



ATHARVA
COLLEGE OF
HOTEL MANAGEMENT AND
CATERING TECHNOLOGY

**ATHARVA COLLEGE OF HOTEL MANAGEMENT & CATERING
TECHNOLOGY**

Affiliated to Mumbai University

Malad-Marve Road, Malad (W), Mumbai-400095. India, Tel: +91-22-40294941/40294961, Tel Fax: +91-22-40294961

CODE OF CONDUCT



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I - General Guidelines

1 This document shall be called , "**Atharva College Of Hotel Management & Catering Technology Hr Manual**".

2 These **Hr Manual** shall apply to all employees of Atharva College Of Hotel Management & Catering Technology.

3 Atharva College Of Hotel Management & Catering Technology reserves the right to amend (delete, add or modify) these **Hr Manual** from time to time and such amendment shall be binding on all the employees from its effective date.

4 This **Atharva College Of Hotel Management & Catering Technology Hr Manual** is strictly '**Private & confidential**'.

2 – Atharva College Of Hotel Management & Catering Technology Vision statement

Atharva college of hotel management aims to constantly strive & provide comprehensive hospitality education in a healthy learning environment, nurturing the hotel management professionals for the competitive world.

Atharva College Of Hotel Management & Catering Technology, Mission Statement

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

Values of Atharva College Of Hotel Management & Catering Technology

The Core Values of Atharva college of Hotel Management are Integrity, Service and Quality.

These core values of the Institution focus on guiding the practice and development of curriculum, faculty, students, and staff.



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- Integrity** – Conduct all activities in an ethical manner. Commit to practices that are fair, honest, and objective in dealing with students, faculty members, staff, and all other members of the institution.
- Service** – Strive to ensure that curriculum, delivery, and support services are aligned with providing students with quality education and guidance.
- Quality** – Provide educational programs that enable students to acquire knowledge and skills necessary to help them enter, survive and advance in their career in the industry.

3. Atharva College Of Hotel Management & Catering Technology, Working Policy

The institute aims at protecting the fundamental rights of the employees. To accomplish the goal of respecting the fundamental rights of the employees, the institute adopts the following guidelines.

- Shall obey and comply with Mumbai University norms practices and maintain good working relationships with its employees.
- Shall seek to provide a safe and healthy work environment.
- Shall not engage in 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.

Grooming

While grooming requirements will vary between men and women. Its is very important for the staff to be well groomed when the students are around.

All the male employees should be in well ironed uniform with appropriate shoes and socks.

All the female employees are expected to be in presentable uniform with minimal accessories.



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4. Employment Terms

1. Employee services will be governed by the provisions of the Maharashtra Universities Act, and the Statutes, Ordinances, Regulations and the Rules of the University and as will be amended from time to time by the University and the regulations and rules of the Governing Council of Atharva Educational Trust.
2. Employee will be on a contractual appointment from the date of joining of the services in this Atharva college Of Hotel Management & Catering Technology till the end of Contract. Appointment is strictly subject to fulfillment of minimum eligibility criteria & the experience required for the said post as per the UNIVERSITY OF MUMBAI norms. If employee do not fulfilled the required qualification during the academic year or during services are not found suitable, employee services can be discontinued without assigning any reason and without any notice.
3. Based on your Performance Appraisal/Confidential Report which is to be submitted by employee at the end of employee tenure and also on basis of the report of Principal, employee may be recommended for further extension. However, the management reserves the right to offer/reject candidates for continuation. No Gratuity /any kind of arrears/ any other claim except PF shall be considered by management for the said post during after the completion of mentioned tenure or after the discontinuation of services during the mentioned tenure, if any.
4. Appointment is purely on 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 employee to fall under any jurisdiction against this notice. Employee has 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.
5. Employee will report to the concerned Head of the Department/Principal and have to shoulder the responsibilities in analyzing etc. of the activities/curriculum/Department and the Institute.
6. 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 willful 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.
7. Employee appointment is subject to approval from the University of Mumbai. Employee has to fulfill all the required qualifications & experiences for the said post according to the Mumbai University norms time to time. If the University objects about any point with respect to qualification, NET/SLET/ experience, age requirement etc. then in such case the university and Atharva College of Hotel Management & Catering Technology decision will be final and any claim on the said post after or during the service period will not be considered.



