



ATHARVA COLLEGE OF HOTEL MANAGEMENT & CATERING TECHNOLOGY

Affiliated to Mumbai University & NAAC Accredited



Ref. No. : ACHMCT/2020-21/APP/502

Date: 1st June, 2020

To,
Mrs. Anjana Sen
C-602, Sea Crown, Sector-8, Plot-19,
Charkop, Kandivali (W), Mumbai – 400 067.

Subject : Appointment for the post of “Assistant Professor on Ad-Hoc Basis”

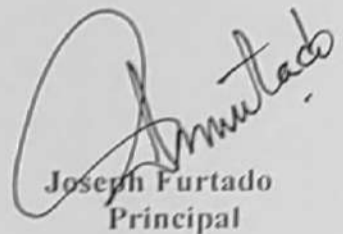
With reference to your application and the subsequent interview, we are pleased to inform you that you are hereby appointed as an **Assistant Professor** on an Ad-hoc basis in the department of **“Housekeeping & Examination Co-ordinator”** at Atharva College of Hotel Management & Catering Technology on a gross pay of Rs.44,409/- w.e.f. 1st June, 2020.

1. Your 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. You will be on a contractual appointment from the date of your joining of the services in this college up to **30th April, 2021** Your appointment is strictly subject to fulfillment of minimum eligibility criteria & the experience required for the said post as per the UNIVERSITY OF MUMBAI norms from time to time. If you do not fulfilled the required qualification during the academic year or your services are not found suitable, your 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 you at the end of your tenure and also on basis of the report of HOD & Principal, you may be recommended for further extension. However, the management reserves the right to offer/reject candidature for continuation. No Pension / Gratuity /any kind of arrears/ any other claim except PF shall be considered by management for the said post during or after the completion of mentioned tenure or after the discontinuation of services during the mentioned tenure, if any.
4. Your appointment is purely on Ad-Hoc basis for the period mentioned above and at the end 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 you to fall under any jurisdiction against this notice. You will 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.
5. You 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. In addition to the above point, you will also have to submit the SAR Report / maintain dead stock registers, inventory of all the lab equipment's, inward – outward register, attendance of Practical conducted, Lab time – table, calibration of equipment's, maintaining & setting up of the lab during academic & nonacademic sessions etc. Assistance should be provided to the respective departments for conducting regular semester practical & external viva, practical examination etc.
7. Your 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 your part without any notice and any time during the said tenure and if so in such case you will be paid the salary only till your last working day with the organization.



8. You should not indulge in any other work either profitable or non profitable without the permission of the Institute or any activity which conflicts with the interest of the Institute or tarnishes the image of the Institute.
9. Your office timing will be as per rules or as prescribed by the Principal/Head of the Department/Admin Department.
10. The appointment is on a full time basis and does not permit the holder to engage himself/ herself in any outside business, professional consulting, tutorial, tuitions and/or such outside work with/without remuneration. You shall work exclusively for and in the interest of the Institution/Trust and undertake not to engage in any part-time or any other work, business, occupation or consultation of any kind or accept any employment whether free or paid, directly or indirectly.
11. 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 without fail and no extra remuneration will be payable for the same.
12. Your appointment is subject to availability of workload in the department and as per the norms of Mumbai University. Your appointment is subject to fulfillment of NET/SET/Ph.D. till you complete required applicable eligible criteria you are not entitled for increments, promotions & continuation to the said post.
13. Your appointment is subject to approval from the University of Mumbai. You have 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/SET/experience, age requirement etc. then in such case the university and/or 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.
14. Performance & standard of education delivered by the faculty members will be reviewed & assessed on merit basis at the end of semester (i.e. after 6 months) on the Quality parameters like;
 1. Quality & standard of delivering lesson plan (subject related Content delivery in class)
 2. Students attendance percentage in Class & result of the subject taught.
 3. Participation in seminar/conference/food festival/representation of institute in various competitions.
 4. Higher education if any completed/pursuing like NET/SET/P.G/Ph.D/fellow programe..
 5. Participation in CSR-initiatives as per the Institute policy
 6. Attire, Grooming as appropriate to a faculty.
 7. Innovation tools used (technology / adopted) in teaching methodology.
 8. Loyalty , Punctuality, discipline in profession (Late Marks / Memo - status)
 9. Students Feedback
 10. Involvement in students growth / development like mentorship, training, Placement, projects, presentation, technical competitions and events.

All the above parameters are having weightage of 10 marks each in analysis and each faculty member should have minimum 75 % score in aggregate on the above parameters. (76 % & Above - A+(Excellent) , 71 % to 75 % - A(Very Good), 60 % to 70% -B (Good). All Faculty members need to undergo all the above parameters as a Management mission & vision and it should not be distract. However management reserves the rights to offer or reject the candidate for the continuation of service.


Joseph Furtado
Principal

PRINCIPAL

**ATHARVA COLLEGE OF HOTEL MANAGEMENT
AND CATERING TECHNOLOGY
MUMBAI-95**

Copy to :-


1. Accounts Section
2. Establishment File

Consent Statement by Appointee

By this appointment letter dated 1st June 2020 Aryana Sen hereby accept to and give my consent on the Terms & Conditions mentioned herein above. I acknowledge that:

- I accept the appointment letter given to me and also accept the terms & Conditions mentioned in it.
 - If In Case I breach any of the above conditions then I accept that the above mentioned actions will be immediately applicable on me.
 - I agree that if my performance is not up to the mark or in any other cases Atharva College can terminate me immediately and that I would not claim any amount or continuation from Atharva College.
 - I will not claim any dues or any pending amount in case of my termination from such employment.
 - That Atharva College will not be liable for any amount claimed in case of breach of any terms & Conditions of the Appointment Letter or in case of Terminations.
- I am fully aware of the Salary and Post being offered to me by the college and I hereby accept the appointment to the said post as per the terms and Conditions mentioned in the letter.

I agree to join by 1st June 2020 Name

Aryana Sen Signature :- 

Ref. No. : ACHMCT/2020-21/APP/503

Date: 1st June, 2020

To,
Ms. Varsha Boricha
United Palace, A/14, 3rd Floor,
Near Rahul Park, Bhayander (E), Thane-401105.

Subject: Appointment for the post of "Assistant Professor on Ad-Hoc Basis"

With reference to your application and the subsequent interview, we are pleased to inform you that you are hereby appointed as an **Assistant Professor** on an Ad-hoc basis in the department of "**Food Production**" at Atharva College of Hotel Management & Catering Technology on a gross pay of Rs.32, 782/- w.e.f. 1st June, 2020.

1. Your 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. You will be on a contractual appointment from the date of your joining of the services in this college up to **30th April, 2021**. Your appointment is strictly subject to fulfillment of minimum eligibility criteria & the experience required for the said post as per the UNIVERSITY OF MUMBAI norms from time to time. If you do not fulfilled the required qualification during the academic year or your services are not found suitable, your 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 you at the end of your tenure and also on basis of the report of HOD & Principal, you may be recommended for further extension. However, the management reserves the right to offer/reject candidature for continuation. No Pension / Gratuity /any kind of arrears/ any other claim except PF shall be considered by management for the said post during or after the completion of mentioned tenure or after the discontinuation of services during the mentioned tenure, if any.
4. Your appointment is purely on Ad-Hoc basis for the period mentioned above and at the end 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 you to fall under any jurisdiction against this notice. You will 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.
5. You 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. In addition to the above point, you will also have to submit the SAR Report / maintain dead stock registers, inventory of all the lab equipment's, inward - outward register, attendance of Practical conducted, Lab time - table, calibration of equipment's, maintaining & setting up of the lab during academic & nonacademic sessions etc. Assistance should be provided to the respective departments for conducting regular semester practical & external viva, practical examination etc.
7. Your 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 your part without any notice and any time during the said tenure and if so in such case you will be paid the salary only till your last working day with the organization.




8. You should not indulge in any other work either profitable or non-profitable without the permission of the Institute or any activity which conflicts with the interest of the Institute or tarnishes the image of the Institute.
9. Your office timing will be as per rules or as prescribed by the Principal/Head of the Department/Admin Department.
10. The appointment is on a full time basis and does not permit the holder to engage him/ her in any outside business, professional consulting, tutorial, tuitions and/or such outside work with/without remuneration. You shall work exclusively for and in the interest of the Institution/Trust and undertake not to engage in any part-time or any other work, business, occupation or consultation of any kind or accept any employment whether free or paid, directly or indirectly.
11. 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 without fail and no extra remuneration will be payable for the same.
12. Your appointment is subject to availability of workload in the department and as per the norms of Mumbai University. Your appointment is subject to fulfillment of NET/SET/Ph.D. till you complete required applicable eligible criteria you are not entitled for increments, promotions & continuation to the said post.
13. Your appointment is subject to approval from the University of Mumbai. You have 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/SET/experience, age requirement etc. Then in such case the university and/or 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.
14. Performance & standard of education delivered by the faculty members will be reviewed & assessed on merit basis at the end of semester (i.e. after 6 months) on the Quality parameters like;
 1. Quality & standard of delivering lesson plan (subject related Content delivery in class)
 2. Students attendance percentage in Class & result of the subject taught.
 3. Participation in seminar/conference/food festival/representation of institute in various competitions.
 4. Higher education if any completed/pursuing like NET/SET/P.G/Ph.D/fellow programe.
 5. Participation in CSR-initiatives as per the Institute policy
 6. Attire, Grooming as appropriate to a faculty.
 7. Innovation tools used (technology / adopted) in teaching methodology.
 8. Loyalty, Punctuality, discipline in profession (Late Marks / Memo – status)
 9. Students Feedback
 10. Involvement in student's growth / development like mentorship, training, Placement, projects, presentation, technical competitions and events.

All the above parameters are having weightage of 10 marks each in analysis and each faculty member should have minimum 75 % score in aggregate on the above parameters. (76 % & Above – A+(Excellent) , 71 % to 75 % - A (Very Good), 60 % to 70% –B (Good). All Faculty members need to undergo all the above parameters as a Management mission & vision and it should not be distract. However management reserves the rights to offer or reject the candidate for the continuation of service.

Copy to :-

1. Accounts Section
2. Establishment File


Joseph Furtado
Principal

PRINCIPAL
ATHARVA COLLEGE OF HOTEL MANAGEMENT
AND CATERING TECHNOLOGY
MUMBAI-95

Consent Statement by Appointee

By this appointment letter dated 1st June 2020 VARSHA BORTCHA hereby accept to and give my consent on the Terms & Conditions mentioned herein above. I acknowledge that:

- I accept the appointment letter given to me and also accept the terms & Conditions mentioned in it.
- If In Case I breach any of the above conditions then I accept that the above mentioned actions will be immediately applicable on me.
- I agree that if my performance is not up to the mark or in any other cases Atharva College can terminate me immediately and that I would not claim any amount or continuation from Atharva College.
- I will not claim any dues or any pending amount in case of my termination from such employment.
- That Atharva College will not be liable for any amount claimed in case of breach of any terms & Conditions of the Appointment Letter or in case of Terminations.
- I am fully aware of the Salary and Post being offered to me by the college and I hereby accept the appointment to the said post as per the terms and Conditions mentioned in the letter.

I agree to join by 1st June 2020 Name

:- VARSHA BORTCHA Signature :-

Varsha

Ref. No. : ACHMCT/2020-21/APP/505

Date: 1st June, 2020

To,
Mr. Mohit Kakkad
201, Aspen, Rajhans Kshitij,
Chulne Babola, Vasai (w), Thane-401202.

Subject : Appointment for the post of "Assistant Professor on Ad-Hoc Basis"

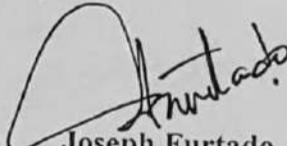
With reference to your application and the subsequent interview, we are pleased to inform you that you are hereby appointed as an **Assistant Professor** on an Ad-hoc basis in the department of "Food Production" at Atharva College of Hotel Management & Catering Technology on a gross pay of **Rs.38, 312/- w.e.f. 1st June, 2020.**

1. Your 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. You will be on a contractual appointment from the date of your joining of the services in this college up to **30th April, 2021** Your appointment is strictly subject to fulfillment of minimum eligibility criteria & the experience required for the said post as per the UNIVERSITY OF MUMBAI norms from time to time . If you do not fulfilled the required qualification during the academic year or your services are not found suitable, your 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 you at the end of your tenure and also on basis of the report of HOD & Principal, you may be recommended for further extension. However, the management reserves the right to offer/reject candidature for continuation. No Pension / Gratuity /any kind of arrears/ any other claim except PF shall be considered by management for the said post during or after the completion of mentioned tenure or after the discontinuation of services during the mentioned tenure, if any.
4. Your appointment is purely on Ad-Hoc basis for the period mentioned above and at the end 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 you to fall under any jurisdiction against this notice. You will 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.
5. You 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. In addition to the above point, you will also have to submit the SAR Report / maintain dead stock registers, inventory of all the lab equipment's, inward - outward register, attendance of Practical conducted, Lab time - table, calibration of equipment's, maintaining & setting up of the lab during academic & nonacademic sessions etc. Assistance should be provided to the respective departments for conducting regular semester practical & external viva, practical examination etc.
7. Your 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 your part without any notice and any time during the said tenure and if so in such case you will be paid the salary only till your last working day with the organization.



8. You should not indulge in any other work either profitable or non-profitable without the permission of the Institute or any activity which conflicts with the interest of the Institute or tarnishes the image of the Institute.
9. Your office timing will be as per rules or as prescribed by the Principal/Head of the Department/Admin Department.
10. The appointment is on a full time basis and does not permit the holder to engage himself/ herself in any outside business, professional consulting, tutorial, tuitions and/or such outside work with/without remuneration. You shall work exclusively for and in the interest of the Institution/Trust and undertake not to engage in any part-time or any other work, business, occupation or consultation of any kind or accept any employment whether free or paid, directly or indirectly.
11. 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 without fail and no extra remuneration will be payable for the same.
12. Your appointment is subject to availability of workload in the department and as per the norms of Mumbai University. Your appointment is subject to fulfillment of NET/SET/Ph.D. till you complete required applicable eligible criteria you are not entitled for increments, promotions & continuation to the said post.
13. Your appointment is subject to approval from the University of Mumbai. You have 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/SET/experience, age requirement etc. Then in such case the university and/or 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.
14. Performance & standard of education delivered by the faculty members will be reviewed & assessed on merit basis at the end of semester (i.e. after 6 months) on the Quality parameters like;
 1. Quality & standard of delivering lesson plan (subject related Content delivery in class)
 2. Students attendance percentage in Class & result of the subject taught.
 3. Participation in seminar/conference/food festival/representation of institute in various competitions.
 4. Higher education if any completed/pursuing like NET/SET/P.G/Ph.D/fellow programe.
 5. Participation in CSR-initiatives as per the Institute policy.
 6. Attire, Grooming as appropriate to a faculty.
 7. Innovation tools used (technology / adopted) in teaching methodology.
 8. Loyalty, Punctuality, discipline in profession (Late Marks / Memo – status)
 9. Students Feedback
 10. Involvement in student's growth / development like mentorship, training, Placement, projects, presentation, technical competitions and events.

