

REF/MSRUAS/EXPL/22-23

Date: October 25, 2023

To Whomsoever It May Concern

This is to certify that, **Mr. Shashi Sharma J** is working as an Assistant Professor in Department of Food & Beverage Production, Faculty of Hospitality Management & Catering Technology at our University since August 01, 2014 to till date.

As per the records available at this office his **Total Experience** as on July 31, 2023 is **23.59** years details of which are as follows :-

Sl No.	Organization	From	To	Total Experience
1	M. S Ramaiah University of Applied Sciences	2014	31/07/2023	9.00
2	M. S. Ramaiah College of Hotel Management	2006	2014	8.49
3	T.John College of Hotel Management	2000	2006	6.00
4	Banjara - Ramanashree Comforts	1999	2000	0.10
	Total Experience			23.59

For Ramaiah University of Applied Sciences


Manager HR


Dr. G.S. Venkatesh
Registrar

Registrar
M.S.Ramaiah University of Applied Sciences
Bangalore - 560 054



M. S. Ramaiah University of Applied Sciences

Private University Estd. in Karnataka State by Act No. 15 of 2013

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25th July 2014

Shashi Sharma.J

Lecturer

M. S. Ramaiah College of Hotel Management and Catering Technology

Dear Mr. Shashi Sharma.J,

Sub: Contract of Employment

We are pleased to inform you that subsequent to the constitution of M. S. Ramaiah University of Applied Sciences under M. S. Ramaiah University of Applied Sciences Act, 2012, [hereinafter referred to as "University"] your services are being taken over by the University effective 1st August, 2014 upon your relinquishment of services with M. S. Ramaiah College of Hotel Management and Catering Technology as of 31st July, 2014, on the basis that your services have not been interrupted and on the terms and conditions laid down in this contract.

We extend a warm welcome to you and trust that you will continue to extend your cooperation and support in our efforts to be the premier university, of choice, in Asia for student-centric, professional education and services with a strong focus on applied research while maintaining the highest academic and ethical standards of the University.

Your services are being taken on the following terms & conditions.

1. The University hereby employs you as follows:

- | | |
|-----------------------|--|
| a) Designation | : Assistant Professor |
| b) Faculty | : Hospitality Management and Catering Technology |
| c) Category | : Academic – Teaching |
| d) University Grade | : P1 |
| e) Scale of Pay (Rs.) | : Rs. 8000-275-13500 |

and the breakup of the monthly salary is as follows:

- | | |
|---------------------------|---------------|
| i. Basic Pay | : Rs. 18151 ✓ |
| ii. Dearness Allowance | : Rs. 18151 ✓ |
| iii. House Rent Allowance | : Rs. 4538 ✓ |
| iv. CCA | : Rs. 400 ✓ |
| v. Monthly Gross Salary | : Rs. 41240 ✓ |

2. Other Entitlements:

You shall be entitled to the following additional benefits:

- Contributory Provident Fund and Gratuity.
- You shall also be eligible, subject to admissibility, to participate in any health, disability, group employee insurance cover and other such plans that the University may have in effect.

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Registrar
M.S. Ramaiah University of Applied Sciences
Bangalore - 560 054

- iii. Reimbursement of business travel and other out-of-pocket expenses reasonably incurred and directly related to the performance of your services pursuant to your employment. All reimbursable expenses shall be appropriately documented, detailed and supported with original receipts and shall be submitted in a format and manner consistent with the University's expense reporting policies.
- iv. You will also be entitled for Leave and holidays as per the policy of the University currently in force and as amended from time to time.
- v. Any other benefit as may be set out in the Employment Regulations from time to time.
- vi. All the above benefits shall be governed by the appropriate Rules and Regulations set out by the Government of India and/or the University as appropriate and as may be revised from time to time.

3. Deductions:

- i. The above amounts payable to you are subject to Income Tax Deduction at Source under the Income Tax Act, 1981 and other statutory deductions in accordance with the laws then prevailing.
- ii. The University may deduct from your pay, and from any other sums due to you, such sums that you may owe to the University, including, without limitation, any overpayment or loans and advances made to you by the University.

