



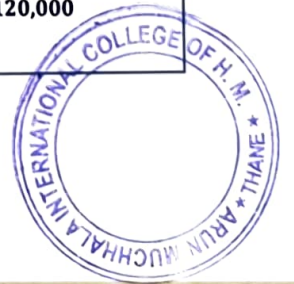
ARUN MUCHHALA GROUP

SAI SHIVA EDUCATIONAL TRUST'S

ARUN MUCHHALA INTERNATIONAL COLLEGE OF HOTEL MANAGEMENT

AFFILIATED TO UNIVERSITY OF MUMBAI

	YEAR 2021-2022			
Year	Name of student placed	Program graduated from	Name of the employer with contact details	Pay package at appointment (in INR/annum)
2020-21	Sameer Vasudev mahadik	B.Sc (Hospitality studies)	HOTEL TAJ LANDS END +91 02266681234	120,000
2020-21	Savali Ashok KALGUTKAR	B.Sc (Hospitality studies)	HOTEL TAJ LANDS END +91 02266681234	120,000
2020-21	Jeel jitendra Panchal	B.Sc (Hospitality studies)	HOTEL TAJ LANDS END +91 02266681234	120,000
2020-21	Menka Rajkumar Mani	B.Sc (Hospitality studies)	HOTEL J.W. MARRIOTT SAHAR 02268828888	189,600
2020-21	Nilkanth Patil	B.Sc (Hospitality studies)	HOTEL SAHARA STAR 022 39895000	150,000
2020-21	Ritik Rajesh Katekar	B.Sc (Hospitality studies)	HOTEL TAJ LANDS END +91 02266681234	120,000
2020-21	Nikhil Bhuleshwar Egade	B.Sc (Hospitality studies)	HOTEL TAJ LANDS END +91 02266681234	120,000
2020-21	YOGESH MUDALIYAR	B.Sc (Hospitality studies)	HOTEL TAJ LANDS END +91 02266681234	120,000
2020-21	VIKRANT YADAV	B.Sc (Hospitality studies)	HOTEL TAJ LANDS END +91 02266681234	120,000
2020-21	Akshat Gupta	B.Sc (Hospitality studies)	HOTEL TAJ LANDS END +91 02266681234	120,000



BOMBAY - PUBLIC TRUST ACT REGD. NO. E. 14522 MUMBAI 22-12-1994

Sai baba Vihar Complex, Ghodbunder Road, Thane - 400 615. Phone Number: 022 - 2597 3939 / 1199 / 0354

Email :- amichmtp@gmail.com | WebSite : www.amichm.com



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AFFILIATED TO UNIVERSITY OF MUMBAI

2020-21	AKASH RAMCHANDRA GHOLAP	B.Sc (Hospitality studies)	HotelTaj President 022 66650808	120000
2020-21	Hrshikesh Shivaji Nawale	B.Sc (Hospitality studies)	Hotel VITS +91 8826252001	100000
2020-21	Sajid Abdul Mulani	B.Sc (Hospitality studies)	HotelTaj President 022 66650808	120000
2020-21	Monish Jayesh Pawar	B.Sc (Hospitality studies)	Hotel VITS +91 8826252001	100000
2020-21	Akash Anil More	B.Sc (Hospitality studies)	HOTEL TAJ LANDS END +91 02266681234	120,000
2020-21	Pranjal Pramod Sakpal	B.Sc (Hospitality studies)	HOTEL TAJ LANDS END +91 02266681234	120,000
2020-21	NAMRATA MHATRE	B.Sc (Hospitality studies)	HOTEL SAHARA STAR 022 39895000	150,000
2020-21	SAURABH MHATRE	B.Sc (Hospitality studies)	HOTEL TAJ LANDS END +91 02266681234	120,000
2020-21	SAGAR NANDE	B.Sc (Hospitality studies)	HOTEL SAHARA STAR 022 39895000	150,000
2020-21	JAYESH LAKHARA	B.Sc (Hospitality studies)	HILTON 02261990000	130000
2020-21	MANISH UJJANWAL	B.Sc (Hospitality studies)	RENNAISSANCE 02266927777	1,82, 112
2020-21	SWAMI UTEKAR	B.Sc (Hospitality studies)	HOTEL TAJ LANDS END +91 02266681234	120,000
2020-21	ABDUL MALIK	B.Sc (Hospitality studies)	HOTEL TAJ LANDS END +91 02266681234	120,000
2020-21	SANDHYA GADE	B.Sc (Hospitality studies)	NOVOTEL 2266934444	120,000
2020-21	Shubham Singh	B.Sc (Hospitality studies)	NOVOTEL 2266934444	120,000
2020-21	SABAH KHAN	B.Sc (Hospitality studies)	HOTEL SAHARA STAR 022 39895000	150,000
2020-21	YASH PATKAR	B.Sc (Hospitality studies)	HOTEL SAHARA STAR 022 39895000	150,000
2020-21	NATASHA SHAH	B.Sc (Hospitality studies)	NOVOTEL 2266934444	120,000
2020-21	tejas shah	B.Sc (Hospitality studies)	MELUH THE FERN 022 25755555	130,000



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AFFILIATED TO UNIVERSITY OF MUMBAI

2020-21	tejas shah	B.Sc (Hospitality studies)	MELUH THE FERN 022 25755555	130,000
2020-21	shubham kumbhar	B.Sc (Hospitality studies)	CHESSY CRUST CAFE ANDHERI	100000
2020-21	AMIT MISHRA	B.Sc (Hospitality studies)	NOVOTEL 2266934444	120,000

Mrs. DEEPA UPLAP
PLACEMENT
COORDINATOR

Mr. BIPIN JADHAV
PRINCIPAL



BOMBAY - PUBLIC TRUST ACT REGD. NO. E. 14522 MUMBAI 22-12-1994

Sai baba Vihar Complex, Ghodbunder Road, Thane - 400 615. Phone Number: 022 - 2597 3939 / 1199 / 0354

Email :- amichmtp@gmail.com | WebSite : www.amichm.com



26 February 2022

Siddhesh Deshmukh

Thane - 400612

Dear Siddhesh,

Congratulations! Based on your application and the interview, we are pleased to offer you the position of 'GSA – F&B Service' with Courtyard by Marriott Mumbai International Airport as operators of Kanakia Hotels & Resorts Pvt. Ltd, with effect from 1 March 2022. However, this offer is subject to you being declared medically fit by the Company's Doctor and satisfactory references from your Referees.

The break-up of your salary and details of benefits are mentioned in the attached 'Details of Compensation & Benefits'.

Please report to the Human Resources Department at 9.15 hrs with the photocopies of the following documents:

- Proof of Date of Birth (Birth certificate or Passport or Ration Card)
- **Educational Qualifications (True Copy Attested)**
- Previous work experience & Last drawn salary slip
- Marriage Certificate (if married)
- **PAN Card (Mandatory)**
- **Aadhar Card (Mandatory for PF UAN registration)**
- ID proofs (Driving License or Voter ID card)
- 10 passport-sized photographs
- **Cancelled cheque, with name on cheque (Mandatory)**

If the above terms are acceptable to you, as a token of acceptance, please sign the enclosed duplicate copy of this letter.

Welcome aboard!

Yours sincerely,

Shibali Shinde
Director of Human Resources

Candidate's acknowledgement:

Agreed & Accepted by _____ on _____.