All the above parameters are having weightage of 10 marks each in analysis and each faculty member should have minimum 75 % score in aggregate on the above parameters. (76 % & Above – A+(Excellent) , 71 % to 75 % - A(Very Good), 60 % to 70% –B (Good). All Faculty members need to undergo all the above parameters as a Management mission & vision and it should not be distract. However management reserves the rights to offer or reject the candidate for the continuation of service.


 Joseph Furtado
 Principal

- Copy to:-
1. Accounts Section
 2. Establishment File

PRINCIPAL
ATHARVA COLLEGE OF HOTEL MANAGEMENT
AND CATERING TECHNOLOGY
MUMBAI-95

Consent Statement by Appointee

By this appointment letter dated 1st June 2020 Mohit Kakkad hereby accept to and give my consent on the Terms & Conditions mentioned herein above. I acknowledge that:

- I accept the appointment letter given to me and also accept the terms & Conditions mentioned in it.
 - If In Case I breach any of the above conditions then I accept that the above mentioned actions will be immediately applicable on me.
 - I agree that if my performance is not up to the mark or in any other cases Atharva College can terminate me immediately and that I would not claim any amount or continuation from Atharva College.
 - I will not claim any dues or any pending amount in case of my termination from such employment.
 - That Atharva College will not be liable for any amount claimed in case of breach of any terms & Conditions of the Appointment Letter or in case of Terminations.
- I am fully aware of the Salary and Post being offered to me by the college and I hereby accept the appointment to the said post as per the terms and Conditions mentioned in the letter.

I agree to join by 1st June 2020 Name :- Mohit Kakkad Signature :- Mohit Kakkad



ATHARVA COLLEGE OF HOTEL MANAGEMENT & CATERING TECHNOLOGY

Affiliated to Mumbai University & NAAC Accredited



Ref. No. : ACHMCT/2020-21/APP/506

Date: 1st June, 2020

To,
Mr. Kunal Patel
103, Hiral Apt. Achole Road,
Nalasopara(E), Dist-Palghar-401209.

Subject: Appointment for the post of "Assistant Professor on Ad-Hoc Basis"

With reference to your application and the subsequent interview, we are pleased to inform you that you are hereby appointed as an **Assistant Professor** on an Ad-hoc basis in the department of "**Food Production**" at Atharva College of Hotel Management & Catering Technology on a gross pay of Rs.32, 782/- w.e.f. 1st June, 2020.

1. Your 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. You will be on a contractual appointment from the date of your joining of the services in this college up to 30th April, 2021 Your appointment is strictly subject to fulfillment of minimum eligibility criteria & the experience required for the said post as per the UNIVERSITY OF MUMBAI norms from time to time. If you do not fulfilled the required qualification during the academic year or your services are not found suitable, your 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 you at the end of your tenure and also on basis of the report of HOD & Principal, you may be recommended for further extension. However, the management reserves the right to offer/reject candidature for continuation. No Pension / Gratuity /any kind of arrears/ any other claim except PF shall be considered by management for the said post during or after the completion of mentioned tenure or after the discontinuation of services during the mentioned tenure, if any.
4. Your appointment is purely on Ad-Hoc basis for the period mentioned above and at the end 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 you to fall under any jurisdiction against this notice. You will 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.
5. You 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. In addition to the above point, you will also have to submit the SAR Report / maintain dead stock registers, inventory of all the lab equipment's, inward - outward register, attendance of Practical conducted, Lab time - table, calibration of equipment's, maintaining & setting up of the lab during academic & nonacademic sessions etc. Assistance should be provided to the respective departments for conducting regular semester practical & external viva, practical examination etc.
7. Your 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 your part without any notice and any time during the said tenure and if so in such case you will be paid the salary only till your last working day with the organization.



8. You should not indulge in any other work either profitable or non-profitable without the permission of the Institute or any activity which conflicts with the interest of the Institute or tarnishes the image of the Institute.
9. Your office timing will be as per rules or as prescribed by the Principal/Head of the Department/Admin Department.
10. The appointment is on a full time basis and does not permit the holder to engage himself/ herself in any outside business, professional consulting, tutorial, tuitions and/or such outside work with/without remuneration. You shall work exclusively for and in the interest of the Institution/Trust and undertake not to engage in any part-time or any other work, business, occupation or consultation of any kind or accept any employment whether free or paid, directly or indirectly.
11. 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 without fail and no extra remuneration will be payable for the same.
12. Your appointment is subject to availability of workload in the department and as per the norms of Mumbai University. Your appointment is subject to fulfillment of NET/SET/Ph.D. till you complete required applicable eligible criteria you are not entitled for increments, promotions & continuation to the said post.
13. Your appointment is subject to approval from the University of Mumbai. You have 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/SET/experience, age requirement etc. Then in such case the university and/or 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.
14. Performance & standard of education delivered by the faculty members will be reviewed & assessed on merit basis at the end of semester (i.e. after 6 months) on the Quality parameters like;
 1. Quality & standard of delivering lesson plan (subject related Content delivery in class)
 2. Students attendance percentage in Class & result of the subject taught.
 3. Participation in seminar/conference/food festival/representation of institute in various competitions.
 4. Higher education if any completed/pursuing like NET/SET/P.G/Ph.D/fellow programe.
 5. Participation in CSR-initiatives as per the Institute policy
 6. Attire, Grooming as appropriate to a faculty.
 7. Innovation tools used (technology / adopted) in teaching methodology.
 8. Loyalty, Punctuality, discipline in profession (Late Marks / Memo – status)
 9. Students Feedback
 10. Involvement in student's growth / development like mentorship, training, Placement, projects, presentation, technical competitions and events.

All the above parameters are having weightage of 10 marks each in analysis and each faculty member should have minimum 75 % score in aggregate on the above parameters. (76 % & Above – A+(Excellent) , 71 % to 75 % - A(Very Good), 60 % to 70% –B (Good). All Faculty members need to undergo all the above parameters as a Management mission & vision and it should not be distract. However management reserves the rights to offer or reject the candidate for the continuation of service.


Joseph Furtado
Principal

Copy to:-

1. Accounts Section
2. Establishment File

PRINCIPAL
ATHARVA COLLEGE OF HOTEL MANAGEMENT
AND CATERING TECHNOLOGY
MUMBAI-95

Consent Statement by Appointee

By this appointment letter dated _____ I _____ hereby accept to and give my consent on the Terms & Conditions mentioned herein above. I acknowledge that:

- I accept the appointment letter given to me and also accept the terms & Conditions mentioned in it.
 - If In Case I breach any of the above conditions then I accept that the above mentioned actions will be immediately applicable on me.
 - I agree that if my performance is not up to the mark or in any other cases Atharva College can terminate me immediately and that I would not claim any amount or continuation from Atharva College.
 - I will not claim any dues or any pending amount in case of my termination from such employment.
 - That Atharva College will not be liable for any amount claimed in case of breach of any terms & Conditions of the Appointment Letter or in case of Terminations.
- I am fully aware of the Salary and Post being offered to me by the college and I hereby accept the appointment to the said post as per the terms and Conditions mentioned in the letter.

I agree to join by 1st June 2020 Name :- Kunal B. Patel Signature :- [Signature]

Ref. No. : ACHMCT/2020-21/APP/507

Date: 1st June, 2020

To,
Mr. Shailesh Salunkhe.
A 604, gautam chs LTD, Kajupada Road,
OPP lavista Tower, Borivali (E), Mum-66.

Subject: Appointment for the post of "Assistant Professor on Ad-Hoc Basis"

With reference to your application and the subsequent interview, we are pleased to inform you that you are hereby appointed as an **Assistant Professor** on an Ad-hoc basis in the department of "Food & Beverage Services" at Atharva College of Hotel Management & Catering Technology on a gross pay of Rs.40, 770/- w.e.f. 1st June, 2020.

1. Your 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. You will be on a contractual appointment from the date of your joining of the services in this college up to 30th April, 2021 Your appointment is strictly subject to fulfillment of minimum eligibility criteria & the experience required for the said post as per the UNIVERSITY OF MUMBAI norms from time to time. If you do not fulfilled the required qualification during the academic year or your services are not found suitable, your 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 you at the end of your tenure and also on basis of the report of HOD & Principal, you may be recommended for further extension. However, the management reserves the right to offer/reject candidature for continuation. No Pension / Gratuity /any kind of arrears/ any other claim except PF shall be considered by management for the said post during or after the completion of mentioned tenure or after the discontinuation of services during the mentioned tenure, if any.
4. Your appointment is purely on Ad-Hoc basis for the period mentioned above and at the end 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 you to fall under any jurisdiction against this notice. You will 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.
5. You 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. In addition to the above point, you will also have to submit the SAR Report / maintain dead stock registers, inventory of all the lab equipment's, inward - outward register, attendance of Practical conducted, Lab time - table, calibration of equipment's, maintaining & setting up of the lab during academic & nonacademic sessions etc. Assistance should be provided to the respective departments for conducting regular semester practical & external viva, practical examination etc.
7. Your 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 your part without any notice and any time during the said tenure and if so in such case you will be paid the salary only till your last working day with the organization.

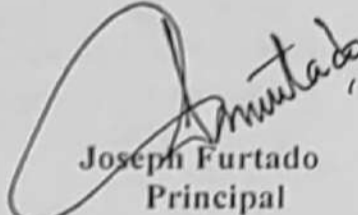


8. You should not indulge in any other work either profitable or non-profitable without the permission of the Institute or any activity which conflicts with the interest of the Institute or tarnishes the image of the Institute.
9. Your office timing will be as per rules or as prescribed by the Principal/Head of the Department/Admin Department.
10. The appointment is on a full time basis and does not permit the holder to engage himself/ herself in any outside business, professional consulting, tutorial, tuitions and/or such outside work with/without remuneration. You shall work exclusively for and in the interest of the Institution/Trust and undertake not to engage in any part-time or any other work, business, occupation or consultation of any kind or accept any employment whether free or paid, directly or indirectly.
11. In an event you are required to attend college on Institutional holidays for duties related to your appointment i.e. staff developmental programmers/special lectures, conducting exams, seminars, conferences, sports and games, college day celebrations, CSR activity etc., you shall attend duties without fail and no extra remuneration will be payable for the same.
12. Your appointment is subject to availability of workload in the department and as per the norms of Mumbai University. Your appointment is subject to fulfillment of NET/SET/Ph.D. till you complete required applicable eligible criteria you are not entitled for increments, promotions & continuation to the said post.
13. Your appointment is subject to approval from the University of Mumbai. You have 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/SET/experience, age requirement etc. Then in such case the university and/or 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.
14. Performance & standard of education delivered by the faculty members will be reviewed & assessed on merit basis at the end of semester (i.e. after 6 months) on the Quality parameters like;
 1. Quality & standard of delivering lesson plan (subject related Content delivery in class)
 2. Students attendance percentage in Class & result of the subject taught.
 3. Participation in seminar/conference/food festival/representation of institute in various competitions.
 4. Higher education if any completed/pursuing like NET/SET/P.G/Ph.D/fellow programe..
 5. Participation in CSR-initiatives as per the Institute policy
 6. Attire, Grooming as appropriate to a faculty.
 7. Innovation tools used (technology / adopted) in teaching methodology.
 8. Loyalty, Punctuality, discipline in profession (Late Marks / Memo - status)
 9. Students Feedback
 10. Involvement in student's growth / development like mentorship, training, Placement, projects, presentation, technical competitions and events.

All the above parameters are having weightage of 10 marks each in analysis and each faculty member should have minimum 75 % score in aggregate on the above parameters. (76 % & Above - A+(Excellent) , 71 % to 75 % - A (Very Good), 60 % to 70% -B (Good). All Faculty members need to undergo all the above parameters as a Management mission & vision and it should not be distract. However management reserves the rights to offer or reject the candidate for the continuation of service.

Copy to:-

1. Accounts Section
2. Establishment File


Joseph Furtado
Principal

PRINCIPAL
ATHARVA COLLEGE OF HOTEL MANAGEMENT
AND CATERING TECHNOLOGY
MUMBAI-95

Consent Statement by Appointee

By this appointment letter dated 1st June 2019 Shailesh Salunkhe hereby accept to and give my consent on the Terms & Conditions mentioned herein above. I acknowledge that:

- I accept the appointment letter given to me and also accept the terms & Conditions mentioned in it.
- If In Case I breach any of the above conditions then I accept that the above mentioned actions will be immediately applicable on me.
- I agree that if my performance is not up to the mark or in any other cases Atharva College can terminate me immediately and that I would not claim any amount or continuation from Atharva College.
- I will not claim any dues or any pending amount in case of my termination from such employment.
- That Atharva College will not be liable for any amount claimed in case of breach of any terms & Conditions of the Appointment Letter or in case of Terminations.

I am fully aware of the Salary and Post being offered to me by the college and I hereby accept the appointment to the said post as per the terms and Conditions mentioned in the letter.

I agree to join by 1st June 2020 Name :- Shailesh Salunkhe Signature :- Shailesh Salunkhe



ATHARVA COLLEGE OF HOTEL MANAGEMENT & CATERING TECHNOLOGY

Affiliated to Mumbai University & NAAC Accredited



Ref. No. : ACHMCT/2020-21/APP/508

Date: 1st June, 2020

To,
Mr. Wesley Fernandes
D/304, Priyanka CHS LTD, Barampur, Dr. Kale Hospital,
Vasai (W), Umele, Palghar, Maharashtra-401202.

Subject: Appointment for the post of "Assistant Professor on Ad-Hoc Basis"

With reference to your application and the subsequent interview, we are pleased to inform you that you are hereby appointed as an **Assistant Professor** on an Ad-hoc basis in the department of "Front Office" at Atharva College of Hotel Management & Catering Technology on a gross pay of **Rs.40,770/-** w.e.f. 1st June, 2020.

1. Your 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. You will be on a contractual appointment from the date of your joining of the services in this college up to **30th April, 2021** Your appointment is strictly subject to fulfillment of minimum eligibility criteria & the experience required for the said post as per the UNIVERSITY OF MUMBAI norms from time to time. If you do not fulfilled the required qualification during the academic year or your services are not found suitable, your 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 you at the end of your tenure and also on basis of the report of HOD & Principal, you may be recommended for further extension. However, the management reserves the right to offer/reject candidature for continuation. No Pension / Gratuity / any kind of arrears/ any other claim except PF shall be considered by management for the said post during or after the completion of mentioned tenure or after the discontinuation of services during the mentioned tenure, if any.
4. Your appointment is purely on Ad-Hoc basis for the period mentioned above and at the end 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 you to fall under any jurisdiction against this notice. You will 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.
5. You 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. In addition to the above point, you will also have to submit the SAR Report / maintain dead stock registers, inventory of all the lab equipment's, inward - outward register, attendance of Practical conducted, Lab time - table, calibration of equipment's, maintaining & setting up of the lab during academic & nonacademic sessions etc. Assistance should be provided to the respective departments for conducting regular semester practical & external viva, practical examination etc.
7. Your 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 your part without any notice and any time during the said tenure and if so in such case you will be paid the salary only till your last working day with the organization.



