

Ahmednagar Jilha Maratha Vidya Prasarak Samaj's
INSTITUTE OF
HOTEL MANAGEMENT AND CATERING TECHNOLOGY AHMEDNAGAR
Lal Taki Road, Ahmednagar – 414001. Ph. / Fax (0241) 2326778

Approved by AICTE, Govt. of Maharashtra, DTE & Affiliated to Uni. of Pune

| Criterion 6 – Governance, Leadership and Management | | |
|--|---|-----------------|
| Key Indicator – 6.5 Internal Quality Assurance System | | |
| 6.5.1. Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes | | |
| Sr. No. | List of Documents | Page No. |
| 1 | Quality initiative – Report on collaborative activity | 1 |
| 2 | IQAC Meeting – Notice, Minutes and Action taken report | 14 |
| 3 | Copy of bills for item purchased as per action plan | 19 |
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| | |
|----------------------------|---|
| Name of Activity: | Certificate Course in Bakery and Confectionery in collaboration with Academy of Pastry and Culinary Arts (APCA) Mumbai |
| Duration: | 3 Days / 20 Hours |
| Date From - To | 14 th Nov. 2022 – 16 th Nov. 2022 |
| Credits Allotted: | 2 Credits |
| No. of participants | 31 |
| Faculty In-Charge | Prof. V.U. Maniyar |
| Purpose of Event | <ul style="list-style-type: none"> To enhance the bakery and confectionery knowledge of students To get hands on training with various products |
| Outcome | <ul style="list-style-type: none"> Students observed prepared and practiced products taught by the experts Students also learnt about French desserts |

Snapshots of the Course:



REPORT ON

Certificate Course in Bakery and Confectionery
in collaboration with
Academy of Pastry and Culinary Arts (APCA) Mumbai



Faculty Coordinator
Prof. Vahid Maniyar

Duration
3 Days / 20 Hours

Dates From - To
14th Nov. to 16th Nov. 2023

Academic Year
2022-23




| <i>Schedule of the Workshop</i> | | |
|---------------------------------|--|---|
| <i>Days</i> | <i>Activities</i> | <i>Venue</i> |
| Day -1 | Scaling Ingredients and Basic Preparations | @ The Aroma Restaurant, IHMCT Ahmednagar |
| Day-2 | Preparation of Base of Products, Jam and Jellies | @ The Aroma Restaurant, IHMCT Ahmednagar |
| Day-3 | Assembling of prepared products Demonstration of Final Products Certificate Distribution | @ AC Seminar Hall New Arts & Comm College, Ahmednagar |




Certificate Course in Bakery and Confectionery

LIST OF PARTICIPANTS

| Sr. No. | Name of Student | Class |
|---------|----------------------------|-----------------------|
| 1 | Ashtekar Khushi Manish | 1 st BScHS |
| 2 | Bhagchandani Jatin Deepak | 1 st BScHS |
| 3 | Charleen Gaikwad Kenneth | 1 st BScHS |
| 4 | Gandhale Rudraksh Ravindra | 1 st BScHS |
| 5 | Kale Ajay Ganesh | 1 st BScHS |
| 6 | Kamble Payal Vilas | 1 st BScHS |
| 7 | Lokhande Shehal Prashant | 1 st BScHS |
| 8 | Pareek Devang Umesh | 1 st BScHS |
| 9 | Pund Rushikesh Ashok | 1 st BScHS |
| 10 | Sarode Samruddhi Babu | 1 st BScHS |
| 11 | Chandan Harshal Ashok | 2 nd BScHS |
| 12 | Kinger Karan Ajay | 2 nd BScHS |
| 13 | Bansode Pratham Rajesh | 3 rd BScHS |
| 14 | Bhagwat Suyash Vasant | 3 rd BScHS |
| 15 | Chavhan Bhushan Arun | 3 rd BScHS |
| 16 | Dandwate Nikhil Ramdas | 3 rd BScHS |
| 17 | Date Prasad Suresh | 3 rd BScHS |
| 18 | Gaikwad Sanket Sanjay | 3 rd BScHS |
| 19 | Jagtap Sayli Anil | 3 rd BScHS |
| 20 | Jangam Omkar Santosh | 3 rd BScHS |
| 21 | Karale Shehal Sanjay | 3 rd BScHS |
| 22 | Kharmale Raj Santosh | 3 rd BScHS |
| 23 | Kulkarni Atharva Milind | 3 rd BScHS |
| 24 | Ohol Sumit Augustin | 3 rd BScHS |
| 25 | Satre Ritesh Babasaheb | 3 rd BScHS |
| 26 | Sonsale Om Krushna | 3 rd BScHS |
| 27 | Temak Gaurav Balasaheb | 3 rd BScHS |
| 28 | Visare Aniket Pravin | 3 rd BScHS |
| 29 | GhodkeVrushabh Rajkumar | 4 th BHMCT |
| 30 | Sayyad Ayub Bashir | 4 th BHMCT |
| 31 | Shaikh Uwez Navid | 4 th BHMCT |


Prof. Vahid Maniyar
Event Coordinator




Prof. Yogita Sadre
Principal
Institute of
Hotel Management & Catering Technology
Lal Taki Road, Ahmednagar-414001

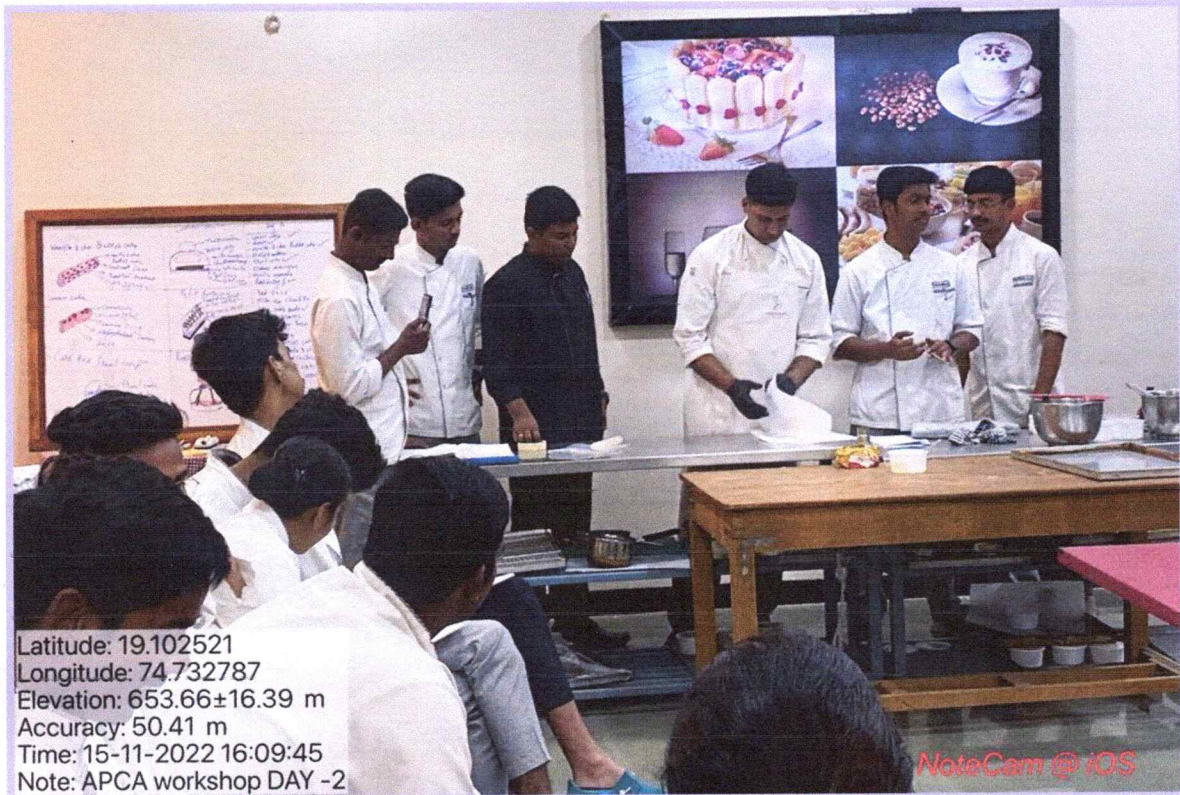


Hands- on Training to the Students

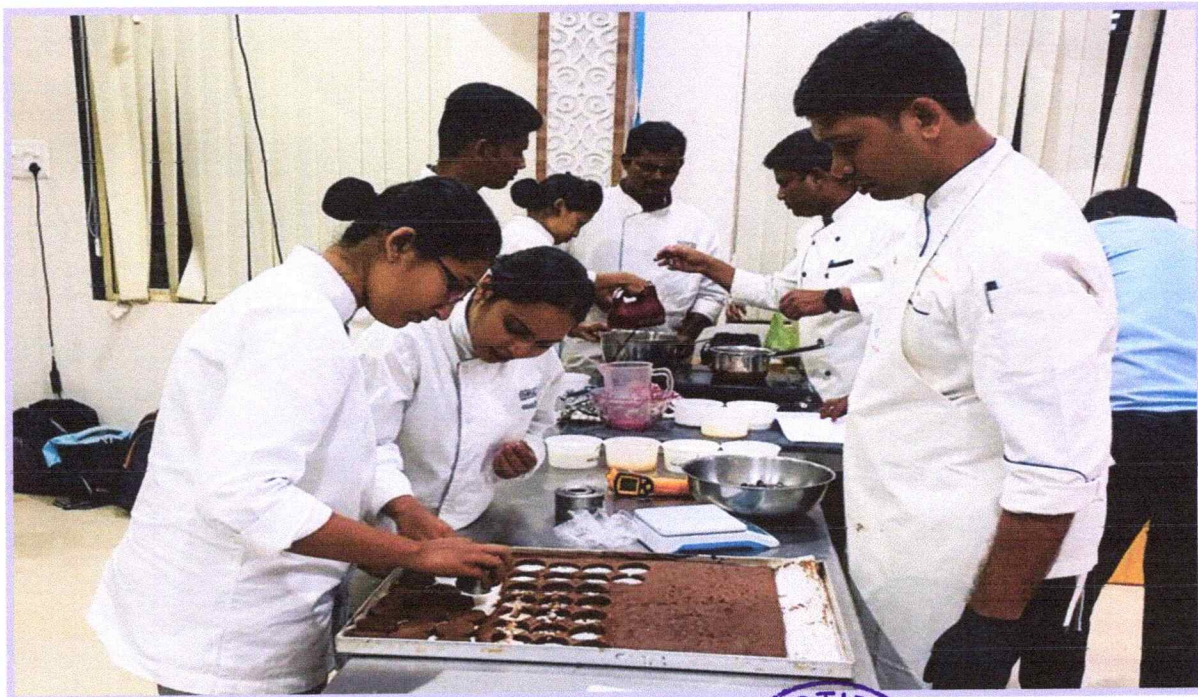




Chef Shailesh Butada demonstrating and guiding students



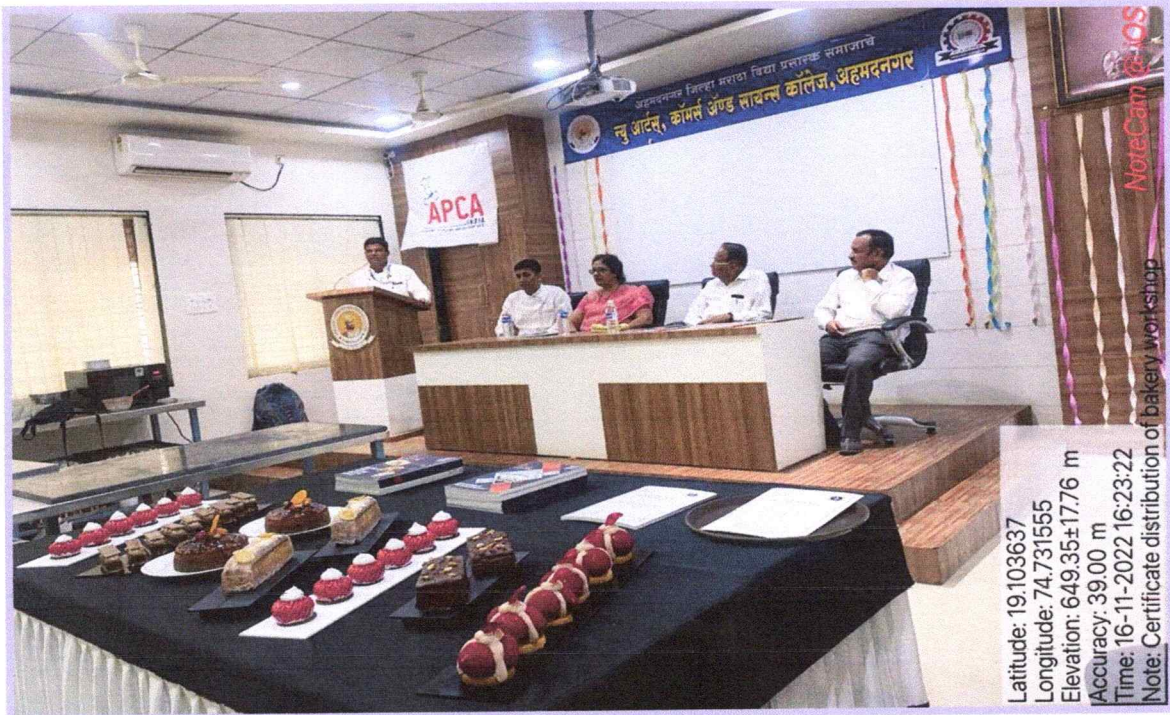
Latitude: 19.102521
Longitude: 74.732787
Elevation: 653.66±16.39 m
Accuracy: 50.41 m
Time: 15-11-2022 16:09:45
Note: APCA workshop DAY -2





Latitude: 19.102162
 Longitude: 74.732735
 Elevation: 653.84±16.57 m
 Accuracy: 35.00 m
 Time: 15-11-2022 12:30:36
 Note: APCA workshop DAY -2

Chef Wahid IHMCT Ahmednagar explaining the Final Products to the Chief Guest Hon. G.D. Khandeshe Secretary of the AJMVPS Trust



Latitude: 19.103637
 Longitude: 74.731555
 Elevation: 649.35±17.76 m
 Accuracy: 39.00 m
 Time: 16-11-2022 16:23:22
 Note: Certificate distribution of bakery workshop





Latitude: 19.103644
 Longitude: 74.731485
 Elevation: 649.41±20.31 m
 Accuracy: 66.00 m
 Time: 16-11-2022 16:22:25
 Note: Certificate distribution of Bakery workshop

Hon. G.D. Khandeshe expressing his valuable thoughts to the students



Latitude: 19.103636
 Longitude: 74.731563
 Elevation: 649.47±16.97 m
 Accuracy: 39.00 m
 Time: 16-11-2022 16:32:22
 Note: Certificate distribution of Bakery workshop

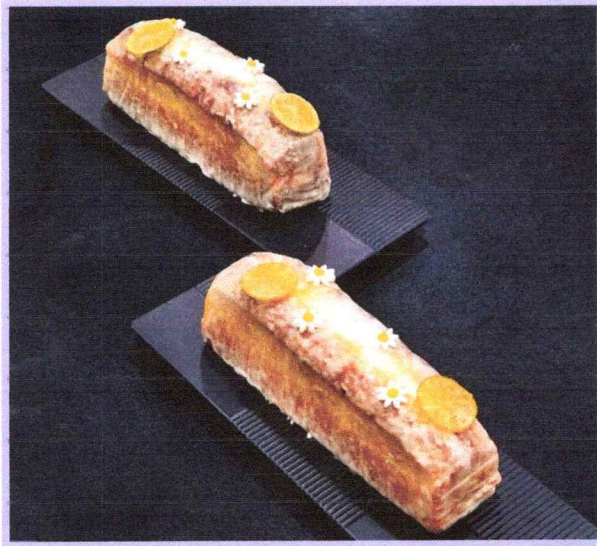




Latitude: 19.103633
Longitude: 74.731598
Elevation: 649.38±21.18 m
Accuracy: 55.33 m
Time: 16-11-2022 16:54:49
Note: Certificate distribution of bakery workshop

Plating of Final Products







Certificate Distribution to Participants



Latitude: 19.102771
Longitude: 74.732777
Elevation: 653.91±16.62 m
Accuracy: 56.00 m
Time: 16-11-2022 19:13:54
Note: Certificate distribution of bakery workshop



Latitude: 19.102494
Longitude: 74.732869
Elevation: 653.83±16.80 m
Accuracy: 56.00 m
Time: 16-11-2022 19:15:37
Note: Certificate distribution of bakery workshop





APCA
INDIA
ACADEMY OF PASTRY AND CULINARY ARTS



Certificate Of Participation

This certificate is presented to

Suyash Bhagwat

in recognition of successfully completing a 3 days hands-on
Certification Program in Pastry & Bakery.