4. Payment of Salary:

Your net salary is payable, monthly, in arrears by direct electronic funds transfer to your bank account between the 1st and 5th day of the following month. The University reserves the right to vary this procedure at its option. However, any such variance will be communicated to you in advance.

5. Salary Revision/Promotion:

Salary revision and promotion are subject to satisfactory performance and achieving performance targets as set by the University.

6. You shall have responsibilities, duties and the authority commensurate with your position.

7. You will be issued a Job Description that will reflect your duties and responsibilities.

8. The University reserves the right at any time to assign duties of a different nature to you either in addition to or instead of those referred to Clause 1 above.

9. You have been appointed to a full-time position at the University and you are expected to devote your working time exclusively to the service of the University.

10. Hours of work:

- i. The hours of work during the workweek, Monday to Saturday, will be determined by the University from time to time and will be set out in the Employment Regulations.
- ii. The nature of your post is such that it is expected that you will respond to the operational requirements of the University in order to fulfill your duties in a professional manner. As a salaried staff member your actual working hours and working days (including working on public holidays) may vary with the University's requirements and will often be determined by the workflow, University commitments and the requirements of your superiors.

11. Holidays & Leave:

- i. The University holiday year runs from 1st January to 31st December each year.
- ii. Your entitlements to leaves are governed by the policy of the University and as set out in the Employment Regulations.

12. Transfer and Deputation:

Your employment is subject to transfer/deputation and can be effected entirely at the discretion of the University, employees are liable to be transferred/deputed at any time from one job/project/assignment or department or branch to another job or department or branch of the University whether existing or which may be established in future or to any other Institution or Office of the University located anywhere in the country. Refusal to accept transfer/deputation will be treated as misconduct.

13. Medical Fitness:

Your appointment is subject to your being found medically fit by the Certified Medical Officer. In case at any time during the course of your employment with us, it is found that you are not physically/mentally fit to discharge your duties efficiently on a continuing basis, the University may require you to undergo a medical examination to be performed by the University's Doctor or any other medical practitioner appointed by the University. If, as a result of such medical examination, you are found unfit, the University may either send you on compulsory leave for such period as advised by the Doctor or discharge you from the University's services without any compensation or notice period.

14. Code of Conduct and Disciplinary Matters:

You shall conduct yourself in a befitting manner and you hereby expressly confirm that you shall abide by the University's Code of Conduct, use of Information & Communication Technology (ICT) and other resources of the University as detailed in the Statutes and Regulations of the University.

15. Retirement

You will automatically retire, without any notice, on your reaching the age of 60 years. On retirement or earlier termination of this employment in any manner, you shall hand over all papers, documents and other property belonging to the University or which have been entrusted to you or received by you in the course of your employment with the University.

16. Termination:

- i. You may terminate the contract of employment by giving the University one month's notice in writing.
- ii. The University may terminate your contract by giving one month's notice in writing to you or by paying you a sum in lieu of notice, calculated using your last drawn monthly salary and pro-rated for such part of the notice period you did not serve.
- iii. In the event you seek to terminate your employment, the University shall have the right to terminate your employment with immediate effect and without making any payment.
- iv. The University will not adjust unused earned leave or any other kind of leave against Notice period.
- v. The University does not permit availing of leaves during Notice Period. However, if leaves are availed with due approval in view of extra ordinary circumstances, then the Notice Period will be extended by the number of days' leave availed during the Notice Period.



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17. Abandonment of Job

If you are absent for a continuing period of 8 consecutive working days without prior permission or sanction of leave or intimation and or overstaying beyond the leave originally granted or subsequently applied for but not granted, it will be presumed that you are no longer interested in continuing the employment with the University, thus, amounting to end of the contract of employment on account of your own act and the employment contract will automatically cease.