8. You should not indulge in any other work either profitable or non-profitable without the permission of the Institute or any activity which conflicts with the interest of the Institute or tarnishes the image of the Institute.
9. Your office timing will be as per rules or as prescribed by the Principal/Head of the Department/Admin Department.
10. The appointment is on a full time basis and does not permit the holder to engage himself/ herself in any outside business, professional consulting, tutorial, tuitions and/or such outside work with/without remuneration. You shall work exclusively for and in the interest of the Institution/Trust and undertake not to engage in any part-time or any other work, business, occupation or consultation of any kind or accept any employment whether free or paid, directly or indirectly.
11. 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 without fail and no extra remuneration will be payable for the same.
12. Your appointment is subject to availability of workload in the department and as per the norms of Mumbai University. Your appointment is subject to fulfillment of NET/SET/Ph.D. till you complete required applicable eligible criteria you are not entitled for increments, promotions & continuation to the said post.
13. Your appointment is subject to approval from the University of Mumbai. You have 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/SET/experience, age requirement etc. Then in such case the university and/or 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.
14. Performance & standard of education delivered by the faculty members will be reviewed & assessed on merit basis at the end of semester (i.e. after 6 months) on the Quality parameters like;
 1. Quality & standard of delivering lesson plan (subject related Content delivery in class)
 2. Students attendance percentage in Class & result of the subject taught.
 3. Participation in seminar/conference/food festival/representation of institute in various competitions.
 4. Higher education if any completed/pursuing like NET/SET/P.G/Ph.D/fellow program.
 5. Participation in CSR-initiatives as per the Institute policy
 6. Attire, Grooming as appropriate to a faculty.
 7. Innovation tools used (technology / adopted) in teaching methodology.
 8. Loyalty, Punctuality, discipline in profession (Late Marks / Memo - status)
 9. Students Feedback
 10. Involvement in student's growth / development like mentorship, training, Placement, projects, presentation, technical competitions and events.

All the above parameters are having weightage of 10 marks each in analysis and each faculty member should have minimum 75 % score in aggregate on the above parameters. (76 % & Above - A+(Excellent) , 71 % to 75 % - A(Very Good), 60 % to 70% -B (Good). All Faculty members need to undergo all the above parameters as a Management mission & vision and it should not be distract. However management reserves the rights to offer or reject the candidate for the continuation of service.


Joseph Furtado
Principal

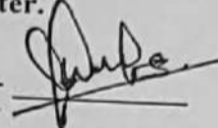
Copy to:-
1. Accounts Section 2. Establishment File

PRINCIPAL
ATHARVA COLLEGE OF HOTEL MANAGEMENT
AND CATERING TECHNOLOGY
MUMBAI-95

Consent Statement by Appointee

By this appointment letter dated 01/06/20 I Ms. Wesley Fernandes hereby accept to and give my consent on the Terms & Conditions mentioned herein above. I acknowledge that:

- I accept the appointment letter given to me and also accept the terms & Conditions mentioned in it.
 - If In Case I breach any of the above conditions then I accept that the above mentioned actions will be immediately applicable on me.
 - I agree that if my performance is not up to the mark or in any other cases Atharva College can terminate me immediately and that I would not claim any amount or continuation from Atharva College.
 - I will not claim any dues or any pending amount in case of my termination from such employment.
 - That Atharva College will not be liable for any amount claimed in case of breach of any terms & Conditions of the Appointment Letter or in case of Terminations.
- I am fully aware of the Salary and Post being offered to me by the college and I hereby accept the appointment to the said post as per the terms and Conditions mentioned in the letter.

I agree to join by 1/06/20 Name :- Ms. Wesley Fernandes Signature :- 



ATHARVA COLLEGE OF HOTEL MANAGEMENT & CATERING TECHNOLOGY

Affiliated to Mumbai University & NAAC Accredited



Ref. No. : ACHMCT/2020-21/APP/509

Date: 1st June, 2020

To,
Ms. Chandana Sujathan
1/104, Neel Sidhi Amarante, Sector 9 E,
Kalam Boli, Navi Mumbai, 410218.

Subject: Appointment for the post of "Assistant Professor on Ad-Hoc Basis"

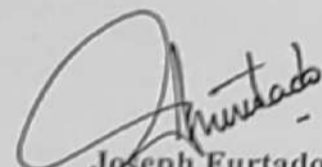
With reference to your application and the subsequent interview, we are pleased to inform you that you are hereby appointed as an **Assistant Professor** on an Ad-hoc basis in the department of "Front Office" at Atharva College of Hotel Management & Catering Technology on gross pay of **Rs.34,031/-** w.e.f. 1st June, 2020.

1. Your 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. You will be on a contractual appointment from the date of your joining of the services in this college up to 30th April, 2021 Your appointment is strictly subject to fulfillment of minimum eligibility criteria & the experience required for the said post as per the UNIVERSITY OF MUMBAI norms from time to time. If you do not fulfilled the required qualification during the academic year or your services are not found suitable, your 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 you at the end of your tenure and also on basis of the report of HOD & Principal, you may be recommended for further extension. However, the management reserves the right to offer/reject candidature for continuation. No Pension / Gratuity /any kind of arrears/ any other claim except PF shall be considered by management for the said post during or after the completion of mentioned tenure or after the discontinuation of services during the mentioned tenure, if any.
4. Your appointment is purely on Ad-Hoc basis for the period mentioned above and at the end 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 you to fall under any jurisdiction against this notice. You will 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.
5. You 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. In addition to the above point, you will also have to submit the SAR Report / maintain dead stock registers, inventory of all the lab equipment's, inward - outward register, attendance of Practical conducted, Lab time - table, calibration of equipment's, maintaining & setting up of the lab during academic & nonacademic sessions etc. Assistance should be provided to the respective departments for conducting regular semester practical & external viva, practical examination etc.
7. Your 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 your part without any notice and any time during the said tenure and if so in such case you will be paid the salary only till your last working day with the organization.



8. You should not indulge in any other work either profitable or non-profitable without the permission of the Institute or any activity which conflicts with the interest of the Institute or tarnishes the image of the Institute.
9. Your office timing will be as per rules or as prescribed by the Principal/Head of the Department/Admin Department.
10. The appointment is on a full time basis and does not permit the holder to engage himself/ herself in any outside business, professional consulting, tutorial, tuitions and/or such outside work with/without remuneration. You shall work exclusively for and in the interest of the Institution/Trust and undertake not to engage in any part-time or any other work, business, occupation or consultation of any kind or accept any employment whether free or paid, directly or indirectly.
11. 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 without fail and no extra remuneration will be payable for the same.
12. Your appointment is subject to availability of workload in the department and as per the norms of Mumbai University. Your appointment is subject to fulfillment of NET/SET/Ph.D. till you complete required applicable eligible criteria you are not entitled for increments, promotions & continuation to the said post.
13. Your appointment is subject to approval from the University of Mumbai. You have 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/SET/experience, age requirement etc. Then in such case the university and/or 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.
14. Performance & standard of education delivered by the faculty members will be reviewed & assessed on merit basis at the end of semester (i.e. after 6 months) on the Quality parameters like;
 1. Quality & standard of delivering lesson plan (subject related Content delivery in class)
 2. Students attendance percentage in Class & result of the subject taught.
 3. Participation in seminar/conference/food festival/representation of institute in various competitions.
 4. Higher education if any completed/pursuing like NET/SET/P.G/Ph.D/fellow program..
 5. Participation in CSR-initiatives as per the Institute policy
 6. Attire, Grooming as appropriate to a faculty.
 7. Innovation tools used (technology / adopted) in teaching methodology.
 8. Loyalty, Punctuality, discipline in profession (Late Marks / Memo – status)
 9. Students Feedback
 10. Involvement in student's growth / development like mentorship, training, Placement, projects, presentation, technical competitions and events.

All the above parameters are having weightage of 10 marks each in analysis and each faculty member should have minimum 75 % score in aggregate on the above parameters. (76 % & Above – A+(Excellent) , 71 % to 75 % - A(Very Good), 60 % to 70% –B (Good). All Faculty members need to undergo all the above parameters as a Management mission & vision and it should not be distract. However management reserves the rights to offer or reject the candidate for the continuation of service.


Joseph Furtado
Principal

PRINCIPAL

**ATHARVA COLLEGE OF HOTEL MANAGEMENT
AND CATERING TECHNOLOGY
MUMBAI-95**

Copy to:-

1. Accounts Section
2. Establishment File

Consent Statement by Appointee

By this appointment letter dated 1st June 20, Chandana Sifathun hereby accept to and give my consent on the Terms & Conditions mentioned herein above. I acknowledge that:

- I accept the appointment letter given to me and also accept the terms & Conditions mentioned in it.
- If In Case I breach any of the above conditions then I accept that the above mentioned actions will be immediately applicable on me.
- I agree that if my performance is not up to the mark or in any other cases Atharva College can terminate me immediately and that I would not claim any amount or continuation from Atharva College.
- I will not claim any dues or any pending amount in case of my termination from such employment.
- That Atharva College will not be liable for any amount claimed in case of breach of any terms & Conditions of the Appointment Letter or in case of Terminations.

I am fully aware of the Salary and Post being offered to me by the college and I hereby accept the appointment to the said post as per the terms and Conditions mentioned in the letter.

I agree to join by 1st June 20 Name

Chandana Sifathun Signature :- [Signature]

Ref. No. : ACHMCT/2020-21/APP/512

Date: 2nd November, 2020

To,
Ms. Dimpal Parmar
54/537, M.H.B. Colony, Mahavir Nagar,
Kandivali (W), Mumbai-67

Subject: Appointment for the post of "Assistant Professor on Ad-Hoc Basis"

With reference to your application and the subsequent interview, we are pleased to inform you that you are hereby appointed as an **Assistant Professor** on an Ad-hoc basis in the department of "Accounts" at Atharva College of Hotel Management & Catering Technology on a gross pay of Rs.20, 077/- w.e.f. 2nd November, 2020.

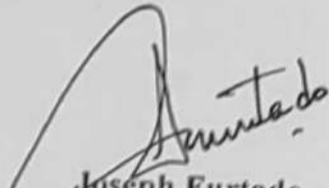
1. Your services will be governed by the provisions of the Maharashtra Universities Act, and the Statutes, Ordinances, Regulations and the Rules of the University and as will be amended from time to time by the University and the regulations and rules of the Governing Council of Atharva Educational Trust.
2. You will be on a contractual appointment from the date of your joining of the services in this college up to 1st October, 2021 Your appointment is strictly subject to fulfillment of minimum eligibility criteria & the experience required for the said post as per the UNIVERSITY OF MUMBAI norms from time to time . If you do not fulfilled the required qualification during the academic year or your services are not found suitable, your 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 you at the end of your tenure and also on basis of the report of HOD & Principal, you may be recommended for further extension. However, the management reserves the right to offer/reject candidature for continuation. No Pension / Gratuity /any kind of arrears/ any other claim except PF shall be considered by management for the said post during or after the completion of mentioned tenure or after the discontinuation of services during the mentioned tenure, if any.
4. Your appointment is purely on Ad-Hoc basis for the period mentioned above and at the end 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 you to fall under any jurisdiction against this notice. You will 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.
5. You 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. In addition to the above point, you will also have to submit the SAR Report / maintain dead stock registers, inventory of all the lab equipment's, inward - outward register, attendance of Practical conducted, Lab time - table, calibration of equipment's, maintaining & setting up of the lab during academic & nonacademic sessions etc. Assistance should be provided to the respective departments for conducting regular semester practical & external viva, practical examination etc.
7. Your 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 your part without any notice and any time during the said tenure and if so in such case you will be paid the salary only till your last working day with the organization.



8. You should not indulge in any other work either profitable or non-profitable without the permission of the Institute or any activity which conflicts with the interest of the Institute or tarnishes the image of the Institute.
 9. Your office timing will be as per rules or as prescribed by the Principal/Head of the Department/Admin Department.
 10. The appointment is on a full time basis and does not permit the holder to engage himself/ herself in any outside business, professional consulting, tutorial, tuitions and/or such outside work with/without remuneration. You shall work exclusively for and in the interest of the Institution/Trust and undertake not to engage in any part-time or any other work, business, occupation or consultation of any kind or accept any employment whether free or paid, directly or indirectly.
 11. In an event you are required to attend college on Institutional holidays for duties related to your appointment i.e. staff developmental programmers/special lectures, conducting exams, seminars, conferences, sports and games, college day celebrations, CSR activity etc., you shall attend duties without fail and no extra remuneration will be payable for the same.
 12. Your appointment is subject to availability of workload in the department and as per the norms of Mumbai University. Your appointment is subject to fulfillment of NET/SET/Ph.D. till you complete required applicable eligible criteria you are not entitled for increments, promotions & continuation to the said post.
 13. Your appointment is subject to approval from the University of Mumbai. You have 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/SET/experience, age requirement etc. Then in such case the university and/or 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.
 14. Performance & standard of education delivered by the faculty members will be reviewed & assessed on merit basis at the end of semester (i.e. after 6 months) on the Quality parameters like;
 1. Quality & standard of delivering lesson plan (subject related Content delivery in class)
 2. Students attendance percentage in Class & result of the subject taught.
 3. Participation in seminar/conference/food festival/representation of institute in various competitions.
 4. Higher education if any completed/pursuing like NET/SET/P.G/Ph.D/fellow program..
 5. Participation in CSR-initiatives as per the Institute policy
 6. Attire, Grooming as appropriate to a faculty.
 7. Innovation tools used (technology / adopted) in teaching methodology.
 8. Loyalty, Punctuality, discipline in profession (Late Marks / Memo - status)
 9. Students Feedback
 10. Involvement in student's growth / development like mentorship, training, Placement, projects, presentation, technical competitions and events.
- All the above parameters are having weightage of 10 marks each in analysis and each faculty member should have minimum 75 % score in aggregate on the above parameters. (76 % & Above - A+(Excellent) , 71 % to 75 % - A(Very Good), 60 % to 70% -B (Good). All Faculty members need to undergo all the above parameters as a Management mission & vision and it should not be distract. However management reserves the rights to offer or reject the candidate for the continuation of service.

