

Date: 1st May, 2021

Ref. No. : ACHMCT/2021-22/APP/401

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 May, 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 **31st March, 2022**. 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, inefficiency 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 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
Joseph Furtado
Principal
PRINCIPAL


ATHARVA COLLEGE OF HOTEL MANAGEMENT
AND CATERING TECHNOLOGY
MUMBAI-95

Consent Statement by Appointee

By this appointment letter dated 1st May 2021 Anjana 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 May 2021 Name :-

 Signature :-



ATHARVA COLLEGE OF HOTEL MANAGEMENT & CATERING TECHNOLOGY

Affiliated to Mumbai University & NAAC Accredited



Date: 1st May, 2021

Ref. No. : ACHMCT/2021-22/APP/402

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 May, 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 31st March, 2022 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 for 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.

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



Joseph Furtado
Joseph Furtado
Principal

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

Consent Statement by Appointee

By this appointment letter dated 1/05/2024 I 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 1/05/2024 Name :- VARSHA BORTCHA Signature :- Varsha



ATHARVA COLLEGE OF HOTEL MANAGEMENT & CATERING TECHNOLOGY



ATHARVA
GROUP OF INSTITUTIONS

No. : ACHMCT/2021/107/108
Affiliated to Mumbai University & NAAC Accredited Date: 1st May 2021

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 a gross pay of Rs.34,031/- w.e.f. 1st May, 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 31st March, 2022 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.



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
Joseph Furtado
Principal

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

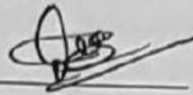
Copy to:-

1. Accounts Section
2. Establishment File

Consent Statement by Appointee

By this appointment letter dated 1/05/2021 I Chandana Sijathur 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 1/05/2021 Name :- Chandana Sijathur Signature :- 



ATHARVA COLLEGE OF HOTEL MANAGEMENT & CATERING TECHNOLOGY

Affiliated to Mumbai University & NAAC Accredited



Date: 1st May, 2021

Ref. No. : ACHMCT/2021-22/APP/404

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 May, 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 **31st March, 2022** 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, inefficiency 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.

Copy to:-

1. Accounts Section
2. Establishment File



Joseph Furtado
Joseph Furtado
Principal

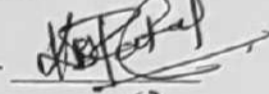
PRINCIPAL
ATHARVA COLLEGE OF HOTEL MANAGEMENT
AND CATERING TECHNOLOGY
MUMBAI-95

Consent Statement by Appointee

By this appointment letter dated 1/05/2021 I Kunal B Patel 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 1/05/2021 Name :- Kunal B Patel Signature :- 

Date: 1st May, 2021

Ref. No. : ACHMCT/2021-22/APP/406

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 gross pay of Rs.40,770/- w.e.f. 1st May, 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 31st March, 2022 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 on 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
 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 1/05/2021 Shailesh Salunke 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 1/05/2021 Name :- Shailesh Salunke Signature :- Salunke

Date: 1st May, 2021

Ref. No. : ACHMCT/2021-20/APP/405

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 May, 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 31st March, 2022 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. You will have to give one month's notice and any time during the said tenure and if so in such case you will be paid the salary on 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
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 1/05/2021, 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 1/05/2021 Name

:- Mohit Kakkad Signature :-

Mohit Kakkad



ATHARVA COLLEGE OF HOTEL MANAGEMENT & CATERING TECHNOLOGY

Affiliated to Mumbai University & NAAC Accredited



Date: 1st May, 2021

Ref. No. : ACHMCT/2021-22/APP/409

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 May, 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 31st March, 2022 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 on 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.

Copy to:-

1. Accounts Section
2. Establishment File



Joseph Furtado
 Joseph Furtado
 Principal
 PRINCIPAL

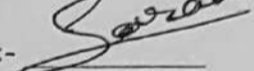
ATHARVA COLLEGE OF HOTEL MANAGEMENT
 AND CATERING TECHNOLOGY
 MUMBAI-95

Consent Statement by Appointee

By this appointment letter dated 1/05/2021 I 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 1/05/2021 Name :- Sarah Mathew Signature :- 