Details of Compensation & Benefits
Siddhesh Deshmukh – F&B Service

Salary	As per property monthly payslip and subject to statutory deductions & income tax:	
	Basic	8,960
	House Rent Allowance	3,840
	Gross Salary	12,800
	Employer's PF Contribution	1,075
Benefits	Total Remuneration	13,875
Probation:	Your probation period is for Three (3) Months .	
Medical and Insurance:	You will be eligible to participate in the Hotel's health insurance scheme – Medclaim Insurance and Personal Accident Insurance for self. As per hotel policy.	
Annual Leave, Holidays and Days Off:	Leave entitlement will be 21 privilege leaves (PL), 7 casual leave (CL) and 7 sick leave (SL) per calendar year. Apart from the above, you will be also entitled to National and Festival Holidays as per the list issued by the Hotel at the beginning of each year. You will be entitled to six (6) days off in a month, as per Marriott India policy.	
Gratuity:	Is applicable in accordance with the Act.	
Other Benefits:	You will also be entitled to the following benefits :	
F&B Discount	A 50% discount on all food and beverage at any Marriott India hotel food outlet, as per the Marriott Explore rate.	
Room Rate Discount	Discounted room rates at all Marriott hotels worldwide, for friends and family, as per the Marriott India policy	
Marriott Bonvoy	You are eligible to participate in the Marriott Bonvoy loyalty program through Associate Membership. Activated associate membership may be able to earn points on qualifying stays, achieve Marriott Bonvoy Elite status, and redeem points. Loyalty Program Terms & Conditions define associate rules for participation, "Associate Membership", "Qualifying Stay", "Qualifying Charges", "Qualifying Rate" and other restrictions or exclusions as amended from time to time. Please contact - EmployeeAccounts@marriott.com for enquiries."	
Training	A commitment of a minimum of 50 hours of training per year.	
Confidentiality:	You shall not disclose, divulge or communicate in any manner, any information regarding your compensation to any employee of the Company, or anyone outside the Company, except your Department Head or Director of Human Resource.	
Duties & Responsibilities:	You shall devote your working time and effort to the business of the Hotel.	

This attachment is and forms part of the offer letter dated **26 February 2022**.



Shibali Shinde
Director of Human Resources

Candidate's acknowledgement:

Agreed & Accepted by _____ on _____

MELUHA

THE FERN
MUMBAI

Terms and conditions of your employment as a team member of Concept Hospitality Private Limited (family shall be notified)

1. In addition to the emoluments mentioned above you will be entitled to statutory benefits such as PF, gratuity, leave, etc. subject to the rules and regulations of the company
2. During your employment with the Company, you will not undertake any other work either honorary or on remuneration or do any other business unless authorized in writing, except performing functions as per your employment with the Company
3. During your employment with the Company and thereafter also, you will keep all secrets and will not divulge to any person, firm or Company, such secrets or confidential information obtained by you concerning business or affairs of the hotel and the Company.
4. The Management reserves the right to transfer / depute you temporarily / permanently to work in any section or department or any other hotel in the group without any change in your salary.
5. All disciplinary matters shall be governed by "Company's Policies & Rules" and/or any other 'Statutory Laws' that may be applicable to you from time to time.
6. Your appointment is subject to your medical fitness certified by the Medical Officer appointed by the Company.
7. Your appointment/continuation in the service will also be subject to the verification of your credentials/qualifications.
8. You will be governed by the rules and regulations of the Company in force from time to time and also by the terms of your appointment.
9. The age of retirement is 55 years.
10. Notice period is applicable with effect from the date of joining.
11. The Employee can terminate this agreement by giving 30 day's notice in writing or can give 30 day's salary in lieu of notice only on approval of the HOD/Unit Head/ CHPL Head Office and ensuring detailed handover to the successor. Notice pay is recoverable before leaving on the last day in the unit after giving DD. Notice pay is not adjustable against earned leaves in full and final settlement. Notice pay will be worked on Basic Salary only.
12. The Management reserves the right to terminate you giving you 30 day's notice or accept your resignation with immediate effect. Moreover in case of termination on account of misconduct no notice pay will be paid. Notice pay here also will be worked on Basic Salary only.
13. In case of resignation of any sales person, he will have to clear all his outstanding and then only they will be relieved.
14. Also in case of separation the balance PL encashment will also be done on Basic Salary only.
15. Please note in case you resign within six months period after your joining, you will have to bear the cost of uniform provided to you by the company. (only wherever applicable)
16. Please note in case you resign within one year period after your joining you will have to bear the cost of your recruitment, induction, training, relocation, etc. which the company has incurred on you.
17. Kindly confirm by signing the duplicate copy of this letter that the above terms and conditions are agreed upon and acceptable to you and you undertake to abide by them.
18. Your letter of appointment will be issued subject to successful completion of positive reference check. If during the process of reference check if it is found that any of the submitted documents have been falsely represented, your appointment will be terminated with immediate effect.

Signature :

Name :

Date :

02th April'2022

Commissioner of Police, Mumbai.

Sub: No Objection Certificate for employee basis at **Meluha The Fern Hotel**, Mumbai.

Subsequent to the following candidate's acceptance of the offer made to him, request you to verify his antecedents and address:

Mr. Tejas Shah
Room No.104, Landmark Tower,
Mangal Pandey Marg,
Louiswadi Wagle Estate,
Thane West Maharashtra-400604.

You are requested to issue a No Objection certificate in case the candidate shows no criminal record as per your verification process, and if the address provided by him is genuine.

Thanking You.

Yours Faithfully

For Meluha The Fern Hotel ,

Vijay Gaikwad
Senior Human Resources Manager

DATE : 02nd April'2022

Mr. Tejas Shah
Room No.104, Landmark Tower,
Mangal Pandey Marg,
Louiswadi Wagle Estate,
Thane West Maharashtra-400604.

Welcome to the Fern Family – Letter of Intent

Dear Mr. Tejas Shah,

With reference to your application and subsequent interview with us, we have pleasure in offering you contractual appointment for full time basis as **Assistant Steward - Food & Beverage Department at Meluha The Fern Hotel** with effect from **10.04.2022 to 10.04.2023**.

After a mutual discussion the company has decided to offer you a Gross salary of **Rs. 13,000/-** per month. You would join us on or before **10th April, 2022** and report to the **Director Food & Beverage, Meluha The Fern Hotel**. Your letter of Appointment would be issued to you, subsequently on your joining, as per terms and conditions discussed and mutually agreed upon.

Please furnish a scanned copy of your resignation letter from your current company. Attested and signed by your reporting authority within three days of receiving this LOI, failing which this LOI will be considered void.

On the day of joining you are requested to bring along with you

1. Address and ID proof: Ration Card / Aadhaar card / Voter's card / Passport
2. Pan Card Copy
3. 6 passport size coloured photographs
4. Academic Certificates
5. Letter of Experience & Relieving Letter
6. Salary Slip of last three Months
7. Medical Certificate
8. Form 16 of the current financial year/net taxable income salary certificate from the previous employer
9. Vaccination Certificate

We value the position of our brand in the market and we trust you will live up to being an appropriate brand ambassador for the company.

We believe in our people and that you are the right person to entrust with the task of keeping up the brand values as we expand across the country. We wish you all the success in your new role and profoundly believe that you will perform to the expectations in line with the key result areas.

We are looking forward to welcoming you to the Fern family with a long and satisfying career with us.

Once again, welcome to the family!

Your Sincerely,
For Meluha The Fern Hotel,



Vijay Gaikwad
Senior Human Resources Manager



DATE : 02nd April'2022

Mr.Kamlesh Choudhary
G/2101, Samarth Garden,
Datta Mandir Road,
Bhandup West Mumbai-400078.

