

Ref. No. : ACHMCT/2022-23/APP/265

Date: 14<sup>th</sup> September 2022

To,  
Dr. Sagar Hambirrao Mohite  
B-201, Silver Leaf, Akurli Mata Road,  
Kandivali (E), Behind Grover Mall,  
Mumbai-400101.

Subject : Appointment for the post of "Principal"

With reference to your application and the subsequent interview, we are pleased to inform you that you are hereby appointed as an **Principal** on an Ad-hoc basis at Atharva College of Hotel Management & Catering Technology on a gross pay of Rs.1,50,000/- P.M. w.e.f. 7<sup>th</sup> September 2022.

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 **6<sup>th</sup> August, 2023** Your appointment is strictly subject to fulfillment of minimum eligibility criteria & the experience required for the said post as per the UNIVERSITY OF MUMBAI norms from time to time. If you do not fulfilled the required qualification during the academic year or your services are not found suitable, your services can be discontinued without assigning any reason and without any notice.
3. Based on your Performance Appraisal/Confidential Report which is to be submitted by you at the end of your tenure and also on basis of the report of HOD & Principal, you may be recommended for further extension. However, the management reserves the right to offer/reject candidature for continuation. No Pension / Gratuity /any kind of arrears/ any other claim except PF shall be considered by management for the said post during or after the completion of mentioned tenure or after the discontinuation of services during the mentioned tenure, if any.
4. Your appointment is purely on Ad-Hoc basis for the period mentioned above and at the end of which it shall stand terminated automatically without any notice. Also this order has no legal standing to claim for continuation of service and will not assign any authority to you to fall under any jurisdiction against this notice. You will have to give one month's notice or one month's salary in lieu of the notice, to the institute while resigning the job. It is desirable that one does not leave the job during the teaching session. The Chairperson however has discretion to relax this condition.
5. You will report to the concerned Head of the Department/Principal and have to shoulder the responsibilities in analyzing etc. of the activities/curriculum/Department and the Institute.
6. In addition to the above point, you will also have to submit the SAR Report / maintain dead stock registers, inventory of all the lab equipment's, inward - outward register, attendance of Practical conducted, Lab time - table, calibration of equipment's, maintaining & setting up of the lab during academic & nonacademic sessions etc. Assistance should be provided to the respective departments for conducting regular semester practical & external viva, practical examination etc.



7. Your services shall be discontinued without any notice (or 48 hrs. notice) & non-assigning any reason, due to loss of confidence, gross negligence, in-efficiency at work, non-deliverable performance at work or any willful act of misconduct on your part without any notice and any time during the said tenure and if so in such case you will be paid the salary only till your last working day with the organization.
8. You should not indulge in any other work either profitable or non-profitable without the permission of the Institute or any activity which conflicts with the interest of the Institute or tarnishes the image of the Institute.
9. Your office timing will be as per rules or as prescribed by the Principal/Head of the Department/Admin Department.
10. The appointment is on a full time basis and does not permit the holder to engage himself/ herself in any outside business, professional consulting, tutorial, tuitions and/or such outside work with/without remuneration. You shall work exclusively for and in the interest of the Institution/Trust and undertake not to engage in any part-time or any other work, business, occupation or consultation of any kind or accept any employment whether free or paid, directly or indirectly.
11. In an event you are required to attend college on Institutional holidays for duties related to your appointment i.e. staff developmental programmes/special lectures, conducting exams, seminars, conferences, sports and games, college day celebrations, CSR activity etc., you shall attend duties without fail and no extra remuneration will be payable for the same.
12. Your appointment is subject to availability of workload in the department and as per the norms of Mumbai University. Your appointment is subject to fulfillment of NET/SET/Ph.D. till you complete required applicable eligible criteria you are not entitled for increments, promotions & continuation to the said post.
13. Your appointment is subject to approval from the University of Mumbai. You have to fulfill all the required qualifications & experiences for the said post according to the Mumbai University norms, time to time. If the University objects about any point with respect to qualification, NET/SET/experience, age requirement etc. then in such case the university and/or Atharva College of Hotel Management & Catering Technology decision will be final and any claim on the said post after or during the service period will not be considered.
14. Performance & standard of education delivered by the faculty members will be reviewed & assessed on merit basis at the end of semester (i.e. after 6 months) on the Quality parameters like;
  1. Quality & standard of delivering lesson plan ( subject related Content delivery in class)
  2. Students attendance percentage in Class & result of the subject taught.
  3. Participation in seminar/conference/food festival/representation of institute in various competitions.
  4. Higher education if any completed/pursuing like NET/SET/P.G/Ph.D./fellow program.
  5. Participation in CSR-initiatives as per the Institute policy
  6. Attire, Grooming as appropriate to a faculty.
  7. Innovation tools used (technology / adopted) in teaching methodology.
  8. Loyalty , Punctuality, discipline in profession ( Late Marks / Memo – status )
  9. Students Feedback
  10. Involvement in 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.





(SUNIL RANE)  
Secretary

Atharva Educational Trust

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




Consent Statement by Appointee

By this appointment letter dated 07/09/22 I Dr. Sagar H. Mohite 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 07/09/22 Name :- S. H. MOHITE Signature :- 



Ref. No. : ACHMCT/2022-23/APP/540

Date: 1<sup>st</sup> July, 2022

To,

Mr. Joseph Furtado  
B-802, Geetanjali Co.op. Hsg. Soc.  
Shastri Nagar, Goregaon (W), Mumbai - 400 104.