ATHARVA COLLEGE OF HOTEL MANAGEMENT & CATERING TECHNOLOGY



Affiliated to Mumbai University & NAAC Accredited

Date: 10th August, 2021

Ref. No. : ACHMCT/2021-22/APP/412

To,
Mr. Abel Francis Junior Dsouza.
Building No.03, Flat No.02, Blossom Co-op Housing Society,
Military Road, Marol, Andheri (E), Mum-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 August, 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 9th July, 2022 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 for 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 / 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

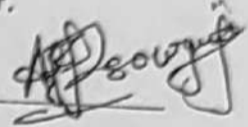
Consent Statement by Appointee

By this appointment letter dated 10/08/21 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 10/08/2021 Name

:- ABEL F. J. BOUZA Signature :-



Ref. No. : ACHMCT/2021-22/APP/407

Date: 1st May, 2021

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 May, 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 **31st March, 2022** 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.



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 fulfilment 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 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
Joseph Furtado
Principal
PRINCIPAL

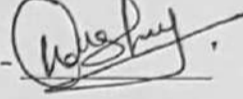
ATHARVA COLLEGE OF HOTEL MANAGEMENT
AND CATERING TECHNOLOGY
MUMBAI-95

Consent Statement by Appointee

By this appointment letter dated 1/05/2021 I 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 1/05/21 Name :- Wesley Fernandes Signature :- 

Ref. No. : ACHMCT/2021-22/APP/410

Date: 20th July, 2021

To,
Mr. Ranjan Koshav
H.No.66, Ark House, Nawale (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 July, 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 **19th June, 2022**. 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-eligible 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.

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



Joseph Furtado
Joseph Furtado

Principal
PRINCIPAL

ATHARVA COLLEGE OF HOTEL MANAGEMENT
AND CATERING TECHNOLOGY
MUMBAI-95

Consent Statement by Appointee

By this appointment letter dated 20/7/2021, Ranjana Koshar 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 20/07/2021 Name :- Ranjana Koshar Signature :- [Signature]

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 gross pay of **Rs.35,604/- w.e.f. 1st November, 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 **30th September, 2022** 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.



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 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 1/11/21 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 1/11/21 Name

:- Yannick Almeida signature :- Yannick Almeida



ATHARVA COLLEGE OF HOTEL MANAGEMENT & CATERING TECHNOLOGY

Affiliated to Mumbai University & NAAC Accredited



Ref. No. : ACHMCT/2021-22/APP/414

Date: 4th December, 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 December 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 November, 2022** 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 one month's notice) & non-assigning any reason, due to loss of confidence, gross negligence, in-efficient 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 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
Joseph Furtado
Principal

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

Consent Statement by Appointee

By this appointment letter dated 4/12/21 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 4/12/21 Name

:- Anishka Fernandes Signature :- Anishka Fernandes

Ref. No. : ACHMCT/2021-22/APP/216

1st November' 2021

To,
Ms. Priya Bhale

Subject: Appointment for the post of Manager (Corporate Communication) 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 a Manager (Corporate Communication) on an Ad-hoc at Atharva College of Hotel Management & Catering Technology on a Gross salary of Rs 37,000 /- w.e.f. 1st November' 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 **31st September' 2022**. 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.
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 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, experience, age requirement etc. then in such case the university and/or Atharva College of Engineering decision will be final and any claim on the said post after or during the service period will not be considered.

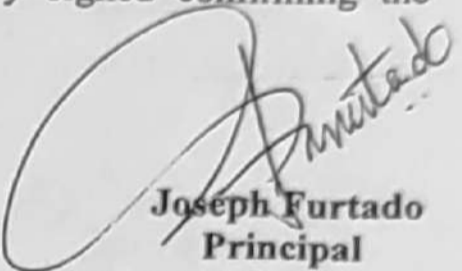




**ATHARVA COLLEGE OF
HOTEL MANAGEMENT & CATERING TECHNOLOGY**
Affiliated to Mumbai University



13. Your employment is subject to a period of (3 months Performance) during this period your performance will be assessed against the institute of conduct, attendance and job performance for the continuation of contract till the date mentioned above.
14. Your evaluation would be purely result oriented and in absence of your performance not matching to the required standards, proper actions can be taken until you raise the standards.
15. You are required to return the duplicate copy of the letter duly signed confirming the acceptance of the terms and conditions contained in this letter.