Welcome to the Fern Family – Letter of Intent

Dear Mr.Kamlesh Choudhary,

With reference to your application and subsequent interview with us, we have pleasure in offering you contractual appointment for full time basis as **Assistant Steward - Food & Beverage Department** at **Meluha The Fern Hotel** with effect from **10.04.2022 to 10.04.2023**.

After a mutual discussion the company has decided to offer you a Gross salary of **Rs. 13,000/-** per month. You would join us on or before **10th April, 2022** and report to the **Director Food & Beverage, Meluha The Fern Hotel**. Your letter of Appointment would be issued to you, subsequently on your joining, as per terms and conditions discussed and mutually agreed upon.

Please furnish a scanned copy of your resignation letter from your current company. Attested and signed by your reporting authority within three days of receiving this LOI, failing which this LOI will be considered void.

On the day of joining you are requested to bring along with you

1. Address and ID proof: Ration Card / Aadhaar card / Voter's card / Passport
2. Pan Card Copy
3. 6 passport size coloured photographs
4. Academic Certificates
5. Letter of Experience & Relieving Letter
6. Salary Slip of last three Months
7. Medical Certificate
8. Form 16 of the current financial year/net taxable income salary certificate from the previous employer
9. Vaccination Certificate

We value the position of our brand in the market and we trust you will live up to being an appropriate brand ambassador for the company.

We believe in our people and that you are the right person to entrust with the task of keeping up the brand values as we expand across the country. We wish you all the success in your new role and profoundly believe that you will perform to the expectations in line with the key result areas.

We are looking forward to welcoming you to the Fern family with a long and satisfying career with us.

Once again, welcome to the family!

Your Sincerely,
For Meluha The Fern Hotel,



Vijay Gaikwad
Senior Human Resources Manager

Terms and conditions of your employment as a team member of Concept Hospitality Private Limited shall be as under:

1. In addition to the emoluments mentioned above you will be entitled to statutory benefits such as PF, Gratuity, Leaves, etc. Subject to the rules and regulations of the company.
2. During your employment with the Company, you will not undertake any other work either honorary or on remuneration or do any other business unless authorized in writing, except performing functions as per your employment with the Company.
3. During your employment with the Company and thereafter also, you will keep all secrets and will not divulge to any person, firm or Company, such secrets or confidential information obtained by you concerning business or affairs of the hotel and the Company.
4. The Management reserves the right to transfer / depute you temporarily / permanently to work in any section or department or any other hotel in the group without any change in your salary.
5. All disciplinary matters shall be governed by "Company's Policies & Rules" and/or any other 'Statutory Laws' that may be applicable to you from time to time.
6. Your appointment is subject to your medical fitness certified by the Medical Officer appointed by the Company.
7. Your appointment/continuation in the service will also be subject to the verification of your credentials/testimonials.
8. You will be governed by the rules and regulations of the Company in force from time to time and also by the terms of your appointment.
9. The age of retirement is 55 years.
10. Notice period is applicable with effect from the date of joining,
11. The Employee can terminate this agreement by giving 30 day's notice in writing or can give 30 day's salary in lieu of notice only on approval of the HOD/Unit Head/ CHPL Head Office and ensuring detailed handover to the successor. Notice pay is recoverable before leaving on the last day in the unit after giving DD. Notice pay is not adjustable against earned leaves in full and final settlement. Notice pay will be worked on Basic Salary only.
12. The Management reserves the right to terminate you giving you 30 day's notice or accept your resignation with immediate effect. Moreover in case of termination on account of misconduct no notice pay will be paid. Notice pay here also will be worked on Basic Salary only.
13. In case of resignation of any sales person, he will have to clear all his outstanding and then only they will be relieved.
14. Also in case of separation the balance PL encashment will also be done on Basic Salary only.
15. Please note in case you resign within six months period after your joining, you will have to bear the cost of uniform provided to you by the company. (only wherever applicable)
16. Please note in case you resign within one year period after your joining you will have to bear the cost of your recruitment, induction, training, relocation, etc. which the company has incurred on you.
17. Kindly confirm by signing the duplicate copy of this letter that the above terms and conditions are agreed upon and acceptable to you and you undertake to abide by them.
18. Your letter of appointment will be issued subject to successful completion of positive reference check. If during the process of reference check if it is found that any of the submitted documents have been falsely represented, your appointment will be terminated with immediate effect.

Signature :
Name :
Date :



02th April'2022

Commissioner of Police, Mumbai.

Sub: No Objection Certificate for employee basis at **Meluha The Fern Hotel**, Mumbai.

Subsequent to the following candidate's acceptance of the offer made to him, request you to verify his antecedents and address:

Mr.Kamlesh Choudhary
G/2101, Samarth Garden,
Datta Mandir Road,
Bhandup West Mumbai-400078.

You are requested to issue a No Objection certificate in case the candidate shows no criminal record as per your verification process, and if the address provided by him is genuine.

Thanking You.

Yours Faithfully

For Meluha The Fern Hotel ,



Vijay Gaikwad
Senior Human Resources Manager

February 21, 2022

To,

Mr. Abdul Shaikh

Arun Muchhala International College of Hotel Management

Mumbai

Dear Abdul,

This is with reference to your application and the subsequent interviews, we are happy to inform you that you have been chosen to undergo Internship in Front Office department at Taj Lands End, Mumbai.

The details of your Internship are as follows:

Period of Internship: 23rd February 2022 till 24th January 2023

Accommodation: You are required to make your own arrangements for accommodation.

Uniform: 2 sets of white shirts, 2 black blazers and 2 matching black trousers.
Gentlemen: Black Oxford cut shoes with laces.

Documentation:

1. Personal details form signed by the student (*annexure 1*)
2. Police Clearance Letter (*annexure 2*)
3. Self-signed declaration form (*annexure 3*)
4. Two (2) passport size photographs
5. Photocopy of Aadhar Card
6. Photocopy of Pan Card
7. Photocopy of cancelled cheque / bank passbook

Medical Fitness Certificates:

1. Double Vaccination Certificate
2. RAT – Results legible within 4 hours of your time of joining.
3. Blood test, stool test, urine test and hepatitis B vaccination test.
4. Medical fitness certificate provided by a registered medical practitioner

Please note that your joining with us is subject to your being declared medically fit by a registered medical practitioner and the hotel's in-house doctor.



Stipend: You are entitled to a monthly stipend of INR 10,000/- per month. Any absenteeism over and above stipulated offs will be deducted from said stipend.

Monthly Offs and Leave: During the aforesaid period, you will be entitled to 6 Monthly Offs. You will not be entitled to any leave apart from your entitled days off. It is made very clear that the management may require you to work on national holidays and weekly offs, if exigencies of work so demand. You shall be required to work beyond normal working hours, if exigencies of work so demand.

Food on Duty & Transport Charges: You will be entitled to avail on-duty meals cafeteria facility and coach facility without any cost.

Exclusiveness: During the aforesaid period, you shall render services exclusively to the organization and will not engage yourself alone or in the company with any other person in any work or business conflicting with the interest of the Company.

Safety: The Company will not be responsible for any compensation, payable to you or your family on account of death or injury resulting in partial or total disablement which is directly attributable to your negligence, disobedience, working under the influence of alcohol or drugs or not following the safety instructions.

Duties: You will be assigned specific tasks from time to time as per the instructions of your Department Head and L&D Manager.

Duty Hours and Shift Working: As may be intimated from time to time and will cover any hours of the day.

