors, unwanted lights and electricity operated appliances before leaving Institute Premises or while attending lectures and Practical's in Institute, in meetings, during lunch etc.
- vi. Employees must remember cell phones are not allowed in the Institute premises, so as not to disturb others.
- vii. Employees must Focus on their work while they are on the Institute premises.
- viii. Employees must refrain (Not to do) from the following:
- Usage of screen savers and/or backgrounds on Computers, other than standard windows screensavers / backgrounds or background released by the Management.
  - Speaking in a language not understood by others, while on Institute duty which looks offending to others.
  - Making / having long personal conversations on telephone / mobile etc. during Office hours.
  - Usage of Internet for requirements not pertaining to job during the Office hours.
  - Smoking, gambling or consuming alcohol or tobacco or pan masala, chewing gum in any form while at work or anywhere on the Institute premises or on official duty.
  - Leaving Institute premises for smoking / Tea / chewing tobacco etc. and remaining absent during working hours.
  - Usage of Institute property for personal requirement.
  - Accessing personal emails / personal chatting during official work hours.
  - Usage of absurd ringtones/SMS tones/caller tune on mobile phones leading to disturbance in the Institute
  - Viewing / storing / collecting / distributing / receiving pornographic material in any of Institute premises, at Atharva College of Hotel Management and Catering Technology's Premise and on duty in any form and in any storing devices such as Institute provided desktops, Laptops, any kind of Discs, pen drive, mobile phones etc.

  
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- Storing personal materials such as personal photos, personal backups, songs, PC Suites of your mobile phone devices, configuring personal email IDs in outlook etc. on any of the Institute's devices. If the staff feels necessary to upload such personal material on Institute devices, he / she must obtain the approval in writing from the Management.

## **20. Code of Conduct**

- i. Employee must follow processes identified by the Management from time to time so as to improve working of Atharva College of Hotel Management and Catering Technology
- ii. Employees shall not commit theft, fraud, misappropriation or dishonesty in connection with Atharva College of Hotel Management and Catering Technology's business or property.
- iii. Employees shall not interfere with any other employee's work, disturb him/her or cause annoyance to him/her at work.
- iv. Employee shall not disturb the peaceful atmosphere in Atharva College of Hotel Management and Catering Technology by demonstrating, shouting and loud talk or indulge in any act, which is prejudicial to the peaceful working of Atharva College of Hotel Management and Catering Technology
- v. Employee shall not indulge in any quarrel, abusive language, fight or violence or any other disorderly and/or indecent and/or riotous behaviour on any of the premises of Atharva College of Hotel Management and Catering Technology
- vi. Employee shall not distribute or forward any Emails, notice(s), leaflet(s) or material, which is detrimental to the smooth functioning of Atharva College of Hotel Management and Catering Technology
- vii. Employees shall not make collection of money for any purpose other than Atharva College of Hotel Management and Catering Technology's official purpose without

  
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- prior written approval from Atharva College of Hotel Management and Catering Technology.
- viii. Employees shall not Tamper or Disfigure or Damage any property, records, notice etc. of Atharva College of Hotel Management and Catering Technology by writing or otherwise.
- ix. Employee shall not tamper with any record(s) or notice(s) of Atharva College of Hotel Management and Catering Technology
- x. Every employee shall show due consideration, courtesy and attention towards all other employees, customers, suppliers and associates of Atharva College of Hotel Management and Catering Technology
- xi. Employees shall not use Institute address for personal correspondence other than approved by the Management on receipt of appropriate justification and application in writing.
- xii. Employees shall not misuse or damage Phone Calls, Cash, Internet, software applications, Telephone, Appliance, Stationeries, Machine, papers, any raw material, Property etc. of Atharva College of Hotel Management and Catering Technology and its customers, Vendors, faculty of other colleges etc.
- xiii. Employees must share the knowledge with their colleagues.
- xiv. Employee shall not perform any of his / her personal activity during the Institute hours / in the Institute premises.
- xv. Employee shall not share his / her personal Email ID to any employee or ex-employee of Atharva College of Hotel Management and Catering Technology Customers and Vendors.
- xvi. Employees shall not make unauthorized copies of any software or any copyrighted material.
- xvii. Employees shall not criticize or malign Atharva College of Hotel Management and Catering Technology Customers, Employees, Stakeholders and Vendors.

