

4(A)

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SHRI BANARASIDAS CHANDIWALA SEWA
SMARAK TRUST SOCIETY
CHANDIWALA ESTATE, KALKAJI,
NEW DELHI-110019

HUMAN RESOURCE MANUAL

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12/01/2019

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R.K. BHANDARI
Principal
Banarasisdas Chandiwala Institute of
Hotel Management & Catering Technology
Chandiwala Estate, M.D.A. Anandkumar
Kalkaji, New Delhi-110019

Best Teacher / Researcher Award

- No employee shall change his / her shift duty timings or exchange shift duty without permission of HOI. All employees are expected to report for work as per the allotted duty timings. For those who report late by 15 minutes on three (03) occasions in a month, a half day leave will be deducted.
- The HOI shall ensure punctuality and discipline in the Institute. Unauthorized/ habitual absence resulting in disruption of work will lead to disciplinary action.

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G. OVERTIME:

H. The employees might be required to work overtime in emergent situations and the HOI should try to maintain overtime within reasonable limits. However due consideration should be given to nursing mothers and single parents to facilitate their family commitments.

I. In the Medical Institute, in emergency situations, the medical and para medical staff may be required to work extra duty with the approval of HOI. The monetary compensation will be proportionately calculated for extra hours worked, on the basis of salary drawn by the employee.

J. INSTITUTIONAL SUPPORT FOR FACULTY DEVELOPMENT:

To ensure effective programme to foster the development of particular blend of knowledge, disposition and behavior that are applied and sustained over time, ensuring that learning is transferred to the institutions, the faculty members will be provided with opportunities with full pay, not exceeding 10 days in an academic year, to pursue higher study or attend refresher course / orientation programme.

Faculties will be allowed to attend Conferences / Seminars / Workshops etc. not exceeding 3 days within the country (twice a year) or 6 days outside the country (once a year) at their own expenses, without disturbing the official commitments, on merit basis, with the prior permission of Authorised Signatories of the Trust.

Reward: The faculty members may be recognized by way of rewarding them as Best Teacher / Best Researcher / Best Mentor etc. in a manner that they have contributed or learnt during the academic year, will lead to valued outcomes holding in high regard the satisfaction that comes from using new knowledge or skills.

K.K. BHANDARI
Principal
Banarsidas Chandiwala Institute of
Hotel Management & Catering Technology
Chandiwala Estate, Maa Anandamai Marg,
Kalkaji, New Delhi-110019

Sanjeev Kumar
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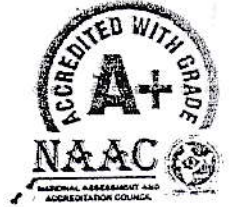
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Best Teacher/Best
Researcher Award. 4(a)

**BANARSIDAS CHANDIWALA INSTITUTE OF
HOTEL MANAGEMENT & CATERING TECHNOLOGY**

(NAAC 'A+' Accredited Institution)

Approved by AICTE and affiliated to G.G.S. Indraprastha University, Delhi



Faculty Achievement Award

This certificate is awarded to

Dr. Arvind Kumar Saraswati

Associate Professor of

Banarsidas Chandiwala Institute of Hotel Management & Catering
Technology

In recognition of his Outstanding Performance and Overall Excellence
for the year 2022-23.

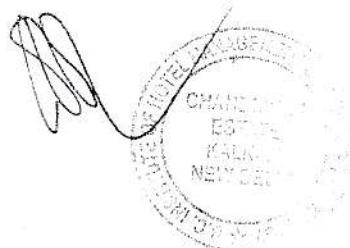
05.09.2023



R.K. Bhandari

R.K. Bhandari
Principal

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Principal
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Hotel Management & Catering Technology
Chandiwala Estate, Maa Anandamai Marg,
Kalkaji, New Delhi-110019

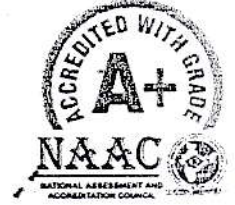


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Director's Recognition Award

This Certificate of Excellence is awarded to

Mr Deepak Chhikara

Assistant Professor at

Banarsidas Chandiwala Institute of Hotel Management & Catering
Technology

In recognition of his Excellence in Mentoring and Management of the
Facilities and Outstanding Contribution in different fields

For the year 2022-23.