14th Nov - 16th Nov 2022

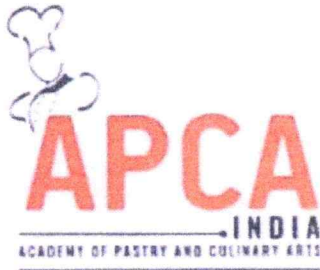


Dean Rodrigues

Chef Dean Rodrigues
Executive Pastry Chef
APCA India

Aarti Singh

Ms. Aarti Singh
Center Head
APCA India



Certificate Of Participation

This certificate is presented to

Raj Kharmale

in recognition of successfully completing a 3 days hands-on
Certification Program in Pastry & Bakery.

14th Nov - 16th Nov 2022



Rodrigues

Chef Dean Rodrigues
Executive Pastry Chef
APCA India

Aarti Singh

Ms. Aarti Singh
Center Head
APCA India

[Signature]

I/c. Principal
Institute of

Ahmednagar Jilha Maratha Vidya Prasarak Samaj's



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Lal Taki Road, Ahmednagar - 414 001. Ph. / Fax (0241) 2326778

Approved by Govt. of Maharashtra, DHE & Affiliated to S. P. Pune University

INST. CODE NO. C001863

Ref. No. :

Date : / / 20

NOTICE


A meeting of **Internal Quality Assurance Cell (IQAC)** will be held on **Tuesday, 7th February 2023** in the **Aroma Training Restaurant** of the institute at **12:30 pm**. We will be highly pleased if you can kindly attend the meeting and provide invaluable guidance and suggestions for the progress of the institute.

The agenda of the meeting is as follows:

- Item no. 1.** To confirm the minutes of the meeting held on 20/04/2022.
- Item no. 2.** To review various activities conducted during the first term of A.Y. 2022-23.
- Item no. 3.** To consider the addition of add on/certificate/ value added courses.
- Item no. 4.** To consider advancements to be made to develop the institute's physical support and academic facilities.
- Item no. 5.** Items for discussion with the permission of Chairman.

Date: 31st January 2023

Place: Ahmednagar


Mr. G. T. Sonawane
IQAC Coordinator




Prof. Y. S. Sadre
IQAC Chairperson
I/c. Principal
Institute of
Hotel Management & Catering Technology
Lal Taki Road, AHMEDNAGAR-414 001



Ahmednagar Jilha Maratha Vidya Prasarak Samaj's

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AICTE No. F 421 / MS - 16 / APR (HM) / ET / 96 INST.CODE NO. C001863

Ref. No. :

Date : / / 20

MINUTES OF THE MEETING

A meeting of Internal Quality Assurance Cell (IQAC) was held on Tuesday, 7th February 2023 in the Aroma Training Restaurant of the institute at 12:30 pm. Following members were present for meeting.

| Name of the Member | Designation | Signature |
|-----------------------------|----------------------------|-----------|
| Hon. Mr. N. B. Zaware Patil | Special Invitee | |
| Hon. Mr. R. H. Dare | Management Representative | |
| Hon. Mr. G. D. Khandeshe | Member – Employer | |
| Mrs. Yogita S. Sadre | Chairperson | |
| Mr. Balasaheb R. Shendage | Teacher Representative | |
| Mr. Vahid U. Maniyar | Teacher Representative | — |
| Ms. Rachana R. Khatavkar | Teacher Representative | |
| Ms. Prachi R. Chavan | Teacher Representative | — |
| Mr. Sagar P. Malwade | Teacher Representative | |
| Mr. Popat B. Idhate | Sr. Administrative Officer | |
| Mr. Mukesh M. Mulay | Member – Industrialist | |
| Mr. Shivjeet B. Doke | Member - Local Society | — |
| Mr. Amit S. Dalvi | Member - Alumni | |
| Mr. Vrushabh R. Ghodake | Member –Student | |
| Mr. Santosh P. Kharmale | Member – Stakeholder | — |
| Mr. Gokul T. Sonawane | Coordinator IQAC | |



The minutes of the meeting are recorded as below:

Coordinator IQAC welcomed all the members of Internal Quality Assurance Cell (IQAC) and stated the purpose of the meeting and proceeded with the presentation. Following items were discussed and recorded in the meeting.

Item no. 1. To confirm the minutes of the meeting.

Recorded: Prof. Gokul Sonawane read the minutes of meeting held on 20th April 2022. The minutes were confirmed and approved by the committee.

Item no. 2. To review various activities conducted during the first term of A. Y. 2022-23.

Recorded: IQAC Coordinator presented the details of the various activities and events conducted in first term of the AY 2022-23 through power point presentation. The committee reviewed the same and noted the progress and appreciated it.

Item no. 3. To consider the addition of add on/certificate/ value added courses.

Recorded: Institute has proposed to conduct value added and certificate courses for the academic year 2023 – 24. The courses are -

1. Certificate course in ‘Soft Skills for Hospitality Industry’

Hon. Committee directed the institute to prepare appropriate syllabus for the same and implement.

2. Certificate course on ‘Entrepreneurship Awareness’, a Training Program for Third Year B. Sc. HS students which will be conducted in collaboration with IMS&CDR was brought to the notice of the committee.

3. Institute has conducted a Certificate Course in Bakery and Confectionery in collaboration with Academy of Culinary and Pastry (APCA), Mumbai from 14th to 16th Nov. 2022 of 20 hrs. duration for 2 credits. The same is also proposed to be continued in the AY. 2023 – 24.

The above proposals were discussed in detail by the Hon. Committee. Following careful consideration of the suggestions and recommendations, courses were officially sanctioned for implementation.



Item no. 4. To consider advancements to be made to develop the institute's physical support and academic facilities.

Recorded: The institute has identified new additions to be done in the academic and physical support facilities of the institute. It includes –

- Air conditioners in restaurant
- Increase the range of Wi-Fi facility
- Laptop for conduct of lectures

The Hon. Committee instructed Principal Prof. Y. S. Sadre to consult with Trust Secretary Hon. Khandeshe Saheb, adhere to the prescribed procedure outlined by him, and incorporate the designated facilities.


Item no. 5. Items for discussion with the permission of Chairman.


Recorded: No additional item was discussed.

The meeting was concluded with vote of thanks proposed by the Principal

Date: 7th February 2023

Place: Ahmednagar


Mr. G. T. Sonawane
IQAC Coordinator


Prof. Y. S. Sadre
IQAC Chairperson
I/c. Principal
Institute of
Hotel Management & Catering Technology
Lai Taki Road, AHMEDNAGAR-414 001



Ahmednagar Jilha Maratha Vidya Prasarak Samaj's



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Ref. No. :

Date : / / 20

ACTION TAKEN REPORT
(IQAC Meeting – 7th February 2023)

| Sr. No. | Particulars | Action taken |
|---------|--|---|
| 1 | Certificate course in 'Soft Skills for Hospitality Industry' | Syllabus was designed for Certificate course in 'Soft Skills for Hospitality Industry' of 30 hours duration. The course was successfully conducted in the A. Y. 2023 - 24 during the period 13 th September to 30 th October 2023. |
| 2 | Certificate course on 'Entrepreneurship Awareness' | The course to be conducted in the second term of the A.Y 23-24. |
| 3 | Additions in the academic and physical support facilities | Following facilities have been added: 1. Two Air conditioners in Aroma restaurant 2. HP I3 Laptop for conduct of classes 3. HP Desktop computer for Seminar Hall |

Mr. G. T. Sonawane
IQAC Coordinator

Prof. Y. S. Sadre
IQAC Chairperson
I/c. Principal
Institute of
Hotel Management & Catering Technology
Lal Taki Road, AHMEDNAGAR-414 001



**Computer Desktop Purchased
for Seminar Hall. Computer Hardware M&E**

V.M.D 145

| | | |
|---|-----------------------|----------------------------------|
| SNEHAL GANDHI M.R. Trade Center, Wadia Park, Maliwada, Ahmednagar 414001 State Maharashtra. | Invoice No. 405 | Date 04-08-2023 |
| | Delivery Note | |
| Buyer The Principal IHMCT, Ahmednagar State Maharashtra. | Buyer's Note | Dated |
| | Dispatch Document No. | Delivery Note Date |
| | Dispatched Through | Destination Ahmednagar |
| | | |

| Sr. No | Description of Goods | HSN/SAC | GST Rate | Quantity | Rate | Per | Amount |
|--------------|--|---------|----------|----------|-------|-----|--------------|
| 1 | HP Desktop I5/6 th Gen., 8Gb RAM, 256 Gb SSD, 500 GB HDD, 19.5" LED Monitor Zebion, HP Wired Keyboard + mouse (1 Year warranty) | | | 01 | 18500 | | 18500 |
| 02 | Quick heal Antivirus copy | | | 01 | 500 | | 500 |
| Total | | | | | | | 19000 |

Amount Chargeable (in words) **Indian Nineteen Thousand Rupees Only** E.&O.E

| HSN/SAC | Taxable Value | Central Tax | | State Tax | | Total TAX Amount |
|--------------|---------------|-------------|--------|-----------|--------|------------------|
| | | Rate | Amount | Rate | Amount | |
| Total | | | | | | |

Tax Amount (in words): **Indian**

Company's PAN:

Declaration



For **SNEHAL GANDHI**

Snehal
Authorized Signatory



श्री शिवाजी मध्यवर्ती सहकारी ग्राहक भांडार लि. अहमदनगर

रेसिडेन्शियल हायस्कूल, ता. नगर जि. अहमदनगर 414001 V-110 H20

Email Id - shivaji.bhandar@gmail.com

Phone No. - 0241-2323490

GSTIN - 27AAABS0396P1ZW

Date - 30/03/2023

Cash/Credit - Credit

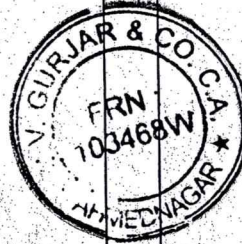
INVOICE

Bill No - 4013

Customer - Principal/Jr College/H.M. /Superintendent - Hotel Management Institute, Ahmednagar

provid / 1388

| Sr. No. | Material Name | HSN | Qty | Rate | Taxable Amount | SGST | | CGST | | Sales Amount |
|--------------|--|--------------|-----|----------|----------------|------|---------|------|---------|--------------|
| | | | | | | GST | Amount | GST | Amount | |
| 1 | IFB AC CI1833A223G5 (204975230110015419, 204975230110015372, 204968230113016913, 204968230113016923) | 8415101 0 | 2 | 33925.00 | 67850.00 | 14 | 9499.00 | 14 | 9499.00 | 86848.00 |
| Total | | | | | 67850.00 | | 9499.00 | | 9499.00 | 86848.00 |



Taxable Amount : 67850.00 SGST : 9499.00 CGST : 9499.00 Total GST : 18998.00 Discount : 0.00

In Word : Eighty Six Thousand Eight Hundred Forty Eight Rupees Only

Sale Amount : ₹ 86848.00

Bill For HP I3 Laptop Purchased

श्री शिवाजी मध्यवर्ती सहकारी ग्राहक भांडार लि. अहमदनगर

रेसिडेन्शियल हायस्कूल, ता. नगर जि. अहमदनगर 414001

V.No 173

Email Id - shivaji.bhandar@gmail.com

Phone No. - 0241-2323490



GSTIN - 27AAABS0396P1ZW

Date - 16/08/2023

Cash/Credit - Credit

INVOICE

Bill No - 1111

Customer - Principal/Jr College/H.M. /Superintendent - Hotel Management Institute, Ahmednagar

Sanctified / 403

| Sr. No. | Material Name | HSN | Qty | Rate | Taxable Amount | SGST | | CGST | | Sales Amount |
|--------------|--|----------|-----|----------|----------------|------|---------|------|---------|--------------|
| | | | | | | GST | Amount | GST | Amount | |
| 1 | HP I3 Laptop - Intel core I5 I3 11th Gen, 8 GB Ram, 512 GB SSD 15.6 Display, win 11, MS office silver colour with carry case | 84713010 | 1 | 38500.00 | 38500.00 | 9 | 3465.00 | 9 | 3465.00 | 45430.00 |
| Total | | | | | 38500.00 | | 3465.00 | | 3465.00 | 45430.00 |



Taxable Amount : 38500.00 SGST : 3465.00 CGST : 3465.00 Total GST : 6930.00 Discount : 0.00

In Word : Forty Five Thousand Four Hundred Thirty Rupees Only

Sale Amount : ₹ 45430.00

Receiver's Signature

Principal Institute of Hotel Management & Catering
LAL TANKI ROAD, AHMEDNAGAR-414001

