

# Criteria 6

# Faculty Empowerment

# Strategies

**6.3.1 B Employees behavior and performance is final outcome to invest in the pillars of betterment policies of HEI.**

**Additional Information**

No	Supporting Document
1	Employee Provident Fund
2	Food for Faculty and Staff
3	Food for Students
4	Uniform for Staff
5	Medicclaim for Staff
6	Job Security – Appointment
7	Appointment Policy
8	College Manual - Operations
9	Spacious Ambience
10	Work Culture
11	Holistic Development of Students
12	Educational Environment
13	Travel Allowances
14	Appraisal Systems
15	Medical Room



*Shelkar*  
Principal (I/C)  
Bunts Sangha's Ramanath Payyade College  
of Hospitality Management Studies  
Kurla (East), Mumbai - 400 070

Shashi Manmohan Shetty  
Higher Education Complex  
Buntara Bhavan Marg  
Kurla (East), Mumbai-400 070  
Email : principal.rpchm@gmail.com  
Web : rph.bunts.edu.in

## 1. Employee Provident Fund



कर्मचारी भविष्य निधि संगठन  
Employees' Provident Fund Organization  
भविष्य निधि भवन, १४, भीकाजी कामा प्लेस, नई दिल्ली - ११००६६  
Bhavishya Nidhi Bhawan, 14, Bhikaji Cama Place, New Delhi - 110066

Generated On 19/07/2021 13:24:

### Payment Confirmation Receipt

TRRN No :	3182107009672
Challan Status :	Payment Confirmed
Challan Generated On :	11-JUL-2021 19:51:18
Establishment ID :	THTHA0204458000
Establishment Name :	M/S BUNTS SANGHA MUMBAI, HIGHER EDUCATIONAL INSTITUTIONS
Challan Type :	Monthly Contribution Challan
Total Members :	20
Wage Month :	JUN-2021
Total Amount (Rs) :	72,477
Account-1 Amount (Rs) :	52,921
Account-2 Amount (Rs) :	1,450
Account-10 Amount (Rs) :	16,657
Account-21 Amount (Rs) :	1,449
Account-22 Amount (Rs) :	0
Payment Confirmation Bank :	Bank of Baroda
CRN :	012130721000698
Payment Date :	13-JUL-2021
Payment Confirmation Date :	13-JUL-2021
Total PMRPY Benefit :	0



Page 1 of 1



कर्मचारी भविष्य निधि संगठन  
Employees' Provident Fund Organization  
भविष्य निधि भवन, १४, भीकाजी कामा प्लेस, नई दिल्ली - ११००६६  
Bhavishya Nidhi Bhawan, 14, Bhikaji Cama Place, New Delhi - 110066

Generated On 21/04/2022 10:22:

### Payment Confirmation Receipt

TRRN No :	3182204014841
Challan Status :	Payment Confirmed
Challan Generated On :	13-APR-2022 21:51:33
Establishment ID :	THTHA0204458000
Establishment Name :	M/S BUNTS SANGHA MUMBAI, HIGHER EDUCATIONAL INSTITUTIONS
Challan Type :	Monthly Contribution Challan
Total Members :	22
Wage Month :	MAR-2022
Total Amount (Rs) :	79,638
Account-1 Amount (Rs) :	57,410
Account-2 Amount (Rs) :	1,592
Account-10 Amount (Rs) :	19,044
Account-21 Amount (Rs) :	1,592
Account-22 Amount (Rs) :	0
Payment Confirmation Bank :	Bank of Baroda
CRN :	012140422000286
Payment Date :	14-APR-2022
Payment Confirmation Date :	14-APR-2022
Total PMRPY Benefit :	0



Page 1 of 1

## 1. Employee Provident Fund



कर्मचारी भविष्य निधि संगठन  
Employees' Provident Fund Organization  
भविष्य निधि भवन, १४, भीकजी कामा प्लेस, नई दिल्ली - ११००६६  
Bhavishya Niधि Bhawan, 14, Bhikaji Cama Place, New Delhi - 110066

Generated On 17/06/2021 12:30:

### Payment Confirmation Receipt

TRRN No :	3182106010450
Challan Status :	Payment Confirmed
Challan Generated On :	14-JUN-2021 21:53:50
Establishment ID :	THTHA0204458000
Establishment Name :	MIS BUNTS SANGHA MUMBAI, HIGHER EDUCATIONAL INSTITUTIONS
Challan Type :	Monthly Contribution Challan
Total Members :	19
Wage Month :	MAY-2021
Total Amount (Rs) :	68,727
Account-1 Amount (Rs) :	50,571
Account-2 Amount (Rs) :	1,375
Account-10 Amount (Rs) :	15,407
Account-21 Amount (Rs) :	1,374
Account-22 Amount (Rs) :	0
Payment Confirmation Bank :	Bank of Baroda
CRN :	012150621001209
Payment Date :	15-JUN-2021
Payment Confirmation Date :	15-JUN-2021
Total PMRPY Benefit :	0



Page 1 of 1



कर्मचारी भविष्य निधि संगठन  
Employees' Provident Fund Organization  
भविष्य निधि भवन, १४, भीकजी कामा प्लेस, नई दिल्ली - ११००६६  
Bhavishya Niधि Bhawan, 14, Bhikaji Cama Place, New Delhi - 110066

Generated On 17/12/2021 10:58:

### Payment Confirmation Receipt

TRRN No :	3182112013284
Challan Status :	Payment Confirmed
Challan Generated On :	14-DEC-2021 01:00:21
Establishment ID :	THTHA0204458000
Establishment Name :	MIS BUNTS SANGHA MUMBAI, HIGHER EDUCATIONAL INSTITUTIONS
Challan Type :	Monthly Contribution Challan
Total Members :	20
Wage Month :	NOV-2021
Total Amount (Rs) :	72,477
Account-1 Amount (Rs) :	52,921
Account-2 Amount (Rs) :	1,450
Account-10 Amount (Rs) :	16,657
Account-21 Amount (Rs) :	1,449
Account-22 Amount (Rs) :	0
Payment Confirmation Bank :	Bank of Baroda
CRN :	012141221000402
Payment Date :	14-DEC-2021
Payment Confirmation Date :	14-DEC-2021
Total PMRPY Benefit :	0



Page 1 of 1

## **2. Food for Faculty**

Faculty Enjoying Healthy Meal



3. Students enjoying Meal during Lunch



4. Uniform for staff – (College attendant in uniform)

**TAX INVOICE** Tel : 2629 1785  
932037656

**UJAGAR Fabrics**

Dealers in : Saffing Shirting, Fancy Dress Materials, School Uniform & R.T. Shirt Etc.  
31, Apurva, Chembur Naka, Chembur East, Mumbai - 400 071 • E-mail : ujjagar@shomak.com

Invoice No. 2 Challan No. \_\_\_\_\_ Date 6.5.2021 Veh. No. \_\_\_\_\_  
 Name BUNTS SANGHA HIGHER EDUCATION INSTITUTION  
 Add: BUNTARA BHAVAN MARG, KURLA EAST, MUMBAI 400070  
 State: \_\_\_\_\_ Code: GSTIN/IN - 27AABT80337M2T  
 Site Add: \_\_\_\_\_ Dated: \_\_\_\_\_ Place of Supply: \_\_\_\_\_

Sl. No.	Description of Goods	HSN Code	Size	Total Qty	MRP Per Pcs	Rate Per Pcs	Amount
	Shirting Materials			28	200		5,600
	PC Quality Shirts			30	250		7,500
	Shirts BSC Material 100% Cotton			28	250		7,000
	Shirting Cloth for Trouser			30	300		9,000
Total Amount Before Tax							29,100
Add: CGST Amt. 25%							7,275
Add: IGST Amt. 12%							3,495
<b>GRAND TOTAL</b>							<b>39,870</b>

GSTIN No.: 27ABSPR2540K1Z4  
 Total Rupees (in words) Thirty Thousand Five Hundred Eighty Seven Only  
 Total Rupees (in words) Thirty Thousand Five Hundred Eighty Seven Only  
 Add: CGST Amt. 25%  
 Add: IGST Amt. 12%

TERMS & CONDITIONS:  
 1. Goods return will not be accepted.  
 2. Any return to be received within 24 hours of receipt.  
 3. All Customers for Cash.  
 4. Payment should be made in advance by A/c. Payment/Deposit.  
 5. Subject to Mumbai Jurisdiction.  
 6. Subject to Mumbai Jurisdiction.