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Employee on Probation (For UGC By University & Management): 1 All New joiners Employed by Atharva College of Hotel Management & Catering Technology shall be under the 'Probation Period' unless specified otherwise.

2 This probation period shall be for atleast Two Years .

3 Atharva College of Hotel Management & Catering Technology Management has all the rights to extend or reduce this period based on the performance of an employee.

4 It is mandatory to clear the "Confirmation Appraisal" to become the *Regular* or *Confirmed* Employee.

5 Clearing *Confirmation Appraisal* does not give assurance of Increment. Increment shall be as per Atharva College of Hotel Management & Catering Technology increment cycle and University of Mumbai.

5. Work Days, Institute Timings & Attendance System

1 **Teaching Staff:** Working days are from Monday to Saturday.

After completion of one year alternate Saturdays off

Sunday = weekly off.

Non Teaching Staff : Working days are from Monday to Saturday.

After completion of one year alternate Saturdays off

Sunday is a weekly off.

2 The work timings of Atharva College of Hotel Management & Catering Technology is as follow:

- For Teaching staff And Lab Assistant who has 3rd year practical session : 07.00 am to 03.00 p.m.
For Teaching staff And Lab Assistant who has 2nd year practical session : 08.00 am to 04.00 p.m.
- For Non Teaching Staff: 10:00am to 06:00p.m.
Rest Teaching & Non-Teaching staff: 09:00am to 05:00pm

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 06:00pm
- Gardner: 09:00 am to 06:00pm



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This includes 8 hours of working, and 30 minutes of lunch. Office timing will be as per rules or as prescribed by the Principal/Head of the Department/Admin Department.

Grace Time, Half day & late coming Grace Time

Late Coming

- Any employee coming after grace time shall be considered as late.
- Three (3) late marks shall attract deduction of a half day's leave.
- Employee must inform his / her Reporting Authority if he / she is coming late.
- Employee must inform his / her Reporting Authority if he / she won't be coming to work due to any reason or emergency .

Half day Half day shall be defined as 4 hours of work **excluding** the lunch.

Employees may require to work on weekly off, Holidays and on working days as per the decision of Management.

In an 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. In such scenario, "Compensatory Benefits" policy shall be applicable.

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 Bio-Metric Attendance system as per given instruction and training.

Employees should mark their attendance in Bio-Metric Attendance system every time going out of Institute for official or personal work and when back to Institute.

Verification and Calculation of Attendance

The attendance shall be verified and calculated based on attendance records present in Attendance system. (Bio Metric Attendance system and / or Attendance register as per the applicability)

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

Out-Door Definition: Out-Door means Employee going for official work in the morning. **Important Points:**

- If Out-Door is necessary, Employee must take an approval from their Reporting Authority in advance, via E Mail / such request must also be marked cc to HR Department.



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- 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 work place 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 work place. Those not having email facility shall have the written approval from HOD to HR prior to his outdoor work.
- 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.

6. Leave Policy

All eligible employee of Atharva College Of Hotel Management & Catering Technology will be getting 15 Days' Leave Salary of 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 15.

At the end of the year CL are lapsed and not carried forward and even not encashed for that purpose.

SL = SICK LEAVE = 10 DAYS.

For Teaching Staff & Non-teaching Staff after One year of the Date of Joining

Jan – Dec = Total 10.

At the end of the year SL are lapsed and not carried forward and even not encashed for that purpose.. [Compulsory medical certificate required for SL].

PL=Paid Leave=30days

For teaching staff after completion of two years from the date of joining.

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 special leave request to the Management well in advance along



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with Reporting Authority. He / She also need to submit application and necessary supporting documents as applicable to HR Department.