Termination of Internship: This Internship will be automatically terminated on expiry of the specified period, unless otherwise extended further. This appointment is purely on-job Internship in nature as per the timeframe mentioned & does not give you any claim/right for regular appointment with the Company.



Confidential Information:

You hereby agree and undertake that any / all information concerning the Company (including that of any other company / property to be acquired and / or the Company's "affiliates / associate companies") shall be treated as confidential information.

Confidential information shall include all information disclosed to you and shall not be limited to information relating to price quotes, preliminary concepts, sales and/or marketing proposals, branding strategies, creative designs and concepts, technical data, web designs, intellectual property, trade secrets and know-how, research, product plans, products, customer, technical requirements, software, programming techniques, algorithms, services, suppliers, supplier lists, customers, employee lists, customer lists, security arrangements, markets, developments, inventions, processes, technology, designs, drawings, engineering, apparatus, techniques, hardware configuration information, marketing, forecasts, business strategy, finances or other business information disclosed during the course of your abovementioned contractual services and shall be treated by you as "Confidential Information" or any other information which the Company deems necessary to be treated as Confidential Information and shall not, without the company's specific authorization, be disclosed to any other party or used by the employee for his/her own benefit. You shall not divulge in any manner the Confidential Information for any purpose to any person and shall protect the confidentiality of the Confidential Information and shall restrict access to Confidential Information to its personnel of the Company on a need to know basis.

The confidentiality clause shall come into effect from the date of your signing the same hereof and the provision of this clause shall survive the termination of this Contractual Letter/ Agreement. If there is any breach of the terms with regard to Confidentiality, the Company shall have the right to terminate this contract at any time in writing without notice and shall be entitled to damages.

Indemnity:

You shall indemnify and hold harmless the Company, from and against any and all losses, claims, suits, judgments, recoveries, awards, damages, costs and expenses, including but without limitation, reasonable Attorney's fees and costs associated therewith, which may be incurred by, charged to, recoverable from, or which may accrue against the Company, its directors, officers, agents, or employees in the event confidential Information received by you from the Company is passed on by you to any third party.

Tata Code of Conduct:

You will be required to adhere to Tata Code of Conduct and execute an undertaking in this regard.

If the above terms and conditions of the confirmation letter are acceptable to you, kindly confirm your acceptance by signing and emailing us a scanned copy along with the medical reports on tletraining.bom@tajhotels.com

We extend you a warm welcome and look forward to a mutually beneficial association.

Best Wishes,



Nakul Moghe

Learning & Development Manager – Taj Lands End

I accept the above terms & conditions:

Signature & Date

Abdul Shaikh

Annexure 1

Personal Detail Form for Interns

Name: _____

Permanent
Address: _____

_____ Tel No.: _____

Temporary
Address: _____

_____ Tel No.: _____

College: _____

Year: _____

Date of Birth: _____

Emergency Contact Name: _____ Tel No.: _____

Internship Commencing From _____ To _____

Blood Group:

Email Id:

Allergies If Any:



Signature:

Annexure 2

Date: **February 21, 2022**

Dy. Commissioner of Police
Office of Dy. Commissioner of Police

Sub: Police Verification Certificate

Dear Sir,

Mr. Abdul Shaikh has been selected to undergo Internship at Taj Lands End, Mumbai.

We would be in need of a **character certificate** and an **antecedent's verification** in order to commence the Internship with us. We kindly request you to assist us with the above at your convenience.

We would be highly obliged, if you could do the needful as soon as possible.

Thank you.

Yours faithfully,



Nakul Moghe
Learning & Development
Taj Lands End, Mumbai



Annexure 3

To whomsoever it may concern

This is to place on record that, I _____ (Name of student), student of _____
(Name of college) will be going through Internship at _____ (name of Hotel) during
the period of _____(From : To: Dates).

I am aware of the Covid 19 Protocol, and will follow all the guidelines to maintain a safe and healthy
workplace. I take complete responsibility for my own well-being during the period of the internship.

Regards,

Signature & Date

February 21, 2022

To,

Mr. Akash More

Arun Muchhala International College of Hotel Management

Mumbai

Dear Akash,

This is with reference to your application and the subsequent interviews, we are happy to inform you that you have been chosen to undergo Internship in Food and Beverage department at Taj Lands End, Mumbai.

The details of your Internship are as follows:

Period of Internship: 23rd February 2022 till 24th January 2023

Accommodation: You are required to make your own arrangements for accommodation.

Uniform: 2 sets of white shirts, 2 black blazers and 2 matching black trousers.
Gentlemen: Black Oxford cut shoes with laces.

Documentation:

1. Personal details form signed by the student (*annexure 1*)
2. Police Clearance Letter (*annexure 2*)
3. Self-signed declaration form (*annexure 3*)
4. Two (2) passport size photographs
5. Photocopy of Aadhar Card
6. Photocopy of Pan Card
7. Photocopy of cancelled cheque / bank passbook

Medical Fitness Certificates:

1. Double Vaccination Certificate
2. RAT – Results legible within 4 hours of your time of joining.
3. Blood test, stool test, urine test and hepatitis B vaccination test.
4. Medical fitness certificate provided by a registered medical practitioner

Please note that your joining with us is subject to your being declared medically fit by a registered medical practitioner and the hotel's in-house doctor.



Stipend: You are entitled to a monthly stipend of INR 10,000/- per month. Any absenteeism over and above stipulated offs will be deducted from said stipend.

Monthly Offs and Leave: During the aforesaid period, you will be entitled to 6 Monthly Offs. You will not be entitled to any leave apart from your entitled days off. It is made very clear that the management may require you to work on national holidays and weekly offs, if exigencies of work so demand. You shall be required to work beyond normal working hours, if exigencies of work so demand.

Food on Duty & Transport Charges: You will be entitled to avail on-duty meals cafeteria facility and coach facility without any cost.

Exclusiveness: During the aforesaid period, you shall render services exclusively to the organization and will not engage yourself alone or in the company with any other person in any work or business conflicting with the interest of the Company.

Safety: The Company will not be responsible for any compensation, payable to you or your family on account of death or injury resulting in partial or total disablement which is directly attributable to your negligence, disobedience, working under the influence of alcohol or drugs or not following the safety instructions.

Duties: You will be assigned specific tasks from time to time as per the instructions of your Department Head and L&D Manager.

Duty Hours and Shift Working: As may be intimated from time to time and will cover any hours of the day.

Termination of Internship: This Internship will be automatically terminated on expiry of the specified period, unless otherwise extended further. This appointment is purely on-job Internship in nature as per the timeframe mentioned & does not give you any claim/right for regular appointment with the Company.



Confidential Information:

You hereby agree and undertake that any / all information concerning the Company (including that of any other company / property to be acquired and / or the Company's "affiliates / associate companies") shall be treated as confidential information.

Confidential information shall include all information disclosed to you and shall not be limited to information relating to price quotes, preliminary concepts, sales and/or marketing proposals, branding strategies, creative designs and concepts, technical data, web designs, intellectual property, trade secrets and know-how, research, product plans, products, customer, technical requirements, software, programming techniques, algorithms, services, suppliers, supplier lists, customers, employee lists, customer lists, security arrangements, markets, developments, inventions, processes, technology, designs, drawings, engineering, apparatus, techniques, hardware configuration information, marketing, forecasts, business strategy, finances or other business information disclosed during the course of your abovementioned contractual services and shall be treated by you as "Confidential Information" or any other information which the Company deems necessary to be treated as Confidential Information and shall not, without the company's specific authorization, be disclosed to any other party or used by the employee for his/her own benefit. You shall not divulge in any manner the Confidential Information for any purpose to any person and shall protect the confidentiality of the Confidential Information and shall restrict access to Confidential Information to its personnel of the Company on a need to know basis.