**Subject : Appointment for the post of "Principal 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 Principal on an Ad-hoc basis at Atharva College of Hotel Management & Catering Technology on a gross pay of Rs.69,567/- w.e.f. 1<sup>st</sup> July, 2022.

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 31<sup>st</sup> May, 2023 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.

  
 (SUNIL RANE)  
 Secretary  
 Atharva Educational Trust

Copy to:-

1. Accounts Section
2. Establishment File

**Consent Statement by Appointee**

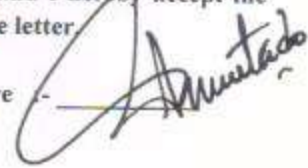
By this appointment letter dated 1/07/22 I Joseph Furtado hereby accept to and give my consent on the Terms & Conditions mentioned herein above. I acknowledge that:

- 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 1/07/22 Name

: Joseph Furtado Signature



Ref. No. : ACHMCT/2022-23/APP/519

Date: 1<sup>st</sup> July, 2022

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.46,985/- P.M. w.e.f. 1<sup>st</sup> July, 2022.

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 31<sup>st</sup> May, 2023 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



*Josep Furtado*  
Josep Furtado  
Principal

**Consent Statement by Appointee**

By this appointment letter dated <sup>5<sup>th</sup></sup> 1 July 2022, Angana 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 <sup>5<sup>th</sup></sup> 1 July 2022 Name :- Angana Sen Signature : [Signature]

Ref. No. : ACHMCT/2022-23/APP/521

Date: 1<sup>st</sup> July, 2022

To,  
Mr. Nitin Barbose  
New Giriz, Giriz Talao, Vasai (W), Nirmal Road,  
House No.93, Dist-Palghar, 401201.

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.29,514/- P.M. w.e.f. 1<sup>st</sup> July 2022.

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 31<sup>st</sup> May, 2023 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.
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ORIGINAL RECEIVED

*Nitin Barbose*

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.
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Copy to :-

1. Accounts Section
2. Establishment File




*Joseph Furtado*  
Joseph Furtado  
Principal

**Consent Statement by Appointee**

By this appointment letter dated 1/7/2022 I NITIN BARBOSE 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 1/7/2022 Name :- NITIN BARBOSE Signature :- 

Ref. No. : ACHMCT/2022-23/APP/523

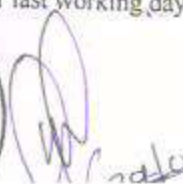
Date: 1<sup>st</sup> July, 2022

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.43,126/- P.M. w.e.f. 1<sup>st</sup> July 2022.

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 31<sup>st</sup> May, 2023 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.



A handwritten signature in blue ink, appearing to be "W. Fernandes".

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

**Consent Statement by Appointee**

By this appointment letter dated 01/07/22 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 01/07/22 Name :- W. Wesley Fernandes Signature :- 

Ref. No. : ACHMCT/2022-23/APP/524

Date: 1<sup>st</sup> July, 2022

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.44,049/- P.M. w.e.f. 1<sup>st</sup> July 2022.

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 31<sup>st</sup> May, 2023 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.



*Ranjan*

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*

Joseph Furtado  
Principal

**Consent Statement by Appointee**

By this appointment letter dated 1<sup>st</sup> July 22 Ranjan Koshal hereby accept to and give my consent on the Terms & Conditions mentioned herein above, I acknowledge that:

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

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

I agree to join by 1<sup>st</sup> July 22 Name :- RANJAN Signature :- Ranjan

Ref. No. : ACHMCT/2022-23/APP/525

Date: 1<sup>st</sup> July, 2022

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.21,178/- P.M. w.e.f. 1<sup>st</sup> July 2022.

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 31<sup>st</sup> May, 2023 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.



Received  
Dimpal

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*  
Joseph Furtado  
Principal

### Consent Statement by Appointee

By this appointment letter dated 1/7/22 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 1/7/22 Name :- Dimpal Parmar Signature :- P Dimpal

Ref. No. : ACHMCT/2022-23/APP/527

Date: 1<sup>st</sup> July, 2022

To,  
Mrs. Ulka Shah  
401/B wing Shubhlabh CHS, New MHB Colony,  
Near Sailee Hospital Borivali (W) 400091

**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.30,203/- P.M. w.e.f. 1<sup>st</sup> July 2022.

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 **31<sup>st</sup> May, 2023** 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.



*Ulka Shah*

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.
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  6. Attire, Grooming as appropriate to a faculty.
  7. Innovation tools used (technology / adopted) in teaching methodology.
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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

Ref. No. : ACHMCT/2022-23/APP/09

Date : 16/4/2022

To,  
Mr. Bachhan Rawat  
201/Thakur Heritage, Thakur Nagar,  
Jogeshwari (E) Mumbai -400060.