Chq No: 60018 D.D. No. \_\_\_\_\_  
18/1/21  
 Signature: \_\_\_\_\_  
 For UJAGAR FABRICS  
 Authorized Signatory: \_\_\_\_\_

Poonamkha S. Payyade N. Varsh Shetty Kishora Kumar Khatyari Mamata M. Shetty Bhaaskar Shetty Karmal CA Ramakshi

**5. Medclaim/Group Health Insurance for staff**



**ICICI Lombard**  
GENERAL INSURANCE

ICICI Lombard General Insurance Company Ltd  
100, Link Road, Malad (West), Mumbai - 400 064  
The South Tower, Prabhadevi, Mumbai - 400 025

**GROUP HEALTH (FLOATER) INSURANCE**  
KEY INFORMATION SHEET

**DISCLAIMER NOTE:** The information mentioned below is illustrative and not exhaustive. The information must be read in conjunction with the policy wordings. In case of any conflict between the Key Information Sheet and the policy wordings, the terms and conditions mentioned in the policy wordings shall prevail.

S. NO.	TITLE	DESCRIPTION	REFER TO POLICY WORDINGS
1.	Product Name	<b>GROUP HEALTH (FLOATER) INSURANCE</b>	
2.	What is covered under the policy?	The policy provides indemnification of medical expenses incurred by the insured during the hospitalization, domiciliary hospitalization, for any illness or injury suffered during the Policy Period.  <ul style="list-style-type: none"> <li>Cover for Pre-Existing Diseases</li> <li>Maternity Expenses</li> <li>Out Patient Expenses (OPD) Expenses</li> <li>Cost of Prescribed External Medical Aid</li> <li>Sickly Day Care Cover</li> <li>Critical Illnesses Cover</li> <li>Travel Expenses for Medical Treatment</li> <li>Dental Expenses</li> <li>Cover for Alternative Methods Of Treatment</li> <li>Donor Expenses</li> <li>Amulance Charges</li> <li>Pre and Post Hospitalization</li> <li>Health Check-Up</li> <li>Disease Wide Sub-Limit</li> <li>Domiciliary Hospitalization</li> <li>Treatment Outside India</li> <li>Convallescence Benefits</li> <li>Loss of Wages/Salary Due To Hospitalization (Hospital Daily Cash Allowance)</li> <li>Cover for Allied Hospital Charges</li> <li>Limit on Home Rest, Nursing Charges, Consultation Fees, Diagnostic Charges, OT Charges etc.</li> <li>Wellness &amp; Preventive Care</li> </ul>	Part I of the Policy
3.	Optional Add On Covers	<ul style="list-style-type: none"> <li>Cover for Alternative Methods Of Treatment</li> <li>Donor Expenses</li> <li>Amulance Charges</li> <li>Pre and Post Hospitalization</li> <li>Health Check-Up</li> <li>Disease Wide Sub-Limit</li> <li>Domiciliary Hospitalization</li> <li>Treatment Outside India</li> <li>Convallescence Benefits</li> <li>Loss of Wages/Salary Due To Hospitalization (Hospital Daily Cash Allowance)</li> <li>Cover for Allied Hospital Charges</li> <li>Limit on Home Rest, Nursing Charges, Consultation Fees, Diagnostic Charges, OT Charges etc.</li> <li>Wellness &amp; Preventive Care</li> </ul>	Part III of the Policy - Clause Add-Ons/ Extensions
4.	Payment Basis	Cashless or Reimbursement claims of covered medical expenses up to specified Sum Insured as per the scope of cover.	Part II of the Policy, Clause - Claim Administration
5.	Terms of Renewal	<ul style="list-style-type: none"> <li>The Policy can be renewed as a separate contract under the non-grating ICICI Lombard Group Health Insurance product or its nearest substitute (in case the product ICICI Lombard Group Health Insurance is withdrawn by the Company) approved by IRDA.</li> <li>This policy shall ordinarily be renewable except on grounds of fraud, moral hazard or misrepresentation or non-cooperation by the insured.</li> </ul>	Part II of the Policy, Clause - Terms of Renewal

ICICI Lombard General Insurance Company Limited

**GROUP HEALTH (FLOATER) INSURANCE**

UIN: ICHL/OP/0805/09/001018 Size: 12

Policy No: **ICIC 7172470**

ICICI Lombard General Insurance Company Limited

Mailing Address: Ground and 4th Floor, Interface 11, Office Number 401 and 402, New Link Road, Malad (West), Mumbai - 400 064.  
Registered Address: ICICI Lombard House, 414, Veer Savarkar Marg, Near Siddhivinayak Temple, Prabhadevi, Mumbai - 400 025.