The confidentiality clause shall come into effect from the date of your signing the same hereof and the provision of this clause shall survive the termination of this Contractual Letter/ Agreement. If there is any breach of the terms with regard to Confidentiality, the Company shall have the right to terminate this contract at any time in writing without notice and shall be entitled to damages.

Indemnity:

You shall indemnify and hold harmless the Company, from and against any and all losses, claims, suits, judgments, recoveries, awards, damages, costs and expenses, including but without limitation, reasonable Attorney's fees and costs associated therewith, which may be incurred by, charged to, recoverable from, or which may accrue against the Company, its directors, officers, agents, or employees in the event confidential Information received by you from the Company is passed on by you to any third party.

Tata Code of Conduct:

You will be required to adhere to Tata Code of Conduct and execute an undertaking in this regard.

If the above terms and conditions of the confirmation letter are acceptable to you, kindly confirm your acceptance by signing and emailing us a scanned copy along with the medical reports on tletraining.bom@tajhotels.com

We extend you a warm welcome and look forward to a mutually beneficial association.

Best Wishes,



Nakul Moghe

Learning & Development Manager – Taj Lands End

I accept the above terms & conditions:

Signature & Date

Akash More

Annexure 1

Personal Detail Form for Interns

Name: _____



Permanent
Address: _____

_____ Tel No.: _____

Temporary
Address: _____

_____ Tel No.: _____

College: _____

Year: _____

Date of Birth: _____

Emergency Contact Name: _____ Tel No.: _____

Internship Commencing From _____ To _____

Blood Group:

Email Id:

Allergies If Any:

Signature:

Annexure 2

Date: **February 21, 2022**

Dy. Commissioner of Police
Office of Dy. Commissioner of Police

Sub: Police Verification Certificate

Dear Sir,

Mr. Akash More has been selected to undergo Internship at Taj Lands End, Mumbai.

We would be in need of a **character certificate** and an **antecedent's verification** in order to commence the Internship with us. We kindly request you to assist us with the above at your convenience.

We would be highly obliged, if you could do the needful as soon as possible.

Thank you.

Yours faithfully,



Nakul Moghe
Learning & Development
Taj Lands End, Mumbai



Annexure 3

To whomsoever it may concern

This is to place on record that, I _____ (Name of student), student of _____
(Name of college) will be going through Internship at _____ (name of Hotel) during
the period of _____(From : To: Dates).

I am aware of the Covid 19 Protocol, and will follow all the guidelines to maintain a safe and healthy
workplace. I take complete responsibility for my own well-being during the period of the internship.

Regards,

Signature & Date

February 21, 2022

To,

Mr. Atish Vitthal

Arun Muchhala International College of Hotel Management

Mumbai

Dear Atish,

This is with reference to your application and the subsequent interviews, we are happy to inform you that you have been chosen to undergo Internship in Housekeeping department at Taj Lands End, Mumbai.

The details of your Internship are as follows:

Period of Internship: 23rd February 2022 till 24th January 2023

Accommodation: You are required to make your own arrangements for accommodation.

Uniform: 2 sets of white shirts, 2 black blazers and 2 matching black trousers.
Gentlemen: Black Oxford cut shoes with laces.

Documentation:

1. Personal details form signed by the student (*annexure 1*)
2. Police Clearance Letter (*annexure 2*)
3. Self-signed declaration form (*annexure 3*)
4. Two (2) passport size photographs
5. Photocopy of Aadhar Card
6. Photocopy of Pan Card
7. Photocopy of cancelled cheque / bank passbook

Medical Fitness Certificates:

1. Double Vaccination Certificate
2. RAT – Results legible within 4 hours of your time of joining.
3. Blood test, stool test, urine test and hepatitis B vaccination test.
4. Medical fitness certificate provided by a registered medical practitioner

Please note that your joining with us is subject to your being declared medically fit by a registered medical practitioner and the hotel's in-house doctor.



Stipend: You are entitled to a monthly stipend of INR 10,000/- per month. Any absenteeism over and above stipulated offs will be deducted from said stipend.

Monthly Offs and Leave: During the aforesaid period, you will be entitled to 6 Monthly Offs. You will not be entitled to any leave apart from your entitled days off. It is made very clear that the management may require you to work on national holidays and weekly offs, if exigencies of work so demand. You shall be required to work beyond normal working hours, if exigencies of work so demand.

Food on Duty & Transport Charges: You will be entitled to avail on-duty meals cafeteria facility and coach facility without any cost.

Exclusiveness: During the aforesaid period, you shall render services exclusively to the organization and will not engage yourself alone or in the company with any other person in any work or business conflicting with the interest of the Company.

Safety: The Company will not be responsible for any compensation, payable to you or your family on account of death or injury resulting in partial or total disablement which is directly attributable to your negligence, disobedience, working under the influence of alcohol or drugs or not following the safety instructions.

Duties: You will be assigned specific tasks from time to time as per the instructions of your Department Head and L&D Manager.

Duty Hours and Shift Working: As may be intimated from time to time and will cover any hours of the day.

Termination of Internship: This Internship will be automatically terminated on expiry of the specified period, unless otherwise extended further. This appointment is purely on-job Internship in nature as per the timeframe mentioned & does not give you any claim/right for regular appointment with the Company.



Confidential Information:

You hereby agree and undertake that any / all information concerning the Company (including that of any other company / property to be acquired and / or the Company's "affiliates / associate companies") shall be treated as confidential information.

Confidential information shall include all information disclosed to you and shall not be limited to information relating to price quotes, preliminary concepts, sales and/or marketing proposals, branding strategies, creative designs and concepts, technical data, web designs, intellectual property, trade secrets and know-how, research, product plans, products, customer, technical requirements, software, programming techniques, algorithms, services, suppliers, supplier lists, customers, employee lists, customer lists, security arrangements, markets, developments, inventions, processes, technology, designs, drawings, engineering, apparatus, techniques, hardware configuration information, marketing, forecasts, business strategy, finances or other business information disclosed during the course of your abovementioned contractual services and shall be treated by you as "Confidential Information" or any other information which the Company deems necessary to be treated as Confidential Information and shall not, without the company's specific authorization, be disclosed to any other party or used by the employee for his/her own benefit. You shall not divulge in any manner the Confidential Information for any purpose to any person and shall protect the confidentiality of the Confidential Information and shall restrict access to Confidential Information to its personnel of the Company on a need to know basis.

The confidentiality clause shall come into effect from the date of your signing the same hereof and the provision of this clause shall survive the termination of this Contractual Letter/ Agreement. If there is any breach of the terms with regard to Confidentiality, the Company shall have the right to terminate this contract at any time in writing without notice and shall be entitled to damages.

Indemnity:

You shall indemnify and hold harmless the Company, from and against any and all losses, claims, suits, judgments, recoveries, awards, damages, costs and expenses, including but without limitation, reasonable Attorney's fees and costs associated therewith, which may be incurred by, charged to, recoverable from, or which may accrue against the Company, its directors, officers, agents, or employees in the event confidential Information received by you from the Company is passed on by you to any third party.

Tata Code of Conduct:

You will be required to adhere to Tata Code of Conduct and execute an undertaking in this regard.

If the above terms and conditions of the confirmation letter are acceptable to you, kindly confirm your acceptance by signing and emailing us a scanned copy along with the medical reports on tletraining.bom@tajhotels.com

We extend you a warm welcome and look forward to a mutually beneficial association.