**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 a **Assistant Professor** on an Ad-hoc basis in the department of **"Food & Beverage Services"** at Atharva College of Hotel Management & Catering Technology on a basic pay of **Rs.17,047/- p.m.** in the pay scale **Of Rs. (15600-6000-39100)/-** w.e.f. **11<sup>th</sup> April, 2022.**

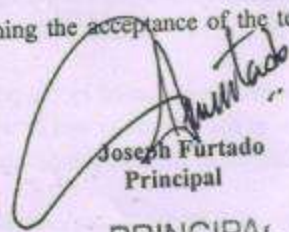
Your services will be governed by the provisions of the Maharashtra Universities Act, and the Statutes, Ordinances, Regulations and the Rules of the University and as will be amended from time to time by the University and the regulations and rules of the Governing Council of Atharva Educational Trust.

1. You will be on a contractual appointment from the date of your joining of the services in this college up to **10<sup>th</sup> March 2023.** 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.



*Bachhan*  
16/04/22

7. 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.
8. Your office timing will be as per rules or as prescribed by the Principal/Head of the Department/Admin Department.
9. 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.
10. 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.
11. 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.
12. 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.
13. 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.
14. 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**  
**MUMBAI-95**

Copy to :-

1. Accounts Section 2. Establishment File

Consent Statement by Appointee

By this appointment letter dated 11/04/22 I Bachhan Rawat 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.
  - 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 11/04/22 Name

:- Bachhan Rawat

Signature :-



Ref. No. : ACHMCT/2022-23/APP/75

Date: 11<sup>th</sup> May, 2022

To,  
Mr. Aditya Nikam  
204, D wing Bramhandev, C.H.S,  
Padmabai Thakkar Road, Shivaji Park  
Dadar (W), Mumbai-400028

**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.37,000/- P.M. w.e.f. 25<sup>th</sup> April, 2022.

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.

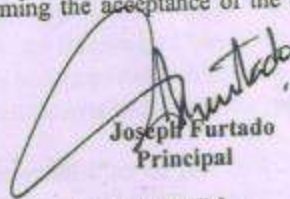
1. You will be on a contractual appointment from the date of your joining of the services in this college up to 24<sup>th</sup> March, 2023 Your appointment is strictly subject to fulfillment of minimum eligibility criteria & the experience required for the said post as per the UNIVERSITY OF MUMBAI norms 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.



*A.P. Nikam*

11/05/22

7. 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.
8. Your office timing will be as per rules or as prescribed by the Principal/Head of the Department/Admin Department.
9. 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.
10. 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.
11. 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.
12. 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.
13. 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.
14. 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  
MUMBAI-95

Copy to :-

1. Accounts Section 2. Establishment File

Consent Statement by Appointee

By this appointment letter dated 25/4/22 I Aditya Nikam 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.
- 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 25/4/22 Name :- Aditya Nikam Signature :- A.P. Nikam

Ref. No. : ACHMCT/2022-23/APP/243

Date: 5<sup>th</sup> May, 2022

To,  
Mr. Asmita Kanade  
Shivaji Nagar, Jaybhawanimata road,  
Near 248 Last Busstop, Amboli, Andheri (W),  
Mumbai-400058

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.35,000/- P.M. w.e.f. 2<sup>nd</sup> May 2022.

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 1<sup>st</sup> April, 2023 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.



O.G. Reviewed  
Asmita

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 students growth / development like mentorship, training, Placement, projects, presentation, technical competitions and events.

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



*Joseph Furtado*  
Joseph Furtado  
Principal

Copy to :-

1. Accounts Section
2. Establishment File

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

62001029 2.0  
10/11/24

Consent Statement by Appointee

By this appointment letter dated 02/5/22 I Asmita Kanode hereby accept to and give my consent on the Terms & Conditions mentioned herein above. I acknowledge that:

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

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

I agree to join by 02/5/22 Name :- Asmita Kanode Signature :- Asmits

Ref. No. : ACHMCT/2022-23/APP/184

Date : 04/7/2022

To,  
Mr. Prakash Jadhavar  
Gundavli Hill, Room No.4, Kadedin Kumbhar Chawl,  
Old Nagardas Road, Andheri E, Mumbai-400069.

**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 a **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.37,000/- P.M. w.e.f. 4<sup>th</sup> July 2022.

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 31<sup>st</sup> May, 2023 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.



Received  
P.S.

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 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 04/07/22 Prakash J. PS 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.
- 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 04/07/22 Name

:- Prakash J. Signature :-

PS

Ref. No. : ACHMCT/2022-23/APP/185

Date : 01/7/2022

To,  
Mr. Mandar Sane  
C-211, Palm Acres Society, Gavan Pada,  
Mulund (E), Mumbai-81.

**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 a **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.34,000/- P.M. w.e.f. 1<sup>st</sup> July 2022.

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 **31<sup>st</sup> May, 2023** 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 Instituté.
6. In addition to the above point, you will also have to submit the SAR Report / maintain dead stock registers, inventory of all the lab equipment's, inward - outward register, attendance of Practical conducted, Lab time - table, calibration of equipment's, maintaining & setting up of the lab during academic & nonacademic sessions etc. Assistance should be provided to the respective departments for conducting regular semester practical & external viva, practical examination etc.
7. Your services shall be discontinued without any notice (or 48 hrs notice) & non-assigning any reason, due to loss of confidence, gross negligence, in-efficiency at work, non-deliverable performance at work or any willful act of misconduct on your part without any notice and any time during the said tenure and if so in such case you will be paid the salary only till your last working day with the organization.
8. You should not indulge in any other work either profitable or non-profitable without the permission of the Institute or any activity which conflicts with the interest of the Institute or tarnishes the image of the Institute.