Copy to:-

1. Accounts Section
2. Establishment File


Joseph Furtado
Principal

PRINCIPAL
ATHARVA COLLEGE OF HOTEL MANAGEMENT
AND CATERING TECHNOLOGY
MUMBAI-95

Consent Statement by Appointee

By this appointment letter dated 2/11/20, Dimpal Parmar hereby accept to and give my consent on the Terms & Conditions mentioned herein above. I acknowledge that:

- I accept the appointment letter given to me and also accept the terms & Conditions mentioned in it.
 - If In Case I breach any of the above conditions then I accept that the above mentioned actions will be immediately applicable on me.
 - I agree that if my performance is not up to the mark or in any other cases Atharva College can terminate me immediately and that I would not claim any amount or continuation from Atharva College.
 - I will not claim any dues or any pending amount in case of my termination from such employment.
 - That Atharva College will not be liable for any amount claimed in case of breach of any terms & Conditions of the Appointment Letter or in case of Terminations.
- I am fully aware of the Salary and Post being offered to me by the college and I hereby accept the appointment to the said post as per the terms and Conditions mentioned in the letter.

I agree to join by 2/11/20 Name :- Dimpal Parmar Signature :- Dimpal

Ref. No. : ACHMCT/2020-21/APP/510

Date: 1st June, 2020

To,
Ms. Sarah Mathew
B-304, Krishna Regency, Sunder Nagar,
Malad (W), Mumbai-400064.

Subject: Appointment for the post of "Assistant Professor on Ad-Hoc Basis"

With reference to your application and the subsequent interview, we are pleased to inform you that you are hereby appointed as an **Assistant Professor** on an Ad-hoc basis in the department of "Housekeeping" at Atharva College of Hotel Management & Catering Technology on a gross pay of **Rs.42, 536/-** w.e.f. **1st June, 2020.**

1. Your 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. You will be on a contractual appointment from the date of your joining of the services in this college up to **30th April, 2021** Your appointment is strictly subject to fulfillment of minimum eligibility criteria & the experience required for the said post as per the UNIVERSITY OF MUMBAI norms from time to time . If you do not fulfilled the required qualification during the academic year or your services are not found suitable, your 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 you at the end of your tenure and also on basis of the report of HOD & Principal, you may be recommended for further extension. However, the management reserves the right to offer/reject candidature for continuation. No Pension / Gratuity /any kind of arrears/ any other claim except PF shall be considered by management for the said post during or after the completion of mentioned tenure or after the discontinuation of services during the mentioned tenure, if any.
4. Your appointment is purely on Ad-Hoc basis for the period mentioned above and at the end 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 you to fall under any jurisdiction against this notice. You will 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.
5. You 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. In addition to the above point, you will also have to submit the SAR Report / maintain dead stock registers, inventory of all the lab equipment's, inward - outward register, attendance of Practical conducted, Lab time - table, calibration of equipment's, maintaining & setting up of the lab during academic & nonacademic sessions etc. Assistance should be provided to the respective departments for conducting regular semester practical & external viva, practical examination etc.
7. Your 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 your part without any notice and any time during the said tenure and if so in such case you will be paid the salary only till your last working day with the organization.



8. You should not indulge in any other work either profitable or non-profitable without the permission of the Institute or any activity which conflicts with the interest of the Institute or tarnishes the image of the Institute.
9. Your office timing will be as per rules or as prescribed by the Principal/Head of the Department/Admin Department.
10. The appointment is on a full time basis and does not permit the holder to engage himself/ herself in any outside business, professional consulting, tutorial, tuitions and/or such outside work with/without remuneration. You shall work exclusively for and in the interest of the Institution/Trust and undertake not to engage in any part-time or any other work, business, occupation or consultation of any kind or accept any employment whether free or paid, directly or indirectly.
11. 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 without fail and no extra remuneration will be payable for the same.
12. Your appointment is subject to availability of workload in the department and as per the norms of Mumbai University. Your appointment is subject to fulfillment of NET/SET/Ph.D. till you complete required applicable eligible criteria you are not entitled for-increments, promotions & continuation to the said post.
13. Your appointment is subject to approval from the University of Mumbai. You have 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/SET/experience, age requirement etc. Then in such case the university and/or 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.
14. Performance & standard of education delivered by the faculty members will be reviewed & assessed on merit basis at the end of semester (i.e. after 6 months) on the Quality parameters like;
 1. Quality & standard of delivering lesson plan (subject related Content delivery in class)
 2. Students attendance percentage in Class & result of the subject taught.
 3. Participation in seminar/conference/food festival/representation of institute in various competitions.
 4. Higher education if any completed/pursuing like NET/SET/P.G/Ph.D/fellow program..
 5. Participation in CSR-initiatives as per the Institute policy
 6. Attire, Grooming as appropriate to a faculty.
 7. Innovation tools used (technology / adopted) in teaching methodology.
 8. Loyalty, Punctuality, discipline in profession (Late Marks / Memo - status)
 9. Students Feedback
 10. Involvement in student's growth / development like mentorship, training, Placement, projects, presentation, technical competitions and events.

All the above parameters are having weightage of 10 marks each in analysis and each faculty member should have minimum 75 % score in aggregate on the above parameters. (76 % & Above - A+(Excellent) , 71 % to 75 % - A(Very Good), 60 % to 70% -B (Good). All Faculty members need to undergo all the above parameters as a Management mission & vision and it should not be distract. However management reserves the rights to offer or reject the candidate for the continuation of service.

Copy to:-

1. Accounts Section 2. Establishment File


Joseph Furtado
Principal

PRINCIPAL
ATHARVA COLLEGE OF HOTEL MANAGEMENT
AND CATERING TECHNOLOGY
MUMBAI-95

Consent Statement by Appointee

By this appointment letter dated 1/06/2020, Sarah Mathew hereby accept to and give my consent on the Terms & Conditions mentioned herein above. I acknowledge that:

- I accept the appointment letter given to me and also accept the terms & Conditions mentioned in it.
 - If In Case I breach any of the above conditions then I accept that the above mentioned actions will be immediately applicable on me.
 - I agree that if my performance is not up to the mark or in any other cases Atharva College can terminate me immediately and that I would not claim any amount or continuation from Atharva College.
 - I will not claim any dues or any pending amount in case of my termination from such employment.
 - That Atharva College will not be liable for any amount claimed in case of breach of any terms & Conditions of the Appointment Letter or in case of Terminations.
- I am fully aware of the Salary and Post being offered to me by the college and I hereby accept the appointment to the said post as per the terms and Conditions mentioned in the letter.

I agree to join by 1/06/2020 Name :- Sarah Mathew Signature :- Sarah

Ref. No. : ACHMCT/2020-21/APP/511

Date: 20th August, 2020

To,
Mr. Ranjan Koshav
H.No.66, Ark House, Nāvāle (Darseng),
Post-Nirmal, Vasai, Thane, Nallasopara(W),
Pin-401304.

Subject: Appointment for the post of "Assistant Professor on Ad-Hoc Basis"

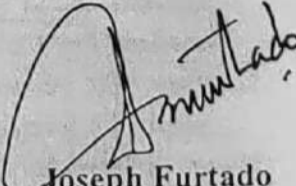
With reference to your application and the subsequent interview, we are pleased to inform you that you are hereby appointed as an **Assistant Professor** on an Ad-hoc basis in the department of "**Bakery**" at Atharva College of Hotel Management & Catering Technology on a gross pay of **Rs.41, 641/-** w.e.f. **20th August, 2020**.

1. Your 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. You will be on a contractual appointment from the date of your joining of the services in this college up to **19th July, 2021** Your appointment is strictly subject to fulfillment of minimum eligibility criteria & the experience required for the said post as per the UNIVERSITY OF MUMBAI norms from time to time. If you do not fulfilled the required qualification during the academic year or your services are not found suitable, your 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 you at the end of your tenure and also on basis of the report of HOD & Principal, you may be recommended for further extension. However, the management reserves the right to offer/reject candidature for continuation. No Pension / Gratuity /any kind of arrears/ any other claim except PF shall be considered by management for the said post during or after the completion of mentioned tenure or after the discontinuation of services during the mentioned tenure, if any.
4. Your appointment is purely on Ad-Hoc basis for the period mentioned above and at the end 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 you to fall under any jurisdiction against this notice. You will 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.
5. You 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. In addition to the above point, you will also have to submit the SAR Report / maintain dead stock registers, inventory of all the lab equipment's, inward – outward register, attendance of Practical conducted, Lab time – table, calibration of equipment's, maintaining & setting up of the lab during academic & nonacademic sessions etc. Assistance should be provided to the respective departments for conducting regular semester practical & external viva, practical examination etc.
7. Your 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 your part without any notice and any time during the said tenure and if so in such case you will be paid the salary only till your last working day with the organization.



8. You should not indulge in any other work either profitable or non-profitable without the permission of the Institute or any activity which conflicts with the interest of the Institute or tarnishes the image of the Institute.
9. Your office timing will be as per rules or as prescribed by the Principal/Head of the Department/Admin Department.
10. The appointment is on a full time basis and does not permit the holder to engage himself/ herself in any outside business, professional consulting, tutorial, tuitions and/or such outside work with/without remuneration. You shall work exclusively for and in the interest of the Institution/Trust and undertake not to engage in any part-time or any other work, business, occupation or consultation of any kind or accept any employment whether free or paid, directly or indirectly.
11. In an event you are required to attend college on Institutional holidays for duties related to your appointment i.e., staff developmental programmers/special lectures, conducting exams, seminars, conferences, sports and games, college day celebrations, CSR activity etc., you shall attend duties without fail and no extra remuneration will be payable for the same.
12. Your appointment is subject to availability of workload in the department and as per the norms of Mumbai University. Your appointment is subject to fulfillment of NET/SET/Ph.D. till you complete required applicable eligible criteria you are not entitled for increments, promotions & continuation to the said post.
13. Your appointment is subject to approval from the University of Mumbai. You have 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/SET/experience, age requirement etc. Then in such case the university and/or 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.
14. Performance & standard of education delivered by the faculty members will be reviewed & assessed on merit basis at the end of semester (i.e. after 6 months) on the Quality parameters like;
 1. Quality & standard of delivering lesson plan (subject related Content delivery in class)
 2. Students attendance percentage in Class & result of the subject taught.
 3. Participation in seminar/conference/food festival/representation of institute in various competitions.
 4. Higher education if any completed/pursuing like NET/SET/P.G/Ph.D/fellow program..
 5. Participation in CSR-initiatives as per the Institute policy
 6. Attire, Grooming as appropriate to a faculty.
 7. Innovation tools used (technology / adopted) in teaching methodology.
 8. Loyalty, Punctuality, discipline in profession (Late Marks / Memo – status)
 9. Students Feedback
 10. Involvement in student's growth / development like mentorship, training, Placement, projects, presentation, technical competitions and events.

All the above parameters are having weightage of 10 marks each in analysis and each faculty member should have minimum 75 % score in aggregate on the above parameters. (76 % & Above – A+(Excellent) , 71 % to 75 % - A(Very Good), 60 % to 70% –B (Good). All Faculty members need to undergo all the above parameters as a Management mission & vision and it should not be distract. However management reserves the rights to offer or reject the candidate for the continuation of service.


Joseph Furtado
Principal

Copy to:-
1. Accounts Section 2. Establishment File

PRINCIPAL
ATHARVA COLLEGE OF HOTEL MANAGEMENT
AND CATERING TECHNOLOGY
MUMBAI-95

Consent Statement by Appointee

By this appointment letter dated 20th Aug 20 I Ranjana Koshal hereby accept to and give my consent on the Terms & Conditions mentioned herein above. I acknowledge that:

- I accept the appointment letter given to me and also accept the terms & Conditions mentioned in it.
- If In Case I breach any of the above conditions then I accept that the above mentioned actions will be immediately applicable on me.
- I agree that if my performance is not up to the mark or in any other cases Atharva College can terminate me immediately and that I would not claim any amount or continuation from Atharva College.
- I will not claim any dues or any pending amount in case of my termination from such employment.
- That Atharva College will not be liable for any amount claimed in case of breach of any terms & Conditions of the Appointment Letter or in case of Terminations.

I am fully aware of the Salary and Post being offered to me by the college and I hereby accept the appointment to the said post as per the terms and Conditions mentioned in the letter.

I agree to join by 20th Aug 2020 Name :- Ranjana Koshal Signature :- Ranjana Koshal

Date: 10th January, 2021

Ref. No. : ACHMCT/2020-21/APP/513

To,
Mrs. Dhanashree Salvi
Room No. B-14, Mateshwari C.H.S., Plot No.841,
Near Akshara High School, Mhada, Charkop, Kandivali-west
Mumbai-400067.

Subject : Appointment for the post of "Assistant Professor on Ad-Hoc Basis"

With reference to your application and the subsequent interview, we are pleased to inform you that you are hereby appointed as an **Assistant Professor** on an Ad-hoc basis in the department of "IT Lab" at Atharva College of Hotel Management & Catering Technology on gross pay of Rs.27, 068/- w.e.f. 10th January, 2021.

1. Your 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. You will be on a contractual appointment from the date of your joining of the services in this college up to **09th December, 2021**. Your appointment is strictly subject to fulfillment of minimum eligibility criteria & the experience required for the said post as per the UNIVERSITY OF MUMBAI norms from time to time. If you do not fulfilled the required qualification during the academic year or your services are not found suitable, your 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 you at the end of your tenure and also on basis of the report of HOD & Principal, you may be recommended for further extension. However, the management reserves the right to offer/reject candidature for continuation. No Pension / Gratuity /any kind of arrears/ any other claim except PF shall be considered by management for the said post during or after the completion of mentioned tenure or after the discontinuation of services during the mentioned tenure, if any.
4. Your appointment is purely on Ad-Hoc basis for the period mentioned above and at the end 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 you to fall under any jurisdiction against this notice. You will 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.
5. You 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. In addition to the above point, you will also have to submit the SAR Report / maintain dead stock registers, inventory of all the lab equipment's, inward - outward register, attendance of Practical conducted, Lab time - table, calibration of equipment's, maintaining & setting up of the lab during academic & nonacademic sessions etc. Assistance should be provided to the respective departments for conducting regular semester practical & external viva, practical examination etc.
7. Your 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 your part without any notice and any time during the said tenure and if so in such case you will be paid the salary only till your last working day with the organization.