  
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- xviii. Employees shall not take undue cash/advantage from Atharva College of Hotel Management and Catering Technology and its customers, Vendors etc. Employees must maintain professional relationships with Persons/employee of Atharva College of Hotel Management and Catering Technology and its customers, vendors etc. during Institute duty.
- xix. Employee shall not encourage the 'Employment Referring Activities' among Atharva College of Hotel Management and Catering Technology's customers, vendors etc. directly or indirectly, unless acquired necessary approval from the Management of Atharva College of Hotel Management and Catering Technology
- xx. No Employee take photocopy (Xerox) / scan / Photograph any official documents of Atharva College of Hotel Management and Catering Technology and its customers, Vendors etc. present in Institute premises their respective Institute premises or belonging them without taking necessary approval from the concerned authority in case of need of such document(s).
- xxi. Any work assigned to Employees strictly needs to adhere to time.
- xxii. Documentation: It is mandatory to submit various documents such as Address proof, Residential proof, Professional and educational certificates etc. as and when required by the Management or HR.

## **20.2. Dress Code**

- As a member of the Atharva College of Hotel Management and Catering Technology family, each employee is expected to present in a professional appearance at all times. All men are expected to wear Business Casuals i.e. Formal Trousers, Shirt, and Smart Formal Polished Shoes.
- While the range of ladies' business attire is broader, they must maintain comparable standards i.e. Sari, Salwaar-Kameez, Formal Shirt & Trousers. For Teaching staff: Sari, Salwaar-Kameez for Non-Teaching staff: Sari, Salwaar-Kameez, Formal Trousers, Shirt

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- Employees can wear Smart Casuals including Smart Indian Traditional wear on Saturday.
  - Decent pair of shoes and a formal pair of socks is a necessity for all employees on all working days' Male employees are expected to come to the Institute decently shaved on each day. It's very important and compulsory for all Teaching, Non-Teaching and Office staff to fill and submit a weekly self-Assessment Report (SAR) link for every week which is uploaded on AGI Mobile App.

### **20.3. Communication Protocol**

- The official language of communication shall be English.
- All the E-mail communications shall be done on Atharva College of Hotel Management and Catering Technology's official IDs.
- Employees must check their Emails at least once in a day and reply to necessary mail immediately.
- Employees must communicate with all the colleagues and students with due respect.

### **21. Training:**

- i. Atharva College of Hotel Management and Catering Technology believes in constantly upgrading the skills of its employees by providing regular training. To achieve this objective, the Institute has initiated Faculty Development Program - (FDP).
- ii. It's very important and compulsory to attend all the training programs as applicable and assigned by the Management.
- iii. Employees must attend the training sessions held by Atharva College of Hotel Management and Catering Technology based on the training communication. It is expected that employees undergoing training shall put the learning in practice to sharpen skills for the benefit of both the parties.

  
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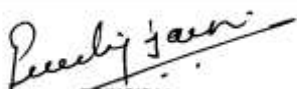
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**Non-disclosure:** The Employee shall at all times maintain strict confidentiality and secrecy in respect of all the Confidential Information that he/she may acquire or possess in any manner during the course of his/her employment with Atharva College Of Hotel Management and Catering Technology and he/she shall not either directly or indirectly use, reveal, copy, duplicate, reproduce, record, distribute, disclose, take photograph in premises of INSTITUTE and its ASSOCIATES or allow to be divulged or disclosed such Confidential Information in whole or in part belonging to INSTITUTE and its ASSOCIATES, in any form viz. verbal, written, digital, print, electronic, physical etc. to any THIRD PARTY save and except for the purpose of his/her employment with Atharva College Of Hotel Management and Catering Technology by and under the instructions and after seeking written approval from authorized person of INSTITUTE.

**Handling of Institute property**

- Employees must handle the Institute properly with care and prevent any kind of damages.
- Take care of Visitors
- Receptionist will contact the concerned person to whom the visitor wants to meet and the receptionist will either call the employee at the reception or send the visitor inside the office after getting confirmation from the employee.
- In case a visitor wishes to visit the Floor area. Permission from the respective Head will be required. Visitors to departments such as Accounts, Finance are not allowed, except in cases where accompanied by HOD & above.

Non adherence to HR Policies / Instructions by the Management The following process shall be followed in case any employee found non adhering to any of the HR Policies or non-following any instruction by the Management or respective reporting authority:

  
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- Personal Meeting with the Reporting Authority
  - Despite of Personal Meeting if there is no improvement shown then HR & Management will intervene
  - If an Employee found, despite meeting with HR, non-adhering to the policies, a warning letter will be issued.
  - After two such warning letters any indiscipline may result in termination of the services of that employee.