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

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

  
 Joseph Furtado  
 Principal

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 1/7/2022 Mandar Sudhar Sane 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.

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 1/7/2022 Name :- Mandar Sane Signature : 

Ref. No. : ACHMCT/2022-23/APP/201

Date : 28/7/2022

To,  
Mrs. Nisha Gupta  
Flat no.10, Sea Hawk Building, INS Hamla,  
Marve Road, Malad (W), Mumbai-400095

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

With reference to your application and the subsequent interview, we are pleased to inform you that you are hereby appointed as a **Assistant Professor** on an Ad-hoc basis in the department of "**Front Office & Housekeeping**" at Atharva College of Hotel Management & Catering Technology on a gross pay of Rs.35,000/- P.M. w.e.f. 18<sup>th</sup> July 2022.

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 17<sup>th</sup> June, 2023 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.

N/A  
30/8/22



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 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



*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 18 July 2021 NISHA GUPTA 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 18 July 2022 Name :- NISHA GUPTA Signature :- Nisha

Ref. No. : ACHMCT/2022-23/APP/260

Date: 12<sup>th</sup> September 2022

To,  
Mr. Peter Fernandes  
5, Anthony Fernandes Chawl,  
Behind Gopal Krishna Hotel, Carter Rd No.03  
Borivali (E) Mumbai -400066

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.32,000/- P.M. w.e.f. 12<sup>th</sup> September 2022.

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 11<sup>th</sup> August, 2023 Your appointment is strictly subject to fulfillment of minimum eligibility criteria & the experience required for the said post as per the UNIVERSITY OF MUMBAI norms from time to time . If you do not fulfilled the required qualification during the academic year or your services are not found suitable, your services can be discontinued without assigning any reason and without any notice.
3. Based on your Performance Appraisal/Confidential Report which is to be submitted by you at the end of your tenure and also on basis of the report of HOD & Principal, you may be recommended for further extension. However, the management reserves the right to offer/reject candidature for continuation. No Pension / Gratuity /any kind of arrears/ any other claim except PF shall be considered by management for the said post during or after the completion of mentioned tenure or after the discontinuation of services during the mentioned tenure, if any.
4. Your appointment is purely on Ad-Hoc basis for the period mentioned above and at the end of which it shall stand terminated automatically without any notice. Also this order has no legal standing to claim for continuation of service and will not assign any authority to you to fall under any jurisdiction against this notice. You will have to give one month's notice or one month's salary in lieu of the notice, to the institute while resigning the job. It is desirable that one does not leave the job during the teaching session. The Chairperson however has discretion to relax this condition.
5. You will report to the concerned Head of the Department/Principal and have to shoulder the responsibilities in analyzing etc. of the activities/curriculum/Department and the Institute.
6. In addition to the above point, you will also have to submit the SAR Report / maintain dead stock registers, inventory of all the lab equipment's, inward - outward register, attendance of Practical conducted, Lab time - table, calibration of equipment's, maintaining & setting up of the lab during academic & nonacademic sessions etc. Assistance should be provided to the respective departments for conducting regular semester practical & external viva, practical examination etc.
7. Your services shall be discontinued without any notice (or 48 hrs. notice) & non-assigning any reason, due to loss of confidence, gross negligence, in-efficiency at work, non-deliverable performance at work



Original  
Received

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

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

  
Joseph Furtado  
Principal

Copy to :-

1. Accounts Section 2. Establishment File

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

Consent Statement by Appointee

By this appointment letter dated 01 Sep 22 I Peter Joe 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 12/Sep 22 Name : Peter Fernandes Signature :- Peter



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



Ref. No. : ACHMCT/2022-23/APP/357

Date: 22/11/2022

To,  
Mr. Narendra Bhatia  
Flat No-705/706-B, Shilpin Apartments,  
Sky Build Village, Behind Bhatia High School,  
Sai Baba Nagar, Kandivali(W), Mumbai-400067

**Subject : Appointment for the post of "Professor & Director Operations 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 **Director Operations** on an Ad-hoc basis in at Atharva College of Hotel Management & Catering Technology on a gross pay of Rs.60,000/- P.M. w.e.f. 1<sup>st</sup> July 2022.

