

4(b)

- 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.

Sanjeev Kumar

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

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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 BCIT, BCIP and BCIMCT.

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 Sagar

Director, BCIT

Ashok Kumar
Sh. Ashok Kumar Gupta

Treasurer, SBCSSTS

Bhandari

Prof. R K Bhandari

Principal, BCIMCT



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

Bhandari

Academic
Leave

BANARSIDAS CHANDIWALA INSTITUTE OF HOTEL MANAGEMENT
& CATERING TECHNOLOGY

Leave Application Form (Casual/Earned Leave/Short Leave)

Name : Nikhil Sharma
Kind Of Leave : _____
No. Of Days : 01 From 18/6/24 To 18/6/24
Purpose : UGC - NET 2024 JUNE EXAM
Address During Leave : Same as per records
Emergency Contact No. : 9990665707

FOR FACULTY USE ONLY

Arrangement for Classes : Scheduled Classes

Day & Date	Course & Time	Arrangement Made	Sign

Nikhil Sharma
Signature of the Applicant

Date: 15/6/24

Leave Sanctioned/Not Sanctioned

R.K. Bhandari
Head Of Department

[Signature]
Coordinator

[Signature]
Administrative Coordinator

[Signature]
Principal

[Signature]

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

UGC – NET June 2024 Admit Card

Roll Number:	2001410018	Application Number:	240510707044
Candidate's Name:	NIKHIL SHARMA	Father's Name:	MR R P SHARMA
Gender:	Male	Date of Birth:	27-07-1986
Person with Disability (PwD):	No	Scribe required*:	NA

*Subject to the conditions stipulated in the Guidelines dated 29.08.2018 for conducting written examination for Persons with Benchmark Disabilities (as amended from time to time), scribe shall be given, if so desired by a person with benchmark disabilities in the category of blindness, locomotor disability (both arm affected BA) and cerebral palsy.
#All the candidates with benchmark disability not availing the facility of scribe will be allowed compensatory/extra time of 20 minutes per hour of the examination.

2001410018

Candidate's Signature

Test Details

Applied For	Assistant Professor, Ph.D. Only
NET Subject	Tourism Administration and Management
Date of Examination	18.06.2024
Shift	Shift-1
Reporting / Entry Time at Centre	07.30AM (IST)
Gate Closing Time of Centre	09.00AM Sharp (IST)
Timing of Test	09.30AM to 12.30PM (IST)
Test Centre No.	200141
Name of Test Centre	GOVT SARVODAYA CO-ED VIDYALAYA
Address of Test Centre	SECTOR 22 ROHINI - 110086
City of Test Centre	DELHI/NEW DELHI
State of Test Centre	DELHI

(Kand)
Director (Exams), NTA

- The candidate must reach the Centre at the time as indicated against Reporting/Entry time at the Centre, in the Admit Card.
- The candidate should ensure that the Question Paper is as per his/her opted subject indicated in the Admit Card. In case the subject of the Question Paper is other than his/her opted subject, the same may be brought to the notice of the Invigilator concerned.
- No Candidate should adopt any unfair means or indulge in any unfair examination practices. If any candidate is found indulging in any unfair means/unfair examination practices at any stage of examination, his/her candidature will be cancelled, and legal action will be taken including debarring in all future examinations conducted by NTA.
- No candidate shall be permitted to enter after the Gate Closing Time.
- No candidate shall be permitted to leave the Examination Room/ Hall before the end of the examination.

SELF DECLARATION (UNDERTAKING)

I, _____, resident of _____, do hereby, declare the following:

- I have read the instructions, Guidelines. I have read Information Bulletin, Instructions, and Notices related to this examination available on the website ugcnet.nta.ac.in and www.nta.ac.in.
- I have read the detailed "IMPORTANT INSTRUCTIONS for CANDIDATES" as given on Page – 2 and I undertake to abide by the same.




Candidate's Photo (Same as uploaded on Application Form to be affixed before reaching the Centre)	Candidate's left-hand thumb Impression (To be affixed before reaching the Centre)	Candidate's Signature (To be signed on the Day of Examination in presence of the Invigilator only)
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The above undertaking has to be filled in advance before reaching the Centre, except for the candidate's signature which has to be affixed in the presence of the Invigilator.