8. You should not indulge in any other work either profitable or non-profitable without the permission of the Institute or any activity which conflicts with the interest of the Institute or tarnishes the image of the Institute.
9. Your office timing will be as per rules or as prescribed by the Principal/Head of the Department/Admin Department.
10. The appointment is on a full time basis and does not permit the holder to engage himself/ herself in any outside business, professional consulting, tutorial, tuitions and/or such outside work with/without remuneration. You shall work exclusively for and in the interest of the Institution/Trust and undertake not to engage in any part-time or any other work, business, occupation or consultation of any kind or accept any employment whether free or paid, directly or indirectly.
11. In an event you are required to attend college on Institutional holidays for duties related to your appointment i.e., staff developmental programmers/special lectures, conducting exams, seminars, conferences, sports and games, college day celebrations, CSR activity etc., you shall attend duties without fail and no extra remuneration will be payable for the same.
12. Your appointment is subject to availability of workload in the department and as per the norms of Mumbai University. Your appointment is subject to fulfillment of NET/SET/Ph.D. till you complete required applicable eligible criteria you are not entitled for increments, promotions & continuation to the said post.
13. Your appointment is subject to approval from the University of Mumbai. You have 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/SET/experience, age requirement etc. Then in such case the university and/or 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.
14. Performance & standard of education delivered by the faculty members will be reviewed & assessed on merit basis at the end of semester (i.e. after 6 months) on the Quality parameters like;
 1. Quality & standard of delivering lesson plan (subject related Content delivery in class)
 2. Students attendance percentage in Class & result of the subject taught.
 3. Participation in seminar/conference/food festival/representation of institute in various competitions.
 4. Higher education if any completed/pursuing like NET/SET/P.G/Ph.D/fellow program..
 5. Participation in CSR-initiatives as per the Institute policy
 6. Attire, Grooming as appropriate to a faculty.
 7. Innovation tools used (technology / adopted) in teaching methodology.
 8. Loyalty, Punctuality, discipline in profession (Late Marks / Memo – status)
 9. Students Feedback
 10. Involvement in student's growth / development like mentorship, training, Placement, projects, presentation, technical competitions and events.

All the above parameters are having weightage of 10 marks each in analysis and each faculty member should have minimum 75 % score in aggregate on the above parameters. (76 % & Above – A+(Excellent) , 71 % to 75 % - A(Very Good), 60 % to 70% –B (Good). All Faculty members need to undergo all the above parameters as a Management mission & vision and it should not be distract. However management reserves the rights to offer or reject the candidate for the continuation of service.


Joseph Furtado
Principal

Copy to:-

1. Accounts Section
2. Establishment File

PRINCIPAL
ATHARVA COLLEGE OF HOTEL MANAGEMENT
AND CATERING TECHNOLOGY
MUMBAI-95

Consent Statement by Appointee

By this appointment letter dated 10/01/2021 I Ms. Dhanshree P. Salvi hereby accept to and give my consent on the Terms & Conditions mentioned herein above. I acknowledge that:

- I accept the appointment letter given to me and also accept the terms & Conditions mentioned in it.
- If In Case I breach any of the above conditions then I accept that the above mentioned actions will be immediately applicable on me.
- I agree that if my performance is not up to the mark or in any other cases Atharva College can terminate me immediately and that I would not claim any amount or continuation from Atharva College.
- I will not claim any dues or any pending amount in case of my termination from such employment.
- That Atharva College will not be liable for any amount claimed in case of breach of any terms & Conditions of the Appointment Letter or in case of Terminations.

I am fully aware of the Salary and Post being offered to me by the college and I hereby accept the appointment to the said post as per the terms and Conditions mentioned in the letter.

I agree to join by 10/01/2021 Name

Dhanshree P. Salvi
:- Prakash Salvi Signature :- Prakash



**ATHARVA COLLEGE OF
HOTEL MANAGEMENT & CATERING TECHNOLOGY**
Affiliated to Mumbai University



Ref. No. : ACHMCT/2020-2/APP/11

Date: 28th August, 2020

To,
Mr. Abel Francis Junior Dsouza.
Building No.03, Flat No.02, Blossom Co-op Housing Society,
Military Road, Marol, Andheri (E), Mmm-400059.

Subject : Appointment for the post of "Assistant Professor on Ad-Hoc Basis"

With reference to your application and the subsequent interview, we are pleased to inform you that you are hereby appointed as an Assistant Professor on an Ad-hoc basis in the department of "Food & Beverage Services" at Atharva College of Hotel Management & Catering Technology on a basic pay of Rs.10,853/- p.m. in the pay scale of Rs. (5200-20200) AGP 2000 /-gross pay of Rs.27,068/- w.e.f. 10th September, 2020.

1. Your 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. You will be on a contractual appointment from the date of your joining of the services in this college up to 31st July, 2021. Your appointment is strictly subject to fulfillment of minimum eligibility criteria & the experience required for the said post as per the UNIVERSITY OF MUMBAI norms from time to time. If you do not fulfilled the required qualification during the academic year or your services are not found suitable, your 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 you at the end of your tenure and also on basis of the report of HOD & Principal, you may be recommended for further extension. However, the management reserves the right to offer/reject candidature for continuation. No Pension / Gratuity /any kind of arrears/ any other claim except PF shall be considered by management for the said post during or after the completion of mentioned tenure or after the discontinuation of services during the mentioned tenure, if any.
4. Your appointment is purely on Ad-Hoc basis for the period mentioned above and at the end 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 you to fall under any jurisdiction against this notice. You will 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.
5. You 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. In addition to the above point, you will also have to submit the SAR Report / maintain dead stock registers, inventory of all the lab equipments, inward - outward register, attendance of Practical conducted, Lab time - table, calibration of equipments, maintaining & setting up of the lab during academic & non academic sessions etc. Assistance should be provided to the respective departments for conducting regular semester practical & external viva, practical examination etc.
7. Your 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 your part without any notice and any time during the said tenure and if so in such case you will be paid the salary only till your last working day with the organization.



ORIGINAL RECEIVED
ABEL DSOUZA
16/OCT/2020

8. You should not indulge in any other work either profitable or non profitable without the permission of the Institute or any activity which conflicts with the interest of the Institute or tarnishes the image of the Institute.
9. Your office timing will be as per rules or as prescribed by the Principal/Head of the Department/ Admin Department.
10. The appointment is on a full time basis and does not permit the holder to engage himself/ herself in any outside business, professional consulting, tutorial, tuitions and/or such outside work with/without remuneration. You shall work exclusively for and in the interest of the Institution/Trust and undertake not to engage in any part-time or any other work, business, occupation or consultation of any kind or accept any employment whether free or paid, directly or indirectly.
11. 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 without fail and no extra remuneration will be payable for the same.
12. Your appointment is subject to availability of workload in the department and as per the norms of Mumbai University. Your appointment is subject to fulfillment of NET/SET/Ph.D. till you complete required applicable eligible criteria you are not entitled for increments, promotions & continuation to the said post.
13. Your appointment is subject to approval from the University of Mumbai. You have 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/SET/experience, age requirement etc. then in such case the university and/or 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.
14. Performance & standard of education delivered by the faculty members will be reviewed & assessed on merit basis at the end of semester (i.e. after 6 months) on the Quality parameters like;
 1. Quality & standard of delivering lesson plan (subject related Content, delivery in class)
 2. Students attendance percentage in Class & result of the subject taught.
 3. Participation in seminar/conference/food festival/representation of institute in various competitions.
 4. Higher education if any completed/pursuing like NET/SET/P.G/PhD/fellow programme.
 5. Participation in CSR-initiatives as per the Institute policy
 6. Attire, Grooming as appropriate to a faculty.
 7. Innovation tools used (technology / adopted) in teaching methodology
 8. Loyalty , Punctuality, discipline in profession (Late Marks / Memo - status)
 9. Students Feedback
 10. Involvement in students growth / development like mentorship, training, Placement, projects, presentation, technical competitions and events.

All the above parameters are having weightage of 10 marks each in analysis and each faculty member should have minimum 75 % score in aggregate on the above parameters. (76 % & Above - A+(Excellent), 71 % to 75 % - A(Very Good), 60 % to 70% -B (Good). All Faculty members need to undergo all the above parameters as a Management mission & vision and it should not be distract. However management reserves the rights to offer or reject the candidate for the continuation of service.

Copy to -

1. Accounts Section
2. Establishment File



Joseph Furtado
Principal

PRINCIPAL
ATHARVA COLLEGE OF HOTEL MANAGEMENT
& CATERING TECHNOLOGY
MUMBAI-95

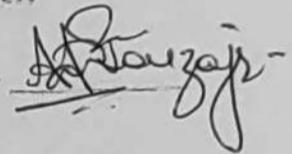
Consent Statement by Appointee

By this appointment letter dated 10/SEPT/2020 hereby accept to and give my consent on the Terms & Conditions mentioned herein above. I acknowledge that:

- I Accept the appointment letter given to me and also accept the terms & Conditions mentioned in it
 - If In Case I breach any of the above conditions then I accept that the above mentioned actions will be immediately applicable on me.
 - I agree that if my performance is not up to the mark or in any other cases Atharva College can terminate me immediately and that I would not claim any amount or continuation from Atharva College,
 - I will not claim any dues or any pending amount in case of my termination from such employment.
 - That Atharva College will not be liable for any amount claimed in case of breach of any terms & Conditions of the Appointment Letter or in case of Terminations.
- I am fully aware of the Salary and Post being offered to me by the college and I hereby accept the appointment to the said post as per the terms and Conditions mentioned in the letter.

I agree to join by 10/SEPT/20 Name

:- ABEL F. JR. D'SOUZA signature :-



Ref. No. : ACHMCT/2020-21/APP/122

Date: 2nd December, 2020

To,
Mr. Yannick Almeida.
Garcia, garcian Nagar, Gass,
Nallasopara (w), Palghar-401203

Subject : Appointment for the post of "Assistant Professor on Ad-Hoc Basis"

With reference to your application and the subsequent interview, we are pleased to inform you that you are hereby appointed as an **Assistant Professor** on an Ad-hoc basis in the department of "Food & Beverage Services" at Atharva College of Hotel Management & Catering Technology on a basic pay of Rs.17,527/- p.m. in the pay scale of Rs. (5200-20200-2900) AGP 2900 /-gross pay of Rs.35,604/- w.e.f. 1st December, 2020.


1. Your 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. You will be on a contractual appointment from the date of your joining of the services in this college up to **31st October, 2021** Your appointment is strictly subject to fulfillment of minimum eligibility criteria & the experience required for the said post as per the UNIVERSITY OF MUMBAI norms from time to time . If you do not fulfilled the required qualification during the academic year or your services are not found suitable, your 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 you at the end of your tenure and also on basis of the report of HOD & Principal, you may be recommended for further extension. However, the management reserves the right to offer/reject candidature for continuation. No Pension / Gratuity /any kind of arrears/ any other claim except PF shall be considered by management for the said post during or after the completion of mentioned tenure or after the discontinuation of services during the mentioned tenure, if any.
4. Your appointment is purely on Ad-Hoc basis for the period mentioned above and at the end 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 you to fall under any jurisdiction against this notice. You will 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.
5. You 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. In addition to the above point, you will also have to submit the SAR Report / maintain dead stock registers, inventory of all the lab equipment's, inward - outward register, attendance of Practical conducted, Lab time - table, calibration of equipment's, maintaining & setting up of the lab during academic & nonacademic sessions etc. Assistance should be provided to the respective departments for conducting regular semester practical & external viva, practical examination etc.
7. Your 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 your part without any notice and any time during the said tenure and if so in such case you will be paid the salary only till your last working day with the organization.



8. You should not indulge in any other work either profitable or non-profitable without the permission of the Institute or any activity which conflicts with the interest of the Institute or tarnishes the image of the Institute.
 9. Your office timing will be as per rules or as prescribed by the Principal/Head of the Department/Admin Department.
 10. The appointment is on a full time basis and does not permit the holder to engage himself/ herself in any outside business, professional consulting, tutorial, tuitions and/or such outside work with/without remuneration. You shall work exclusively for and in the interest of the Institution/Trust and undertake not to engage in any part-time or any other work, business, occupation or consultation of any kind or accept any employment whether free or paid, directly or indirectly.
 11. 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 without fail and no extra remuneration will be payable for the same.
 12. Your appointment is subject to availability of workload in the department and as per the norms of Mumbai University. Your appointment is subject to fulfillment of NET/SET/Ph.D. till you complete required applicable eligible criteria you are not entitled for increments, promotions & continuation to the said post.
 13. Your appointment is subject to approval from the University of Mumbai. You have 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/SET/experience, age requirement etc. Then in such case the university and/or 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.
 14. Performance & standard of education delivered by the faculty members will be reviewed & assessed on merit basis at the end of semester (i.e. after 6 months) on the Quality parameters like;
 1. Quality & standard of delivering lesson plan (subject related Content delivery in class)
 2. Students attendance percentage in Class & result of the subject taught.
 3. Participation in seminar/conference/food festival/representation of institute in various competitions.
 4. Higher education if any completed/pursuing like NET/SET/P.G/PhD/fellow programme.
 5. Participation in CSR-initiatives as per the Institute policy
 6. Attire, Grooming as appropriate to a faculty.
 7. Innovation tools used (technology / adopted) in teaching methodology.
 8. Loyalty, Punctuality, discipline in profession (Late Marks / Mcmo – status)
 9. Students Feedback
 10. Involvement in student's growth / development like mentorship, training, Placement, projects, presentation, technical competitions and events.
- All the above parameters are having weightage of 10 marks each in analysis and each faculty member should have minimum 75 % score in aggregate on the above parameters. (76 % & Above – A+(Excellent), 71 % to 75 % - A(Very Good), 60 % to 70% –B (Good). All Faculty members need to undergo all the above parameters as a Management mission & vision and it should not be distract. However management reserves the rights to offer or reject the candidate for the continuation of service.

Copy to :-

1. Accounts Section
2. Establishment File


Joseph Furtado
Principal

PRINCIPAL
ATHARVA COLLEGE OF HOTEL MANAGEMENT
AND CATERING TECHNOLOGY
MUMBAI-95

Consent Statement by Appointee

By this appointment letter dated 11/21/2020 I Yannick Almeida hereby accept to and give my consent on the Terms & Conditions mentioned herein above. I acknowledge that:

- I accept the appointment letter given to me and also accept the terms & Conditions mentioned in it.
- If In Case I breach any of the above conditions then I accept that the above mentioned actions will be immediately applicable on me.
- I agree that if my performance is not up to the mark or in any other cases Atharva College can terminate me immediately and that I would not claim any amount or continuation from Atharva College.
- I will not claim any dues or any pending amount in case of my termination from such employment.
- That Atharva College will not be liable for any amount claimed in case of breach of any terms & Conditions of the Appointment Letter or in case of Terminations.

I am fully aware of the Salary and Post being offered to me by the college and I hereby accept the appointment to the said post as per the terms and Conditions mentioned in the letter.