### **Gifts Acceptance Policy**

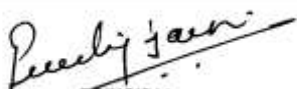
- ❖ Accepting any gifts or such gesture of any value, even promotional and marketing-type gifts from our Students/Suppliers / Vendors / dealer etc. are strictly prohibited. Personal relationships with Students/suppliers, dealers, and customers must not affect your ability to act in a manner that is best for the Institute. Those relationships must not harm the Institute's reputation by creating the appearance of impropriety. Accepting gifts or favours from a business contact, such as a supplier or dealer, can make your judgment partial or biased when making decisions for the Institute, or may give the appearance that the supplier or dealer is "buying" favourable treatment. All employees are expected to act in a manner which promotes our Institute's best interests.

### **22. Reimbursement Policy**

(Food, Conveyance, Travel, etc.)

Scope – All employees of Atharva College of Hotel Management and Catering Technology

- i. Eligibility: All kinds of reimbursements viz. Food, conveyance, Travel etc. shall be applicable and cleared subject to the prior approval from the Management. Note: In

  
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case of failure to submit the claim within stipulated time, no claim shall be entertained under any circumstances.

- ii. All kinds of Food, Conveyance and travel bill shall be reimbursed at actual subject to the submission of valid bill on time and pre-approval from the Management.
- iii. In-Land / Overseas Travel Any Travel with-in or Outside the country shall be governed as mentioned below:
  - The Hotel & Travel Mode - Airway/Rail Ways shall be booked by the Institute.
  - On visit, employee should have incurred the travel cost to meet the day-to-day Expense at the place of Visit, Fill Payment Voucher Application form and reimbursed from Accounts Department. On return, employees need to submit a detailed expense summary along with Valid Bills to the Accounts Department, balance cash, claim form if the employee has incurred out of pocket expense etc. within 7 days of returning from In-Land / Overseas travel.

## **23. Salary/Increment Annual Performance Review, Promotion**

### **23.1. Salary**

- Salary will be paid on or after 10th of every month.
- It is advisable for employees to have a savings account with the Bank as per the communication from HR in this regard so that the salary can be directly transferred to the respective savings account of employees.
- The Details of Salary and Increment shall be kept confidential.

23.1.4 The salary is credited to employees' account by digital payment method

#### **i. Increment**

- Atharva College of Hotel Management and Catering Technology follows Annual Increment Cycle i.e. once in a year

  
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- Employees are eligible for the increment along with the annual appraisal subject to his/her performance and Institute's performance.
  - Ad-hoc increment can happen subject to Management decision.
- ii. TDS
- Tax Deducted at Source (TDS) will be deducted from all the payments with respect to salary, Incentives as per the provision on Income Tax Act.
  - It is strongly recommended that employees must have the Permanent Account Number (PAN) to avoid any Issues related to Tax compliance.
- iii. The Management decision in all these matters shall be final.
- iv. **Performance Review & Annual Appraisal System Annual Appraisal System:** The rating of all semester Appraisals shall determine the annual performance ratings of an employee. This Annual Appraisal also coincides with Increments as per the eligibility. Increment Atharva College of Hotel Management and Catering Technology follows Annual Increment Cycle i.e. once in a year. Employees are eligible for the increment along with the annual appraisal subject to his/her performance and Institute's performance. Increment is released subject to Management decision.

### 23.2. Promotion

Atharva College of Hotel Management and Catering Technology promotes employees based on their performance and workplace conduct. The following parameters are to be considered for evaluation of faculty members for promotion. Depending on the level, a different weightage may be set for each of the following factors that will be considered:

- Research accomplishment at international standards of excellence
- Consistent excellence in classroom and laboratory teaching
- Contribution to curriculum, course development, innovation in pedagogy etc

  
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- Award of external competitive research grants.
  - Awards/fellowships/elected memberships of professional bodies
  - Review of the annual appraisal report
  - Invited talks in national and international research conferences/symposia/workshops
  - Professional activities
  - Collaborations within/outside the country
  - Required qualifications & experiences for the said post according to the Mumbai University norms from time to time.
  - High performance level
  - Excellence in Teaching and Learning
  - Research and Publications
  - Devotion towards imparting duties and responsibilities
  - Achievement and Higher Qualification
  - Excellence in Outcome Based education and Implementation of best practices in the respective domain If a staff member applied for Promotion to the Management then this proposal may be discussed and considered in the management Committee.

**23.3. Study Leave/Sabbatical Leave** Study leave for advanced study and research directly related to his/her work in the College may be granted to a faculty by the Governing Body of the college subject to approval of the Higher Authority (AET) provided the concerned faculty has put in at least three years continuous service and is not due to retire there from within five years of his/her return from such leave. After the leave has been sanctioned, the faculty shall before availing himself/herself of the leave execute a bond in favour of the college binding him / her for the due fulfilment of the conditions. As per Faculty requirement their respective department load can be adjusted and they can be relieved for attending Ph.D. course work etc.