18. Discharge/Dismissal.

- a) The University may terminate your services forthwith without notice or any payment or salary in lieu of notice, in case:
- You are guilty of any misconduct or neglect in the discharge of your duties;
 - You commit a serious or persistent breach or for the non-observance of any conditions of your employment;
 - You are convicted of an indictable offence;
 - You knowingly or repeatedly act in excess of your powers or in contravention of the instructions of your Supervisor or University management;
 - You knowingly or repeatedly fail to perform your duties as set out herein;
 - You act with gross or repeated incompetence or negligence to the material detriment of the University and its affairs;
 - You grossly or repeatedly contravene any of the provisions of the Non-disclosure, Non Solicitation, Confidentiality, and Non-Compete Agreement in terms of Clause 20 hereof;
 - You provide any information that proves to be incorrect or you suppress any material information while seeking or continuing your employment.
 - On your being adjudged an insolvent or applying to be adjudged an insolvent or making a composition or arrangement with your creditors or being held guilty by a competent court of any offence involving moral turpitude.
- b) Upon termination of this contract, you will be obliged to immediately return to an authorized representative of the University all property belonging to the University and then in your possession, custody or control, including without limitation any materials, keys, phones, laptop, memoranda, correspondence, notes, records, sketches, plans, letterheads, visiting cards, copies or reproductions of other documents and information copied in any form whatsoever. If so requested you agree to provide the University a signed statement confirming that you have fully complied with this Clause.
- c) In the event of termination pursuant to Clause 18 the University shall not be obliged to make any payment to you save for the amount of salary and other benefits accrued up to the date of such termination. The University shall be entitled to deduct from such payment any sums owing to the University which deduction you hereby expressly authorize and consent.

19. Miscellaneous:

a) Rules & Regulations:

Your employment with the University will be governed by the Rules & Regulations, Policies and Procedures of the University including the Disciplinary Statutes of the University currently in force, amended or modified by the University from time to time and also by the provisions of M. S. Ramaiah University of Applied Sciences Act, 2012.

b) Governing Law and Jurisdiction:

This Contract of Employment is governed by and shall be construed in accordance with the laws of India. The parties to this contract submit to the exclusive jurisdiction of the Courts of Bangalore, India.

20. Non-disclosure, Non-solicitation, Confidentiality, and Non-Compete

You will be required to execute an exclusive agreement pertaining to Non-Disclosure, Non Solicitation, Confidentiality, and Non -Compete with the University.

21. Mode of Communication

All communications will be sent to you by post or through courier or e-mail ID, to the particulars furnished by you at the time of your employment and available in our records. It will be your duty to intimate, in writing, to the University whenever there is any change in your address or e-mail ID from time to time. Otherwise, all communications sent to you shall be deemed sufficient service on you. The University may also arrange for pasting of a copy of the letter on the University's Notice Board which shall be considered to be sufficient service of notice on you.

We, once again, welcome you to join the team at *M. S. Ramaiah University of Applied Sciences* and look forward to a long and mutually rewarding association.


for M S Ramaiah University of Applied Sciences

Authorised Signatory

ACCEPTANCE

I have read, understood and accept the terms and conditions of employment as set out above or incorporated in the University's written policies from time to time in force:

Signature:



Name:

SHASHI SHARMA

Date:

04/08/14


Registrar
M.S. Ramaiah University of Applied Sciences
Bangalore - 560 054





M. S. Ramaiah College of Hotel Management

M. S. Ramaiah Nagar, M.S.R.I.T. Post,
Bangalore - 560 054, INDIA.

☎ 91 (80) 23601829; Fax : 91 (80) 23601815

E-mail : principal@msrchm.edu Website : www.msrchm.edu



30th Dec, 2005

Mr. Shashi Sharma J

"Srigriha",

No.419, 9th B Main

Kalyan Nagar Ist Block,

BANGALORE-560043

Dear M. Shashi Sharma,

The Management of "Gokula Education Foundation" is pleased to appoint you as **"Lecturer- Food & Beverage Production"** at M.S.Ramaiah College of Hotel Management under the following terms and conditions :