I agree to join by 11/21/2020 Name :- Yannick Almeida Signature :- Yannick Almeida

Ref. No. : ACHMCT/2020-21/APP/

Date: 21st January, 2021

To,
Ms. Kartik Vermani

Subject: Appointment for the post of "Assistant Professor on Ad-Hoc Basis"

With reference to your application and the subsequent interview, we are pleased to inform you that you are hereby appointed as an **Assistant Professor** on an Ad-hoc basis in the department of "**Front Office**" at Atharva College of Hotel Management & Catering Technology on a gross pay of **Rs.35,604/- w.e.f. 21st January, 2021.**

1. Your 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. You will be on a contractual appointment from the date of your joining of the services in this college up to **20th December, 2021** Your appointment is strictly subject to fulfillment of minimum eligibility criteria & the experience required for the said post as per the UNIVERSITY OF MUMBAI norms from time to time . If you do not fulfilled the required qualification during the academic year or your services are not found suitable, your 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 you at the end of your tenure and also on basis of the report of HOD & Principal, you may be recommended for further extension. However, the management reserves the right to offer/reject candidature for continuation. No Pension / Gratuity /any kind of arrears/ any other claim except PF shall be considered by management for the said post during or after the completion of mentioned tenure or after the discontinuation of services during the mentioned tenure, if any.
4. Your appointment is purely on Ad-Hoc basis for the period mentioned above and at the end 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 you to fall under any jurisdiction against this notice. You will 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.
5. You 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. In addition to the above point, you will also have to submit the SAR Report / maintain dead stock registers, inventory of all the lab equipment's, inward - outward register, attendance of Practical conducted, Lab time - table, calibration of equipment's, maintaining & setting up of the lab during academic & nonacademic sessions etc. Assistance should be provided to the respective departments for conducting regular semester practical & external viva, practical examination etc.
7. Your 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 your part without any notice and any time during the said tenure and if so in such case you will be paid the salary only till your last working day with the organization.
8. You should not indulge in any other work either profitable or non-profitable without the permission of the Institute or any activity which conflicts with the interest of the Institute or tarnishes the image of the Institute.



9. Your office timing will be as per rules or as prescribed by the Principal/Head of the Department/Admin Department.
10. The appointment is on a full time basis and does not permit the holder to engage himself/ herself in any outside business, professional consulting, tutorial, tuitions and/or such outside work with/without remuneration. You shall work exclusively for and in the interest of the Institution/Trust and undertake not to engage in any part-time or any other work, business, occupation or consultation of any kind, or accept any employment whether free or paid, directly or indirectly.
11. 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 without fail and no extra remuneration will be payable for the same.
12. Your appointment is subject to availability of workload in the department and as per the norms of Mumbai University. Your appointment is subject to fulfillment of NET/SET/Ph.D. till you complete required applicable eligible criteria you are not entitled for increments, promotions & continuation to the said post.
13. Your appointment is subject to approval from the University of Mumbai. You have 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/SET/experience, age requirement etc. Then in such case the university and/or 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.
14. Performance & standard of education delivered by the faculty members will be reviewed & assessed on merit basis at the end of semester (i.e. after 6 months) on the Quality parameters like;
 1. Quality & standard of delivering lesson plan (subject related Content delivery in class)
 2. Students attendance percentage in Class & result of the subject taught.
 3. Participation in seminar/conference/food festival/representation of institute in various competitions.
 4. Higher education if any completed/pursuing like NET/SET/P.G/Ph.D/fellow program.
 5. Participation in CSR-initiatives as per the Institute policy
 6. Attire, Grooming as appropriate to a faculty.
 7. Innovation tools used (technology / adopted) in teaching methodology.
 8. Loyalty, Punctuality, discipline in profession (Late Marks / Memo – status)
 9. Students Feedback
 10. Involvement in student's growth / development like mentorship, training, Placement, projects, presentation, technical competitions and events.

All the above parameters are having weightage of 10 marks each in analysis and each faculty member should have minimum 75 % score in aggregate on the above parameters. (76 % & Above – A+(Excellent) , 71 % to 75 % - A(Very Good), 60 % to 70% –B (Good). All Faculty members need to undergo all the above parameters as a Management mission & vision and it should not be distract. However management reserves the rights to offer or reject the candidate for the continuation of service.

Copy to:-
1. Accounts Section 2. Establishment File


Joseph Furtado
Principal

PRINCIPAL
ATHARVA COLLEGE OF HOTEL MANAGEMENT
AND CATERING TECHNOLOGY
MUMBAI-95

Consent Statement by Appointee

By this appointment letter dated 21/01/2021 I Kartik Verma hereby accept to and give my consent on the Terms & Conditions mentioned herein above. I acknowledge that:

- I accept the appointment letter given to me and also accept the terms & Conditions mentioned in it.
 - If In Case I breach any of the above conditions then I accept that the above mentioned actions will be immediately applicable on me.
 - I agree that if my performance is not up to the mark or in any other cases Atharva College can terminate me immediately and that I would not claim any amount or continuation from Atharva College.
 - I will not claim any dues or any pending amount in case of my termination from such employment.
 - That Atharva College will not be liable for any amount claimed in case of breach of any terms & Conditions of the Appointment Letter or in case of Terminations.
- I am fully aware of the Salary and Post being offered to me by the college and I hereby accept the appointment to the said post as per the terms and Conditions mentioned in the letter.

I agree to join by 21/01/2021 Name :- Kartik Verma signature :- Kartik Verma

Ref. No. : ACHMCT/2020-21/APP/514

Date: 4th January, 2021

To,
Ms. Anishka Fernandes
a/6 Tiara apts chs ltd, Dominic Colony,
road no-2, orlem, Malad(w) Mumbai -400064.

Subject: Appointment for the post of "Assistant Professor on Ad-Hoc Basis"

With reference to your application and the subsequent interview, we are pleased to inform you that you are hereby appointed as an **Assistant Professor** on an Ad-hoc basis in the department of "Bakery" at Atharva College of Hotel Management & Catering Technology on a gross pay of **Rs.25,000/-** w.e.f. 4th January 2021.

1. Your 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. You will be on a contractual appointment from the date of your joining of the services in this college up to **3rd December, 2021** Your appointment is strictly subject to fulfillment of minimum eligibility criteria & the experience required for the said post as per the UNIVERSITY OF MUMBAI norms from time to time . If you do not fulfilled the required qualification during the academic year or your services are not found suitable, your 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 you at the end of your tenure and also on basis of the report of HOD & Principal, you may be recommended for further extension. However, the management reserves the right to offer/reject candidature for continuation. No Pension / Gratuity /any kind of arrears/ any other claim except PF shall be considered by management for the said post during or after the completion of mentioned tenure or after the discontinuation of services during the mentioned tenure, if any.
4. Your appointment is purely on Ad-Hoc basis for the period mentioned above and at the end 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 you to fall under any jurisdiction against this notice. You will 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.
5. You 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. In addition to the above point, you will also have to submit the SAR Report / maintain dead stock registers, inventory of all the lab equipment's, inward – outward register, attendance of Practical conducted, Lab time – table, calibration of equipment's, maintaining & setting up of the lab during academic & nonacademic sessions etc. Assistance should be provided to the respective departments for conducting regular semester practical & external viva, practical examination etc.
7. Your 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 your part without any notice and any time during the said tenure and if so in such case you will be paid the salary only till your last working day with the organization.
8. You should not indulge in any other work either profitable or non-profitable without the permission of the Institute or any activity which conflicts with the interest of the Institute or tarnishes the image of the Institute.




9. Your office timing will be as per rules or as prescribed by the Principal/Head of the Department/Admin Department.
10. The appointment is on a full time basis and does not permit the holder to engage himself/ herself in any outside business, professional consulting, tutorial, tuitions and/or such outside work with/without remuneration. You shall work exclusively for and in the interest of the Institution/Trust and undertake not to engage in any part-time or any other work, business, occupation or consultation of any kind or accept any employment whether free or paid, directly or indirectly.
11. In an event you are required to attend college on Institutional holidays for duties related to your appointment i.e. staff developmental programmers/special lectures, conducting exams, seminars, conferences, sports and games, college day celebrations, CSR activity etc., you shall attend duties without fail and no extra remuneration will be payable for the same.
12. Your appointment is subject to availability of workload in the department and as per the norms of Mumbai University. Your appointment is subject to fulfillment of NET/SET/Ph.D. till you complete required applicable eligible criteria you are not entitled for increments, promotions & continuation to the said post.
13. Your appointment is subject to approval from the University of Mumbai. You have 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/SET/experience, age requirement etc. Then in such case the university and/or 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.
14. Performance & standard of education delivered by the faculty members will be reviewed & assessed on merit basis at the end of semester (i.e. after 6 months) on the Quality parameters like;
 1. Quality & standard of delivering lesson plan (subject related Content delivery in class)
 2. Students attendance percentage in Class & result of the subject taught.
 3. Participation in seminar/conference/food festival/representation of institute in various competitions.
 4. Higher education if any completed/pursuing like NET/SET/P.G/Ph.D/fellow program..
 5. Participation in CSR-initiatives as per the Institute policy
 6. Attire, Grooming as appropriate to a faculty.
 7. Innovation tools used (technology / adopted) in teaching methodology.
 8. Loyalty, Punctuality, discipline in profession (Late Marks / Memo - status)
 9. Students Feedback
 10. Involvement in student's growth / development like mentorship, training, Placement, projects, presentation, technical competitions and events.

All the above parameters are having weightage of 10 marks each in analysis and each faculty member should have minimum 75 % score in aggregate on the above parameters. (76 % & Above - A+(Excellent) , 71 % to 75 % - A (Very Good), 60 % to 70% -B (Good). All Faculty members need to undergo all the above parameters as a Management mission & vision and it should not be distract. However management reserves the rights to offer or reject the candidate for the continuation of service.

Copy to:-

1. Accounts Section
2. Establishment File


Joseph Furtado
Principal

PRINCIPAL
ATHARVA COLLEGE OF HOTEL MANAGEMENT
AND CATERING TECHNOLOGY
MUMBAI-95

Consent Statement by Appointee

By this appointment letter dated 4/01/2021 I Anishka Fernandes hereby accept to and give my consent on the Terms & Conditions mentioned herein above. I acknowledge that:

- I accept the appointment letter given to me and also accept the terms & Conditions mentioned in it.
- If In Case I breach any of the above conditions then I accept that the above mentioned actions will be immediately applicable on me.
- I agree that if my performance is not up to the mark or in any other cases Atharva College can terminate me immediately and that I would not claim any amount or continuation from Atharva College.
- I will not claim any dues or any pending amount in case of my termination from such employment.
- That Atharva College will not be liable for any amount claimed in case of breach of any terms & Conditions of the Appointment Letter or in case of Terminations.

I am fully aware of the Salary and Post being offered to me by the college and I hereby accept the appointment to the said post as per the terms and Conditions mentioned in the letter.

I agree to join by 4/01/2021 Name :- Anishka Fernandes Signature :- [Signature]

Ref. No.: ACHMCT/2020-21/APP/238

Date: 6th March, 2020

To,
Mr. Kunal Deshpande
Block No. 11/12, Akanshapurti CHS,
Ram Nagar, Shiv Mandir Road,
Dombivali East - 421201

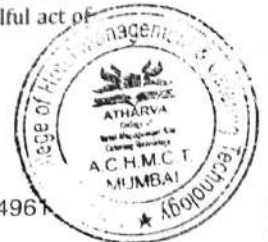
Subject: Appointment for the post of "Assistant Professor on Ad-Hoc Basis"

With reference to your application and the subsequent interview, we are pleased to inform you that you are hereby appointed as an **Assistant Professor** on an Ad-hoc basis in the department of "Atharva Institute of Film & Television" at Atharva College of Hotel Management & Catering Technology on a Gross Pay of Rs. 25000/- p.m. w.e.f. 5th March, 2020.

1. Your 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. You will be on a contractual appointment from the date of your joining of the services in this college up to 5th February, 2021. Your appointment is strictly subject to fulfillment of minimum eligibility criteria & the experience required for the said post as per the UNIVERSITY OF MUMBAI norms from time to time. If you do not fulfilled the required qualification during the academic year or your services are not found suitable, your 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 you at the end of your tenure and also on basis of the report of HOD & Principal, you may be recommended for further extension. However, the management reserves the right to offer/reject candidature for continuation. No Pension / Gratuity /any kind of arrears/ any other claim except PF shall be considered by management for the said post during or after the completion of mentioned tenure or after the discontinuation of services during the mentioned tenure, if any.
4. Your appointment is purely on Ad-Hoc basis for the period mentioned above and at the end 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 you to fall under any jurisdiction against this notice. You will 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.
5. You 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. In addition to the above point, you will also have to submit the SAR Report / maintain dead stock registers, inventory of all the lab equipments, inward - outward register, attendance of Practical conducted, Lab time - table, calibration of equipments, maintaining & setting up of the lab during academic & non academic sessions etc. Assistance should be provided to the respective departments for conducting regular semester practical & external viva, practical examination etc.
7. Your 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

Malad-Marve Road, Malad (W), Mumbai 400 095. INDIA Tel : +91-22-4029 4941 / 4029 4961

E mail : atharva.hotelmct@gmail.com Web site : www.atharvahmct.edu.in



misconduct on your part without any notice and any time during the said tenure and if so in such case you will be paid the salary only till your last working day with the organization.

8. You should not indulge in any other work either profitable or non profitable without the permission of the Institute or any activity which conflicts with the interest of the Institute or tarnishes the image of the Institute.
9. Your office timing will be as per rules or as prescribed by the Principal/Head of the Department/Admin Department.
10. The appointment is on a full time basis and does not permit the holder to engage himself/ herself in any outside business, professional consulting, tutorial, tuitions and/or such outside work with/without remuneration. You shall work exclusively for and in the interest of the Institution/Trust and undertake not to engage in any part-time or any other work, business, occupation or consultation of any kind or accept any employment whether free or paid, directly or indirectly.
11. 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 without fail and no extra remuneration will be payable for the same.
12. Your appointment is subject to availability of workload in the department and as per the norms of Mumbai University. Your appointment is subject to fulfillment of NET/SET/Ph.D. till you complete required applicable eligible criteria you are not entitled for increments, promotions & continuation to the said post.
13. Your appointment is subject to approval from the University of Mumbai. You have 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/SET/experience, age requirement etc. then in such case the university and/or 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.
14. Performance & standard of education delivered by the faculty members will be reviewed & assessed on merit basis at the end of semester (i.e. after 6 months) on the Quality parameters like;
 1. Quality & standard of delivering lesson plan (subject related Content delivery in class)
 2. Students attendance percentage in Class & result of the subject taught.
 3. Participation in seminar/conference/food festival/representation of institute in various competitions.
 4. Higher education if any completed/pursuing like NET/SET/P.G/Ph.D/fellow programme.
 5. Participation in CSR-initiatives as per the Institute policy
 6. Attire, Grooming as appropriate to a faculty.
 7. Innovation tools used (technology / adopted) in teaching methodology.
 8. Loyalty, Punctuality, discipline in profession (Late Marks / Memo - status)
 9. Students Feedback
 10. Involvement in student's growth / development like mentorship, training, Placement, projects, presentation, technical competitions and events.

All the above parameters are having weightage of 10 marks each in analysis and each faculty member should have minimum 75 % score in aggregate on the above parameters. (76 % & Above - A+(Excellent), 71 % to 75 % - A (Very Good), 60 % to 70% -B (Good). All Faculty members need to undergo all the above parameters as a Management mission & vision and it should not be distracting. However, management reserves the rights to offer or reject the candidate for the continuation of service.