05.09.2023



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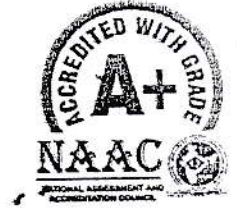
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R.K. BHANDARI
Principal
Banarsidas Chandiwala Institute of
Hotel Management & Catering Technology
Chandiwala Estate, Maa Anandamai Marg,
New Delhi-110019



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Director's Recognition Award

This Certificate of Service Excellence is awarded to

Ms Reshma Kamboj

Assistant Professor of

Banarsidas Chandiwala Institute of Hotel Management & Catering
Technology

In recognition of her outstanding performance in coordinating
Examination related activities and Managing related Assignments

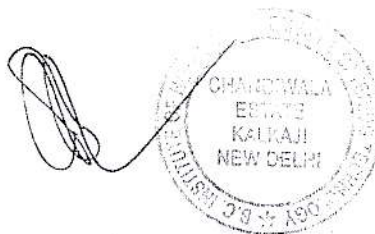
during the year 2022-23.

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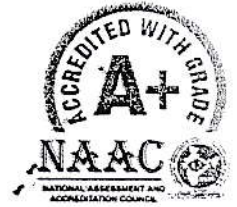


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Principal
Banarsidas Chandiwala Institute of
Hotel Management & Catering Technology
Chandiwala Estate, Maa Anandamai Marg
Kalkaji, New Delhi-110019

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Director's Recognition Award

This Certificate of Excellence is awarded to

Dr Rachna

Assistant Professor of

Banarsidas Chandiwala Institute of Hotel Management & Catering
Technology

In recognition of her Excellence in Inspiring Students through
Mentoring and Co-curricular Activities beside outstanding performance
in Supportive Role in the College Activities.

During the year 2022-23.

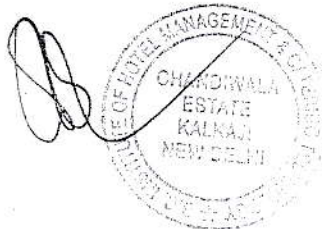
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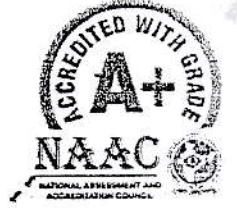
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R.K. BHANDARI
Principal
Banarsidas Chandiwala Institute of
Hotel Management & Catering Technology
Chandiwala Estate, Maa Anandamai Marg,
Kalkaji, New Delhi - 110 019

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Faculty Achievement Award

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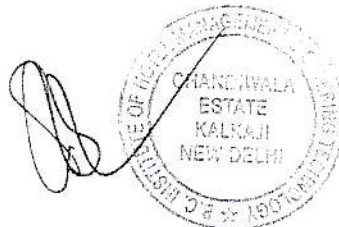
Chef Durga Prasad Shukla

Assistant Professor Banarsidas Chandiwala Institute of Hotel
Management & Catering Technology

In recognition of his Outstanding Performance and Overall Excellence
for the year 2022-23.

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R.K. Bhandari
Principal

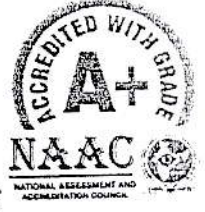


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Principal
Banarsidas Chandiwala Institute of
Hotel Management & Catering Technology
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Faculty Achievement Award

This certificate is awarded to

Dr. Manish Malhotra

Assistant Professor of

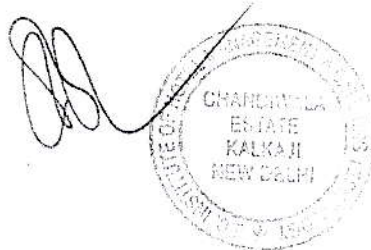
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Technology

In recognition of his Outstanding Performance and Overall Excellence
for the year 2022-23.

05.09.2023



R.K. Bhandari
Principal



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Kalkaji, New Delhi-110 019