1. You are required to report for duty on 1st February, 2006.
2. You will be on probation for a period of one year, which can be extended to a further maximum period of one year. On satisfactory completion of probation, you will be confirmed in an appropriate scale applicable.
3. You will be paid an all inclusive consolidated salary of Rs. 18000/- (Rupees Eighteen Thousand Only) per month during the probation period.
4. You shall report to the Principal, M.S.Ramaiah College of Hotel Management, Bangalore.
5. You will be required to participate in teaching, Administration, Research, Social and Cultural activities of the Institution and discharge any other duties assigned to you from time to time by the Principal.
6. You may be required to work in any of the Institutions of Gokula Education Foundation as assigned to you.
7. You will discharge sincerely and diligently whatever teaching or other duties assigned to you by the Head of the Institution from time to time.
8. Your appointment is governed by the rules and regulations of Gokula Education Foundation and the Service Rules of M.S.Ramaiah College of Hotel Management.
9. Your services are liable to be transferred from one department to another or to any sister concern at any place either now existing or to be opened in future.
10. You will be whole time employee of the College and as such you will not engage yourself elsewhere for any work either honorary or for remuneration without the prior permission of the Management.

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M. S. Ramaiah College of Hotel Management

M. S. Ramaiah Nagar, M.S.R.I.T. Post,
Bangalore - 560 054, INDIA.

☎ 91 (80) 23601829; Fax : 91 (80) 23601815

E-mail : principal@msrchm.edu Website : www.msrchm.edu

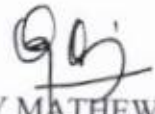


11. During the period of probation, you may leave the service of the Institution without any notice and the Management may also terminate your services without any notice.
12. The Management shall have the right to terminate your service without notice for guilty of misconduct, in-discipline, negligence or any such sufficient cause. The assessment of the Management in respect of above mentioned grounds shall be final and conclusive.
13. In case you for any reason wishes to leave the services after the confirmation you will be at liberty to resign from the employment on giving three months prior notice or three months salary in lieu of notice. After completion of probation, the Management may also terminate your service with three months notice or on paying three months salary in lieu of such notice.
14. You will have to produce all your original certificates and submit attested copies of the same at the time of reporting for duty.

If you are willing to accept the post under the above terms and conditions, please return the duplicate copy of this letter duly signed as token of you acceptance.

With best wishes,

For M.S.RAMAIHAH COLLEGE OF HOTEL MANAGEMENT


ABBY MATHEW
PRINCIPAL




Received

1 February 2006



T. JOHN COLLEGE

(Affiliated to Bangalore University)
Approved by AICTE Govt. of India, New Delhi
Gottigere P.O., Bannerghatta Road,
Bangalore - 560 083, India
Tel : 080-28429624 / 28429625
Fax : 080-28429228
E-mail : info@tjohncollege.com
www.tjohncollege.com

TO WHOMSOEVER IT MAY CONCERN

This is to certify that **Mr. SHASHI SHARMA** has been a faculty in the Department of Hotel Management in this institution since 2 Aug 2000 to 1 Feb 2006.

He taught Front Office, Food & Beverage Production, Food & Beverage Management and Accommodation Management subjects to students of BHM. He served as a member of the Examination Committee, Discipline Committee, and Catering Committee of the College. He went through an in-house training on ISO - 9000 and subsequently served as Internal Auditor for ISO. He is a member of Board of Examination in Bangalore University.

We are pleased to state that we have always found him competent, intelligent, industrious, devoted and hardworking. His performance during this period has been good. He has excellent communication skills, convincing power and command over subject.

We are very much satisfied with his performance and feel that he would be an asset to any organisation. We wish him success in every sphere of life

PRINCIPAL

PRINCIPAL

T. JOHN COLLEGE

88/1, Kammenahalli, Gottigere P.O.,
Bannerghatta Road, BANGALORE-560 083



Banjara - Ramanashree Comforts
16, Raja Ram Mohan Roy Road,
Bangalore - 560 025
☎ : 080-2220247/2225152/2235250
Fax: 2221214.



Banjara
19/2, Kumara Krupa Road,
Bangalore - 560 001
☎ : 2262756, 2203645

Dated : 31st Aug. 2000

TO WHOM SO EVER IT MAY CONCERN

This is to certify that **Mr. Shashi Sharma** has been working in our organization as **Asst. Food and Beverage Manager in the Food and Beverage Service Department** from 1st November 1999 to 31st August 2000.

We have found him to be sincere , hardworking and dedicated during his employment with us .

His character and conduct were good during his service . We wish him good luck in his all his future endeavors.



Sridhar Jayaramaiah
Manager Operations



An Epitome of Elegant Dining