At the end of the year PL are lapsed and not carried forward and even not encashed for that purpose.

Maternity Leave

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 the Atharva College of Hotel Management & 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 & 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.

7. Public Holiday Policy & Compensatory Benefit

Public Holidays – National & Festival Holidays mentioned below are declared by Atharva College Of Hotel Management & Catering Technology as Public Holidays.

List of Public Holidays

Republic Day

Chhatrapati Shivaji Maharaj Jayanti

Mahashivratri

Holi (Second Day)

Good Friday

Gudi Padwa

Dr. Babasaheb Ambedkar Jayanti

Ram Navmi

Mahavir Jayanti

Buddha Pournima

Ramzan Id (Id-Ul-Fitar) (Shawal-1)

Independence Day

Parsi New Year (Shahenshahi)



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Ganesh Chaturthi
Bakri Id (Id-UI-Zua)
Dasara
Moharum
Diwali Amavasya (Laxmi Pujan)
Diwali (Balipratipada)
Guru Nanak Jayanti
Id-E-Milad
Maharashtra Din
Mahatma Gandhi Jayanti
Christmas

Compensatory Benefits

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

Compensatory off application Process: Within 24 hours of working on a Non-Working Day, Employee needs to send 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.

Employee can get the *Compensatory off application form* from on Server.

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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8. Salary, Increment

1. Salary will be paid on or after 10th of every month.
2. It is advisable for employees to have a savings account with Bank as per the communication from HR in this regards so that the salary can be directly transferred to the respective savings account of employees.
3. Employees will get payment through Cheque.
4. The Details of Salary and Increment shall be kept confidential.

Increment

1. Atharva College Of Hotel Management & Catering Technology follows Annual Increment Cycle i.e. once in a year.
2. Employees are eligible for the increment along with the annual appraisal subject to his/her performance and Institute's performance.
3. Ad-hoc increment can happen subject to Management decision.

TDS

1. 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.
2. It is strongly recommended that employee must have the Permanent Account Number (PAN) to avoid any Issues related to Tax compliance.

The Management decision in all these matters shall be final.

9. Employee Facilities

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

Facilities

- Employees Provident Scheme to applicable employees
- Identity Card
- Uniform to eligible employees
- Employee Engagement Programs
- Festival Celebration
- Traditional Day
- Safety
- First Aid Box



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- Fire Extinguisher
- Hand gloves
- Nose Mask

10. Discipline, Decorum & Code of Conduct

Employees must adhere to the following guidelines

Identity Card

1. Atharva College Of Hotel Management & Catering Technology shall issue Identity Cards to all eligible employees.
2. Wearing Identity card is compulsory in Institute premises, on duty in a manner that it is visible.
3. This Identity card shall also facilitate entry at customers' and vendors' place, in some restricted areas etc.
4. Employees must return their Identity card at the time of separation from the Institute.
5. It is expected from employees to take proper care of the ID card including its safe preservation.
6. This Identity card is the property of Atharva College Of Hotel Management & Catering Technology and shall be surrendered immediately when demanded by the Management Atharva College Of Hotel Management & Catering Technology
7. It is expected that employees do not misuse the Identity card in any manner.

Reporting:

1. Daily, Weekly and Monthly reporting (telephonic, e-mail, personal) must be done to the Reporting Authority as per Process / Instructions given by the Management.
2. Weekly Review Meeting: It is mandatory to attend and compulsory to give Weekly Report in written form to your Reporting Authority.
3. It is compulsory to attend meeting called by the Management as per mentioned schedule.

Employee 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.

Employee must handle Institute equipments carefully.

Employee must switch off computers, Monitors, unwanted lights and electricity operated appliances before leaving Institute Premises or while attending lectures and Practicals in Institute, in meeting, during lunch etc.

Employee must remember cell phone are not allowed in the Institute premises, so as not to disturb others.



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Employee must Focus on their work while they are on the Institute premises
It is expected from employee to complete their day's work before leaving at the end of day.