श्री शिवाजी मध्यवर्ती सहकारी ग्राहक भांडार लि. अहमदनगर



Ahmednagar Jilha Maratha Vidya Prasarak Samaj's
INSTITUTE OF HOTEL MANAGEMENT AND CATERING
TECHNOLOGY, AHMEDNAGAR
Academic Calendar: 2022-23


| TERM - FIRST | | |
|-------------------|------|--|
| Month | Week | Programmes/ Activities |
| July 2022 | I | Admission Process for F. Y. B.Sc. H.S. |
| | II | |
| | III | <ul style="list-style-type: none"> • Commencement of Term for FY B.Sc. H.S. • Orientation Program |
| | IV | |
| August 2022 | I | <ul style="list-style-type: none"> • Orientation Program |
| | III | Tree Plantation |
| | IV | Parents Meet Sadbhavana Din |
| September 2022 | II | Commencement of class <ul style="list-style-type: none"> • SY B.Sc. H.S. • T.Y. B.Sc. H.S. • Final year BHMCT Housekeeping Week |
| | III | <ul style="list-style-type: none"> • Fresher's Party |
| | IV | <ul style="list-style-type: none"> • Tourism Day |
| | I | <ul style="list-style-type: none"> • Swachha Bharat Abhiyan |
| October 2022 | II | <ul style="list-style-type: none"> • Bread Day • Wachan Prerana Diwas |
| | III | Unit Test- I <ul style="list-style-type: none"> • Final year BHMCT • FY, SY and TY B.Sc. H.S. Chef Day |
| | IV | Diwali Gift Distribution Diwali Vacation Ekta Diwas |
| | I | Coffee Day Industrial Visit |
| | II | Laundry Visit |
| November 2022 | III | Flower Arrangement Workshop on bakery Career guidance workshop |
| | IV | Theme Dinner |
| | II | University Practical Examination - B.Sc. H.S. and BHMCT |
| December 2022 | III | University Theory Examination - B.Sc. H.S. and BHMCT |
| | IV | University Theory Examination - B.Sc. H.S. and BHMCT Midterm vacation - B.Sc. H.S. and BHMCT |



| TERM - SECOND | | |
|----------------------|-----|---|
| January 2023 | II | Commencement of classes - B.Sc. H.S. and BHMCT |
| | III | Sports Week |
| | | Flag Day Collection |
| | IV | Industrial Visit |
| | | Winery Visit |
| | | Blood Donation |
| February 2023 | I | Theme Dinner BHMCT |
| | II | Unit Test I • BHMCT and B.Sc. H.S. |
| | III | Food Festival |
| March 2023 | I | Seminar on Overseas education and Placements |
| | II | Unit Test II • BHMCT and B.Sc. H.S. |
| | IV | Farewell Party |
| April 2023 | I | University Theory Examination FY. and TY B.Sc. H.S. |
| | III | University Practical Examination FY and TY B.Sc. H.S. BHMCT University Practical Examination |
| | IV | B.Sc. H.S. and BHMCT University Theory Examination |
| May 2023 | I | B.Sc. H.S. and BHMCT University Theory Examination |
| | III | Summer Vacation |


Academic Co-ordinator




Principal
I/c. Principal
Institute of
Hotel Management & Catering Technology
Lal Taki Road, AHMEDNAGAR-414 001



TEACHING PLAN (2022 - 2023) FIRST TERM

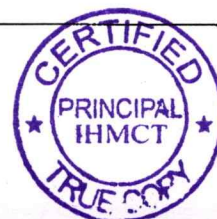
| TEACHING PLAN (2022 - 2023) FIRST TERM | |
|--|---|
| Second & Third Year B.Sc.HS (2019 pattern) Semester Period:- 12th Sept. 2022 onwards Subjects/s:- HS 502 - Advanced Food & Beverage Service – I HS 505 - Advanced Food & Beverage Service – I (Practical) HS 307 – Environment Studies – I HS 507 – Environment Studies – II Teacher In-charge:- Prof. Gokul Sonawane | |
| 1st Day 12 th Sept. 2022 | Commencement of term Preparation of term Preparation of Teaching plan. |
| 1st Week 12 th – 17 th Sept. 2022 | HS 502 - Advanced Food & Beverage Service – I Chapter 1- Room Service/ In Room Dining Service 1.1 Introduction, Types (Decentralized, Centralized and Mobile Pantry) 1.2 Cycle of Service, scheduling and staffing 1.3 Forms and Formats HS 307 – Environment Studies – I Unit 1 : Introduction to environmental studies • Multidisciplinary nature of environmental studies; • Scope and importance; Concept of sustainability and sustainable development. HS 507 – Environment Studies – II Unit 5 : Environmental Pollution • Environmental pollution : types, causes, effects and controls; Air, water, soil and noise pollution |
| 2nd Week 19 th – 24 th Sept. 2022 | HS 502 - Advanced Food & Beverage Service – I Chapter 1- Room Service/ In Room Dining Service 1.4 Order Taking, Suggestive Selling 1.5 Time management- lead time from order taking to clearance ASSIGNMENTS: 1. Innovative Room service breakfast cards to be made HS 307 – Environment Studies – I Unit 2 : Ecosystems • What is an ecosystem? Structure and function of ecosystem; Energy flow in an ecosystem : food chains, food webs and ecological succession. Case studies of the following ecosystems : a) Forest ecosystem HS 507 – Environment Studies – II Unit 5 : Environmental Pollution • Nuclear hazards and human health risks |
| 3rd Week 26 th Sept. – 1 st Oct. 2022 | HS 502 - Advanced Food & Beverage Service – I Chapter 2 – Banquets 2.1 Organization structure, Duties & Responsibilities of banqueting staff. 2.2 Administrative Procedures, Formats Maintained Banquet Function . |



| | |
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| | <p>Prospectus</p> <p>HS 505 - Advanced Food & Beverage Service – I (Practical): 1. Filling of Banquet function prospectus, Menu Planning & Service (International Menus - French, Chinese, Mexican & Italian)</p> <p>HS 307 – Environment Studies – I Unit 2 : Ecosystems • Case studies of the following ecosystems : b) Grassland ecosystem c) Desert ecosystem</p> <p>HS 507 – Environment Studies – II Unit 5 : Environmental Pollution • Solid waste management: Control measures of urban and industrial waste. • Pollution case studies</p> |
| <p>4th Week 3rd – 8th Oct. 2022</p> | <p>HS 502 - Advanced Food & Beverage Service – I Chapter 2 – Banquets 2.3 Types of Function (Formal and Informal and meetings) 2.4 Seating Arrangements</p> <p>HS 505 - Advanced Food & Beverage Service – I (Practical) 2. Formal banquets (Seating arrangements and service procedures)</p> <p>HS 307 – Environment Studies – I Unit 2 : Ecosystems • Case studies of the following ecosystems : d) Aquatic ecosystems (ponds, streams, lakes, rivers, oceans, estuaries)</p> <p>HS 507 – Environment Studies – II Unit 6 : Environmental Policies & Practices • Climate change, global warming, ozone layer depletion, acid rain and impacts on human communities and agriculture • Environment Laws: Environment Protection Act; Air (Prevention & Control of Pollution) Act;</p> |
| <p>5th Week 10th – 15th Oct. 2022</p> | <p>HS 502 - Advanced Food & Beverage Service – I Chapter 2 – Banquets 2.5 Off Premise/ Outdoor catering 2.6 Buffets and Types.</p> <p>HS 505 - Advanced Food & Beverage Service – I (Practical) 3. Banquet seating styles, formal banquet service 4. Setting up of Banquet bar with glasses & equipment 5. Setting up of various buffets and service procedures</p> <p>HS 307 – Environment Studies – I Unit 3 : Natural Resources : Renewable and Non-renewable Resources • Land resources and landuse change; Land degradation, soil erosion and desertification.</p> <p>HS 507 – Environment Studies – II Unit 6 : Environmental Policies & Practices • Water (Prevention and control of Pollution) Act; Wildlife Protection Act; Forest Conservation Act. International agreements: Montreal and Kyoto protocols and Convention on Biological Diversity (CBD).</p> |
| <p>6th Week 17th – 22nd Oct. 2022</p> | <p>HS 502 - Advanced Food & Beverage Service – I Chapter 3 - Gueridon Service 3.1 Origin and definition 3.2 Types of Trolleys and layout</p> <p>HS 505 - Advanced Food & Beverage Service – I (Practical): 6. Mise-en-place for serving a dish from Gueridon Trolley & Service of dishes – (Any 5dishes) - (Shrimp cocktail, Caesar Salad, Carving</p> |



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| | <p>Roast Chicken, Steak Diane, Beef stroganoff, Banana Flambé, Crepe suzette, Specialty Coffee.)</p> <p>HS 307 – Environment Studies – I Unit 3 : Natural Resources : Renewable and Non-renewable Resources • Deforestation: Causes and impacts due to mining, dam building on environment, forests, biodiversity and tribal populations.</p> <p>HS 507 – Environment Studies – II Unit 6 : Environmental Policies & Practices • Nature reserves, tribal populations and rights, and human wildlife conflicts in Indian context.</p> |
| <p>7th Week 24th – 29th Oct. 2022</p> | <p>HS 502 - Advanced Food & Beverage Service – I Chapter 3 - Gueridon Service 3.3 Special equipments 3.4 Service Procedures of important classical dishes of each course. HS 505 - Advanced Food & Beverage Service – I (Practical): 7. Mise-en-place for serving a dish from Gueridon Trolley & Service of dishes – (Any 5dishes) - (Shrimp cocktail, Caesar Salad, Carving Roast Chicken, Steak Diane, Beef stroganoff, Banana Flambé, Crepe suzette, Specialty Coffee.)</p> <p>HS 307 – Environment Studies – I Unit 3 : Natural Resources : Renewable and Non-renewable Resources • Water : Use and over-exploitation of surface and ground water, floods, droughts conflicts over water (international & inter-state)</p> <p>HS 507 – Environment Studies – II Unit 7 : Human Communities and the Environment • Human population growth: Impacts on environment, human health and welfare. • Resettlement and rehabilitation of project affected persons; case studies.</p> <p>Internal Examinations (Unit Test I)</p> |
| <p>8th Week 31st Oct.– 5th Nov. 2022</p> | <p>HS 502 - Advanced Food & Beverage Service – I Chapter 4 - Introduction to Food & Beverage Cost Control sand budgets 4.1 The Control Cycle HS 505 - Advanced Food & Beverage Service – I (Practical): 8. Mise-en-place for serving a dish from Gueridon Trolley & Service of dishes – (Any 5dishes) - (Shrimp cocktail, Caesar Salad, Carving Roast Chicken, Steak Diane, Beef stroganoff, Banana Flambé, Crepe suzette, Specialty Coffee.)</p> <p>HS 307 – Environment Studies – I Unit 3 : Natural Resources : Renewable and Non-renewable Resources • Energy resources: Renewable and non-renewable energy sources, use of alternate energy sources, growing energy needs, case studies.</p> <p>HS 507 – Environment Studies – II Unit 7 : Human Communities and the Environment • Disaster management: floods, earthquake, cyclones and landslides. • Environmental movements: Chipko, Silent valley, Bishnois of Rajasthan.</p> |
| <p>9th Week 7th – 12th Nov. 2022</p> | <p>HS 502 - Advanced Food & Beverage Service – I Chapter 4 - Introduction to Food & Beverage Cost Control sand budgets</p> |



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| | <p>4.2 Elements of Cost, Pricing Considerations.</p> <p>HS 307 – Environment Studies – I Unit 4 : Biodiversity and Conservation • Levels of biological diversity : genetic, species and ecosystem diversity; Biogeographic zones of India; Biodiversity patterns and global biodiversity hot spots</p> <p>HS 507 – Environment Studies – II Unit 7 : Human Communities and the Environment • Environmental ethics: Role of Indian and other religions and cultures in environmental conservation. • Environmental communication and public awareness, case studies (e.g. CNG vehicles in Delhi).</p> |
| <p>10th Week 14th – 19th Nov. 2022</p> | <p>HS 502 - Advanced Food & Beverage Service – I Chapter 4 - Introduction to Food & Beverage Cost Control and budgets 4.3 Budget Definition & Objectives. 4.4 Kinds of Budgets (Sales Budget, Labour Cost Budget, Overhead Cost Budget)</p> <p>HS 307 – Environment Studies – I Unit 4 : Biodiversity and Conservation • India as a mega-biodiversity nation; Endangered and endemic species of India</p> <p>HS 507 – Environment Studies – II Unit 8 : Field work • Visit to an area to document environmental assets: river/ forest/ flora/fauna, etc.</p> |
| <p>11th Week 21st – 26th Nov. 2022</p> | <p>HS 502 - Advanced Food & Beverage Service – I Chapter 5 - New Concepts 5.1 Emerging Trends in F&B industry 5.2 Molecular Gastronomy in Food & Beverage - Introduction (The application of scientific principles to the understanding and development of food preparation.)</p> <p>HS 307 – Environment Studies – I Unit 4 : Biodiversity and Conservation • Threats to biodiversity : Habitat loss, poaching of wildlife, man-wildlife conflicts, biological invasions; Conservation of biodiversity : In-situ and Ex-situ conservation of biodiversity</p> <p>HS 507 – Environment Studies – II Unit 8 : Field work • Visit to a local polluted site-Urban/Rural/Industrial/Agricultural.</p> |
| <p>12th Week 28th Nov. – 3rd Dec. 2022</p> | <p>HS 502 - Advanced Food & Beverage Service – I Chapter 5 - New Concepts 5.3 Genetically Modified Foods - Introduction (Genetically modified (GM) foods are foods derived from organisms whose genetic material (DNA) has been modified in a way that does not occur naturally) ASSIGNMENTS: 1. Assignments on new trends in Restaurant Business</p> <p>HS 307 – Environment Studies – I Unit 4 : Biodiversity and Conservation • Ecosystem and biodiversity services : Ecological, economic, social, ethical, aesthetic and Informational value.</p> <p>HS 507 – Environment Studies – II Unit 8 : Field work • Study of common plants, insects, birds and basic principles of</p> |



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| | <p>identification.</p> <ul style="list-style-type: none"> • Study of simple ecosystems-pond, river, Delhi Ridge, etc. |
| <p>13th Week 5th – 10th Dec. 2022</p> | <p>HS 502 - Advanced Food & Beverage Service – I Chapter 5 - New Concepts 5.4 Organic Foods & wines - Introduction (Organic food is food that is produced using environmentally and animal friendly farming methods on organic farms) 5.5 Vegan cuisine - Introduction ASSIGNMENTS: 2. Innovative Room service breakfast cards to be made</p> |
| | <p>HS 307 – Environment Studies – I Discussion on previous year university question papers and solving the same</p> |
| | <p>HS 507 – Environment Studies – II Discussion on previous year university question papers and solving the same</p> |
| <p>14th week 12th – 17th Dec. 2022</p> | <p>Internal Examinations (Unit Test II)</p> |
| <p>15th week 19th – 24th Dec. 2022</p> | <p>SPP University Practical Examinations</p> |
| <p>16th week 26th – 31st Dec. 2022</p> | <p>SPP University Practical Examinations</p> |
| <p>17th Week 2nd Jan. 2023 onwards</p> | <p>SPP University Theory Examinations</p> |
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Gonau
Gokul Sonawane

A.J.M.V.P.S
INSTITUTE OF HOTEL MANAGEMENT & CATERING TECHNOLOGY
AHMEDNAGAR – 414001

| TEACHING PLAN (2022 -2023)FIRST TERM | |
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| B.Sc.HS.Semester Period:- 25th July Onwards | |
| Subjects/s:- HS 103 – Housekeeping Operations - I (Theory) | |
| HS 107 - Housekeeping Operations - I (Practical) | |
| HS 303 – Accommodation Operations - I | |
| HS 306 – Accommodation Operations I | |
| HS 308– Communication Skills I | |
| Teacher In-charge:- Prof. Rachana Khataavkar | |
| 1st Day 25 th July 2022 | Commencement of term Preparation of term Preparation of Teaching plan. |
| 1st Week 25 th July to 30 th July.2022 | Orientation Programme for First year students. |
| 2ndWeek 1 st Aug. to 6 th Aug 2022 | Introduction to the subject and syllabus |
| 3rd Week 8 th Aug.-13 th Aug. 2022 | Theory – Chapter 1. Introduction to House keeping 1.1 Importance & Functions of Housekeeping 1.2 Guest satisfaction and repeat business |
| 4th Week 16 th Aug.-20 th Aug.2022 | Theory – Chapter 1. Introduction to House keeping 1.3 House Keeping areas – Front of the House |
| 5th Week 22 nd Aug.-27 th Aug.2022 | Theory – Chapter 1. Introduction to House keeping 1.4 House Keeping areas – Back of the House 1.5 Guest Rooms, Public areas, Maid’s Room, Indoor & Out Door area |
| 6th Week 29 th Aug -3 rd Sept.2022 | Theory – Chapter 2. Co-ordination with other Departments 2.1 Coordination of Housekeeping with other departments like Front Office, Engineering, Food & Beverage Service, Food Production, Security, Purchase, Human Resource, Accounts. |
| 7th Week 5 th to 10 th Sept 2022 | Theory – Chapter 3. Layout of House Keeping Department 3.1 Sections of the house keeping department Practical : |