*Shetkar*  
Principal (I/C)  
Bunts Sangha's Ramanath Payyade College  
of Hospitality Management Studies  
Kurla (East), Mumbai - 400 070

Shashi Manmohan Shetty  
Higher Education Complex  
Buntara Bhavan Marg  
Kurla (East), Mumbai-400 070  
Email : principal.rpchm@gmail.com  
Web : rph.bunts.edu.in



**6. Job Securities by HEI - Appointment Policy**



**BUNTS SANGHA MUMBAI  
HIGHER EDUCATION COMMITTEE**

Shashi Manmohan Shetty Higher Education Complex, Opp. Buntara Bhavana,  
Buntara Bhavana Marg, Kurla (E), Mumbai - 400 070.

Tel.: 2405 7249 / 2405 7052 / 2405 7062 • Telefax : 2405 7249 • E-mail : bunts.alsjcollege@gmail.com

No.HEP/EST. /2010-11/ 1421

Date: 26-02-2011

To

Mrs. Kirti A. Suripaga  
402 B Blue Ocean 1  
Ekta Nagaar Nr. Mahvir Nagar  
Dahanukar wadi , Kandivali (W)  
Mumbai - 400067

Madam,

With reference to your application and the subsequent interview on 28-01-2011, we are pleased to appoint you as the faculty member in the department of Housekeeping in our Bunts Sangha's R.P.College of Hospitality Management Studies with effect from 1<sup>st</sup> June 2011. Your monthly consolidated <sup>salary</sup> will be Rs.20000/-. A detailed appointment letter will be given to you when you join in June 2011

Kindly confirm your acceptance of the offer and inform us at the earliest.

Thanking you,

Yours faithfully,

B.R.Shetty  
Secretary



By K. Principal, R.P. College

Received  
Kirti  
28/02/11

Principal (I/C)  
Bunts Sangha's  
Bunts Sangha's Ramanath Payyade College of Hospitality Management Studies  
Shashi Manmohan Shetty Higher Education Complex,  
Opp. Buntara Bhavana, Buntara, Bhavan Marg,  
Kurla (East), Mumbai - 400 070.

**Shri Aikala Harish Shetty**  
President

**Shri Manmohan Shetty**  
Chairman

**Shri B. Vivek Shetty**  
Vice Chairman

**Dr. P. V. Shetty**  
Vice Chairman

**Shri. B. R. Shetty**  
Secretary

**Shri Praveen B. Shetty**  
Treasurer



Principal (I/C)  
Bunts Sangha's Ramanath Payyade College  
of Hospitality Management Studies  
Kurla (East), Mumbai - 400 070

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Higher Education Complex  
Buntara Bhavan Marg  
Kurla (East), Mumbai-400 070  
Email : principal.rpchm@gmail.com  
Web : rph.bunts.edu.in

## 6. Job Securities by HEI – Appointment Policy



ENGINEER EDUCATION COMMITTEE



Shashi Manmohan Shetty Higher Education Complex, Buntara Bhavana Marg, Kurla (East), Mumbai - 400 070.  
Tel. : 2405 9000-99 / 2405 7249 | Telefax : 2405 7052 | Email : bshecmeetings@gmail.com

Ref.: BSHEC/2019-20/085  
Date: 04.07.2019

To,

Ms. Kirti Anandmurthy Suripaga  
Flat No .403 B, Bonzer Galaxy Sector – 10  
Plot 19, Mansarovar East  
Navi Mumbai - 410209

Sub: Approval Letter

Madam,

This has reference to the approval letter no. CONCOL/ICD/2010-11/5266 dated November 04, 2015 received from University of Mumbai. We are pleased to inform you that your appointment as a Lecturer in Bunts Sangha's Ramanath Payyade College of Hospitality Management Studies, Kurla (E) has been approved by the University of Mumbai w.e.f June 01, 2011. The copy of approval letter is enclosed herewith.

Thanking You,

N. Vivek Shetty  
Chairman

Bhaskar Shetty Karnad  
Secretary

Encl: The copy of Approval Letter.