Joseph Furtado
Principal

Copy to :-

1. Accounts Section
2. Establishment File

PRINCIPAL
ATHARVA COLLEGE OF HOTEL MANAGEMENT
AND CATERING TECHNOLOGY
MUMBAI-95

Consent Statement by Appointee

By this appointment letter dated 5/3/20 I KUNAL DESHPANDE hereby accept to and give my consent on the Terms & Conditions mentioned herein above. I acknowledge that:

- I Accept the appointment letter given to me and also accept the terms & Conditions mentioned in it.
- If in Case I breach any of the above conditions, then I accept that the above mentioned actions will be immediately applicable on me.
- I agree that if my performance is not up to the mark or in any other cases Atharva College can terminate me immediately and that I would not claim any amount or continuation from Atharva College.
- I will not claim any dues or any pending amount in case of my termination from such employment.
- That Atharva College will not be liable for any amount claimed in case of breach of any terms & Conditions of the Appointment Letter or in case of Terminations.

I am fully aware of the Salary and Post being offered to me by the college and I hereby accept the appointment to the said post as per the terms and Conditions mentioned in the letter.

I agree to join by 5/3/20 Name: - KUNAL DESHPANDE Signature :-



Ref. No.: ACHMCT/2020-21/APP/ 235

Date: 2nd June, 2020

To,
Ms. Manisha Joshi
335/Piccadilly CHS, Royal Palms Estate,
Goregaon (East), Mumbai - 400065

Subject: Appointment for the post of "Assistant Professor on Ad-Hoc Basis"

With reference to your application and the subsequent interview, we are pleased to inform you that you are hereby appointed as an **Assistant Professor** on an Ad-hoc basis in the department of "Atharva Institute of Film & Television" at Atharva College of Hotel Management & Catering Technology on a basic Pay of **Rs. 17,558/- p.m.** in the pay scale of **Rs. (15600-39100) AGP 6000/-** gross pay of **Rs. 46,189/-** w.e.f. **2nd June, 2020.**

1. Your 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. You will be on a contractual appointment from the date of your joining of the services in this college up to **2nd May, 2021.** Your appointment is strictly subject to fulfillment of minimum eligibility criteria & the experience required for the said post as per the UNIVERSITY OF MUMBAI norms from time to time. If you do not fulfilled the required qualification during the academic year or your services are not found suitable, your 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 you at the end of your tenure and also on basis of the report of HOD & Principal, you may be recommended for further extension. However, the management reserves the right to offer/reject candidature for continuation. No Pension / Gratuity /any kind of arrears/ any other claim except PF shall be considered by management for the said post during or after the completion of mentioned tenure or after the discontinuation of services during the mentioned tenure, if any.
4. Your appointment is purely on Ad-Hoc basis for the period mentioned above and at the end 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 you to fall under any jurisdiction against this notice. You will 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.
5. You 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. In addition to the above point, you will also have to submit the SAR Report / maintain dead stock registers, inventory of all the lab equipments, inward - outward register, attendance of Practical conducted, Lab time - table, calibration of equipments, maintaining & setting up of the lab during academic & non academic sessions etc. Assistance should be provided to the respective departments for conducting regular semester practical & external viva, practical examination etc.
7. Your 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 your part without any notice and any time during the said tenure and if so in such case you will be paid the salary only till your last working day with the organization.

Malad-Marve Road, Malad (W), Mumbai 400 095. INDIA Tel : +91-22-4029 4941 / 4029 4961
E mail : atharva.hotelmct@gmail.com Web site : www.atharvahmct.edu.in



8. You should not indulge in any other work either profitable or non profitable without the permission of the Institute or any activity which conflicts with the interest of the Institute or tarnishes the image of the Institute.
9. Your office timing will be as per rules or as prescribed by the Principal/Head of the Department/Admin Department.
10. The appointment is on a full time basis and does not permit the holder to engage himself/ herself in any outside business, professional consulting, tutorial, tuitions and/or such outside work with/without remuneration. You shall work exclusively for and in the interest of the Institution/Trust and undertake not to engage in any part-time or any other work, business, occupation or consultation of any kind or accept any employment whether free or paid, directly or indirectly.
11. 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 without fail and no extra remuneration will be payable for the same.
12. Your appointment is subject to availability of workload in the department and as per the norms of Mumbai University. Your appointment is subject to fulfillment of NET/SET/Ph.D. till you complete required applicable eligible criteria you are not entitled for increments, promotions & continuation to the said post.
13. Your appointment is subject to approval from the University of Mumbai. You have 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/SET/experience, age requirement etc. then in such case the university and/or 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.
14. Performance & standard of education delivered by the faculty members will be reviewed & assessed on merit basis at the end of semester (i.e. after 6 months) on the Quality parameters like;
 1. Quality & standard of delivering lesson plan (subject related Content delivery in class)
 2. Students attendance percentage in Class & result of the subject taught.
 3. Participation in seminar/conference/food festival/representation of institute in various competitions.
 4. Higher education if any completed/pursuing like NET/SET/P.G/Ph.D/fellow programe.
 5. Participation in CSR-initiatives as per the Institute policy
 6. Attire, Grooming as appropriate to a faculty.
 7. Innovation tools used (technology / adopted) in teaching methodology.
 8. Loyalty, Punctuality, discipline in profession (Late Marks / Memo - status)
 9. Students Feedback
 10. Involvement in student's growth / development like mentorship, training, Placement, projects, presentation, technical competitions and events.

All the above parameters are having weightage of 10 marks each in analysis and each faculty member should have minimum 75 % score in aggregate on the above parameters. (76 % & Above - A+(Excellent), 71 % to 75 % - A (Very Good), 60 % to 70% -B (Good). All Faculty members need to undergo all the above parameters as a Management mission & vision and it should not be distracting. However, management reserves the rights to offer or reject the candidate for the continuation of service.



Joseph Furtado
Joseph Furtado
 Principal

Copy to :-

1. Accounts Section 2. Establishment File

PRINCIPAL
 ATHARVA COLLEGE OF HOTEL MANAGEMENT
 AND CATERING TECHNOLOGY
 MUMBAI-95

Consent Statement by Appointee

By this appointment letter dated 2/6/20 I Manisha Joshi hereby accept to and give my consent on the Terms & Conditions mentioned herein above. I acknowledge that:

- I Accept the appointment letter given to me and also accept the terms & Conditions mentioned in it.
- If in Case I breach any of the above conditions, then I accept that the above mentioned actions will be immediately applicable on me.
- I agree that if my performance is not up to the mark or in any other cases Atharva College can terminate me immediately and that I would not claim any amount or continuation from Atharva College.
- I will not claim any dues or any pending amount in case of my termination from such employment.
- That Atharva College will not be liable for any amount claimed in case of breach of any terms & Conditions of the Appointment Letter or in case of Terminations.

I am fully aware of the Salary and Post being offered to me by the college and I hereby accept the appointment to the said post as per the terms and Conditions mentioned in the letter.

I agree to join by 02/6/20 Name: - Manisha Joshi Signature :- Manisha Joshi

Ref. No.: ACHMCT/2020-21/APP/237

Date: 2nd June, 2020

To,
Ms. Manmeet Kaur Gill
Danel Palace, Tank Road 2, Dominic Colony,
Malad(W), Mumbai - 400095

Subject: Appointment for the post of "Assistant Professor on Ad-Hoc Basis"

With reference to your application and the subsequent interview, we are pleased to inform you that you are hereby appointed as an **Assistant Professor** on an Ad-hoc basis in the department of "Atharva Institute of Film & Television" at Atharva College of Hotel Management & Catering Technology on a basic Pay of **Rs. 18,628/- p.m.** in the pay scale of **Rs. (15600-39100) AGP 6000/-** gross pay of **Rs. 48,200/- w.e.f., 2nd June, 2020.**

1. Your 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. You will be on a contractual appointment from the date of your joining of the services in this college up to **3rd May, 2021.** Your appointment is strictly subject to fulfillment of minimum eligibility criteria & the experience required for the said post as per the UNIVERSITY OF MUMBAI norms from time to time. If you do not fulfilled the required qualification during the academic year or your services are not found suitable, your 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 you at the end of your tenure and also on basis of the report of HOD & Principal, you may be recommended for further extension. However, the management reserves the right to offer/reject candidature for continuation. No Pension / Gratuity / any kind of arrears/ any other claim except PF shall be considered by management for the said post during or after the completion of mentioned tenure or after the discontinuation of services during the mentioned tenure, if any.
4. Your appointment is purely on Ad-Hoc basis for the period mentioned above and at the end 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 you to fall under any jurisdiction against this notice. You will 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.
5. You 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. In addition to the above point, you will also have to submit the SAR Report / maintain dead stock registers, inventory of all the lab equipments, inward - outward register, attendance of Practical conducted, Lab time - table, calibration of equipments, maintaining & setting up of the lab during academic & non academic sessions etc. Assistance should be provided to the respective departments for conducting regular semester practical & external viva, practical examination etc.
7. Your 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 your part without any notice and any time during the said tenure and if so in such case you will be paid the salary only till your last working day with the organization.



Malad-Marve Road, Malad (W), Mumbai 400 095. INDIA Tel : +91-22-4029 4941 / 4029 4961

E mail : atharva.hotelmct@gmail.com Web site : www.atharvahmct.edu.in

8. You should not indulge in any other work either profitable or non profitable without the permission of the Institute or any activity which conflicts with the interest of the Institute or tarnishes the image of the Institute.
9. Your office timing will be as per rules or as prescribed by the Principal/Head of the Department/Admin Department.
10. The appointment is on a full time basis and does not permit the holder to engage himself/ herself in any outside business, professional consulting, tutorial, tuitions and/or such outside work with/without remuneration. You shall work exclusively for and in the interest of the Institution/Trust and undertake not to engage in any part-time or any other work, business, occupation or consultation of any kind or accept any employment whether free or paid, directly or indirectly.
11. 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 without fail and no extra remuneration will be payable for the same.
12. Your appointment is subject to availability of workload in the department and as per the norms of Mumbai University. Your appointment is subject to fulfillment of NET/SET/Ph.D. till you complete required applicable eligible criteria you are not entitled for increments, promotions & continuation to the said post.
13. Your appointment is subject to approval from the University of Mumbai. You have 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/SET/experience, age requirement etc. then in such case the university and/or 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.
14. Performance & standard of education delivered by the faculty members will be reviewed & assessed on merit basis at the end of semester (i.e. after 6 months) on the Quality parameters like;
 1. Quality & standard of delivering lesson plan (subject related Content delivery in class)
 2. Students attendance percentage in Class & result of the subject taught.
 3. Participation in seminar/conference/food festival/representation of institute in various competitions.
 4. Higher education if any completed/pursuing like NET/SET/P.G/Ph.D/fellow programe.
 5. Participation in CSR-initiatives as per the Institute policy
 6. Attire, Grooming as appropriate to a faculty.
 7. Innovation tools used (technology / adopted) in teaching methodology.
 8. Loyalty, Punctuality, discipline in profession (Late Marks / Memo - status)
 9. Students Feedback
 10. Involvement in student's growth / development like mentorship, training, Placement, projects, presentation, technical competitions and events.

All the above parameters are having weightage of 10 marks each in analysis and each faculty member should have minimum 75 % score in aggregate on the above parameters. (76 % & Above - A+(Excellent), 71 % to 75 % - A (Very Good), 60 % to 70% -B (Good). All Faculty members need to undergo all the above parameters as a Management mission & vision and it should not be distracting. However, management reserves the rights to offer or reject the candidate for the continuation of service.



Joseph Furtado
Principal

PRINCIPAL
ATHARVA COLLEGE OF HOTEL MANAGEMENT
AND CATERING TECHNOLOGY
MUMBAI-95

Copy to: -

1. Accounts Section
2. Establishment File

Consent Statement by Appointee

By this appointment letter dated 2/6/20 I MANMEET GILL hereby accept to and give my consent on the Terms & Conditions mentioned herein above. I acknowledge that:

- I Accept the appointment letter given to me and also accept the terms & Conditions mentioned in it.
- If in Case I breach any of the above conditions, then I accept that the above mentioned actions will be immediately applicable on me.
- I agree that if my performance is not up to the mark or in any other cases Atharva College can terminate me immediately and that I would not claim any amount or continuation from Atharva College.
- I will not claim any dues or any pending amount in case of my termination from such employment.
- That Atharva College will not be liable for any amount claimed in case of breach of any terms & Conditions of the Appointment Letter or in case of Terminations.

I am fully aware of the Salary and Post being offered to me by the college and I hereby accept the appointment to the said post as per the terms and Conditions mentioned in the letter.

I agree to join by 2/6/20 Name: - MANMEET GILL Signature : Manmeet Gill

Ref. No.: ACHMCT/2020-21/APP/239

Date: 10th November, 2020

To,
Mr. Pranjal Singh
Goregaon East,
Mumbai - 400065

Subject: Appointment for the post of "Assistant Professor on Ad-Hoc Basis"

With reference to your application and the subsequent interview, we are pleased to inform you that you are hereby appointed as an **Assistant Professor** on an Ad-hoc basis in the department of "Atharva Institute of Film & Television" at Atharva College of Hotel Management & Catering Technology on a Gross Pay of Rs. 25000/- p.m. w.e.f. 5th November, 2020.

1. Your 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. You will be on a contractual appointment from the date of your joining of the services in this college up to **5th October, 2021**. Your appointment is strictly subject to fulfillment of minimum eligibility criteria & the experience required for the said post as per the UNIVERSITY OF MUMBAI norms from time to time. If you do not fulfilled the required qualification during the academic year or your services are not found suitable, your 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 you at the end of your tenure and also on basis of the report of HOD & Principal, you may be recommended for further extension. However, the management reserves the right to offer/reject candidature for continuation. No Pension / Gratuity /any kind of arrears/ any other claim except PF shall be considered by management for the said post during or after the completion of mentioned tenure or after the discontinuation of services during the mentioned tenure, if any.
4. Your appointment is purely on Ad-Hoc basis for the period mentioned above and at the end 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 you to fall under any jurisdiction against this notice. You will 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.
5. You 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. In addition to the above point, you will also have to submit the SAR Report / maintain dead stock registers, inventory of all the lab equipments, inward - outward register, attendance of Practical conducted, Lab time - table, calibration of equipments, maintaining & setting up of the lab during academic & non academic sessions etc. Assistance should be provided to the respective departments for conducting regular semester practical & external viva, practical examination etc.
7. Your 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 your part without any notice and any time during the said tenure and if so in such case you will be paid the salary only till your last working day with the organization.