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 **31<sup>st</sup> May, 2023** Your appointment is strictly subject to fulfillment of minimum eligibility criteria & the experience required for the said post as per the UNIVERSITY OF MUMBAI norms from time to time . If you do not fulfilled the required qualification during the academic year or your services are not found suitable, your services can be discontinued without assigning any reason and without any notice.
3. Based on your Performance Appraisal/Confidential Report which is to be submitted by you at the end of your tenure and also on basis of the report of HOD & Principal, you may be recommended for further extension. However, the management reserves the right to offer/reject candidature for continuation. No Pension / Gratuity /any kind of arrears/ any other claim except PF shall be considered by management for the said post during or after the completion of mentioned tenure or after the discontinuation of services during the mentioned tenure, if any.
4. Your appointment is purely on Ad-Hoc basis for the period mentioned above and at the end of which it shall stand terminated automatically without any notice. Also this order has no legal standing to claim for continuation of service and will not assign any authority to you to fall under any jurisdiction against this notice. You will have to give one month's notice or one month's salary in lieu of the notice, to the institute while resigning the job. It is desirable that one does not leave the job during the teaching session. The Chairperson however has discretion to relax this condition.
5. You will report to the concerned Head of the Department/Principal and have to shoulder the responsibilities in analyzing etc. of the activities/curriculum/Department and the Institute.
6. In addition to the above point, you will also have to submit the SAR Report / maintain dead stock registers, inventory of all the lab equipment's, inward - outward register, attendance of Practical conducted, Lab time - table, calibration of equipment's, maintaining & setting up of the lab during academic & nonacademic sessions etc. Assistance should be provided to the respective departments for conducting regular semester practical & external viva, practical examination etc.
7. Your services shall be discontinued without any notice (or 48 hrs. notice) & non-assigning any reason, due to loss of confidence, gross negligence, in-efficiency at work, non-deliverable performance at work or any willful act of misconduct on your part without any notice and any time during the said tenure and if so in such case you will be paid the salary only till your last working day with the organization.

*NB*  
5/12/2022

8. Your office timing will be as per rules or as prescribed by the Principal/Head of the Department/Admin Department.
9. 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.
10. 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.
11. 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.
12. 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 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.



*[Signature]*  
Atharva Group of Institute

Copy to :-

1. Accounts Section
2. Establishment File

**Consent Statement by Appointee**

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

- I Accept the appointment letter given to me and also accept the terms & Conditions mentioned in it.
- If In Case I breach any of the above conditions then I accept that the above mentioned actions will be immediately applicable on me.
- I agree that if my performance is not up to the mark or in any other cases Atharva College can terminate me immediately and that I would not claim any amount or continuation from Atharva College.
- 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 1/7/2022 Name Narendra Bhatia Signature :- *[Signature]*

*[Handwritten]*  
1/7/2022

Ref. No. : ACHMCT/2022-23/APP/522

Date: 1<sup>st</sup> July, 2022

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.40,519/- P.M. w.e.f. 1<sup>st</sup> July 2022.

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 31<sup>st</sup> May, 2023 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.



*Mohit Kakkad*

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.

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Joseph Furtado  
Principal

Copy to :-

1. Accounts Section
2. Establishment File

**Consent Statement by Appointee**

By this appointment letter dated 1/7/22 , Mohit Kakkar 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 1/7/2022 Name :- MOHIT KAKKAR Signature :- Mohit Kakkar

Ref. No. : ACHMCT/2022-23/APP/520

Date: 1<sup>st</sup> July, 2022

To,  
Ms. Varsha Boricha  
United Palace, A/14, 3<sup>rd</sup> 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.34,653/- P.M. w.e.f. 1<sup>st</sup> July, 2022.

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 31<sup>st</sup> May, 2023 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.



*Varsha*

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

**Consent Statement by Appointee**

By this appointment letter dated 01/07/22, Vaasha Boricha 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 01/7/22 Name :- Vaasha Boricha Signature :- 

Ref. No. : ACHMCT/2022-23/APP/105

Date: 14<sup>th</sup> June, 2022

To,  
Mr. Pratik Beloshe  
Flat No-205, 2<sup>nd</sup> Floor, Julies ARC,  
Lazaras Park, Goddeo Naka  
Bhayander (E), Thane Maharashtra - 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 "Room Division Management" at Atharva College of Hotel Management & Catering Technology on a gross pay of Rs.37,000/- P.M. w.e.f. 9<sup>th</sup> June 2022.

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.

1. You will be on a contractual appointment from the date of your joining of the services in this college up to 8<sup>th</sup> May, 2023 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.
2. 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.
3. 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.
4. 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.
5. 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 & nonacademic sessions etc. Assistance should be provided to the respective departments for conducting regular semester practical & external viva, practical examination etc.
6. 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.
7. 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.
8. Your office timing will be as per rules or as prescribed by the Principal/Head of the Department/Admin Department.



*Beloshe*

9. 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.
10. 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.
11. 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.
12. 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.
13. 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.
14. 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**  
**MUMBAI-95**

Copy to :-

1. Accounts Section 2. Establishment File


Consent Statement by Appointee

By this appointment letter dated 06/06/2022 Pratik Beloshe 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.
- 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 09<sup>th</sup> June '22 Name

: Pratik Beloshe Signature :- 

Ref. No.: ACHMCT/2023-24/APP/ 237

Date: 21<sup>st</sup> August, 2023

To,  
Ms. Aditi Surve  
F/701, Gokul Nagari 2,  
Opp. W.E. Highway,  
Kandivali (W), Mumbai - 400 101

**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. 32,572/- w.e.f. 18<sup>th</sup> JUNE, 2023.

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 **18<sup>th</sup> MAY, 2024**. 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 the lab during 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.

Copy to :- 1. Accounts Section

2. Establishment File



*Preety Jain*

Dr. Preety Jain  
Principal

ATHARVA COLLEGE OF HOTEL MANAGEMENT  
AND CATERING TECHNOLOGY  
MUMBAI-95

## Consent Statement by Appointee

By this appointment letter dated 18/6/23 I Aaditi Surve 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 18/6/23 Name: - Aaditi Surve Signature :- Aaditi

Ref. No. : ACHMCT/2022-23/APP/455

Date: 09/02/2023

To,  
Mr. Bhushan Tambe  
301, Krishna Kunj Bldg,  
Near Bharatmata School, Juni Dombivali,  
Dombivali(w) Thane – 421202.