Cc: 1) Personal File  
2) Accounts dept.



*[Signature]*  
Principal (I/C)  
Bunts Sangha's Ramanath Payyade College of Hospitality Management Studies  
Shashi Manmohan Shetty Higher Education Complex,  
Opp. Bhamburda Chowk, Buntara Bhavan Marg,  
Kurla (East), Mumbai - 400 070.

*[Signature]*  
17.06.19  
*[Signature]*

Manabha S. Payyade President    N. Vivek Shetty Chairman    Kishore Kumar Kuthyar Vice Chairman    Mamata M. Shetty Vice Chairperson    Bhaskar Shetty Karnad Secretary    CA Ramesh B. Shetty Treasurer

## 7. Appointment Policy – Service Letter

**MUMBAI  
COMMITTEE**



Shashi Manmohan Shetty Higher Education Complex, Buntara Bhavana Marg, Kurla (East), Mumbai - 400 070.  
Tel. : 2405 9000-99 / 2405 7249 | Telefax : 2405 7052 | Email : bshecmeetings@gmail.com

Ref.: BS/HEC/2015-16/090  
Date: 10.10.2015

To,

**Mrs. Kirti Suripaga**  
B 403, Bonzer Galaxy,  
Sector-10, Kamothe,  
Mansarover, Navi Mumbai

**Sub: Letter of Confirmation**

Dear Ms. Kirti,

This has reference to our letters No. BUNTS-HEC/P/2011-12/86 dated 01.06.2011 and HEC/RPH/2012-13/325 dated 23<sup>rd</sup> July, 2012.

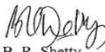
We are pleased to inform you that since you have completed 4 years of service satisfactorily, we hereby confirm your employment with us as an Assistant Professor in Housekeeping department of Bunts Sangha's Ramanath Payyade College of Hospitality Management Studies from 1<sup>st</sup> October, 2015. Kindly note that the confirmation of your appointment is subject to getting approval from the University of Mumbai.

We trust you will continue to perform good in the years to come.

Yours faithfully,

  
Chandras K. Shetty  
Chairman



  
B. R. Shetty  
Vice-Chairman

Copies to:

3. Personal File
4. Accountant

  
Principal (I/C)  
Bunts Sangha's  
Bunts Sangha's Ramanath Payyade College of Hospitality Management Studies  
Shri. Shashi Manmohan Shetty Higher Education Complex,  
Opp. Mansarover, Sector-10, Kurla (East), Mumbai - 400 070.

Shri Vishwanath Shetty President    Chandras K. Shetty Chairman    B. R. Shetty Vice Chairman    CA Satish N. Shetty Vice Chairman    CA Harish H. Hegde Secretary    CA Harish D. Shetty Treasurer



  
Principal (I/C)  
Bunts Sangha's Ramanath Payyade College  
of Hospitality Management Studies  
Kurla (East), Mumbai - 400 070

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Email : principal.rpchm@gmail.com  
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## 7. Appointment Policy



**BUNTS SANGHA MUMBAI**  
HIGHER EDUCATION COMMITTEE



Shashi Manmohan Shetty Higher Education Complex, Buntara Bhavana Marg, Kurla (East), Mumbai - 400 070.  
Tel. : 2405 9000-99 / 2405 7249 | Telefax : 2405 7052 | Email : bshecmeetings@gmail.com

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Bunts Sangha's  
Ramanath Payyade College of Hospitality Management Studies  
Shashi Manmohan Shetty Higher Education Complex,  
Opp. Chaitanya Chawli, Buntara Bhavana Marg,  
Kurla (East), Mumbai - 400 070.

Padmanabha S. Payyade President    N. Vivek Shetty Chairman    Kishore Kumar Kuthyar Vice Chairman    Mamata M. Shetty Vice Chairperson    Bhaskar Shetty Karnad Secretary    CA Ramesh B. Shetty Treasurer



Principal (I/C)  
Bunts Sangha's Ramanath Payyade College  
of Hospitality Management Studies  
Kurla (East), Mumbai - 400 070