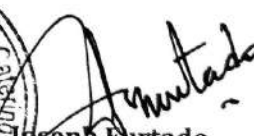
Malad-Marve Road, Malad (W), Mumbai 400 095. INDIA Tel : +91-22-4029 4941 / 4029 4961

E mail : atharva.hotelmct@gmail.com Web site : www.atharvahmct.edu.in



8. You should not indulge in any other work either profitable or non profitable without the permission of the Institute or any activity which conflicts with the interest of the Institute or tarnishes the image of the Institute.
9. Your office timing will be as per rules or as prescribed by the Principal/Head of the Department/Admin Department.
10. The appointment is on a full time basis and does not permit the holder to engage himself/ herself in any outside business, professional consulting, tutorial, tuitions and/or such outside work with/without remuneration. You shall work exclusively for and in the interest of the Institution/Trust and undertake not to engage in any part-time or any other work, business, occupation or consultation of any kind or accept any employment whether free or paid, directly or indirectly.
11. 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 without fail and no extra remuneration will be payable for the same.
12. Your appointment is subject to availability of workload in the department and as per the norms of Mumbai University. Your appointment is subject to fulfillment of NET/SET/Ph.D. till you complete required applicable eligible criteria you are not entitled for increments, promotions & continuation to the said post.
13. Your appointment is subject to approval from the University of Mumbai. You have 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/SET/experience, age requirement etc. then in such case the university and/or 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.
14. Performance & standard of education delivered by the faculty members will be reviewed & assessed on merit basis at the end of semester (i.e. after 6 months) on the Quality parameters like;
 1. Quality & standard of delivering lesson plan (subject related Content delivery in class)
 2. Students attendance percentage in Class & result of the subject taught.
 3. Participation in seminar/conference/food festival/representation of institute in various competitions.
 4. Higher education if any completed/pursuing like NET/SET/P.G/Ph.D/fellow programe.
 5. Participation in CSR-initiatives as per the Institute policy
 6. Attire, Grooming as appropriate to a faculty.
 7. Innovation tools used (technology / adopted) in teaching methodology.
 8. Loyalty, Punctuality, discipline in profession (Late Marks / Memo - status)
 9. Students Feedback
 10. Involvement in student's growth / development like mentorship, training, Placement, projects, presentation, technical competitions and events.

All the above parameters are having weightage of 10 marks each in analysis and each faculty member should have minimum 75 % score in aggregate on the above parameters. (76 % & Above - A+(Excellent), 71 % to 75 % - A (Very Good), 60 % to 70% -B (Good). All Faculty members need to undergo all the above parameters as a Management mission & vision and it should not be distracting. However, management reserves the rights to offer or reject the candidate for the continuation of service.


Joseph Furtado
 Principal

PRINCIPAL
 ATHARVA COLLEGE OF HOTEL MANAGEMENT
 AND CATERING TECHNOLOGY
 MUMBAI-95

Copy to :-

1. Accounts Section
2. Establishment File

Consent Statement by Appointee

By this appointment letter dated 5/11/20 i Prayal Singh hereby accept to and give my consent on the Terms & Conditions mentioned herein above. I acknowledge that:

- I Accept the appointment letter given to me and also accept the terms & Conditions mentioned in it.
- If in Case I breach any of the above conditions, then I accept that the above mentioned actions will be immediately applicable on me.
- I agree that if my performance is not up to the mark or in any other cases Atharva College can terminate me immediately and that I would not claim any amount or continuation from Atharva College.
- I will not claim any dues or any pending amount in case of my termination from such employment.
- That Atharva College will not be liable for any amount claimed in case of breach of any terms & Conditions of the Appointment Letter or in case of Terminations.

I am fully aware of the Salary and Post being offered to me by the college and I hereby accept the appointment to the said post as per the terms and Conditions mentioned in the letter.

I agree to join by 5/11/20 Name: - Prayal Singh Signature : 

Ref. No.: ACHMCT/2020-21/APP/236

Date: 28th July, 2020

To,
Mr. Subodh S. Korgaonkar
C1/86, Asmita Jyoti CHS, Malad-Marve Road,
Near Raksha Hospital, Malad(W),
Mumbai - 400095.

Subject: Appointment for the post of "Assistant Professor & Production Head on Ad-Hoc Basis"

With reference to your application and the subsequent interview, we are pleased to inform you that you are hereby appointed as an **Assistant Professor & Production Head** on an Ad-hoc basis in the department of "**Atharva Institute of Film & Television**" at Atharva College of Hotel Management & Catering Technology on a gross pay of **Rs. 32,000/- w.e.f. 22th July, 2020.**

1. Your 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. You will be on a contractual appointment from the date of your joining of the services in this college up to **22th June, 2021.** Your appointment is strictly subject to fulfillment of minimum eligibility criteria & the experience required for the said post as per the UNIVERSITY OF MUMBAI norms from time to time. If you do not fulfilled the required qualification during the academic year or your services are not found suitable, your 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 you at the end of your tenure and also on basis of the report of HOD & Principal, you may be recommended for further extension. However, the management reserves the right to offer/reject candidature for continuation. No Pension / Gratuity /any kind of arrears/ any other claim except PF shall be considered by management for the said post during or after the completion of mentioned tenure or after the discontinuation of services during the mentioned tenure, if any.
4. Your appointment is purely on Ad-Hoc basis for the period mentioned above and at the end 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 you to

Malad-Marve Road, Malad (W), Mumbai 400 095. INDIA Tel : +91-22-4029 4941 / 4029 4961

E mail : atharva.hotelmct@gmail.com Web site : www.atharvahmct.edu.in



fall under any jurisdiction against this notice. You will 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.

5. You 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. In addition to the above point, you will also have to submit the SAR Report / maintain dead stock registers, inventory of all the lab equipments, inward - outward register, attendance of Practical conducted, Lab time - table, calibration of equipments, maintaining & setting up of the lab during academic & non academic sessions etc. Assistance should be provided to the respective departments for conducting regular semester practical & external viva, practical examination etc.
7. Your 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 your part without any notice and any time during the said tenure and if so in such case you will be paid the salary only till your last working day with the organization.
8. You should not indulge in any other work either profitable or non profitable without the permission of the Institute or any activity which conflicts with the interest of the Institute or tarnishes the image of the Institute.
9. Your office timing will be as per rules or as prescribed by the Principal/Head of the Department/Admin Department.
10. The appointment is on a full time basis and does not permit the holder to engage himself/herself in any outside business, professional consulting, tutorial, tuitions and/or such outside work with/without remuneration. You shall work exclusively for and in the interest of the Institution/Trust and undertake not to engage in any part-time or any other work, business, occupation or consultation of any kind or accept any employment whether free or paid, directly or indirectly.
11. 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 without fail and no extra remuneration will be payable for the same.
12. Your appointment is subject to availability of workload in the department and as per the norms of Mumbai University. Your appointment is subject to fulfillment of NET/SET/Ph.D. till you complete required applicable eligible criteria you are not entitled for increments, promotions & continuation to the said post.
13. Your appointment is subject to approval from the University of Mumbai. You have 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/SET/experience, age requirement etc. then in such case the university and/or 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.



14. Performance & standard of education delivered by the faculty members will be reviewed & assessed on merit basis at the end of semester (i.e. after 6 months) on the Quality parameters like;

1. Quality & standard of delivering lesson plan (subject related Content delivery in class)
2. Students attendance percentage in Class & result of the subject taught.
3. Participation in seminar/conference/food festival/representation of institute in various competitions.
4. Higher education if any completed/pursuing like NET/SET/P.G/Ph.D/fellow programe.
5. Participation in CSR-initiatives as per the Institute policy
6. Attire, Grooming as appropriate to a faculty.
7. Innovation tools used (technology / adopted) in teaching methodology.
8. Loyalty, Punctuality, discipline in profession (Late Marks / Memo - status)
9. Students Feedback
10. Involvement in student's growth / development like mentorship, training, Placement, projects, presentation, technical competitions and events.

All the above parameters are having weightage of 10 marks each in analysis and each faculty member should have minimum 75 % score in aggregate on the above parameters. (76 % & Above - A+(Excellent), 71 % to 75 % - A (Very Good), 60 % to 70% -B (Good). All Faculty members need to undergo all the above parameters as a Management mission & vision and it should not be distracting. However, management reserves the rights to offer or reject the candidate for the continuation of service.



Joseph Furtado
Joseph Furtado
Principal

PRINCIPAL

ATHARVA COLLEGE OF HOTEL MANAGEMENT
AND CATERING TECHNOLOGY
MUMBAI-95

Copy to :-


1. Accounts Section
2. Establishment File

Consent Statement by Appointee

By this appointment letter dated 22/7/20 I Subodh Korgankar hereby accept to and give my consent on the Terms & Conditions mentioned herein above. I acknowledge that:

- I Accept the appointment letter given to me and also accept the terms & Conditions mentioned in it.
- If in Case I breach any of the above conditions, then I accept that the above mentioned actions will be immediately applicable on me.
- I agree that if my performance is not up to the mark or in any other cases Atharva College can terminate me immediately and that I would not claim any amount or continuation from Atharva College.
- I will not claim any dues or any pending amount in case of my termination from such employment.
- That Atharva College will not be liable for any amount claimed in case of breach of any terms & Conditions of the Appointment Letter or in case of Terminations.

I am fully aware of the Salary and Post being offered to me by the college and I hereby accept the appointment to the said post as per the terms and Conditions mentioned in the letter.

I agree to join by 22/7/20 Name: Subodh Korgankar Signature: 

Ref. No.: ACHMCT/20-21/APP/240

Date: 4th August, 2020

To,
Dr. Sudipta Roy Chowdhury
39, N.L. Mitra Lane,
Regent Park, Regent Park, S.O
Kolkata, West Bengal 700040

Subject: Appointment for the post of "Assistant Professor Ad-Hoc Basis"

With reference to your application and the subsequent interview, we are pleased to inform you that you are hereby appointed as an **Assistant Professor** on an Ad-hoc basis in the department of "Atharva Institute of Film & Television" at Atharva College of Hotel Management & Catering Technology on a basic pay of Rs. 16,550/- p.m. in the pay scale of Rs. (15600-39100) AGP 6000/- w.e.f 14th September, 2020.

1. Your 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. You will be on a contractual appointment from the date of your joining of the services in this college up to **14th August, 2021**. Your appointment is strictly subject to fulfillment of minimum eligibility criteria & the experience required for the said post as per the UNIVERSITY OF MUMBAI norms from time to time. If you do not fulfilled the required qualification during the academic year or your services are not found suitable, your 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 you at the end of your tenure and also on basis of the report of HOD & Principal, you may be recommended for further extension. However, the management reserves the right to offer/reject candidature for continuation. No Pension / Gratuity /any kind of arrears/ any other claim except PF shall be considered by management for the said post during or after the completion of mentioned tenure or after the discontinuation of services during the mentioned tenure, if any.
4. Your appointment is purely on Ad-Hoc basis for the period mentioned above and at the end 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 you to fall under any jurisdiction against this notice. You will 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.
5. You 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. In addition to the above point, you will also have to submit the SAR Report / maintain dead stock registers, inventory of all the lab equipments, inward - outward register, attendance of Practical conducted, Lab time - table, calibration of equipments, maintaining & setting up of the lab during academic & non academic sessions etc. Assistance should be provided to the respective departments for conducting regular semester practical & external viva, practical examination etc.
7. Your 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 your part without any notice and any time during the said tenure and if so in such case you will be paid the salary only till your last working day with the organization.

Malad-Marve Road, Malad (W), Mumbai 400 095. INDIA Tel : +91-22-4029 4941 / 4029 4961
E mail : atharva.hotelmct@gmail.com Web site : www.atharvahmct.edu.in

8. You should not indulge in any other work either profitable or non profitable without the permission of the Institute or any activity which conflicts with the interest of the Institute or tarnishes the image of the Institute.
9. Your office timing will be as per rules or as prescribed by the Principal/Head of the Department/Admin Department.
10. The appointment is on a full time basis and does not permit the holder to engage himself/ herself in any outside business, professional consulting, tutorial, tuitions and/or such outside work with/without remuneration. You shall work exclusively for and in the interest of the Institution/Trust and undertake not to engage in any part-time or any other work, business, occupation or consultation of any kind or accept any employment whether free or paid, directly or indirectly.
11. 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 without fail and no extra remuneration will be payable for the same.
12. Your appointment is subject to availability of workload in the department and as per the norms of Mumbai University. Your appointment is subject to fulfillment of NET/SET/Ph.D. till you complete required applicable eligible criteria you are not entitled for increments, promotions & continuation to the said post.
13. Your appointment is subject to approval from the University of Mumbai. You have 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/SET/experience, age requirement etc. then in such case the university and/or 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.
14. Performance & standard of education delivered by the faculty members will be reviewed & assessed on merit basis at the end of semester (i.e. after 6 months) on the Quality parameters like;
 1. Quality & standard of delivering lesson plan (subject related Content delivery in class)
 2. Students attendance percentage in Class & result of the subject taught.
 3. Participation in seminar/conference/food festival/representation of institute in various competitions.
 4. Higher education if any completed/pursuing like NET/SET/P.G/Ph.D/fellow programe.
 5. Participation in CSR-initiatives as per the Institute policy
 6. Attire, Grooming as appropriate to a faculty.
 7. Innovation tools used (technology / adopted) in teaching methodology.
 8. Loyalty, Punctuality, discipline in profession (Late Marks / Memo - status)
 9. Students Feedback
 10. Involvement in student's growth / development like mentorship, training, Placement, projects, presentation, technical competitions and events.

All the above parameters are having weightage of 10 marks each in analysis and each faculty member should have minimum 75 % score in aggregate on the above parameters. (76 % & Above - A+(Excellent), 71 % to 75 % - A (Very Good), 60 % to 70% -B (Good). All Faculty members need to undergo all the above parameters as a Management mission & vision and it should not be distracting. However, management reserves the rights to offer or reject the candidate for the continuation of service.



Joseph Furtado
Joseph Furtado
Principal

Copy to :-

1. Accounts Section 2. Establishment File

PRINCIPAL
 ATHARVA COLLEGE OF HOTEL MANAGEMENT
 AND CATERING TECHNOLOGY
 MUMBAI-95

Consent Statement by Appointee

By this appointment letter dated 14th sep. 1 Sudipta hereby accept to and give my consent on the Terms & Conditions mentioned herein above. I acknowledge that:

- I Accept the appointment letter given to me and also accept the terms & Conditions mentioned in it.
- If in Case I breach any of the above conditions, then I accept that the above mentioned actions will be immediately applicable on me.
- I agree that if my performance is not up to the mark or in any other cases Atharva College can terminate me immediately and that I would not claim any amount or continuation from Atharva College.
- I will not claim any dues or any pending amount in case of my termination from such employment.
- That Atharva College will not be liable for any amount claimed in case of breach of any terms & Conditions of the Appointment Letter or in case of Terminations.

I am fully aware of the Salary and Post being offered to me by the college and I hereby accept the appointment to the said post as per the terms and Conditions mentioned in the letter.

I agree to join by 14th sep. Name: - Sudipta Roy Signature :- Sudipta Roy