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| | <p>1. Introduction to the Housekeeping department International housekeeping week to be planned</p> |
| <p>8th Week 12th to 17th Sept 2022</p> | <p>Commencement of SY BSc HS Introduction to the subject and syllabus Chapter 1 Contract Cleaning 1.1 Definition, Concept 1.2 Jobs given on contract by Housekeeping 1.3 Advantages & Disadvantages 1.4 Pricing a contract Practical: 1. Posting charges in guest folio Chapter – 1 Nature and Process of Communication 1.1 Introduction to Communication – meaning and scope 1.2 Objective and principles of communication 1.3 Features of communication</p> |
| <p>9th Week 19th to 24th Sept 2022</p> | <p>Theory – Chapter 3. Layout of House Keeping Department 3.2 Functions of Housekeeping Department Chapter 2 Pest Control 2.1 Definition of Pests. 2.2 Preventive and Control Measures of common pests – (Bed Bugs, Carpet Beetles, Fabric moths, Mosquitoes, Fungi ,Silverfish, Cockroaches, Mice and rats) Practical: 2. Practical applications of Credit Monitoring & Charge privilege Chapter – 1 Nature and Process of Communication 1.4 Process of communication 1.5 Attributes of culinary professional Chapter – 2 Types of Communication 2.1 Categories of communication - Interpersonal communication - Mass communication 2.2 Forms of communication - Verbal communication a. Oral communication b. Written communication - Non-verbal communication</p> |
| <p>10th Week 26th to 1st Oct 2022</p> | <p>Theory – Chapter 3. Layout of House Keeping Department 3.3 Lay Out of House Keeping Department Chapter 3 Safety & Security Processes 3.1 Potentially Hazardous Conditions 3.2 Safety Awareness- Importance of Safety and Security. 3.3 Safety of Guest Property, Hotel Property 3.4 Accidents: Causes & Prevention Practical 3& 4: • Late Check-outs , late charges • V.P.O., Allowance vouchers and Miscellaneous vouchers Chapter – 2 Types of Communication 2.3 Formal and Informal communication –</p> |



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| | <p>Vertical vs Horizontal communication Inter vs Intra communication</p> <p>Chapter – 3 Barriers of effective communication</p> <p>3.1 Defining barriers of communication 3.2 Types of Barriers : · Physical or Environmental barriers · Semantic and Language barriers · Personal barriers · Emotional or Perceptual Barriers · Socio-psychological barriers</p> |
| <p>11th Week 3rd to 8th Oct 2022</p> | <p>Theory-Chapter 4 Organization of Housekeeping Department</p> <p>4.1 Hierarchy in large, medium & small hotels</p> <p>Practical :</p> <p>2.Introduction to Cleaning Equipment</p> <p>Chapter 4 Environment practices in Housekeeping</p> <p>4.1 Introduction to Green Housekeeping 4.2 Eco friendly practices followed by Housekeeping 4.3 Waste Reduction Programs 4.4 Recycling of Materials</p> <p>Practical 5: Dealing with guests at the hospitality desk (enhancing the guest experience)</p> <p>Chapter – 3 Barriers of effective communication</p> <p>3.2 Types of Barriers : Physiological or Biological Barriers · Cultural Barriers · Organizational Barriers</p> |
| <p>12th Week 10th to 15th Oct.2022</p> | <p>Theory –Chapter 4. Organization of Housekeeping Department</p> <p>4.2 Attributes of staff</p> <p>Chapter 5 Linen & Uniform room</p> <p>5.1. Layout of Linen Room 5.2. Classification & Selection of Linen 5.3. Classification of Bed, Bath & Restaurant linen</p> <p>Practical 6 Situation handling (Death, Theft, Fire, Guest complaints)</p> <p>Chapter – 4 Listening skills</p> <p>4.1 Meaning of listening v/s hearing 4.2 Types of Listening (theory / definition) 4.3 Tips for Effective Listening 4.4 Traits of good listening 4.5 Listening to Talks and Presentations</p> |
| <p>13th Week 17th to 22nd Oct.2022</p> | <p>Theory –Chapter 4. Organization of Housekeeping Department</p> <p>4.3 Job Descriptions and Job Specifications</p> <p>Practical :</p> <p>3. Introduction to Cleaning Agents</p> <p>Chapter 5 Linen & Uniform room</p> |



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| | <p>5.4 Sizes of Linen 5.5. Calculation of Linen requirement 5.6. Linen Control – Linen Inventory 5.7. Par stock, Linen Coverage</p> <p>Practical 1 1. Stain Removal - Tea Stains - Ink Stains - Grease Stains - Lipstick Stains</p> <p>Chapter 5 Oral Communication 5.1 Meaning, Importance, Advantages and Disadvantages of oral communication 5.2 Essential qualities of a good speaker 5.3 Extempore, Debate and Elocution</p> |
| <p>14th Week 24th to 29th Oct.2022</p> | <p>Diwali</p> |
| <p>15th Week 31st Oct to 5th Nov 2022</p> | <p>Theory –Chapter 4. Organization of Housekeeping Department 4.4 Duties and Responsibilities of Executive Housekeeper, Floor Supervisor, Guest room Attendant, Linen Room Supervisor, and other housekeeping staff</p> <p>Chapter 5 Linen & Uniform room 5.8 Handling of Hotel Uniforms 5.9 Discard Management</p> <p>Chapter 6 Laundry Operations 6.1 Types of Laundry – OPL , Commercial 6.2 Layout of a Laundry</p> <p>Practical 2 Laundering Procedure - Washing - Starching - Blueing - Ironing</p> <p>Chapter 5 Oral Communication 5.4 Group Discussions 5.5 Interview Techniques 5.6 Speech and Presentations</p> |
| <p>16th Week 7th to 12th Nov 2022</p> | <p>Theory –Chapter 5. Guest Rooms 5.1 Types of Guest Rooms</p> <p>Practical 4. Introduction to Guest Room and supplies & placement</p> <p>Chapter 6 Laundry Operations 6.3 Laundry Equipment & Uses 6.4 Laundry Process 6.5 Dry Cleaning 6.6 Handling Guest Laundry – Laundry list and Valet Service</p> |



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| | <p>Chapter 7 Flower Arrangement 7.1 Concept, Importance & Principles 7.2 Types and shapes</p> <p>Practical 3 Stock Taking of Linen for Housekeeping Lab</p> <p>Chapter 6 Body Language 6.1 Introduction to body language 6.2 Understanding body language with examples</p> |
| <p>17th Week 14th to 19th Nov.2022</p> | <p>Theory –Chapter 5. Guest Rooms 5.2 Amenities & Facilities for Standard & VIP guestrooms</p> <p>Practical 5: Sweeping and Mopping – dry, wet.</p> <p>Chapter 7 Flower Arrangement 7.3 Tools, Equipment and Accessories 7.4 Conditioning of Plant Materials</p> <p>Chapter 1 Front Office Accounting 1.1. Accounting fundamentals (types of accounts, ledger, folios, vouchers) 1.2. Record keeping system (non automated, semi-automated and fully automated) 1.3. Credit Monitoring and Charge Privileges 1.4. Cash sheet 1.5. Floor Limit, House Limit</p> <p>Practical 4 Calculation of room linen requirement for a 100 rooms’ property with an OPL</p> <p>Chapter 7 Written communication skills 7.1 Meaning, Importance, Advantages and Disadvantages of written communication 7.2 Letter writing - (letters of inquiry and booking of a banquet or a room, complaint, apology, leave and appreciation), Letters (Applying for a job with resume, Letter of quotation and order)</p> |
| <p>18th Week 21st to 26th Nov. 2022</p> | <p>Theory –Chapter 6.Cleaning Equipment 6.1 Classification of Equipments</p> <p>Practical 6. Polishing of Laminated surfaces.</p> <p>Chapter 2 Calculation of various Statistical data using Formulae - ARR, - Room occupancy %, - Double Occupancy%, - Foreign Occupancy %, - Local Occupancy %, - House Count, - Under stay %, - Overstay %, - No show %, - Rev PAR</p> <p>Practical 5 Calculation of room linen requirement for a 300 rooms’ property with an OPL.</p> <p>Chapter 7 Written communication skills 7.3 Writing a synoptic summary, case study, report writing, memo,</p> |



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| | <p>notice, circular, agenda, minutes. 7.4 Writing emails and etiquette 7.5 Note making, writing a log book</p> |
| <p>19th Week 28th Nov.-3rd Dec 2022</p> | <p>Chapter 6.Cleaning Equipment 6.2 Use, care & maintenance of Equipments 6.3 Selection & purchase criteria of Equipments Practical 7, 8,9. Polishing of Brass Articles. Polishing of EPNS articles. Polishing of Copper articles. Chapter 3 Reports Daily Report, Revenue Report, Discrepancy Report, High Balance Report, GHC etc. Practical 6 Flower Arrangement - Oval/Round - Hogarth Curve - Ikebana - Vertical - Horizontal Chapter 7 Written communication skills 7.6 Travelogue and Restaurant Reviews 7.7 Print – creative article writing, advertisement and promotions by means of posters, pamphlets, tent cards etc</p> |
| <p>20th Week 5th -10th Dec 2022</p> | <p>Theory –Chapter 7. Cleaning Agents 7.1 Classification of Cleaning Agents 7.2 Use of Cleaning Agents Chapter 4 Guest Relations 4.1 Hospitality Desk 4.2 Functions and role 4.3 Maintenance of records like guest history card etc) 4.4 Special personality traits for a Guest Relations Executive Chapter 8 Trending Hospitality Communication 8.1 Formal Conversation 8.2 Telephone etiquette Practical 10. Cleaning of Glass surfaces.</p> |
| <p>21st Week 12th -17th Dec 2022</p> | <p>Theory –Chapter 7. Cleaning Agents 7.3 Care and Storage of Cleaning Agents 7.4 Distribution & Control Practical 11&12 Cleaning of oil painted and plastic painted surfaces. Mansion polishing Chapter 5 Situation Handling 5.1 Types of Guest Complaints 5.2 Complaint handling procedure 5.3 Dealing with unusual situations (Death, theft, fire etc.)</p> |



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| | Chapter 8 Trending Hospitality Communication 8.3 Hotel Phraseology 8.4 Using charts and diagram |
| | SPP University Practical Examination |
| | SPP University Theory Examination |
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List of Events / Programs /Activities Conducted by the institute A.Y. 2022-2023

| Sr. No. | Type of Event / Program / Activity | Date of Event / Program / Activity | Name of the Event / Program / Activity |
|----------------|---|---|--|
| 1. | Seminar / Webinar / Workshop / Conference | 21/06/2022 | International Yoga Day |
| 2. | Seminar / Webinar / Workshop / Conference | 22/06/2022 | International Webinar on Career Guidance |
| 3. | Induction Program | 25/07/2022 to 01/08/2022 | Orientation Program for First Year Students admitted |
| 4. | Human Values | 17/08/2022 | Samuh Rashtra Gan Pledge |
| 5. | Human Values | 20/08/2022 | Sadbhawana Din Pledge |
| 6. | Curricular & Extra Curricular Events | 12/09/2022 to 15/09/2022 | International Housekeeping Week – Competitions in Housekeeping department for students |
| 7. | Seminar / Webinar / Workshop / Conference | 15/09/2022 | Guest Lecture on the occasion of 'International Day of Democracy' |
| 8. | Environmental Issues | 24/09/2022 | Tree Plantation |
| 9. | Commemorative Day | 27/09/2022 | World Tourism Day Celebration |
| 10. | Seminar / Webinar / Workshop / Conference | 1/10/2022 | Guest Lecture on the occasion of 'International Coffee Day' |
| 11. | Commemorative Day | 14/10/2022 | Bread Day |
| 12. | Curricular & Extra Curricular Events | 14/10/2022 | Parents Teachers Meeting |
| 13. | Human Values | 15/10/2022 | Vachan Prerana Din |
| 14. | Curricular & Extra Curricular Events | 20/10/2022 | Chefs Day – Interclass Food Preparation Competition |
| 15. | Societal Donations | 20/10/2022 | Diwali Donation to Orphanages |
| 16. | Curricular & Extra Curricular Events | 11/11/2022 | Fresher's Party |
| 17. | Workshop / Certificate Course | 14/11/2022 to 16/11/2022 | Certificate Program in Bakery and Confectionery in collaboration with APCA, Mumbai |




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| Sr. No. | Type of Event / Program / Activity | Date of Event / Program / Activity | Name of the Event / Program / Activity |
|----------------|--|---|---|
| 18. | Societal Donations | 25/11/2022 | Flag Day Contribution and Donation |
| 19. | Industrial Visit / Field Trips / Study Tours | 25/11/2022 | Laundry Visit to Gajraj Drycleaners |
| 20. | Curricular & Extra Curricular Events | 26/11/2022 | Constitution Day Pledge |
| 21. | Seminar / Webinar / Workshop / Conference | 1/12/2022 | Guest Lecture on Awareness on AIDS / HIV |
| 22. | Entrepreneurial Activity | 4/1/2023 to 8/1/2023 | Sakal Shopping Festival |
| 23. | Seminar / Webinar / Workshop / Conference | 14/01/2023 | Workshop on Flower Arrangement |
| 24. | Curricular & Extra Curricular Events | 25/01/2023 | National Voters Day Pledge |
| 25. | Seminar / Webinar / Workshop / Conference | 8/2/2023 | Seminar on International Placements in USA by Career 4 You |
| 26. | Curricular & Extra Curricular Events | 19/2/2023 | Shiv Jayanti 2023 |
| 27. | Industrial Visit / Field Trips / Study Tours | 21/2/2023 | Industrial Visit to Hotel |
| 28. | Seminar / Webinar / Workshop / Conference | 25/2/2023 | Training Session on Self Defence |
| 29. | Curricular & Extra Curricular Events | 3/3/2023 to 4/3/2023 | Food and Beverage Service Events |
| 30. | Seminar / Webinar / Workshop / Conference | 8/3/2023 | Guest Lecture on 'Importance of Health and Nutrition in today's lifestyle' on the occasion of International Women's day |
| 31. | Seminar / Webinar / Workshop / Conference | 11/3/2023 | A Meditation Workshop by Sahaja Yoga |
| 32. | Sports | 18/03/2023 and 20/03/2023 | Annual Sports Day |
| 33. | Events (Best Practice of the institute) | 12/4/2023 | Zaika - Food Festival 2023 |
| 34. | Societal Donations /Human Values | 19/04/2023 | Blood Donation Camp |
| 35. | Seminar / Webinar / Workshop / Conference | 8/5/2023 | Workshop on Chocolate Art by Chef Umesh Rathod |
| 36. | Industrial Visit / Field Tours / Study Tours | 12/5/2023 | Study Tour To Winery |
| 37. | Curricular & Extra Curricular Events | 27/5/2023 | Farewell Function |




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WORLD AIDS DAY 2022

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| Activity / Event: | Guest Lecture on 'AIDS Awareness' on the occasion of 'World AIDS Day' |
| Day and Date: | Thursday, 1 st December, 2022 at 11:30 am |
| Resource Person: | Mr. Prashant Yende Project Director, Network of Ahmednagar People Living With HIV/AIDS (NAP+), Project - Vihaan Care & Support Center Ahmednagar. |
| No. of Participants: | Students:- 74 Faculty:- 06 Total = 80 |
| Purpose: | To create awareness about this disease especially in the minds of youths. To aware the students about the care to be taken to keep this disease away from one's life |