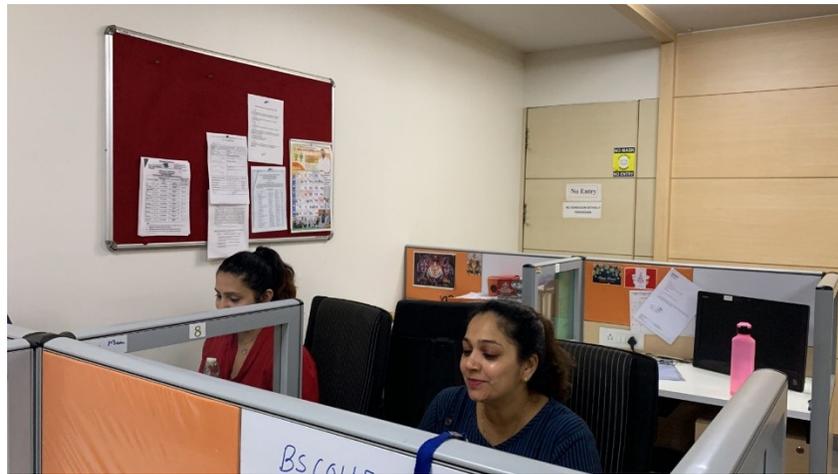
Shashi Manmohan Shetty  
Higher Education Complex  
Buntara Bhavan Marg  
Kurla (East), Mumbai-400 070  
Email : principal.rpchm@gmail.com  
Web : rph.bunts.edu.in

8. Manual – Rule Book

***Following is the link for the Rule Manual***

<https://rph.bunts.edu.in/wp-content/uploads/2023/06/Academic-Manual.pdf>

9. ***Spacious Ambience***



**10. Work Culture**



*Shashi Manmohan Shetty*

Principal (I/C)  
Bunts Sangha's Ramanath Payyade College  
of Hospitality Management Studies  
Kurla (East), Mumbai - 400 070

Shashi Manmohan Shetty  
Higher Education Complex  
Buntara Bhavan Marg  
Kurla (East), Mumbai-400 070  
Email : [principal.rpchm@gmail.com](mailto:principal.rpchm@gmail.com)  
Web : [rph.bunts.edu.in](http://rph.bunts.edu.in)