Best Wishes,



Nakul Moghe

Learning & Development Manager – Taj Lands End

I accept the above terms & conditions:

Signature & Date

Atish Vitthal

Annexure 1

Personal Detail Form for Interns

Name: _____



Permanent
Address: _____

_____ Tel No.: _____

Temporary
Address: _____

_____ Tel No.: _____

College: _____

Year: _____

Date of Birth: _____

Emergency Contact Name: _____ Tel No.: _____

Internship Commencing From _____ To _____

Blood Group:

Email Id:

Allergies If Any:

Signature:

Annexure 2

Date: **February 21, 2022**

Dy. Commissioner of Police
Office of Dy. Commissioner of Police

Sub: Police Verification Certificate

Dear Sir,

Mr. Atish Vitthal has been selected to undergo Internship at Taj Lands End, Mumbai.

We would be in need of a **character certificate** and an **antecedent's verification** in order to commence the Internship with us. We kindly request you to assist us with the above at your convenience.

We would be highly obliged, if you could do the needful as soon as possible.

Thank you.

Yours faithfully,



Nakul Moghe
Learning & Development
Taj Lands End, Mumbai



Annexure 3

To whomsoever it may concern

This is to place on record that, I _____ (Name of student), student of _____
(Name of college) will be going through Internship at _____ (name of Hotel) during
the period of _____(From : To: Dates).

I am aware of the Covid 19 Protocol, and will follow all the guidelines to maintain a safe and healthy
workplace. I take complete responsibility for my own well-being during the period of the internship.

Regards,

Signature & Date

February 21, 2022

To,

Ms. Jheel Panchal

Arun Muchhala International College of Hotel Management

Mumbai

Dear Jheel,

This is with reference to your application and the subsequent interviews, we are happy to inform you that you have been chosen to undergo Internship in Front Office department at Taj Lands End, Mumbai.

The details of your Internship are as follows:

Period of Internship: 23rd February 2022 till 24th January 2023

Accommodation: You are required to make your own arrangements for accommodation.

Uniform: 2 sets of white shirts, 2 black blazers and 2 matching black trousers.

Ladies: Black closed toe black shoes. Minimum ½” heel and a maximum of 1.5”

Documentation:

1. Personal details form signed by the student (*annexure 1*)
2. Police Clearance Letter (*annexure 2*)
3. Self-signed declaration form (*annexure 3*)
4. Two (2) passport size photographs
5. Photocopy of Aadhar Card
6. Photocopy of Pan Card
7. Photocopy of cancelled cheque / bank passbook

Medical Fitness Certificates:

1. Double Vaccination Certificate
2. RAT – Results legible within 4 hours of your time of joining.
3. Blood test, stool test, urine test and hepatitis B vaccination test.
4. Medical fitness certificate provided by a registered medical practitioner

Please note that your joining with us is subject to your being declared medically fit by a registered medical practitioner and the hotel’s in-house doctor.



Stipend: You are entitled to a monthly stipend of INR 10,000/- per month. Any absenteeism over and above stipulated offs will be deducted from said stipend.

Monthly Offs and Leave: During the aforesaid period, you will be entitled to 6 Monthly Offs. You will not be entitled to any leave apart from your entitled days off. It is made very clear that the management may require you to work on national holidays and weekly offs, if exigencies of work so demand. You shall be required to work beyond normal working hours, if exigencies of work so demand.

Food on Duty & Transport Charges: You will be entitled to avail on-duty meals cafeteria facility and coach facility without any cost.

Exclusiveness: During the aforesaid period, you shall render services exclusively to the organization and will not engage yourself alone or in the company with any other person in any work or business conflicting with the interest of the Company.

Safety: The Company will not be responsible for any compensation, payable to you or your family on account of death or injury resulting in partial or total disablement which is directly attributable to your negligence, disobedience, working under the influence of alcohol or drugs or not following the safety instructions.

Duties: You will be assigned specific tasks from time to time as per the instructions of your Department Head and L&D Manager.

Duty Hours and Shift Working: As may be intimated from time to time and will cover any hours of the day.

Termination of Internship: This Internship will be automatically terminated on expiry of the specified period, unless otherwise extended further. This appointment is purely on-job Internship in nature as per the timeframe mentioned & does not give you any claim/right for regular appointment with the Company.



Confidential Information:

You hereby agree and undertake that any / all information concerning the Company (including that of any other company / property to be acquired and / or the Company's "affiliates / associate companies") shall be treated as confidential information.

Confidential information shall include all information disclosed to you and shall not be limited to information relating to price quotes, preliminary concepts, sales and/or marketing proposals, branding strategies, creative designs and concepts, technical data, web designs, intellectual property, trade secrets and know-how, research, product plans, products, customer, technical requirements, software, programming techniques, algorithms, services, suppliers, supplier lists, customers, employee lists, customer lists, security arrangements, markets, developments, inventions, processes, technology, designs, drawings, engineering, apparatus, techniques, hardware configuration information, marketing, forecasts, business strategy, finances or other business information disclosed during the course of your abovementioned contractual services and shall be treated by you as "Confidential Information" or any other information which the Company deems necessary to be treated as Confidential Information and shall not, without the company's specific authorization, be disclosed to any other party or used by the employee for his/her own benefit. You shall not divulge in any manner the Confidential Information for any purpose to any person and shall protect the confidentiality of the Confidential Information and shall restrict access to Confidential Information to its personnel of the Company on a need to know basis.

The confidentiality clause shall come into effect from the date of your signing the same hereof and the provision of this clause shall survive the termination of this Contractual Letter/ Agreement. If there is any breach of the terms with regard to Confidentiality, the Company shall have the right to terminate this contract at any time in writing without notice and shall be entitled to damages.

Indemnity:

You shall indemnify and hold harmless the Company, from and against any and all losses, claims, suits, judgments, recoveries, awards, damages, costs and expenses, including but without limitation, reasonable Attorney's fees and costs associated therewith, which may be incurred by, charged to, recoverable from, or which may accrue against the Company, its directors, officers, agents, or employees in the event confidential Information received by you from the Company is passed on by you to any third party.

Tata Code of Conduct:

You will be required to adhere to Tata Code of Conduct and execute an undertaking in this regard.

If the above terms and conditions of the confirmation letter are acceptable to you, kindly confirm your acceptance by signing and emailing us a scanned copy along with the medical reports on tletraining.bom@tajhotels.com

We extend you a warm welcome and look forward to a mutually beneficial association.

Best Wishes,



Nakul Moghe

Learning & Development Manager – Taj Lands End

I accept the above terms & conditions:

Signature & Date

Jheel Panchal

Annexure 1

Personal Detail Form for Interns

Name: _____



Permanent
Address: _____

_____ Tel No.: _____

Temporary
Address: _____

_____ Tel No.: _____

College: _____

Year: _____

Date of Birth: _____

Emergency Contact Name: _____ Tel No.: _____

Internship Commencing From _____ To _____

Blood Group:

Email Id:

Allergies If Any:

Signature:

Annexure 2

Date: **February 21, 2022**

Dy. Commissioner of Police
Office of Dy. Commissioner of Police

Sub: Police Verification Certificate

Dear Sir,

Mr. Jheel Panchal has been selected to undergo Internship at Taj Lands End, Mumbai.

We would be in need of a **character certificate** and an **antecedent's verification** in order to commence the Internship with us. We kindly request you to assist us with the above at your convenience.

We would be highly obliged, if you could do the needful as soon as possible.

Thank you.