* SNAPSHOTS *



Felicitation and welcome address by Principal



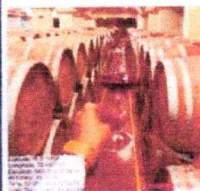
Guest Lecture by Mr. Prashant Yende and the audience in the lecture



Study Tour to Winery 2023

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| Activity / Event: | Study Tour to Winery - Four Seasons Vineyards |
| Day and Date: | Friday, 12th May 2023 |
| Venue / Place: | Four Seasons Winery, Gate No 263, Roti, Tal- Daund, Dist. - Pune, Maharashtra 4122219. |
| No. of Participant | Students : 40 Faculty : 2 Total : 42 |
| Purpose: | <ul style="list-style-type: none"> - To observe and learn the operations at winery. - To learn the wine making process in detail - As a requirement of credits to obtain degree the visit was conducted |
| Outcome | <ul style="list-style-type: none"> - On visiting the site, students were able to see the operations thoroughly - There concepts and doubts were cleared through a tour |

SNAPSHOTS OF ACTIVITY



Students at Study Tour in Four Seasons Winery



REPORT OF THE EVENT / ACTIVITY

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|---------------------------|--|
| Activity / Event: | Overseas Career Opportunities by Kareer Krafter, Mumbai |
| Day and Date: | Wednesday, 10 th May 2023 |
| Venue / Place: | Seminar Hall, IHMCT Ahmednagar |
| Mode of Conduct: | Offline |
| No. of Participant | Students – 57, Faculty - 3 Total - 60 |
| Purpose: | <ul style="list-style-type: none"> ➤ To provide the information and opportunities in the overseas program in study, Internship, work at various country like Australia, Germany .France, USA,UK ➤ To know the procedures for preparations to be done. ➤ To deal with various problems like funds, bank loans, visa denials or any other. |
| Outcome | <ul style="list-style-type: none"> ➤ Offering Students an insight into the 'USA of Work' and allows to get a International exposure ➤ Adds valuable work experience to students resume which help them in future career. ➤ Provides the opportunity to work with a more diverse group of people ➤ Develops your skills further in many areas like - Hotel Operations,time management, communication, working in a team |

Photos of the Activity



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REPORT OF THE EVENT / ACTIVITY

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|---------------------------|--|
| Activity / Event: | International Placement in USA by Career4You |
| Day and Date: | Wednesday, 08 th February 2023 |
| Venue / Place: | Seminar Hall, IHMCT Ahmednagar |
| Mode of Conduct: | Offline |
| No. of Participant | Students – 33, Faculty - 2 Total = 35 |
| Purpose: | <ul style="list-style-type: none"> ➤ To provide information on various internship/job employment opportunities available overseas to the interested students ➤ To know the procedures for preparations to be done. ➤ To complete the formalities of documentation and all other essentials in time ➤ To deal with various problems like funds, bank loans, visa denials or any other. |
| Outcome | <ul style="list-style-type: none"> ➤ Offering Students an insight into the 'USA of Work' and allows to get a International exposure ➤ Adds valuable work experience to students resume which help them in future career. ➤ Provides the opportunity to work with a more diverse group of people ➤ Develops your skills further in many areas like - Hotel Operations,time management, communication, working in a team |

Photos of the Activity



REPORT OF THE EVENT / ACTIVITY

| | |
|---------------------------|--|
| Activity / Event: | Industrial Hotel Visit |
| Day and Date: | Tuesday, 21 st February 2023 |
| Venue / Place: | Hotel Westin Pune Radisson Blue Pune Mad Over Donuts, Phoenix Market city Mall, Pune |
| Mode of Conduct: | On site visit |
| No. of Participant | 47 |
| Purpose: | <ul style="list-style-type: none"> - As an requirement of Industrial Visit for the students of First year B.Sc.HS program - As a part of curriculum, it is necessary that students shall have induction visit to a hotel, QSR Restaurant etc. - The visit helped the students to understand the basic operations of the hotel industry, QSR Restaurant. - It provides insight into the real working environment of industry, grooming standards, communication skill, and work culture of an area. |
| Outcome | <p>Students learning's:</p> <ul style="list-style-type: none"> - Knowledge of areas in hotel as restaurant, bar, guest rooms, public area - Department functions and setup - Basic work environment, Hotel Standards, Communication skills - Knowledge of QSR Restaurant operations |

Photos of the Activity



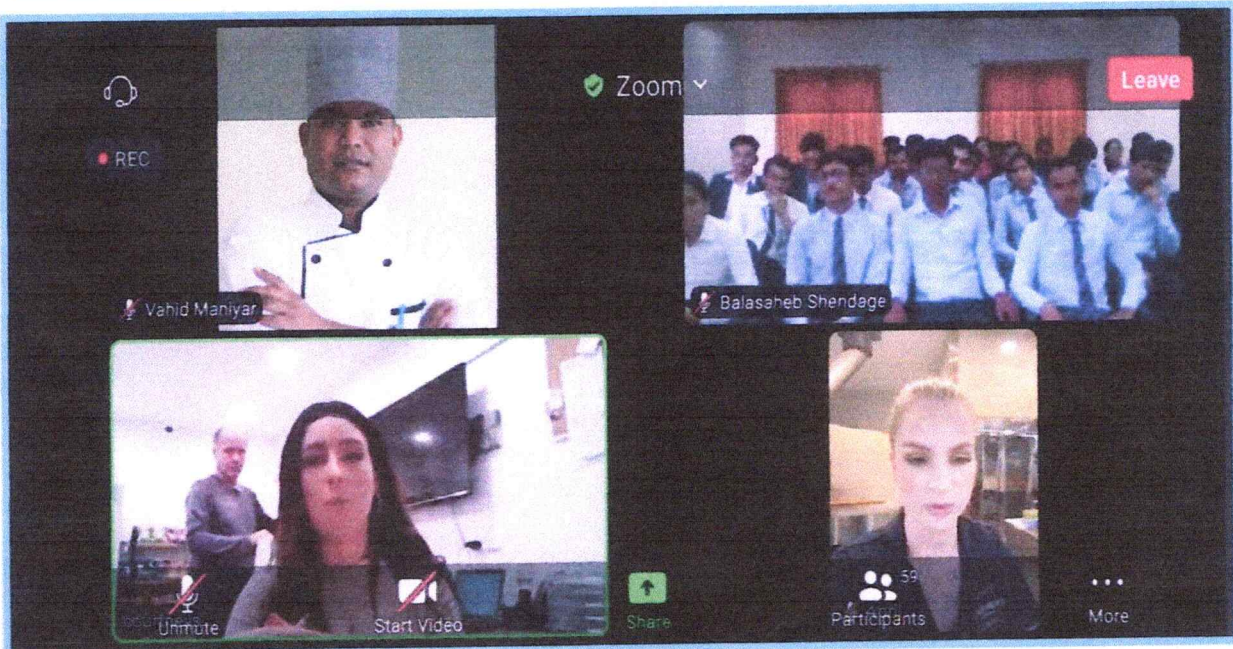
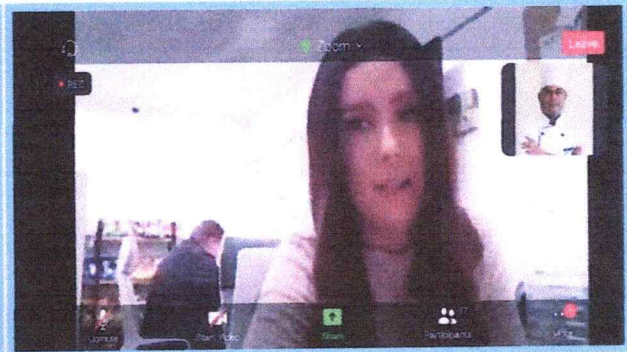


Ahmednagar Jilha Maratha Vidya Prasarak Samaj's
INSTITUTE OF
HOTEL MANAGEMENT AND CATERING TECHNOLOGY
AHMEDNAGAR

Lal Taki Road, Ahmednagar – 414001. Ph. / Fax (0241) 2326778

Approved by AICTE, Govt. of Maharashtra, DTE & Affiliated to Uni. of Pune

| | |
|----------------------------|---|
| Name of Activity | A Webinar on Interaction with International Professionals from Australia |
| Year | 22nd June. 2022 |
| Venue | Conference Hall IHMCT Ahmednagar |
| No. of participants | Students: 59 |
| Faculty In-Charge | Prof. V.U. Maniyar |
| Purpose of Event | <ul style="list-style-type: none">• To understand the global working culture• To understand the day to day operation of Restaurant |
| Outcome | <ul style="list-style-type: none">• Students learnt the day to day operation of Restaurant.• Students observed the working culture of Australian Restaurant. |




I/c. Principal
Institute of
Hotel Management & Catering Technology
Lal Taki Road, AHMEDNAGAR-414 001

STUDENTS FEEDBACK FORM
A. Y. 2022-2023

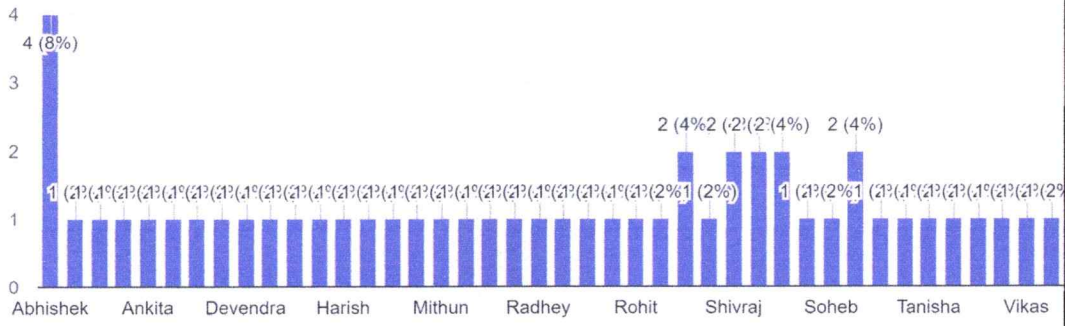
Who has responded?

| Email | |
|------------------------------------|-------------------------------|
| yannamaditya123@gmail.com | harishpawar2192003@gmle.com |
| rajkharmale7771@gmail.com | tanishagalfade99@gmail.com |
| joshisuyash2001@gmail.com | digvijaysalve0@gmail.com |
| snehakarale655@gmail.com | shubhamburde9984@gmail.com |
| sg831846@gmail.com | vrushabhr@gmail.com |
| tambolisaba297@gmail.com | tejasdarekar89@gmail.com |
| shreyashon2002@gmail.com | shivrajshingade2000@gmail.com |
| sohebshaikh3011@gmail.com | shaikhawe80@gmail.com |
| ninadpandhade99@gmail.com | shivamnawale02@gmail.com |
| ayyub0313@gmail.com | nimbalkar371@gmail.com |
| bhapkartanaya@gmail.com | mithundhavan2001@gmail.com |
| gandhishreyash1@gmail.com | maharnorravindra@gmail.com |
| rohankohak158@gmail.com | akolkardevendra@gmail.com |
| vikass2404@gamil.com | gauravgt350@gmail.com |
| mrswayampardeshiofficial@gmail.com | karenkingerkk@gmail.com |
| sadaphalshivraj3499@gmail.com | krishnarathod6167@gmail.com |
| prajwalsonawane644@gmail.com | abhishekms010801@gmail.com |
| suyashbhagwat3603@gmail.com | gaikwadcharleen@gmail.com |
| atharvakulkarni014@gmail.com | akshaygarkal452@gmail.com |
| omkarzaware2864@gmail.com | tonageankita78@gmail.com |
| ughademayur417@gmail.com | rohitdhumal098@gmail.com |
| ajinkyagadekar456@gmail.com | nannawareakshay261@gmail.com |
| radheydangat@gmail.com | dhirajbhagat02018@gmail.com |
| abhishekgaikwad0011@gmail.com | darandalesanket577@gmail.com |
| abhishekmohite283@gmail.com | vaishnaviadigopul@gmail.com |



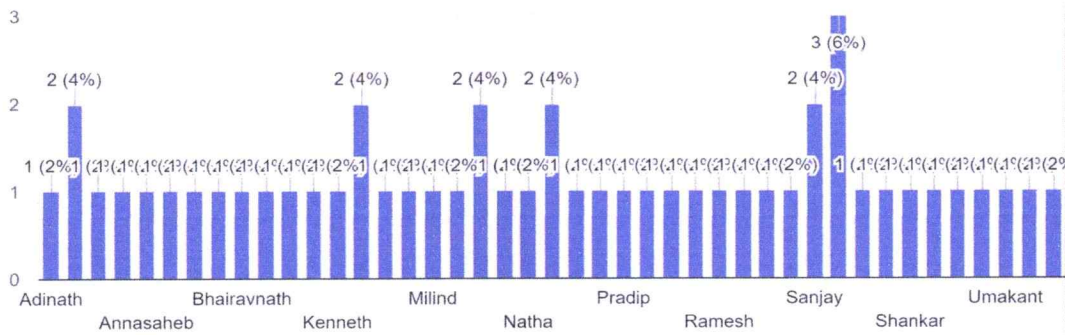
First Name:

50 responses



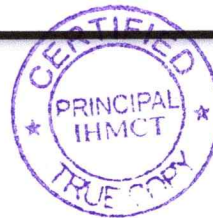
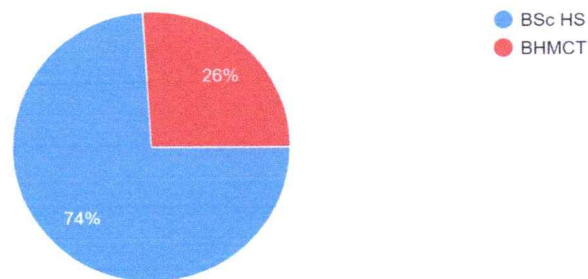
Middle Name:

50 responses



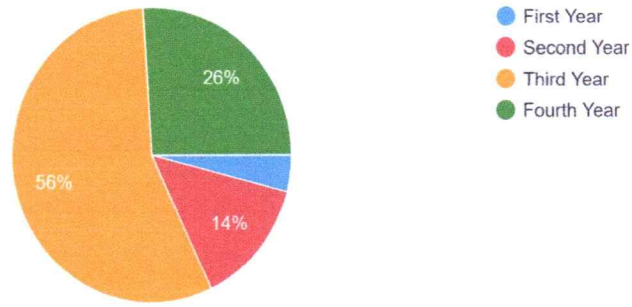
Program

50 responses

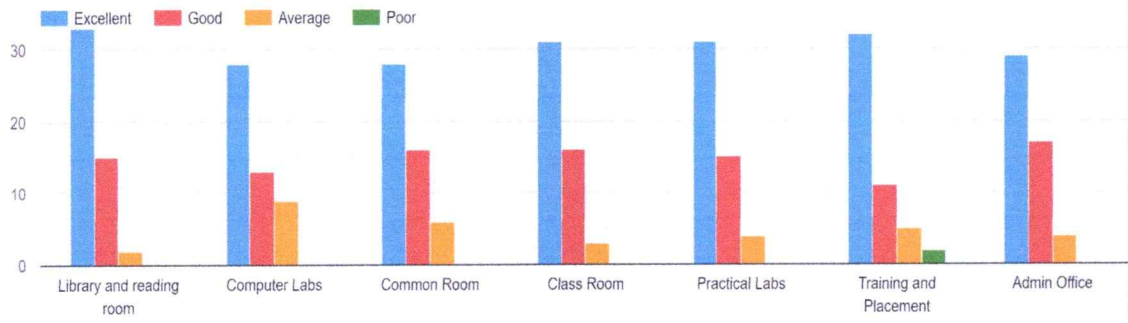


Class

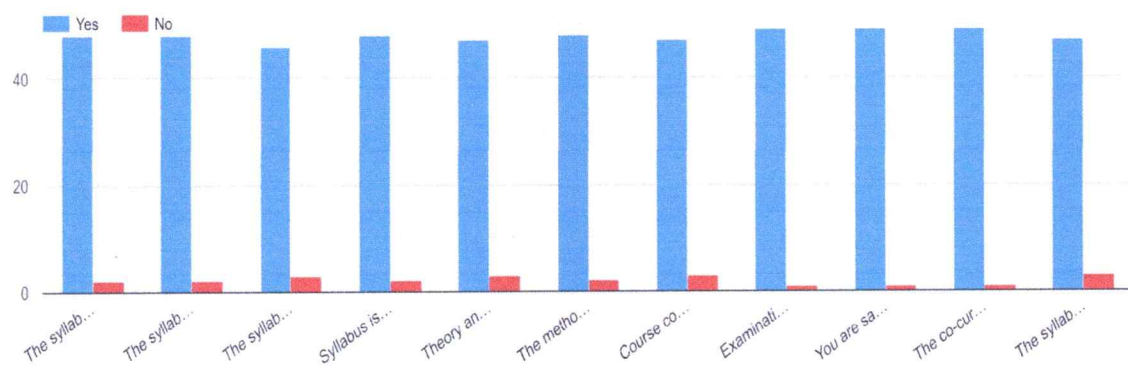
50 responses

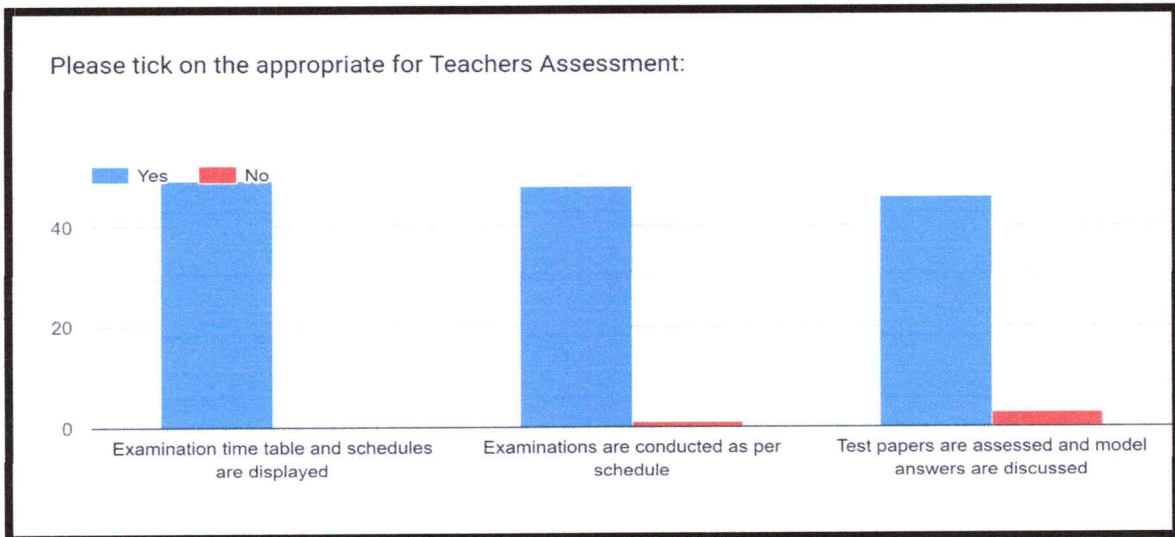
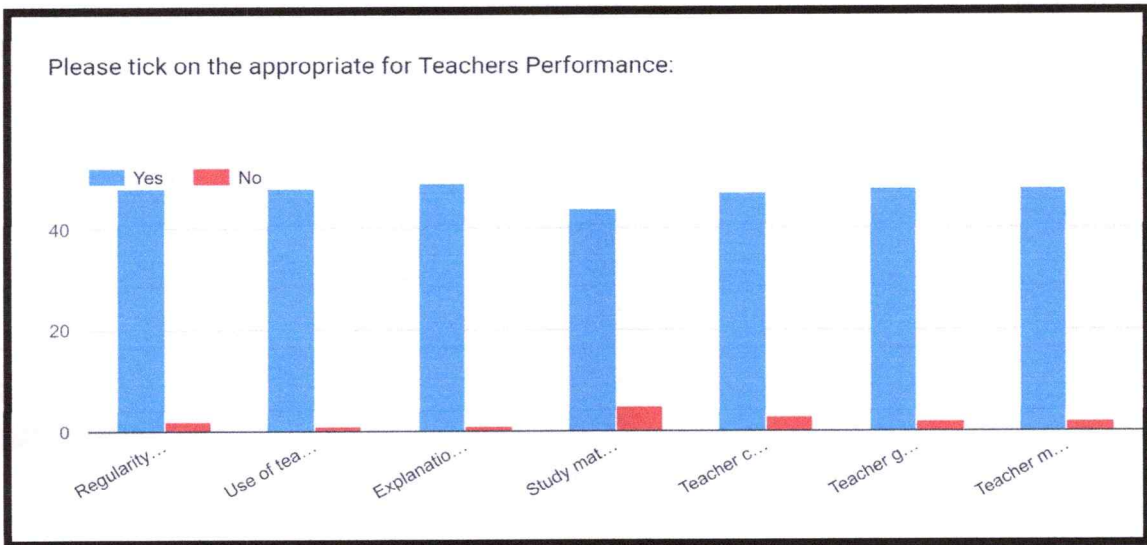
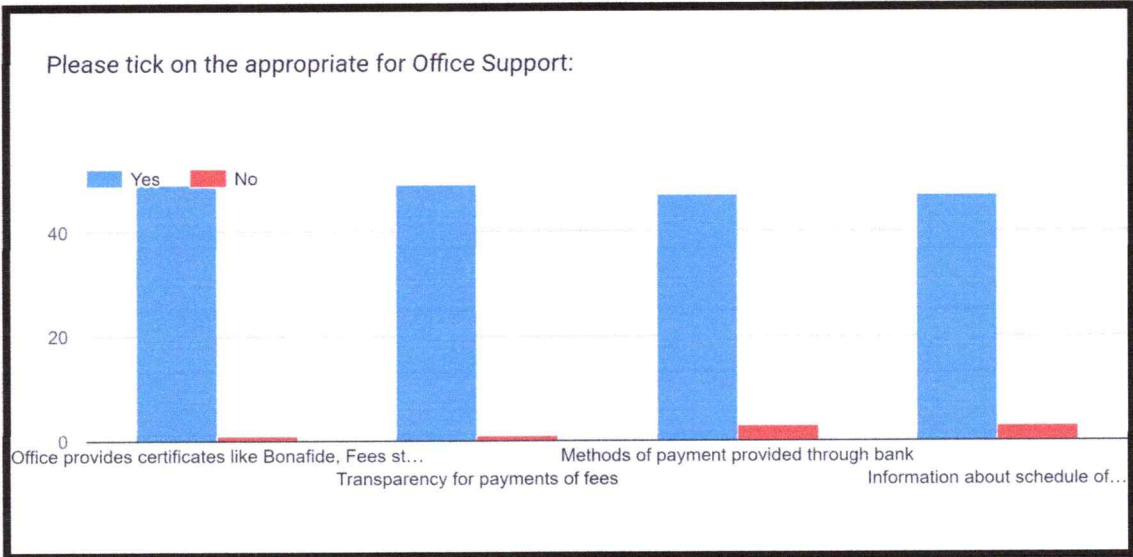


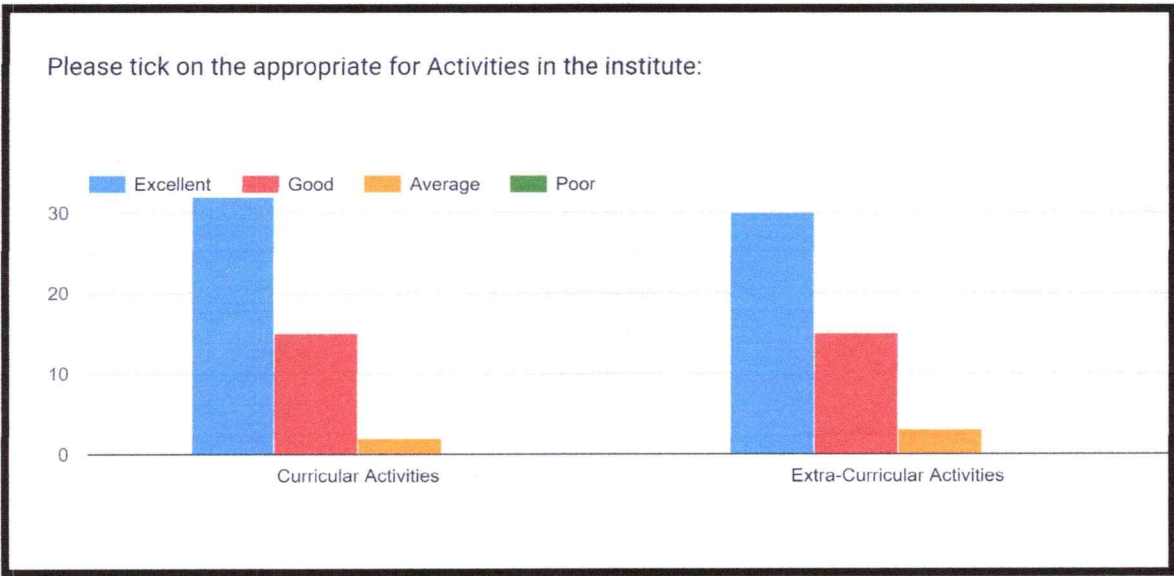
Please tick on the appropriate for Infrastructural Facilities of the institute:



Please tick on the appropriate for Academics:







Name the curricular and extra curricular activities you participated: 47 responses

Food festival

● Chef competition

Food festival

Sports

No

Yes

H

Cricket

Sport

Sports week , housekeeping week

Sports day

● Dessert competition and sport day

work shop and Food Festivals etc.

Laundry visit

Chef. Competition

Yes

Food festival Sport day

Soft skills

World tourism day and food festival



Practical Industrial Visit Food festival

Environment Day, Annual Day, Sport week.

Tree plantation

Sports

Sports Day

All days are organised

Yoga day

Food festival, Management events

Quiz

Participate in f&b

Food Festival

Food festival, tourism day, sports week, blood donation camp, and many more

Good

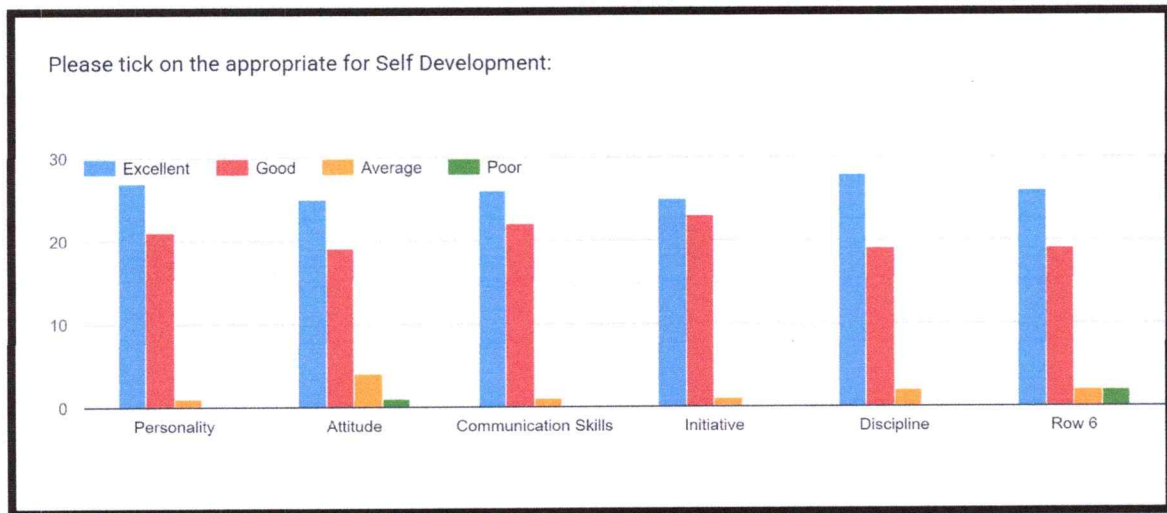
Still not as the year has started now

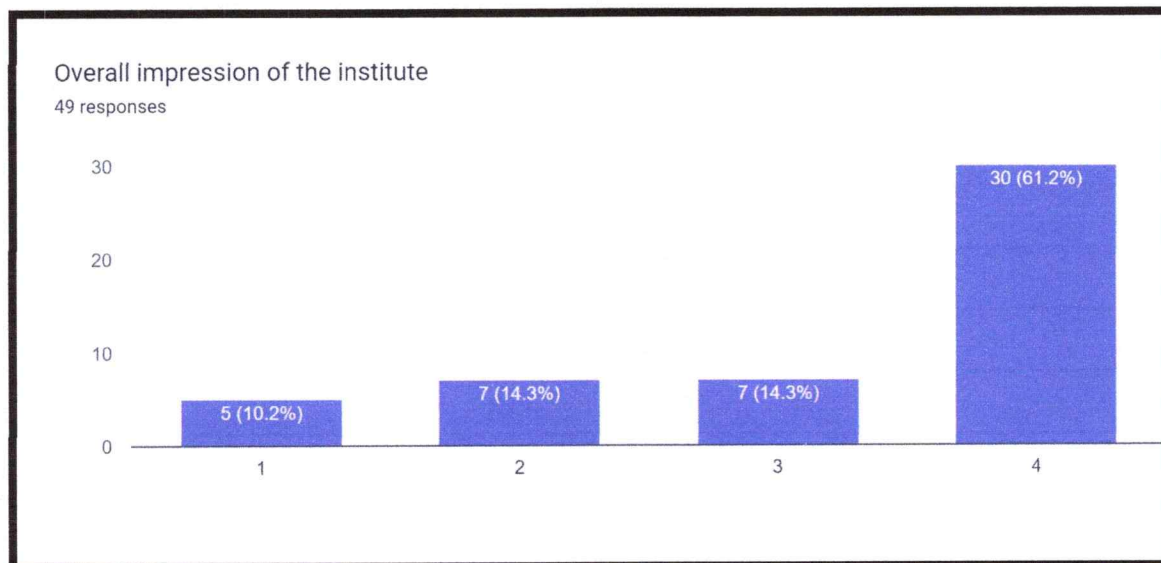
Fresher party

Good think

No thanks

Bakery workshop, bartending workshop, sport's week





Give Suggestions for overall development of the institute and the individual - 47 responses

No

Excellent

Yes

Clean the advanced kitchen once in two months. And new type of whesal and machines should be available by selling unusable whesal *important equipment* 1- mixure & pots 2- non stick pan 3- oven tray various colour chopping boards *library Remove the shed of the library and make a concrete roof there

Teacher are very friendly

No, all faculty are helpful & motivating to us

College is excellent and has a best result for there students

No

There is nothing to develop all is good and sufficient for successful future of the students

It's good

The college was so wonderful and excellent. The teachers was guiding us in the college or in outside the campus. I am thankful for all teachers & faculty members office staffs. I will really miss you all and college. ☐

I do not give to improve institude suggestion bcoz it's already very improve and excellent .Thank u so much teachers ☐For help mi.