**11. Holistic Development of Students**



**12. Educational Environment**



**13. Travelling Allowances (Teaching and Non-Teaching Staff)**

<p>Name: <u>Kushal</u> Designation: <u>Asst. Dep</u> Date: <u>17/10/23</u></p> <p>To: The Principal, Bunts Sangha's Ramanath Payyade College of Hospitality Management Studies.</p> <p>From: <u>Chief Zaid Shaikh</u> Designation: <u>Asst. Dep</u> Date: <u>17/10/23</u></p> <p>For the purpose of attending to the duties of the <u>Asst. Dep</u> in the <u>Asst. Dep</u> office at <u>CST</u> the details of expenses incurred are as follows:</p> <p>Bus Fare: Date: <u>18/10/23</u> From: <u>Kurla</u> To: <u>CST</u> Rs. <u>10/-</u></p> <p>Bus Fare: Date: <u>18/10/23</u> From: <u>CST</u> To: <u>Kurla</u> Rs. <u>10/-</u></p> <p>Bus Fare: Date: <u>18/10/23</u> From: <u>Kurla</u> To: <u>CST</u> Rs. <u>10/-</u></p> <p>Bus Fare: Date: <u>18/10/23</u> From: <u>CST</u> To: <u>Kurla</u> Rs. <u>10/-</u></p> <p>Total: <u>40/-</u></p> <p>Prepared By: <u>Awadkar</u> Sanctioned for Payment: <u>Shashi Manmohan Shetty</u></p>	<p>Name: <u>Chief Zaid Shaikh</u> Designation: <u>Asst. Dep</u> Date: <u>17/10/23</u></p> <p>To: The Principal, Bunts Sangha's Ramanath Payyade College of Hospitality Management Studies.</p> <p>From: <u>Chief Zaid Shaikh</u> Designation: <u>Asst. Dep</u> Date: <u>17/10/23</u></p> <p>For the purpose of attending to the duties of the <u>Asst. Dep</u> in the <u>Asst. Dep</u> office at <u>CST</u> the details of expenses incurred are as follows:</p> <p>Bus Fare: Date: <u>18/10/23</u> From: <u>Kurla</u> To: <u>CST</u> Rs. <u>10/-</u></p> <p>Bus Fare: Date: <u>18/10/23</u> From: <u>CST</u> To: <u>Kurla</u> Rs. <u>10/-</u></p> <p>Bus Fare: Date: <u>18/10/23</u> From: <u>Kurla</u> To: <u>CST</u> Rs. <u>10/-</u></p> <p>Bus Fare: Date: <u>18/10/23</u> From: <u>CST</u> To: <u>Kurla</u> Rs. <u>10/-</u></p> <p>Total: <u>40/-</u></p> <p>Prepared By: <u>Awadkar</u> Sanctioned for Payment: <u>Shashi Manmohan Shetty</u></p>
<p><b>BUNTS SANGHA MUMBAI</b> RAMANATH PAYYADE COLLEGE OF HOSPITALITY MANAGEMENT STUDIES (2022-23) Shashi Manmohan Shetty Higher Education Complex, Opp. Buntara Bhavan Marg, Kurla (E), Mumbai - 400 070, GST No. 27AAATB0337MIZT, State Name: Maharashtra, Code: 27 Phone No. : 022 2405 7249</p> <p>Account Head: <u>Petty Cash</u> Voucher No.: <u>621</u> Paid To: <u>Traveling and Conveyance Expenses</u> Date: <u>20-Dec-2023</u> A Sum of Rupees: <u>INR Sixty Only</u></p> <p>On Account Of: <u>Being cash paid to Mr. Kushal Atewi for travelling to CST for Scholarship related work</u></p> <p>by Cash/Cheque No.: _____ Dated: _____ Drawn On: _____ Branch: _____</p> <p>Rs. <u>60.00</u></p> <p>Prepared By: _____ Sanctioned for Payment: <u>Shashi Manmohan Shetty</u> Chairman Secretary Treasurer Principal / Director CAN</p>	<p><b>BUNTS SANGHA MUMBAI</b> RAMANATH PAYYADE COLLEGE OF HOSPITALITY MANAGEMENT STUDIES (2022-23) Shashi Manmohan Shetty Higher Education Complex, Opp. Buntara Bhavan Marg, Kurla (E), Mumbai - 400 070, GST No. 27AAATB0337MIZT, State Name: Maharashtra, Code: 27 Phone No. : 022 2405 7249</p> <p>Account Head: <u>Petty Cash</u> Voucher No.: <u>591</u> Paid To: <u>Traveling and Conveyance Expenses</u> Date: <u>21-Oct-2023</u> A Sum of Rupees: <u>INR One Hundred Eighteen Only</u></p> <p>On Account Of: <u>Being cash paid to Chef Zaid Shaikh for Travelling to Lait Hotel Andheri for Chef's Connect Programme</u></p> <p>by Cash/Cheque No.: _____ Dated: _____ Drawn On: _____ Branch: _____</p> <p>Rs. <u>118.00</u></p> <p>Prepared By: _____ Sanctioned for Payment: <u>Shashi Manmohan Shetty</u></p>



Shashi Manmohan Shetty  
Principal (I/C)  
Bunts Sangha's Ramanath Payyade College  
of Hospitality Management Studies  
Kurla (East), Mumbai - 400 070

Shashi Manmohan Shetty  
Higher Education Complex  
Buntara Bhavan Marg  
Kurla (East), Mumbai-400 070  
Email : principal.rpchm@gmail.com  
Web : rph.bunts.edu.in

### 14. Performance Appraisal Systems

**Bunts Sangha's  
Higher Education Institutions**

**Teaching Staff  
Performance Appraisal (2023-2024)**

Name of the Faculty: \_\_\_\_\_

Date of submitting self appraisal form: \_\_\_\_\_

Date of appointment: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Educational qualification (Graduation onwards): \_\_\_\_\_

Industry	Other College	This College	Total
05 Y - M	- Y - M	12 Y 03 M	17 Y 03 M

Classes & Subjects allocated in Academic Year - 2023-2024 (Odd semester)

Class	Subject Taught
FY BACA	FOOD & BEVERAGE STUDIES - I (Th)
PY BACA	RESTAURANT OPERATIONS - I (Pr)

Classes & Subjects allocated in Academic Year - 2023-2024 (Even semester)

Class	Subject Taught
FY BACA	FOOD & BEVERAGE STUDIES - II (Th)
PY BACA	RESTAURANT OPERATIONS - II (Pr)
SY BACA	MENU DEVELOPMENT & FUNCTION CATERING (Th)
TY BACA	FUNCTION CATERING OPERATIONS (Pr)

5. What kind of extra effort do you take to improve students' performance?

↳ Speak to students individually during break time for difficulties in understanding topics taught.