Yours faithfully,



Nakul Moghe
Learning & Development
Taj Lands End, Mumbai



Annexure 3

To whomsoever it may concern

This is to place on record that, I _____ (Name of student), student of _____
(Name of college) will be going through Internship at _____ (name of Hotel) during
the period of _____(From : To: Dates).

I am aware of the Covid 19 Protocol, and will follow all the guidelines to maintain a safe and healthy
workplace. I take complete responsibility for my own well-being during the period of the internship.

Regards,

Signature & Date

February 21, 2022

To,

Mr. Moin Shaikh

Arun Muchhala International College of Hotel Management

Mumbai

Dear Moin,

This is with reference to your application and the subsequent interviews, we are happy to inform you that you have been chosen to undergo Internship in Housekeeping department at Taj Lands End, Mumbai.

The details of your Internship are as follows:

Period of Internship: 23rd February 2022 till 24th January 2023

Accommodation: You are required to make your own arrangements for accommodation.

Uniform: 2 sets of white shirts, 2 black blazers and 2 matching black trousers.
Gentlemen: Black Oxford cut shoes with laces.

Documentation:

1. Personal details form signed by the student (*annexure 1*)
2. Police Clearance Letter (*annexure 2*)
3. Self-signed declaration form (*annexure 3*)
4. Two (2) passport size photographs
5. Photocopy of Aadhar Card
6. Photocopy of Pan Card
7. Photocopy of cancelled cheque / bank passbook

Medical Fitness Certificates:

1. Double Vaccination Certificate
2. RAT – Results legible within 4 hours of your time of joining.
3. Blood test, stool test, urine test and hepatitis B vaccination test.
4. Medical fitness certificate provided by a registered medical practitioner

Please note that your joining with us is subject to your being declared medically fit by a registered medical practitioner and the hotel's in-house doctor.



Stipend: You are entitled to a monthly stipend of INR 10,000/- per month. Any absenteeism over and above stipulated offs will be deducted from said stipend.

Monthly Offs and Leave: During the aforesaid period, you will be entitled to 6 Monthly Offs. You will not be entitled to any leave apart from your entitled days off. It is made very clear that the management may require you to work on national holidays and weekly offs, if exigencies of work so demand. You shall be required to work beyond normal working hours, if exigencies of work so demand.

Food on Duty & Transport Charges: You will be entitled to avail on-duty meals cafeteria facility and coach facility without any cost.

Exclusiveness: During the aforesaid period, you shall render services exclusively to the organization and will not engage yourself alone or in the company with any other person in any work or business conflicting with the interest of the Company.

Safety: The Company will not be responsible for any compensation, payable to you or your family on account of death or injury resulting in partial or total disablement which is directly attributable to your negligence, disobedience, working under the influence of alcohol or drugs or not following the safety instructions.

Duties: You will be assigned specific tasks from time to time as per the instructions of your Department Head and L&D Manager.

Duty Hours and Shift Working: As may be intimated from time to time and will cover any hours of the day.

Termination of Internship: This Internship will be automatically terminated on expiry of the specified period, unless otherwise extended further. This appointment is purely on-job Internship in nature as per the timeframe mentioned & does not give you any claim/right for regular appointment with the Company.



Confidential Information:

You hereby agree and undertake that any / all information concerning the Company (including that of any other company / property to be acquired and / or the Company's "affiliates / associate companies") shall be treated as confidential information.

Confidential information shall include all information disclosed to you and shall not be limited to information relating to price quotes, preliminary concepts, sales and/or marketing proposals, branding strategies, creative designs and concepts, technical data, web designs, intellectual property, trade secrets and know-how, research, product plans, products, customer, technical requirements, software, programming techniques, algorithms, services, suppliers, supplier lists, customers, employee lists, customer lists, security arrangements, markets, developments, inventions, processes, technology, designs, drawings, engineering, apparatus, techniques, hardware configuration information, marketing, forecasts, business strategy, finances or other business information disclosed during the course of your abovementioned contractual services and shall be treated by you as "Confidential Information" or any other information which the Company deems necessary to be treated as Confidential Information and shall not, without the company's specific authorization, be disclosed to any other party or used by the employee for his/her own benefit. You shall not divulge in any manner the Confidential Information for any purpose to any person and shall protect the confidentiality of the Confidential Information and shall restrict access to Confidential Information to its personnel of the Company on a need to know basis.

The confidentiality clause shall come into effect from the date of your signing the same hereof and the provision of this clause shall survive the termination of this Contractual Letter/ Agreement. If there is any breach of the terms with regard to Confidentiality, the Company shall have the right to terminate this contract at any time in writing without notice and shall be entitled to damages.

Indemnity:

You shall indemnify and hold harmless the Company, from and against any and all losses, claims, suits, judgments, recoveries, awards, damages, costs and expenses, including but without limitation, reasonable Attorney's fees and costs associated therewith, which may be incurred by, charged to, recoverable from, or which may accrue against the Company, its directors, officers, agents, or employees in the event confidential Information received by you from the Company is passed on by you to any third party.

Tata Code of Conduct:

You will be required to adhere to Tata Code of Conduct and execute an undertaking in this regard.

If the above terms and conditions of the confirmation letter are acceptable to you, kindly confirm your acceptance by signing and emailing us a scanned copy along with the medical reports on tletraining.bom@tajhotels.com

We extend you a warm welcome and look forward to a mutually beneficial association.

Best Wishes,



Nakul Moghe

Learning & Development Manager – Taj Lands End

I accept the above terms & conditions:

Signature & Date

Moin Shaikh

Annexure 1

Personal Detail Form for Interns

Name: _____



Permanent
Address: _____

_____ Tel No.: _____

Temporary
Address: _____

_____ Tel No.: _____

College: _____

Year: _____

Date of Birth: _____

Emergency Contact Name: _____ Tel No.: _____

Internship Commencing From _____ To _____

Blood Group:

Email Id:

Allergies If Any:

Signature:

Annexure 2

Date: **February 21, 2022**

Dy. Commissioner of Police
Office of Dy. Commissioner of Police

Sub: Police Verification Certificate

Dear Sir,

Mr. Moin Shaikh has been selected to undergo Internship at Taj Lands End, Mumbai.

We would be in need of a **character certificate** and an **antecedent's verification** in order to commence the Internship with us. We kindly request you to assist us with the above at your convenience.

We would be highly obliged, if you could do the needful as soon as possible.

Thank you.

Yours faithfully,



Nakul Moghe
Learning & Development
Taj Lands End, Mumbai



Annexure 3

To whomsoever it may concern

This is to place on record that, I _____ (Name of student), student of _____
(Name of college) will be going through Internship at _____ (name of Hotel) during
the period of _____(From : To: Dates).

I am aware of the Covid 19 Protocol, and will follow all the guidelines to maintain a safe and healthy
workplace. I take complete responsibility for my own well-being during the period of the internship.

Regards,

Signature & Date

February 21, 2022

To,

Mr. Nikhil Egade

Arun Muchhala International College of Hotel Management

Mumbai

Dear Nikhil,

This is with reference to your application and the subsequent interviews, we are happy to inform you that you have been chosen to undergo Internship in Food and Beverage department at Taj Lands End, Mumbai.

The details of your Internship are as follows:

Period of Internship: 23rd February 2022 till 24th January 2023

Accommodation: You are required to make your own arrangements for accommodation.

Uniform: 2 sets of white shirts, 2 black blazers and 2 matching black trousers.
Gentlemen: Black Oxford cut shoes with laces.