Employees must refrain (Not to do) from the following

- 1.Usage of screen savers and / or backgrounds on Computers, other than standard windows screensavers / backgrounds or background released by the Management .
- 2.Speaking in a language not understood by others, while on Institute duty which look offending to others.
- 3.Making / having long personal conversation on telephone / mobile etc. during Office hours.
- 4.Usage of Internet for requirements not pertaining to job during the Office hours.
- 5.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.
- 6.Leaving Institute premises for smoking / Tea / chewing tobacco etc. and remaining absent during working hours.
- 7.Usage of Institute property for personal requirement.
- 8.Accessing personal emails / personal chatting during official work hours.
- 9.Usage of absurd ring tones / SMS tones / caller tune on mobile phones leading to disturbance in the Institute
- 10.Viewing / storing / collecting / distributing / receiving pornographic material in any of Institute premises, at Atharva College Of Hotel Management & Catering Technology. 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.
- 11.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.

Taking care of Visitors

- 1.Receptionist will contact the concerned person to whom the visitor wants to meet and receptionist will either call the employee at the reception or send the visitor inside the office after getting confirmation from the employee.
- 2.In case visitor wishes to visit Floor area. Permission from respective Head will be required. Visitors to department such as Accounts, Finance are not allowed, except in case where accompanied by HOD & above.

11. Employee Separation

Retirement & Extension

- 1.After attaining the age of superannuation, i.e. **60** years, the employee shall retire from the services of Atharva College Of Hotel Management & Catering Technology



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2. 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 & Catering Technology and proof submitted therewith. No subsequent justification towards the information furnished shall be entertained.

3. 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.

4. The final dues of the employee shall be settled as per the normal procedure.

5. 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 11 months period, renewable of contract subject to fulfilling the physical, technical and other conditions as may be described in the letter

Resignation:

1. Employees can resign from the services of Atharva College Of Hotel Management & Catering Technology by giving notice applicable as mentioned in the appointment letter of Atharva College Of Hotel Management & Catering Technology Hr Manual, which may be revised from time to time.

2. 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.

3. 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 & Catering Technology

4. 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.

5. 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.

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.

Termination / Dismissal

The services of an employee are liable to be terminated in the following cases:

1. Major misconduct (as per definitions under the Mumbai University).

2. Unsatisfactory performance (as decided within the performance appraisal & in conjunction with the Management

3. Giving false statements about his / her personal / professional background or suppression of relevant facts during the selection process / at the time of joining.



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4. Involvement in criminal offence(s).
5. Violation of the terms Contract and undertaking given at the time of joining / thereafter.
6. Non-adherence to any Atharva College Of Hotel Management & 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.

Absconding / Voluntary abandonment of Service

1. Legal proceedings may be initiated against employees who violate any contractual obligations with Atharva College Of Hotel Management & Catering Technology
2. In the absence of intimation to Atharva College Of Hotel Management & 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.

Death while in Service

All dues shall be settled in favour of the nominees as appearing in the records after ascertaining the identity of the nominees and obtaining an indemnity bond from them. In no circumstances after settlement of dues shall take place without ascertaining the legal heir ship in case of any dispute arises.

12.Reimbursement Policy (Food, Conveyance, Travel, etc.)

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

Note:

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

All kind 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.

In-Land / Overseas Travel Any Travel with-in or Outside the country shall be governed as mentioned below

1.The Hotel & Travel Mode - Air Way/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



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On return Employee need to submit detailed expense summery along with Valid Bills to Accounts Department, balance cash, claim form if employee has incurred out of pocket expense etc. within 7 days of returning from In-Land / Overseas travel .

13. Transfer Policy

- 1.** As mentioned in the letter of appointment, any employee (confirmed, on probation, on contract, trainee) may be transferred to department within Atharva College Of Hotel Management & Catering Technology at the mutual consent between the employee and the Management, as and when the need arises or as per Business requirement.
- 2.** In case of inter department transfer which involves role change, HR will inform the concerned employee and issue a letter to that effect, copy of which will be maintained in the personal file of the concerned employee for record.