↳ Give weaker students a task or give research work for to keep them engaged.

6. How do you help your colleagues?

↳ By guiding them as & when required.

↳ By sharing right information to them.

7. How do you contribute for the growth of Institution?

↳ This my best to place them in a reputed properties that ultimately increase the visibility of an institution.

8. Besides teaching, specify the fields you are good at.

↳ Active in sports activities.

↳ Like to coordinate & monitor various events.

9. What activities did you volunteer for?

↳ Promotional & Marketing activities.

10. Enlist the workshops / Seminars / Guest lectures you attended in 2023-2024.

Digital Deter - Dr. Kirti Mhaskar  
Artificial Intelligence of Work Place - Dr. Rajendra Padi  
Corporate Soft Skills & Energy Efficiency - RPH Team

11. Name the books / resources you referred to enhance your knowledge.

↳ Food & Beverage Service - R. Singhavelan  
↳ Food & Beverage Service - Dennis Littlewood  
↳ Research Methodology - Methods & Techniques - C.R. Kothari  
↳ Food & Beverage Management - John Cousins

12. Did you work on up grading yourself in this academic year? Name the course you enrolled for/completed.

Yes, have enrolled for PhD in Hospitality & Tourism Management from Savitri University

13. What types of developmental activities would you like to take advantage of (e.g. seminars, specific training, coaching, classes, etc.)? Please specify.

↳ Seminars on Research & Writing of Papers & Journals.

14. Additional responsibilities you would like to volunteer in the next academic year.

↳ To assist & take care on one session with out to students to guide them in choosing their career for food Management.

15. Suggest ways to improve academic performance of the students.

↳ Involving students in daily activities & encourage them to do research on various topics.

16. How do you propose to discipline the students with behavioural problems?

↳ By continuous counselling & giving them task & responsibility to handle in regular intervals.

17. What kind of support and/or guidance would you like to seek from the HOD/Co-ordinator?

↳ Continuous feedback to be shared after giving a task to handle so it will allow them to improve & implement them for next time.

18. What kind of support and/or guidance would you like to seek from the Principal?

↳ Continuous feedback to be shared; whether it is positive or negative will assist me in improving for next task or responsibility. Also to define the contribution & streamlines the delegation of work.

19. What kind of support and/or guidance would you like to seek from the Management?

↳ Recognition of work should be done to the if not performed should be communicated through HOD or Principal to look into promotions in designation as per the university norms.

20. State your strengths as an Assistant Professor/Assistant Teacher.

↳ Confident, sincerity towards work, calm, Polite, Can handle various situations, always ready to take on any responsibility if given.

21. What is/are your weakness/weaknesses? How do you propose to overcome it?

↳ Like to do work by myself that result is excellent of work. Trying to improve by delegating & distribute task to other subordinates.

**SECTION - B - Self Appraisal and Appraisal by the Heads**

Please rate on a 5 point scale for the following items  
(Keys : 5 - excellent, 4 - Very Good, 3 Satisfactory, 2 - Needs improvement, 1 - Poor)

1. General

Sl. No.	Item	Faculty	HOD/Co-ordinator	Director/Principal
1	Knowledge and preparation of subject's taught			
2	Classroom teaching			
3	Class control and Discipline			
4	Ability to create interest among pupils			
5	Fair & unbiased assessment			
6	Support with students			
7	Ability in carrying out instructions issued by the Institute's heads			
8	Report with colleagues			
9	Participation in extra activities			
10	Handling additional responsibilities			
11	Integrity and Honesty			
12	Regularity and punctuality			
13	Volunteering for additional responsibilities			
14	Task Management			
15	Interest taken in Sports & Co Curricular activities			
16	Openness to accept suggestion			
17	Readiness to learn new things			
18	Attitude and Interest to better the quality of work done			
<b>Total</b>				

**SECTION - C - General Remarks**

1. By HOD /Co-ordinator

or A

2. By Principal

3. By Secretary

Faculty: Shashi Manmohan Shetty  
Director/Principal

H.O.D / Co-ordinator: \_\_\_\_\_  
Secretary: \_\_\_\_\_



*Shashi Manmohan Shetty*  
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## 15. Medical Room