Its very good at practicals and very good at the serious activites

All Ok



Excellent

Good

Things are balanced well but needs to celebrate some cultural events also.

Production Practical should be improved

More infrastructure development

More Focus on the placement of the student.

I see in two year institute are growth

Doesn't need any changes in our institute

Nothing

Good

Work maximum in placement

Computers in computer lab that not working properly and works only 3 to 4 out of all

Nothing special

Sports competition participate

No suggestions

All are good

Chif competition

Not ohk



Modernization and hands on practice in a specific session of production related platings and types of garnishes


I/c. Principal
Institute of
Hotel Management & Catering Technology
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**INSTITUTE OF
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Lal Taki Road, Ahmednagar – 414001. Ph. / Fax (0241) 2326778

Approved by AICTE, Govt. of Maharashtra, DTE & Affiliated to Uni. of Pune

LIST OF STUDENTS PLACED FOR INDUSTRIAL TRAINING 22-23

| Sr. No. | Name of Student | Organization | No. of Students |
|--|---|--|-----------------|
| 1 | Rahul Singh Ayush Chawre Soheb Shaikh Harshal Chandan | Hyatt Regency Pune | 04 |
| 2 | Shankar Chemate Niraj Rajpure Omkar Gangadhar Tanisha Galfade Abhishek Mupparam | Conrad by Hilton Pune | 05 |
| 3 | Om Dhadge Karan Kinger Tejas Shinde Abhishek Pavade Harshad Sonawane Rohan Kohak Akashy Garkal Sushant Zarekar | Westin Pune | 08 |
| 4 | Mr. Saish Dhawale Mr. Dhiraj Bhagat Miss. Ankita Tonage | Grand Sheraton Indore | 03 |
| 5 | Mr. Harish Pawar Mr. Om Misal Mr. Dharaj Sayamber Mr. Saurabh Chavan | Fern Gir Forest Resort, Gujrat | 04 |
| 6 | Abhijit Borude Adesh Shinde | Fairfield by Marriott Indore | 02 |
| 7 | Borde Nikhil Sadhaphal Shivraj Darandale Sanket Prasenjit Ghodeswar | Hotel Sun and Sand Shridi | 04 |
| 8 | Miss. Gauri Jadhav Miss. Harshada Borde | Hotel Crown Plaza, Pune | 02 |
| | | | Total = 32 |
|  Prof. Sagar Malwade Training & Placement Coordinator | |  Prof. Mrs. Y. S. Sadre Principal | |

I/c. Principal
Institute of
Hotel Management & Catering Technology
Lal Taki Road, AHMEDNAGAR-414 001


Date: 15th May 2023

TO WHOMSOEVER IT MAY CONCERN

This is to certify that **Mr. Dheeraj Rajaram Sayamber** has successfully completed his **Industrial Training** in all major **four departments** from **The Fern Gir Forest Resort (A Unit of Kotecha Hotels)** managed by **Concept Hospitality Pvt. Ltd** from date **22-01-2023** to **14-05-2023**.

We wish him every success in his future endeavors.

The Fern Gir Forest Resort
(A Unit of Kotecha Hotels)



Kartikeswar Panda
General Manager



13th May, 2023

TO WHOMSOEVER IT MAY CONCERN

This is to certify that **Abhijeet Borude** from **AJMVPS IHMCT, AHMEDNAGAR** has undergone his **Industrial Training** at Fairfield by Marriott, Indore from 20th January 2023 to 13th May 2023 in all core department of the hotel.

During his tenure with us, we found him sincere and hardworking.

We wish him the very best for his future endeavors.

For **Fairfield by Marriott Indore**
(A unit of Kalindi Barter Pvt Ltd)

G P Joshi
13/05/23

Girish Joshi
Human Resources Manager





SHERATON
GRAND

15th May 2023

Certificate of Completion

This is to certify that **Mr.Dhiraj Shankar Bhagat**, has done Industrial Training in **Food & Beverage Services, Culinary, and Front Office** from 01/20/2023 to 5/13/2023.

He has been enthusiastic and a keen learner throughout

We wish her the best in all his future endeavors.

for Sheraton Grand Palace Indore

Yours sincerely,



Utkarsh Pandit
Assistant Manager Training



Sheraton Grand Palace Indore

Near Omaxe City 1, Mayakhedi, Bypass Road, Indore - 452016

T +91 731 488 0000

sheratongrandpalaceindore.com



HYATT
REGENCY™

TO WHOMSOEVER IT MAY CONCERN

This is to certify that **Mr. Ayush Kanhaiya Chaware** underwent his **Industrial Exposure Training** at Hyatt Regency Pune. The training was originally scheduled from 20th January 2023 to 13th May 2023

During this period, he has undergone his training in the following departments:

- **Food & Beverage**
- **Front Office**
- **Housekeeping**
- **Culinary**

The Training concluded on 13th May 2023 with Hyatt Regency Pune. He has an attendance percentage of 82%

During his Training, the overall performance was **Excellent**.

Our best wishes for his future endeavors.

For Hyatt Regency Pune,
(Unit of Ascent Hotels Pvt. Ltd.)

Didhiti Chopra
Learning Manager



HYATT REGENCY
PUNE

Weikfield IT Park,
Pune Nagar Road,
Pune 411 014,
India

T: +91 20 6645 1234
F: +91 20 6645 1235
pune.regency.hyatt.com

Ascent Hotels Pvt. Ltd

Date - 15/05/2023

CERTIFICATE

To Whom so ever It May Concern

This is to certify that Mr. Sanket Gorakshnath Darandale , Institute of Hotel Management & Catering Technology , Ahmednagar has successfully undergone the Industrial Training in F&B Service, Kitchen ,Housekeeping & Front Office Departments of our hotel from 21st Jan 2023 to 14th May 2023.

He has attended total 114 days of his training out of the duration period.

During the tenure of his training, he was industrious & dependable with enthusiastic attitude of learning with good perception and good performance.

For Sun-n-Sand Hotel, Shirdi.


Sujit Bhattacharya
Manager -HR & Admin



**THE WESTIN PUNE
KOREGAON PARK**

36/3-B, Koregaon Park Annexe,
Mundhwa Road, Ghorpadi,
Pune 411001, India

T 020.6721.0000
F 020.6721.0021

westin.com/punekoregaonpark

May 10th, 2023

TO WHOMSOEVER IT MAY CONCERN

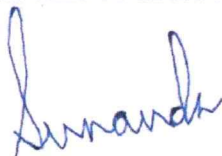
This is to certify that **Om Dhadge**, A.J.M.V.P.S., Institute of Hotel Management has undergone his Industrial Training at The Westin Pune- Koregaon Park at Front Office, Housekeeping, Food & Beverage and culinary Department from **20 January 2023** to **12 May 2023**

During his training with the organization, he has shown a very positive attitude and a zeal to learn.

His attendance was 91%, 103 days out of 113 days.

We wish him a bright and successful career in the future.

**For The Westin Pune Koregaon Park
(A unit of Classic Citi Investment Pvt.Ltd.)**



**Sunanda Sathish
Director of Human Resources**



THE WESTIN PUNE
KOREGAON PARK

36/3-B, Koregaon Park Annexe,
Mundhwa Road, Ghorpadi,
Pune 411001, India

T 020.6721.0000
F 020.6721.0021

westin.com/punekoregaonpark

May 13, 2023

TO WHOMSOEVER IT MAY CONCERN

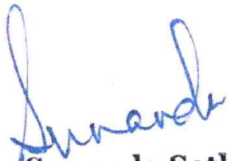
This is to certify that **Akashy Garkal**, A.J.M.V.P.S., Institute of Hotel Management has undergone his Industrial Training at The Westin Pune- Koregaon Park at Front Office, Housekeeping, Food & Beverage and Culinary Department from **20 January 2023 to 12 May 2023**

During his training with the organization, he has shown a very positive attitude and a zeal to learn.

His attendance was 78%, 88 days out of 113 days.

We wish him a bright and successful career in the future.

**For The Westin Pune Koregaon Park
(A unit of Classic Citi Investment Pvt. Ltd.)**



**Sunanda Sathish
Director of Human Resources**





INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY, AHMEDNAGAR

(NAAC Accredited with 'B' Grade)

Lal Taki Road, Ahmednagar - 414 001. Ph. / Fax (0241) 2326778

Approved by Govt. of Maharashtra, DHE & Affiliated to S. P. Pune University

INST. CODE NO. C001863

Ref. No. :

Date : / / 20

List of Final Year Students Placed A.Y. 2022 – 2023

| No. | Name of student | Program | Name of the employer | Package Offered (in INR) |
|-----|-------------------------------|---------|------------------------------------|--------------------------|
| 1 | Abhishek Maganlal Sisodiya | BHMCT | Courtyard by Marriott Chakan, Pune | 60,000 |
| 2 | Abhishek Maganlal Sisodiya | BHMCT | Harrahs & Harvey Lake Tahoe, USA | 19,66,080 |
| 3 | Vrushabh Rajkumar Ghodke | BHMCT | The Ritz-Carlton, Pune | 60,000 |
| 4 | Ninad Satish Aswar | BHMCT | Hotel Omni Fort Worth Texas, USA | 18,43,200 |
| 5 | Uwaz Navid Shaikh | BHMCT | The Oberoi Beach Resort, Al Zorah | 4,22,400 |
| 6 | Mandar Ravindra Joshi | BHMCT | Radisson Blu Hotel & Spa Nashik | 60,000 |
| 7 | Vaishnavi Dattatraya Adigopul | BHMCT | The Ritz-Carlton , Pune | 60,000 |
| 8 | Ayyub Nashir Sayyad | BHMCT | Omni Amelia Resort, Florida, USA | 18,43,200 |
| 9 | Shivraj Ramesh Shingade | BHMCT | Café Coffee Day, Pune | 2,25,001 |
| 10 | Rohit Machhindra Dhumal | BHMCT | The Westin Savannah, USA | 20,25,062 |
| 11 | Bhushan Arun Chavan | B.Sc.HS | Radisson Blu Udaipur Rajasthan | 1,88,642 |
| 12 | Sanket Sanjay Gaikwad | B.Sc.HS | Café Coffee Day, Pune | 2,25,001 |
| 13 | Sayali Anil Jagtap | B.Sc.HS | Hotel Conrad,Pune | 72,000 |
| 14 | Omkar Navnath Kalane | B.Sc.HS | Enrise by Sayaji Hinjewadi ,Pune | 60,000 |
| 15 | Atul Vinayak Achpale | B.Sc.HS | Amanora the fern hotel & club | 48,000 |
| 16 | Amol Dhondiram Misal | B.Sc.HS | Amanora the fern hotel & club | 48,000 |
| 17 | Mayur Machhindra Ughade | B.Sc.HS | Amanora the fern hotel & club | 48,000 |
| 18 | Dyaneshwar Haribhau Sanap | B.Sc.HS | Amanora the fern hotel & club | 48,000 |
| 19 | Snehal Sanjay Karale | B.Sc.HS | Radisson Blu Udaipur Rajasthan | 1,76,140 |

I/c. Principal
Institute of
Hotel Management & Catering Technology
Lal Taki Road, AHMEDNAGAR-414 001

12th May 2023

Offer Letter – On-Job Trainee

Abhishek Sisodiya
Renavikar Colony, Delhi Gate,
Ahmednagar.

Dear Abhishek,

We are pleased to offer you the position of 'On Job Trainee' at Courtyard by Marriott Pune Chakan from 20th June 2023 to 18th December 2023. This offer is subject to you being declared medically fit and a clean record from the police.

Please report to the undersigned at the Human Resource Department on your date of joining at 10:00 hrs.

UNIFORM:

- Black trousers, White shirt, Black shoes and Black socks, Chef Coat.

DOCUMENTS:

- Resume.
- Two (2) colored stamp-size photographs.
- A letter from your college stating that you are currently studying in the institute and that you are required to undergo internship as part of the college curriculum. Please note that the letter needs to be on the College Letterhead and duly signed by the authorized person along with the college stamp.

Courtyard by Marriott® Pune Chakan

Plot P-7, MIDC, Chakan Industrial Area Phase-1, Talegaon Chakan Road, Khalumbre, Pune - 410 501 India.

O +91.21.3566.6666 F +91.21.3566.6669

Unit of Redco Hotels Private Limited.

CIN: U55101MH2008PTC183694

For
Sanjay

courtyardchakan.com



- Police Clearance Certificate.
- Government identification like Passport, Aadhar Card, etc.
- Photocopy of your College ID Card.
- Medical Fitness Certificate.
- Photocopy of Educational Qualifications like SSC & HSC Certificates.

ADDITIONAL INFORMATION:

- You will be paid Local Travel Allowance of INR. 5,000/- per month.
- You will be handed over a detailed training schedule on the date of your reporting for training.
- During your internship, you will Intern in **Culinary (Continental)**.

We trust that this exposure will be beneficial to you in your career and will be great learning experience. Please ask your college coordinator to contact us in case of any changes of dates of training.

Yours Sincerely,



Purnima Kumari
Human Resource Manager

Courtyard by Marriott® Pune Chakan
Plot P-7, MIDC, Chakan Industrial Area Phase-1, Talegaon Chakan Road, Khalumbre, Pune - 410 501 India.
O +91.21.3566.6666 F +91.21.3566.6669
Unit of Redco Hotels Private Limited.
CIN: U55101MH2008PTC183694



courtyardchakan.com



THE RITZ-CARLTON

PUNE

08 May, 2023

Letter of Confirmation

Dear Vrushabh ,

Greetings from The Ritz-Carlton Pune!

We are pleased to confirm your On-Job Training in Culinary department with The Ritz-Carlton Pune.

Your training duration will be from **15 June 2023 to 15 December 2023**.

Details of stipend, benefits and allowances and are mentioned in Annexure-I.

The list of documents mentioned in Annexure-1 has to be presented on the day of joining, failing which you may not be permitted to commence the training.

Once again, Welcome to The Ritz-Carlton, Pune. We endeavour that your learning experience will be enjoyable and rewarding. Feel free to contact the undersigned for any queries.

Please send a word of confirmation of acceptance of the terms of the offer.