**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 at Atharva Institute of Film & Television Division of Atharva College of Hotel Management & Catering Technology on a gross pay of Rs.35,000/- w.e.f. 1<sup>st</sup> February 2023.

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 31<sup>st</sup> December 2023 Your appointment is strictly subject to fulfillment of minimum eligibility criteria & the experience required for the said post as per the UNIVERSITY OF MUMBAI norms from time to time . If you do not fulfilled the required qualification during the academic year or your services are not found suitable, your services can be discontinued without assigning any reason and without any notice.
3. Based on your Performance Appraisal/Confidential Report which is to be submitted by you at the end of your tenure and also on basis of the report of HOD & Principal, you may be recommended for further extension. However, the management reserves the right to offer/reject candidature for continuation. No Pension / Gratuity /any kind of arrears/ any other claim except PF shall be considered by management for the said post during or after the completion of mentioned tenure or after the discontinuation of services during the mentioned tenure, if any.
4. Your appointment is purely on Ad-Hoc basis for the period mentioned above and at the end of which it shall stand terminated automatically without any notice. Also this order has no legal standing to claim for continuation of service and will not assign any authority to you to fall under any jurisdiction against this notice. You will have to give one month's notice or one month's salary in lieu of the notice, to the institute while resigning the job. It is desirable that one does not leave the job during the teaching session. The Chairperson however has discretion to relax this condition.
5. You will report to the concerned Head of the Department/Principal and have to shoulder the responsibilities in analyzing etc. of the activities/curriculum/Department and the Institute.
6. In addition to the above point, you will also have to submit the SAR Report / maintain dead stock registers, inventory of all the lab equipment's, inward – outward register, attendance of Practical conducted, Lab time – table, calibration of equipment's, maintaining & setting up of the lab during academic & nonacademic sessions etc. Assistance should be provided to the respective departments for conducting regular semester practical & external viva, practical examination etc.
7. Your services shall be discontinued without any notice (or 48 hrs. notice) & non-assigning any reason, due to loss of confidence, gross negligence, in-efficiency at work, non-deliverable performance at work or any willful act of misconduct on your part without any notice and any time during the said tenure and if so in such case you will be paid the salary only till your last working day with the organization.



*[Handwritten Signature]*  
Received by V. V. Tambe  
20th Feb 2023

Malad-Marve Road, Malad (W), Mumbai 400 095. INDIA Tel : +91-22-4029 4941 / 4029 4949 Tel. / Fax : +91-22-4029 4961

Email : atharva.hotelmct@gmail.com Web site : www.atharvamumbai.com

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.



*[Handwritten Signature]*  
09/02/2022  
**Prof.(Dr.) Sagar H Mohite**  
Principal

Copy to:-

1. Accounts Section
2. Establishment File

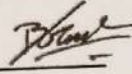
Consent Statement by Appointee

By this appointment letter dated 2nd Feb 23 I BHUSHAN V. TAMBE 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 2nd Feb 23 Name

:- B.V. TAMBE Signature :-



Ref. No. : ACHMCT/2022-23/APP/210

Date: 05/08/2022

To,  
Ms. Geeta Nair  
G-002, Gokul Heaven,  
Thakur Complex, Kandivali (e)  
Mumbai - 400101

**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 at Atharva Institute of Film & Television Division of Atharva College of Hotel Management & Catering Technology on a basic pay of Rs. 21596/- p.m. in the pay scale of Rs. (15600-39100) AGP 6000 gross pay of Rs.50,193 /- w.e.f. 2<sup>nd</sup> February 2022.

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 **1<sup>st</sup> January, 2023**. Your appointment is strictly subject to fulfillment of minimum eligibility criteria & the experience required for the said post as per the UNIVERSITY OF MUMBAI norms from time to time. If you do not fulfilled the required qualification during the academic year or your services are not found suitable, your services can be discontinued without assigning any reason and without any notice.
3. Based on your Performance Appraisal/Confidential Report which is to be submitted by you at the end of your tenure and also on basis of the report of HOD & Principal, you may be recommended for further extension. However, the management reserves the right to offer/reject candidature for continuation. No Pension / Gratuity /any kind of arrears/ any other claim except PF shall be considered by management for the said post during or after the completion of mentioned tenure or after the discontinuation of services during the mentioned tenure, if any.
4. Your appointment is purely on Ad-Hoc basis for the period mentioned above and at the end of which it shall stand terminated automatically without any notice. Also this order has no legal standing to claim for continuation of service and will not assign any authority to you to fall under any jurisdiction against this notice. You will have to give one month's notice or one month's salary in lieu of the notice, to the institute while resigning the job. It is desirable that one does not leave the job during the teaching session. The Chairperson however has discretion to relax this condition.
5. You will report to the concerned Head of the Department/Principal and have to shoulder the responsibilities in analyzing etc. of the activities/curriculum/Department and the Institute.
6. In addition to the above point, you will also have to submit the SAR Report / maintain dead stock registers, inventory of all the lab equipment's, inward - outward register, attendance of Practical conducted, Lab time - table, calibration of equipment's, maintaining & setting up of the lab during academic & nonacademic sessions etc. Assistance should be provided to the respective departments for conducting regular semester practical & external viva, practical examination etc.
7. Your services shall be discontinued without any notice (or 48 hrs. notice) & non-assigning any reason, due to loss of confidence, gross negligence, in-efficiency at work, non-deliverable performance at work or any willful act of misconduct on your part without any notice and any time during the said tenure and if so in such case you will be paid the salary only till your last working day with the organization.



