

- 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.

CONTROLLED COPY

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.

[Handwritten signatures and stamps]

R.K. BHANDARI
Principal
Banarsidas Chandiwala Institute of
Hotel Management & Catering Technology
Chandiwala Estate, Meerut, U.P. - 201 001

R.K. BHANDARI
Principal
Banarsidas Chandiwala Institute of
Hotel Management & Catering Technology
Chandiwala Estate, Meerut, U.P. - 201 001

Dated 05-04-2023

Subject: Request for Annual Financial Aid and research award for Faculty Members

Dear All Members,

In the pursuit of academic excellence, our faculty members often engage in presenting papers in the reputed conferences, attending offline workshops, FDP and publishing their research in SCOPUS/SCI/UGC indexed journals. These activities not only contribute to the individual growth of the faculty members but also enhance the reputation of our institution.

However, these activities often involve certain expenses in terms of Fee and travel which is a financial burden on the faculty members. In light of this, we propose an annual financial support of Maximum INR 2000/- or actual whichever is minimum and TA/DA on actuals but not exceeding 500/- to be provided to the faculty members. This aid will be utilized to cover the expenses related to the aforementioned academic activities. The financial support as stated above and 03 days special leave as per our HR policy, will be permitted only during off academic period (when classes are off).

We believe that this initiative will encourage more faculty members to participate in these activities, thereby fostering an environment of academic growth and innovation. This is also in line with the requirements of the Academic Audit conducted by GGSIP University.

In view of above proposal following is submitted for your approval for the BCIIT, BCIP and BCIHMCT.

1. Annual support maximum of Rs 2000/- or actuals, whichever is minimum, support to faculty members for presenting papers in reputed conferences, attending good quality workshops, FDP and publishing their research in SCOPUS/SCI/UGC indexed journals.
2. In addition to above, Rs 1000/- P.A. extra will be awarded to faculty members if they publishes their papers in SCI/Scopes Indexed journals. This will be researcher award to faculty.
3. TA/DA of Rs. 500/- Per Annum or actuals, whichever is less, for activities mentioned at S.No. 1.
4. 03 days leave as mentioned in HR policy but during off academic period only (when classes are off)
5. It will be only for regular faculty members who have completed two years of services in the institute.

We are confident that with your support, we can continue to strive for academic excellence.

Yours sincerely,

Dr Ravish Saggar

Director, BCIIT

Ashok Kumar
Sh. Ashok Kumar Gupta

Treasurer, SBCSSTS

[Handwritten Signature]

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



[Handwritten Signature]

Prof. R K Bhandari

Principal, BCIHMCT

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

[Handwritten Signature]



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

Leave Application Form Casual/Earned Leave/ Short Leave

Name : RITA YADAV

Kind Of Leave : _____

No. Of Days : 01 From 05/5/25 To 05/5/25

Purpose : Finishing DTC as External Examiner

Address During Leave : Anapali Road.

Emergency Contact No. : 7838758723

FOR FACULTY USE ONLY

Arrangement for Classes : Scheduled Classes

Day & Date	Course & Time	Arrangement Made	Sign

Signature of the Applicant :

Date: 05/5/25

Leave Sanctioned/Not Sanctioned

Head Of Department

Programme Coordinator

Administrative Coordinator

Principal



Riya Yadav <riya@bcihmct.ac.in>

Invitation to Participate as External Examiner at Delhi Technical Campus, Greater Noida

2 messages

Sanket Kaplash <s.kaplash@delhitechnicalcampus.ac.in>
To: "riya@bcihmct.ac.in" <riya@bcihmct.ac.in>
Cc: "director@bcihmct.ac.in" <director@bcihmct.ac.in>

Thu, May 8, 2025 at 9:53 AM

Dear Ma.am,

Greetings from Delhi Technical Campus!

We are honored and pleased to invite you as 'External Examiner' for the End Term Practical Exam of BHMCT program. The details are as follows:

S.no.	Subject Code/Name	Date/Time of Exam
1	BHCT 452: Project report	9th May 2025 9:00 am onwards

Kindly confirm your availability for the same.