Study Webs of Active-Learning for Young Aspiring Minds (SWAYAM)

JULY SEMESTER 2023

Admit Card-Provisional

Roll Number :	UP09020393	Application Number:	2315110015892	Photograph 
Candidate's Name :	PEEYUSH SRIVASTAV	Gender :	Male	
Date of Birth	03-07-1977*	Father's Name:	MAHESH NARAIN SRIVASTAV	
Category :	GENERAL	Person With Disability (PwD) :	NO	
Scribe :	NA			
 UP09020393		Candidate's Signature		

Test Details

Course Code	nou23-cm21	imb23-mg34	cec23-mg20			
Course Name	BCOLA-138 Business Communication	Effective Business Communication	Personality Development			
Mode of Exam	CBT	CBT	CBT			
Date of Examination	01-12-2023	04-12-2023	04-12-2023			
Shift of Examination	Shift-2	Shift-1	Shift-2			
Time of Test	03.00 PM to 06.00 PM	09.00 AM to 12.00 Noon	03.00 PM to 06.00 PM			
Reporting / Entry Time at Centre	01.00 PM	07.00 AM	01.00 PM			
Gate Closing Time of Centre	02.30 PM	08.30 AM	02.30 PM			
Venue Name	NTA EXAM CENTRE -A2	NTA EXAM CENTRE -A2	NTA EXAM CENTRE -A3			
Venue Address	A-31, SECTOR 64, NEAR SECTOR 59-62 METRO STATION, NOIDA, UTTAR PRADESH 201301	A-31, SECTOR 64, NEAR SECTOR 59-62 METRO STATION, NOIDA, UTTAR PRADESH 201301	A-31, SECTOR 64, NEAR SECTOR 59-62 METRO STATION, NOIDA, UTTAR PRADESH 201301			


SENIOR DIRECTOR - NTA

R.K. BHANDARI
Principal

Bharsidas Chandiwala Institute of
Hotel Management & Catering Technology
Chandiwala Estate, Maa Anand
Kalkaji



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

Leave Application Form Casual/Earned Leave/ Short Leave

Name : Nilchil Sharma
 Kind Of Leave : AL
 No. Of Days : 01 From 12/12/23 To 12/12/23
 Purpose : EXAM.
 Address During Leave : Same as Record
 Emergency Contact No. : 9990665707

FOR FACULTY USE ONLY

Arrangement for Classes : Scheduled Classes

Day & Date	Course & Time	Arrangement Made	Sign
12/12/23	BHCT-455 Adv. F&B Service Mgmt. - I External Examination	Dr. Arvind	

Signature of the Applicant

Date: 11/12/23

Leave Sanctioned/Not Sanctioned

Head Of Department

Programme Coordinator

Administrative Coordinator

Principal

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

KURUKSHETRA UNIVERSITY KURUKSHETRA

(Established by the State Legislature Act XLI of 1975)

(A+ Grade NAAC Accredited)

No. DDE/S-II/DE-II/23

Dated

To

All the students (As per List)
Of PGDT for the session, July, 2021-2022

Subject: Conduct of PGDT Viva-Voce examination.

Dear Student,

This is to inform you that your PGDT Viva-Voce examination is scheduled to be held ~~12.12.2023 (Tuesday)~~ at 10.00 A.M onwards in the Department of Tourism & Management KUK.

Sr no	Name of student	Reference No.	Session	Phone No.
1	Mr Himanshu Bhat	21241502	July, 2021	9968049303
2	Ms Ritu	22241503	July, 2022	8930180639
3	Mr Nikhil Sharma	22241506	July, 2022	9990665707
4	Ms. Kajal	21141502	Jan, 2021	8199886405
5	Mr Shubham Chopra	22241505	July, 2022	7988138083

Note: You are also hereby directed to be Present Physically and mark their attendance on the above date time in the Department of Tourism & Management Kurukshetra University, Kurukshetra

Deputy Registrar (CDOE)
For Director (CDOE)

Endst. No. DDE-II/DE-II _____ Dated _____

Copy of the above is forwarded to the following for information.

- The Chairperson/Course Co-ordinator, Department of Tourism & Management, Kurukshetra University, Kurukshetra
- The Assistant Registrar (Secrecy), Kurukshetra University, Kurukshetra
- Steno to the Director CDOE Kurukshetra University, Kurukshetra for information.
- Steno to the Assistant Registrar (CDOE) Kurukshetra University Kurukshetra for information
- To be uploaded on the website. (online section)


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