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

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

  
Joseph Furtado  
Principal

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

Copy to :-

1. Accounts Section 2. Establishment File

Consent Statement by Appointee

By this appointment letter dated 5 Aug 2022 1 Geeta Nair 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 Feb 2022 Name

Geeta Nair Signature :- [Signature]

Received  
Dr. Kar  
12/Aug 2022

Ref. No. : ACHMCT/2022-23/APP/496

Date: 02/01/2023

To,  
Ms. Geeta Nair  
G-002, Gokul Heaven,  
Thakur Complex, Kandivali (e)  
Mumbai - 400101

**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 at **Atharva Institute of Film & Television Division of Atharva College of Hotel Management & Catering Technology** on a basic pay of **Rs. 21596/- p.m.** in the pay scale of **Rs. (15600-39100) AGP 6000** gross pay of **Rs.50,193 /-** w.e.f. **2<sup>nd</sup> January 2023.**

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 **1<sup>st</sup> December, 2023** Your appointment is strictly subject to fulfillment of minimum eligibility criteria & the experience required for the said post as per the UNIVERSITY OF MUMBAI norms from time to time. If you do not fulfilled the required qualification during the academic year or your services are not found suitable, your services can be discontinued without assigning any reason and without any notice.
3. Based on your Performance Appraisal/Confidential Report which is to be submitted by you at the end of your tenure and also on basis of the report of HOD & Principal, you may be recommended for further extension. However, the management reserves the right to offer/reject candidature for continuation. No Pension / Gratuity /any kind of arrears/ any other claim except PF shall be considered by management for the said post during or after the completion of mentioned tenure or after the discontinuation of services during the mentioned tenure, if any.
4. Your appointment is purely on Ad-Hoc basis for the period mentioned above and at the end of which it shall stand terminated automatically without any notice. Also this order has no legal standing to claim for continuation of service and will not assign any authority to you to fall under any jurisdiction against this notice. You will have to give one month's notice or one month's salary in lieu of the notice, to the institute while resigning the job. It is desirable that one does not leave the job during the teaching session. The Chairperson however has discretion to relax this condition.
5. You will report to the concerned Head of the Department/Principal and have to shoulder the responsibilities in analyzing etc. of the activities/curriculum/Department and the Institute.
6. In addition to the above point, you will also have to submit the SAR Report / maintain dead stock registers, inventory of all the lab equipment's, inward - outward register, attendance of Practical conducted, Lab time - table, calibration of equipment's, maintaining & setting up of the lab during academic & nonacademic sessions etc. Assistance should be provided to the respective departments for conducting regular semester practical & external viva, practical examination etc.
7. Your services shall be discontinued without any notice (or 48 hrs. notice) & non-assigning any reason, due to loss of confidence, gross negligence, in-efficiency at work, non-deliverable performance at work or any willful act of misconduct on your part without any notice and any time during the said tenure and if so in such case you will be paid the salary only till your last working day with the organization.



Malad-Marve Road, Malad (W), Mumbai 400 095, INDIA. ACHMCT MUMBAI. Tel. / Fax : +91-22-4029 4941 / 4029 4949

Email : atharva.hotelmct@gmail.com web site : www.atharvamumbai.com

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 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.



**Prof. (Dr.) Sagar H. Mohite**  
Principal

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

Copy to :-

1. Accounts Section
2. Establishment File

Consent Statement by Appointee

By this appointment letter dated 2/Jan 2023 I Geeta Nari 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/Jan 2023 Name Geeta Nari Signature :- [Signature]

Ref. No. : ACHMCT/2022-23/APP/209

Date: 05/08/22

To,  
Mr. Saurabh Deshpande  
B/402, Milap CHS, Juhu-Versova Link Road,  
Andheri (w) Mumbai - 400053

**Subject : Appointment for the post of "Assistant Professor & Head of the Department" 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 & Head of the Department on an Ad-hoc basis at Atharva Institute of Film & Television Division of Atharva College of Hotel Management & Catering Technology on a basic pay of Rs. 35696/- p.m. in the pay scale of Rs. (15600-39100) AGP 6000 gross pay of Rs.75,000/- w.e.f. 1<sup>st</sup> June 2022.

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 **30<sup>th</sup> April, 2023** 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.

*Mr. Saurabh Deshpande*  
14/08/22

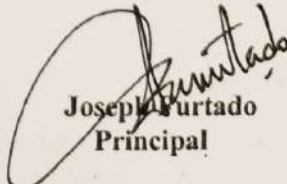


Malad-Marve Road, Malad (W), Mumbai 400 095. INDIA Tel. / Fax : +91-22-4029 4941 / 4029 4949 Tel. / Fax : +91-22-4029 4961

Email : atharva.hotelmct@gmail.com Web site : www.atharvamumbai.com

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;
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  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.
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  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.