  
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#### 24. Resignation:

- i. Employees can resign from the services of Atharva College of Hotel Management and Catering Technology by giving notice applicable as mentioned in the appointment letter of Atharva College of Hotel Management and Catering Technology's HR Manual, which may be revised from from time to time.
- ii. It is preferred and expected that the Employee must talk with his / her Reporting Authority or with the Management on the reason/concerns before giving formal intimation for resignation.
- iii. Final dues shall be settled after 30 days from the last working day after ensuring that the employee has completed with his / her obligations to Atharva College of Hotel Management and Catering Technology.
- iv. Employees not giving proper one-month notice, hand over or failing to meet any process as laid down in the afore said 'Exit Process' may not be relieved and settlements due to such employees may be withheld and / or forfeited.
- v. The Management shall have the right to refuse to accept the resignation of any employee when any disciplinary action is contemplated or pending against him/her and / or any task assigned to the concerned employee is incomplete or pending.
- vi. Notice Period:
  - The resignation letter must be submitted in writing with sufficient Notice of minimum 30 days or as mentioned in the letter of appointment.

  
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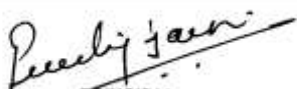


vii. Retirement & Extension:

- After attaining the age of superannuation, i.e. 60 years, the employee shall retire from the services of Atharva College of Hotel Management and Catering Technology
- The age of superannuation is decided on the basis of the date of birth of the employee as entered in the records of Atharva College of Hotel Management and Catering Technology and proof submitted therewith.
- Every employee shall retire on the last day of the month in which he / she attains the age of 60 and written intimation of the retirement date shall be sent to the employee at least 1 month in advance.
- The final dues of the employee shall be settled as per the normal procedure.
- Extension of services of an employee who has reached at the age of Retirement age shall be at the sole discretion of the Management. Such employees shall be given an appointment letter as fixed term contract for a 12 months' period, renewable of contract subject to fulfilling the physical, technical and other conditions as may be described in the letter.

viii. Termination / Dismissal

- The services of an employee are liable to be terminated in the following cases:
  - a. Major misconduct (as per definitions under the Mumbai University).
  - b. Unsatisfactory performance (as decided within the performance appraisal & in conjunction with the Management
  - c. Giving false statements about his / her personal / professional background or suppression of relevant facts during the selection process / at the time of joining.
  - d. Involvement in criminal offense(s).
  - e. Violation of the terms Contract and undertaking given at the time of joining / thereafter.

  
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**Non-adherence to any Atharva College of Hotel Management and Catering  
Technology Hr Manual.**

- Termination of services shall not be made unless the concerned employee has been given a reasonable opportunity to explain the facts relevant to the case & the Management decision will be final & binding.

ix. Absconding / Voluntary abandonment of Service:

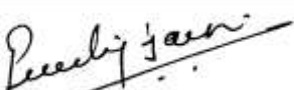
- Legal proceedings may be initiated against employees who violate any contractual obligations with Atharva College of Hotel Management and Catering Technology.
- In the absence of intimation to Atharva College of Hotel Management and Catering Technology after establishing the facts of abandonment of services, the name of such employee shall be removed from the muster and net dues.
- No relieving letter or experience certificate shall be issued in such cases of absconding / abandonment of service.

x. **Death while in Service:**

- All dues shall be settled in favours of the nominees as appearing in the records after ascertaining the identity of the nominees. In no circumstances after settlement of dues shall take place without ascertaining the legal heirship in case of any dispute arises.

**25. Transfer Policy**

- i. As mentioned in the letter of appointment, any employee (confirmed, on probation, on contract, trainee) may be transferred to other departments of AET as per norms in mutual consent between the employee and the Management, as and when the need arises or as per Business requirements.

  
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Atharva Educational Trust's  
**ATHARVA COLLEGE OF HOTEL MANAGEMENT AND  
CATERING TECHNOLOGY**  
(Recognised by Government of Maharashtra & Affiliated to Mumbai University)  
NAAC Accredited  
Malad-Marve Road, Malad (W), Mumbai - 400095. India,  
Tel: +91-22- 40294941/40294961, Tel Fax: +91-22-40294961

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- ii. In case of inter-department transfer which involves role change, HR will inform the concerned employee and issue a letter to that effect, a copy of which will be maintained in the personal file of the concerned employee for record purpose.

  
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