For, The Ritz-Carlton Pune

Asmita Deshpande
Learning and Development Manager





THE RITZ-CARLTON

PUNE

Annexure-1

1. **Stipend:** You will be entitled for a stipend of INR 5000/- per month.
2. **Benefits:**
 - **Meals :** Meals will be provided while on duty only
 - **Locker:** Students will be provided a sharing locker.
 - **Travel:**
 - Pick up and drop facility will not be provided
 - Drops for ladies is provided post 10:00 pm to the registered address
 - **Leaves:** You will be entitled to 6 offs in a month which shall be decided by the department which you will be training in.
 - There will be no other leaves given
 - Sick leaves have to be reported and fitness certificate will have to be submitted before resuming the training
 - **Accommodation:** Students will have to organise for their accommodation.
3. **Uniform details**
 - **Uniform for girls:**
 - Black trousers
 - White shirt
 - Black Ballerina with up to 1 inch heels
 - **Uniform for Boys:**
 - Black Trouser
 - White Shirt and Black tie
 - Black Oxford style shoes
 - Name tags will be provided by the hotel.
 - **Kitchen uniforms:** Students will have to bring their kitchen uniforms
 - Dusters, aprons and chef's cap will be provided
 - Re-issuing of Uniform cards, ID cards and name tags will be charged for
4. **Reporting time**
 - Day of joining: 9:30 am to the undersigned
 - Reporting time will be decided by the department in which the training is scheduled
5. **List of Documents**
 - Passport size photographs 2 nos.
 - **Police Verification Certificate**
 - **No objection letter** from the Hotel management institute
 - **Fitness certificate** from a certified medical practitioner stating that you are medically fit for employment and do not carry any communicable disease
 - **Medical Tests required: Australia Antigen, Widal, HIV Antibodies, Covid Test Report - RTPCR**
 - Proof of permanent address
 - Local address/ Contact information in case of emergencies
 - COVID vaccination certificate
6. **Terms of certification**
 - Certification upon successful completion will be provided based on the below
 - Attendance and punctuality
 - Conduct and performance



13th September 2023

Uwez Navid Shaikh,
India

Dear Uwez,

CONTRACT OF EMPLOYMENT

We are pleased to offer you our Contract of Employment (“Contract”) on the following terms and conditions:

The Oberoi Beach Resort, Al Zorah (“Hotel”) is owned by Al Zorah Development (Private) Employer Ltd. PSC, P.O. Box 18065, Ajman, United Arab Emirates (“Employer”) a limited liability employer, incorporated in the Emirate of Ajman.

EIH Holdings Ltd. manages and operates the Hotel (“Operator”). Operator shall mean and include The Oberoi Group.

You (“Employee”) will be employed by the “The Oberoi Beach Resort, Al Zorah”. However, you will be subject to absolute direction and supervisor of the Operator, as agent of the Employer. Accordingly, any reference in this letter to the Employer shall include a reference to the Operator, whenever appropriate and applicable.

The Employer and the Employee are collectively referred to as the “Parties” and separately as a “Party”.

WHEREAS the Parties have the legal capacity to enter into this Contract, and have agreed and accepted the following terms and conditions:

1. Designation and Location:

1.1. This Contract is for the position of Commis Chef at The Oberoi Beach Resort, Al Zorah, Ajman (“Oberoi Hotel”).

1.2. The Position is applicable specifically to The Oberoi Beach Resort, Al Zorah. Whenever you are transferred to another hotel/location of the Employer, your performance and seniority will determine your designation and emoluments.

2. Reporting:

Your appointment will be effective 15th October 2023 or as agreed by both parties. You will be reporting to the Executive Chef any other executive assigned by the Employer.

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3. Salary and Benefits

Salary

- 3.1 Your Basic salary will be AED 1,600.00 per month.
3.2 The cash allowances, benefits and total cost to employer (CTC) are mentioned in Annexure 'A'.

4. **Benefits**

4.1 Medical Insurance

You will be entitled to private medical insurance for yourself.

4.2 Home Destination

For the purpose of this Contract "Home Destination" shall mean Mumbai, India.

4.3 Medical Examination and Documentation

Your appointment is subject to:

- a) Satisfactory completion of the necessary Medical Examinations as required by the UAE Government.
b) The Employer being able to obtain and retain the Visa necessary for you and your authorized dependent's employment in Ajman as per your entitlement, as required by the Government of U.A.E.
c) Satisfactory verification of your credentials and testimonials by the Employer.

5. Probationary Period

The initial six (6) months of employment will be a probation period. The employer may terminate this Contract during the probationary period, provided that the worker is notified of the same by virtue of a 14-day written notice prior to the termination date. In such a case, the employee shall not be entitled to receive end-of-service benefits or any other benefits except for his/ her salary in exchange for the working days. The Employer may terminate this Contract at any time, without notice and without being obliged to pay end-of-service benefits if the Employee commits any of the violations stipulated under Article (44) of the U.A.E. Labour Law. The laws and conditions that provide for the termination of this Contract are enforceable by Labor Law No. 33 of 2021. Should you wish to resign during notice period you will give 30 days of written notice to the employer as per U.A.E. Labour Law.

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6. Annual Leave
You are entitled to 30 calendar days paid leave every year. Your annual leave cycle will be from the 1st of January till the 31st of December. All requests for leave must be authorized by your Department Head.
7. Sick Leave
- a. On completion of the Probation Period, if you cannot attend work by reason of sickness or injury, you will be entitled to receive your usual salary:
 - i. At the full rate for a period of 15 days; and
 - ii. At half of the full rate for a further period of 30 days during each year of your employment.
 - b. Unused sick leave entitlements may not be carried forward to another year of employment.
 - c. All sick leave must be processed in accordance with the Employer's sick leave procedures.

Annual Leave and Sick Leave will be governed by the U.A.E. Labor Law, Federal Law No. 33 of 2021 (as amended) (hereinafter referred to as the "Law").

8. Home Leave Tickets
You will be entitled for round trip Economy Class air ticket from Ajman/Dubai/Sharjah to your Home Destination on completion of two years. The entitlement will apply to reaching the identified nearest airport or destination agreed when the Contract is signed.
- Should you take the Home Leave route to your next assignment; the Oberoi Beach Resort Al Zorah will provide you with an economy class one-way ticket to your home destination. Your new hotel will be responsible for your ongoing relocation airline ticket.
9. Relocation Expenses
You will be entitled to an Economy Class inward ticket from "Home Destination" to Ajman/Dubai/Sharjah. The entitlement will apply to reaching the identified nearest airport or destination agreed when the Contract is signed.
10. General Conditions
- a. During your employment with the Employer, you will diligently and efficiently carry out the duties as per the job description/profile provided by the Employer.
 - b. You cannot be employed directly or indirectly in any part-time job or other job or transact any business of any kind whatsoever during the course of your employment with the Employer.

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- c. Your work permit and residence visa will be issued by the U.A.E. Ministry of Interior Naturalization and Residency Administration (Immigration) under the sponsorship of the Employer and you may not, without prior written approval of the Employer, work for another employer in a paid or unpaid capacity.
- d. You will adhere to all the policies, rules and regulations of the Employer which may be amended from time to time by the Employer. Accordingly, you will be held responsible for all acts, omissions and non-compliance of rules and regulations, policies, procedures, norms and systems defined by the Employer.
- e. You will adhere to all the policies, rules and regulations of the Employer which may be amended from time to time by the Employer. Accordingly, you will be held responsible for all acts, omissions and non-compliance of rules and regulations, policies, procedures, norms and systems defined by the Employer.
- f. Within a period of twelve (12) months after expiration or termination of employment, for whatever reason, you must not either directly or indirectly:
 - i. Solicit or entice away from the Employer or employ any person, who at the date of expiration or termination, as the case may be, is employed by the Employer; or
 - ii. Solicit business from or have business dealings with clients, customers or associates of the Employer.

11. Confidentiality

- a. During the tenure of your employment with the Employer, you shall be acquiring trade secrets and other confidential information concerning the Employer and its activities. You shall be required to keep this information in strict confidence. You shall not during the course of your employment with the Employer (or at any time thereafter) use, publish, divulge or communicate any secret or confidential information concerning the business or transactions or affairs of the Employer. Upon leaving the services of the Employer, all confidential data and relevant documents should be returned to the Employer.
- b. All documents, papers, books, registers, memoranda, manuals and records of any kind relating to the business of Employer including all records and documents in electronic formats, electronic mail messages and internet media (whether prepared by you or not) shall be and remain the sole and absolute property of the Employer. You shall not copy, print, transfer, store or otherwise use such information save in the proper course of your obligations herein or as required by law.

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- c. You acknowledge that copyright in any and all work, database or designs which relate either directly or indirectly to the business of the Employer and/any subsidiary, related or associated employer or other employees of the Employer ("Employer Works") which you (jointly or alone) originate, conceive, write or make at any time during the period of the employment shall vest in the Employer absolutely and you shall assign to the Employer any rights which you may have in such Employer Work. Further, you hereby irrevocably and unconditionally waive in favor of the Employer and all moral rights conferred on you by law in relation to any such Employer Works. You agree to execute such acknowledgements, assignments, or any other assurances which the Employer may require from time to time to give effect to this paragraph.
12. Copyright / Patent / Trademark
- a. You agree that the right, title and interest in any and all ideas, discoveries, designs and improvements, patentable or not and whether or not used or submitted by the Employer, which are made or conceived by you at any time during the term of this Contract, shall be and remain the sole property of the Employer without further consideration and that such work, for purposes of copyright and trademark, shall be deemed a work made for hire.
- b. Further, any and all tests, drawings, specifications, reports, notes, data, computer programs, records and/or other business information, which may be prepared by you in connection with your duties of employment, shall be and remain the sole property of the Employer and shall not be reproduced or removed except as required by the Employer. You agree to deliver any such materials, documentation or data upon the close of a project or at another time that the Employer, in its sole discretion, may designate.
13. Transfer
- Your services are liable to be transferred to any place of business of the Employer whether existing or acquired later on anywhere in or outside the U.A.E. You may also be given other assignments than you are initially recruited for, based on the Employer's requirement. You can also be sent on deputation or transferred to any of the related companies of the Employer.
14. Termination and Notice Period
- a. Notwithstanding any other terms or conditions of this Contract, the Employer will be entitled to terminate your employment immediately and without notice in the event that:
- i) You are in material breach of any of the terms and conditions contained in this Contract;



- ii) You are guilty of gross misconduct or willful neglect, or refusing to comply with lawful and reasonable instructions given to you by any superior employee of the Employer; or
 - iii) You commit or are guilty of any of the acts of omissions described in Article 44 of the Labor Law.
- b. On completion of probationary period, this Contract may be terminated by either Party at any time by giving sixty (60) calendar days' notice in writing.
 - c. The Employer reserves the right to pay you your basic monthly salary and any other monthly allowances and benefits to which you are entitled under the terms of this Contract in lieu of any notice period.
 - d. The Employer reserves the right to require you not to attend work, or to undertake any work, or to vary your duties, during any period of notice of termination which the Employer or you are required to give. The Employer reserves the right to recover from you, by way of deduction from your final pay and commissions any sums owed to the Employer. Upon termination of Employment, you will return to the Employer all papers, documents and other property belonging to the Employer, which may be in your possession or custody and undertake not to make or retain copies in any form or replicas of such items. The Employer may terminate you without notice under any of the circumstances provided in Article 44 of the Law. You will co-operate with the Employer to cancel your work permit, residence permit and any other official documents procured for you by the Employer for purposes of your employment.

15. Repatriation

- a. If you decide to leave your employment with the Employer within six months the Joining date, then your new employer within UAE is required to reimburse 100% of the expenses which the Employer has incurred on your behalf for entry permit, residence, medicals, travel and transportation of personal effects.
- b. If the Employer terminates your employment for any reason, other than for a reason stated in Article 44 of the Labor Law, the Employer will provide you with a one-way economy class air ticket from Ajman/Dubai/Sharjah to your Home Destination.
- c. For the avoidance of doubt, the benefits referred to in this Paragraph 15 cannot be exchanged for cash.
- d. Upon termination of the Contract, you will not be entitled to any repatriation benefits, if you continue to work in the U.A.E.

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16. Contract Amendment

The Employer reserves the right to make at any time reasonable changes to any of the terms of this Contract. You will be notified in writing of any changes as soon as possible and in any event within one month of the change.

17. Assignment

The Employer may assign or otherwise transfer all or any part of its rights or obligations whether in whole or in part to any group employer.

18. Term

This Contract shall be for a limited period of two years commencing on the Joining Date. This Contract shall be renewed by signing a new Contract unless either party notifies the other in writing of his/ her desire otherwise before the expiry date.

19. Working Hours

- a. Your working hours shall be an average of 48 hours per week exclusive of meal breaks. Your specific working hours will be agreed with you from time to time in accordance with the Working Hours Policy set for the hotel within the U.A.E. Law.
- b. Additional hours of work are compensated according to the Working Hours Policy of the hotel.

20. Data Protection

The Employer will obtain, hold and use personal data relating to you and your dependents (if any), if and when applicable, in the context of the employment. You consent to such data processing by the Employer, any other related subsidiaries of the Employer or any third party charged with providing services, information or benefits related to the employment and you further consent to the transfer of data to related subsidiaries of the Employer or third party even if such employer or third party is situated outside the U.A.E.

The purpose of such processing include administering and maintaining personnel records (includes sickness and other absence records), paying and reviewing salary, bonus, profit share and other benefits (if any), medical insurance, analyzing sales and sales related activity, career and succession planning, performance appraisals and reviews, employee development and training, resources and skills allocation, regulatory and legal compliance, providing references and information to future employers, governmental and regulatory agencies (include tax, social security authorities), any other related subsidiaries of the Employer or any of business of the Employer.

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Employee's Signature confirming acceptance



21. End of Service

Upon completion of the employment period, you shall be entitled to severance pay on the termination of your Contract. The days of absence from work without pay shall not be included in calculating the period of service. End-of-service will be paid in accordance with the Law.

22. Governing Law and Jurisdiction

This Contract shall be governed and construed in accordance with the laws of United Arab Emirates, Labor Law, Federal Law No. 8 of 1980 (as amended). It is agreed that any dispute of whatsoever nature between you and the Employer will be subject to exclusive jurisdiction of the United Arab Emirates Court.

You acknowledge and agree that, in entering into this Contract, you are not relying on, nor have you been induced to enter into this Contract, by any statement, representation, warranty or understanding (whether negligently or innocently made) of any person (whether a party to this Contract or not) other than as expressly set out in this Contract.

Please sign a copy of this Contract as a token of your acceptance of the terms and conditions contained herein.

We are delighted to welcome you to The Oberoi Beach Resort, Al Zorah, and look forward to a long and mutually beneficial association.

Yours faithfully,
For The Oberoi Beach Resort, Al Zorah



Antonino Cardillo
General Manager
Total No of Page(s) 09

I hereby accept the Contract on the terms and conditions as specified therein.

Name: _____

Signature: _____

Date: _____

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Employee's Signature confirming acceptance



ANNEXURE

| | |
|--------------------------------|-----------------------------------|
| Name | Uwez Navid Shaikh |
| Designation | Commis Chef |
| Hotel | The Oberoi Beach Resort, Al Zorah |
| Employment Commencement | 15 th October 2023 |

| Salary Head | Per Month (AED) | Per Annum (AED) |
|--|------------------------|------------------------|
| Basic Salary | 1,600 | 19,200 |
| Total Salary (A) | 1,600 | 19,200 |
| Accommodation* | - | - |
| Total Benefits (B) | - | - |
| Total Salary and Benefits (A + B) | 1,600 | 19,200 |

Points to Note:

1. You will be responsible to the Executive Chef, The Oberoi Beach Resort Al Zorah Ajman, UAE
2. * Accommodation provided by Employer - suitable accommodation at the discretion of the Employer shall be provided to the Employee
3. Air Ticket to Home Destination after completion of 2years contract, for self (as per entitlement)
4. The salary and benefits will be governed as per the rules of the Employer and business requirements
5. Management reserves the discretion to change/ amend as required from time to time
6. End of Service benefits will be applicable as per UAE Labour Law.
7. Benefits apply only if the spouse is not employed
8. Medical Coverage will be provided for self as per policy
9. Uniform provided by Employer or allowance from the Employer based on Employer policy
10. The contract terms refer to single status.

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