  
 Josep 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 1<sup>st</sup> June 2022 Saurabh Deshpande hereby accept to and give my consent on the Terms & Conditions mentioned herein above. I acknowledge that:

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

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

I agree to join by 1<sup>st</sup> June 2022 Name :- Saurabh Deshpande Signature :- [Signature]

Ref. No. : ACHMCT/2022-23/APP/211

Date: 05/08/2022

To,  
Ms. Shilpi Dey  
C-111, Manish Krishna, Bldg No.46,  
Manish Nagar, 4 Bungalows,  
Andheri (w). Mumbai – 400053

**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 at **Atharva Institute of Film & Television Division of Atharva College of Hotel Management & Catering Technology** on a basic pay of Rs. 17558/- p.m. in the pay scale of Rs. (15600-39100) AGP 6000 gross pay of Rs.35,352 /- w.e.f. 2<sup>nd</sup> February 2022.

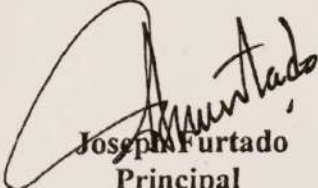
1. Your services will be governed by the provisions of the Maharashtra Universities Act, and the Statutes, Ordinances, Regulations and the Rules of the University and as will be amended from time to time by the University and the regulations and rules of the Governing Council of Atharva Educational Trust.
2. You will be on a contractual appointment from the date of your joining of the services in this college up to **1<sup>st</sup> January, 2023** 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.
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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.



*Handwritten signature*

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.
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 Joseph Furtado  
 Principal

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1. Accounts Section
2. Establishment File

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

## Consent Statement by Appointee

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

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

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

I agree to join by 18/07/22 Name

:- Chirpi S. Negy Signature :- Sney

Ref. No.: ACHMCT/2022-23/APP/494

Date: 26<sup>th</sup> May, 2022

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. 34,497/- w.e.f. 26<sup>th</sup> May, 2022.

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 **26<sup>th</sup> April, 2023**. 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 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 4966

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 26/5/22, Subodh Korgankar hereby accept to and give my consent on the Terms & Conditions mentioned herein above. I acknowledge that:

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

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

I agree to join by 26/5/22 Name: Subodh Korgankar Signature :- Subodh

Ref. No. : ACHMCT/2022-23/APP/465

Date: 18/08/22


To,  
Mr. Vinod Yadav  
I-A-4 Deepmala CHS BAF Haira Nagar,  
Marve Road, Malad (W), Mumbai-400095.

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

With reference to your application and the subsequent interview, we are pleased to inform you that you are hereby appointed as an **Assistant Professor** on an Ad-hoc basis at **Atharva Institute of Film & Television Division of Atharva College of Hotel Management & Catering Technology** on a basic pay of **Rs. 11,179/- p.m.** in the pay scale of **Rs. (9300-34800) AGP 4600** gross pay of **Rs.28,000/- w.c.f. 18<sup>th</sup> August 2022.**

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 **17<sup>th</sup> July 2023** Your appointment is strictly subject to fulfillment of minimum eligibility criteria & the experience required for the said post as per the UNIVERSITY OF MUMBAI norms from time to time. If you do not fulfilled the required qualification during the academic year or your services are not found suitable, your services can be discontinued without assigning any reason and without any notice.
3. Based on your Performance Appraisal/Confidential Report which is to be submitted by you at the end of your tenure and also on basis of the report of HOD & Principal, you may be recommended for further extension. However, the management reserves the right to offer/reject candidature for continuation. No Pension / Gratuity /any kind of arrears/ any other claim except PF shall be considered by management for the said post during or after the completion of mentioned tenure or after the discontinuation of services during the mentioned tenure, if any.
4. Your appointment is purely on Ad-Hoc basis for the period mentioned above and at the end of which it shall stand terminated automatically without any notice. Also this order has no legal standing to claim for continuation of service and will not assign any authority to you to fall under any jurisdiction against this notice. You will have to give one month's notice or one month's salary in lieu of the notice, to the institute while resigning the job. It is desirable that one does not leave the job during the teaching session. The Chairperson however has discretion to relax this condition.
5. You will report to the concerned Head of the Department/Principal and have to shoulder the responsibilities in analyzing etc. of the activities/curriculum/Department and the Institute.
6. In addition to the above point, you will also have to submit the SAR Report / maintain dead stock registers, inventory of all the lab equipment's, inward - outward register, attendance of Practical conducted, Lab time - table, calibration of equipment's, maintaining & setting up of the lab during academic & nonacademic sessions etc. Assistance should be provided to the respective departments for conducting regular semester practical & external viva, practical examination etc.
7. Your services shall be discontinued without any notice (or 48 hrs. notice) & non-assigning any reason, due to loss of confidence, gross negligence, in-efficiency at work, non-deliverable performance at work or any willful act of misconduct on your part without any notice and any time during the said tenure and if so in such case you will be paid the salary only till your last working day with the organization.



Received   
Vinod Yadav  
(24/08/2022)

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



Prof.(Dr.) Sagar H Mohite  
Principal

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



Consent Statement by Appointee 18/8/2022



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

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

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

I agree to join by 18/8/2022 Name

:- Vinod Jadau

Signature :-