Joseph Furtado
Principal

PRINCIPAL

ATHARVA COLLEGE OF HOTEL MANAGEMENT
AND CATERING TECHNOLOGY

Duties & responsibilities for Manager (Corporate Communication) MBAI-95

- Help students identify employment options that match their career interests. Assist students in all aspects of the job search including resume writing, interviewing techniques and job referrals.
- Soft skills training
- Schedule and follow up on student interviews with prospective employers.
- Orient students and alumni to Career Planning's online career management system (CSO) to assist their obtaining employment.
- Participate in coordination and organization of on-campus events such as the annual Career and Internship job fair.
- Ensure that new jobs and internships are submitted and posted in CSO. Assist in publicizing job placement and internship opportunities to the College community.
- Develop and maintain a collaborative relationship with academic departments and all college stake holders.
- Actively recruit students from all curriculum areas for the Cooperative Work Experience four credit class.
- Identify the number and types of positions needed by CCRI Cooperative Work Experience and secure experiential opportunities with employers.
- Contact business and industry to develop reciprocally beneficial partnerships for jobs, internships and job shadowing opportunities.
- Assist employers in advertising job opportunities through CCRI's on-line jobs posting platform (CSO).



- Develop an active on-campus business and industry presence. Schedule and advertise campus recruitment for employers. (Maintain public relations)
- Assist with maintaining employer database(s). Maintain student files as needed. Submit monthly report.
- Provide targeted career information and resources for specific majors and interest groups to students, alumni, faculty, and staff as needed.
- Work with outside organizations work-study students to set up written off-campus partnerships and facilitate hiring paperwork.
- Participate in the planning of new experiential learning programs in all college curriculum. Attend seminars and other training opportunities for professional development.
- Other related duties as assigned.

Copy to :-

1. Accounts Section
2. Establishment File

Consent Statement by Appointee

By this appointment letter dated 01st NOV '21 Mrs. PRIYA BHALE hereby accept to and give my consent on the Terms & Conditions mentioned hereinabove. 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.

Priya Bhal

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 01st NOV '21 Name :- MRS. PRIYA BHALE Signature :- *Priya Bhal*



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



Ref. No. : ACHMCT/2021-22/APP/219

Date: 8th November, 2021

To,
Ms. Aditi Sali
Sali Sadan, Ganesh Colony, At. Post Indapur,
Tal-Mangaon, Dis-Raigad, Maharashtra-402112.

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 basic pay of Rs.12,453/- p.m. in the pay scale of Rs. (9300-34800) AGP 4700/- gross pay of Rs.30,203/- w.e.f. 25th October, 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 24th September, 2022 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.
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.

- 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 25/10/2021 I Aditi Prashant Sali 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 25/10/2021 Name :- Aditi Sali Signature :- Aditi

Ref. No. : ACHMCT/2021-22/APP/411

Date: 2nd October, 2021

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 October, 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 **1st September, 2022**. 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 of 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 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
 Joseph Furtado
 Principal

ATHARVA COLLEGE OF HOTEL MANAGEMENT
 AND CATERING TECHNOLOGY
 MUMBAI-95

Consent Statement by Appointee

By this appointment letter dated 2 Oct, 21 I 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 2/10/21 Name

:- Dimpal Parmar Signature :- Dimpal

Ref. No.: ACHMCT/2021-22/APP/400

Date: 4th MAY, 2021

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. 4th May, 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 4th APRIL, 2022. 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 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
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 4/5/21 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 4/5/21 Name: - Manisha Joshi Signature :- Manishajoshi

Ref. No.: ACHMCT/2021-22/APP/402

Date: 8th August, 2021

To,
Ms. Sayli Surve
Sundaram Apartment,
Ramchandra Lane,
Malad(W), Mumbai

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. 20,000/- p.m. w.e.f. 11th August, 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 **11th July, 2022**. 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.
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.

Copy to :-

1. Accounts Section 2. Establishment File



Amrta
Joseph Furtado
 Principal

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

Consent Statement by Appointee

By this appointment letter dated 11/8/21 I Sayali Surwe 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 11/8/21 Name: Sayali Surwe Signature :- [Signature]

Ref. No.: ACHMCT/2021-22/APP/401

Date: 24th June, 2021

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. **24th June, 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 **24th May, 2022**. 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

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



- 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-85

Copy to :-

1. Accounts Section

2. Establishment File

Ref. No.: ACHMCT/21-22/APP/399

Date: 17th August, 2021

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 17th August, 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 , **17th July, 2022**. 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
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 17/8/20 I Sudipta Roy, 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 17/8/20 Name: Sudipta Roy Signature: Sudipta Roy Choudhury