Regards

Sanket Kaplash

Assistant Professor

BHMCT

Delhi Technical Campus, Greater Noida

7973820873

Director BCIHMCT <director@bcihmct.ac.in>
To: Riya Yadav <riya@bcihmct.ac.in>
Cc: PA Director <padirector@bcihmct.ac.in>

Thu, May 8, 2025 at 9:56 AM

OK

R.K.Bhandari
Principal

Banarsidas Chandiwala Institute of Hotel Management & Catering Technology,
(NAAC 'A+' Grade Accredited Institution)
Approved by AICTE and Affiliated to G.G.S. Indraprastha University),
Chandiwala Estate, Maa Anandmai Marg, Kalkaji, New Delhi - 110019
Phone: 011-49020300-301; Fax: 91-1149020320; Mobile: +91 9871200100
E-Mail: director@bcihmct.ac.in, rkbhandari@rediffmail.com,
Website: www.bcihmct.ac.in

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



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

Leave Application Form Casual/Earned Leave/Short Leave

Name : Arvind Kumar Saraswati
 Kind Of Leave : OD
 No. Of Days : 03 From 10/3/25 To 12/3/25
 Purpose : to attend IHM Gangtok - Industry Partnership Summit
 Address During Leave : as per records
 Emergency Contact No. : 9953568928

FOR FACULTY USE ONLY

Arrangement for Classes : Scheduled Classes - N.D.

Day & Date	Course & Time	Arrangement Made	Sign

Signature of the Applicant : Arvind
 Date: 7/3/2025

Leave Sanctioned/Not Sanctioned

.....
Head Of Department

.....
Programme Coordinator

Arvind
Arvind
 R.K. BHANDARI
 Principal Administrative Coordinator

Arvind
 Principal



INSTITUTE OF HOTEL MANAGEMENT
Catering Technology and Applied Nutrition
Sajong, Rumtek, Gangtok, Sikkim-737135
E- mail: ihmgangtok@rediffmail.com
Website: www.ihmgangtok.com

Ph (03592)252335,252435. Fax - 252335
Mobile: 9434103689, 9434045415

Ref No. IHM GTK/2024-25/427

Dated: 26/02/24

To,
Dr. Arvind Kumar Saraswati
Associate Professor
Banarsidas Chandiwala Institute of Hotel Management & Catering Technology

Subject: Invitation to Participate in the IHM Gangtok – Industry Partnership Summit

Sir,

We are pleased to invite you for our upcoming **IHM Gangtok – Industry Partnership Summit**.

The details are below:

Date: 11th of March 2025
Time: 10:00 am

The conference is organized under the Sikkim INSPIRES Project of the Department of Tourism and Civil Aviation. This conference aims to provide an opportunity to network and establish relationships among experts from the industry as well as with IHM Gangtok and will focus on placement opportunities for IHM graduates, employer expectations, and industry trends.

This workshop will offer insights into:

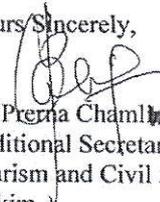
- Provide insights into Sikkim INSPIRES, IHM achievements, and placement opportunities.
- Showcase the new placement tracking software.
- Allow employers to present hiring trends and business needs.
- Facilitate interactions between students and industry leaders.

We believe your involvement will greatly contribute to the conference's success and foster meaningful discussions on industry trends.

Please confirm your participation **3rd March, 2025** via email at pbhutia@linpico.in. Please note that airfare (economy) along with other travel expenses, and accommodation will be borne by the Institute of Hotel Management Gangtok.

We look forward to welcoming you to this important initiative.

Yours Sincerely,


Dr. Pema Lhamu Bhutia
Additional Secretary cum Administrator
Tourism and Civil Aviation Department
Sikkim

Administrator
Institute of Hotel Management
Gangtok, Sikkim

Contact Person: Ms. Pema Lhamu Bhutia, Contact No: 9933875078, 9339634163



R.K. BHANDARI
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Kalbhait, New Delhi-110016