Documentation:

1. Personal details form signed by the student (*annexure 1*)
2. Police Clearance Letter (*annexure 2*)
3. Self-signed declaration form (*annexure 3*)
4. Two (2) passport size photographs
5. Photocopy of Aadhar Card
6. Photocopy of Pan Card
7. Photocopy of cancelled cheque / bank passbook

Medical Fitness Certificates:

1. Double Vaccination Certificate
2. RAT – Results legible within 4 hours of your time of joining.
3. Blood test, stool test, urine test and hepatitis B vaccination test.
4. Medical fitness certificate provided by a registered medical practitioner

Please note that your joining with us is subject to your being declared medically fit by a registered medical practitioner and the hotel's in-house doctor.



Stipend: You are entitled to a monthly stipend of INR 10,000/- per month. Any absenteeism over and above stipulated offs will be deducted from said stipend.

Monthly Offs and Leave: During the aforesaid period, you will be entitled to 6 Monthly Offs. You will not be entitled to any leave apart from your entitled days off. It is made very clear that the management may require you to work on national holidays and weekly offs, if exigencies of work so demand. You shall be required to work beyond normal working hours, if exigencies of work so demand.

Food on Duty & Transport Charges: You will be entitled to avail on-duty meals cafeteria facility and coach facility without any cost.

Exclusiveness: During the aforesaid period, you shall render services exclusively to the organization and will not engage yourself alone or in the company with any other person in any work or business conflicting with the interest of the Company.

Safety: The Company will not be responsible for any compensation, payable to you or your family on account of death or injury resulting in partial or total disablement which is directly attributable to your negligence, disobedience, working under the influence of alcohol or drugs or not following the safety instructions.

Duties: You will be assigned specific tasks from time to time as per the instructions of your Department Head and L&D Manager.

Duty Hours and Shift Working: As may be intimated from time to time and will cover any hours of the day.

Termination of Internship: This Internship will be automatically terminated on expiry of the specified period, unless otherwise extended further. This appointment is purely on-job Internship in nature as per the timeframe mentioned & does not give you any claim/right for regular appointment with the Company.



Confidential Information:

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Confidential information shall include all information disclosed to you and shall not be limited to information relating to price quotes, preliminary concepts, sales and/or marketing proposals, branding strategies, creative designs and concepts, technical data, web designs, intellectual property, trade secrets and know-how, research, product plans, products, customer, technical requirements, software, programming techniques, algorithms, services, suppliers, supplier lists, customers, employee lists, customer lists, security arrangements, markets, developments, inventions, processes, technology, designs, drawings, engineering, apparatus, techniques, hardware configuration information, marketing, forecasts, business strategy, finances or other business information disclosed during the course of your abovementioned contractual services and shall be treated by you as "Confidential Information" or any other information which the Company deems necessary to be treated as Confidential Information and shall not, without the company's specific authorization, be disclosed to any other party or used by the employee for his/her own benefit. You shall not divulge in any manner the Confidential Information for any purpose to any person and shall protect the confidentiality of the Confidential Information and shall restrict access to Confidential Information to its personnel of the Company on a need to know basis.

The confidentiality clause shall come into effect from the date of your signing the same hereof and the provision of this clause shall survive the termination of this Contractual Letter/ Agreement. If there is any breach of the terms with regard to Confidentiality, the Company shall have the right to terminate this contract at any time in writing without notice and shall be entitled to damages.

Indemnity:

You shall indemnify and hold harmless the Company, from and against any and all losses, claims, suits, judgments, recoveries, awards, damages, costs and expenses, including but without limitation, reasonable Attorney's fees and costs associated therewith, which may be incurred by, charged to, recoverable from, or which may accrue against the Company, its directors, officers, agents, or employees in the event confidential Information received by you from the Company is passed on by you to any third party.

Tata Code of Conduct:

You will be required to adhere to Tata Code of Conduct and execute an undertaking in this regard.

If the above terms and conditions of the confirmation letter are acceptable to you, kindly confirm your acceptance by signing and emailing us a scanned copy along with the medical reports on tletraining.bom@tajhotels.com

We extend you a warm welcome and look forward to a mutually beneficial association.

Best Wishes,



Nakul Moghe

Learning & Development Manager – Taj Lands End

I accept the above terms & conditions:

Signature & Date

Nikhil Egade

Annexure 1

Personal Detail Form for Interns

Name: _____



Permanent
Address: _____

_____ Tel No.: _____

Temporary
Address: _____

_____ Tel No.: _____

College: _____

Year: _____

Date of Birth: _____

Emergency Contact Name: _____ Tel No.: _____

Internship Commencing From _____ To _____

Blood Group:

Email Id:

Allergies If Any:

Signature:

Annexure 2

Date: **February 21, 2022**

Dy. Commissioner of Police
Office of Dy. Commissioner of Police

Sub: Police Verification Certificate

Dear Sir,

Mr. Nikhil Egade has been selected to undergo Internship at Taj Lands End, Mumbai.

We would be in need of a **character certificate** and an **antecedent's verification** in order to commence the Internship with us. We kindly request you to assist us with the above at your convenience.

We would be highly obliged, if you could do the needful as soon as possible.

Thank you.

Yours faithfully,



Nakul Moghe
Learning & Development
Taj Lands End, Mumbai



Annexure 3

To whomsoever it may concern

This is to place on record that, I _____ (Name of student), student of _____
(Name of college) will be going through Internship at _____ (name of Hotel) during
the period of _____(From : To: Dates).

I am aware of the Covid 19 Protocol, and will follow all the guidelines to maintain a safe and healthy
workplace. I take complete responsibility for my own well-being during the period of the internship.

Regards,

Signature & Date

February 21, 2022

To,

Mr. Ritik Katekar

Arun Muchhala International College of Hotel Management

Mumbai

Dear Ritik,

This is with reference to your application and the subsequent interviews, we are happy to inform you that you have been chosen to undergo Internship in Food and Beverage department at Taj Lands End, Mumbai.

The details of your Internship are as follows:

Period of Internship: 23rd February 2022 till 24th January 2023

Accommodation: You are required to make your own arrangements for accommodation.

Uniform: 2 sets of white shirts, 2 black blazers and 2 matching black trousers.
Gentlemen: Black Oxford cut shoes with laces.

Documentation:

1. Personal details form signed by the student (*annexure 1*)
2. Police Clearance Letter (*annexure 2*)
3. Self-signed declaration form (*annexure 3*)
4. Two (2) passport size photographs
5. Photocopy of Aadhar Card
6. Photocopy of Pan Card
7. Photocopy of cancelled cheque / bank passbook

Medical Fitness Certificates:

1. Double Vaccination Certificate
2. RAT – Results legible within 4 hours of your time of joining.
3. Blood test, stool test, urine test and hepatitis B vaccination test.
4. Medical fitness certificate provided by a registered medical practitioner

Please note that your joining with us is subject to your being declared medically fit by a registered medical practitioner and the hotel's in-house doctor.



Stipend: You are entitled to a monthly stipend of INR 10,000/- per month. Any absenteeism over and above stipulated offs will be deducted from said stipend.

Monthly Offs and Leave: During the aforesaid period, you will be entitled to 6 Monthly Offs. You will not be entitled to any leave apart from your entitled days off. It is made very clear that the management may require you to work on national holidays and weekly offs, if exigencies of work so demand. You shall be required to work beyond normal working hours, if exigencies of work so demand.

Food on Duty & Transport Charges: You will be entitled to avail on-duty meals cafeteria facility and coach facility without any cost.

Exclusiveness: During the aforesaid period, you shall render services exclusively to the organization and will not engage yourself alone or in the company with any other person in any work or business conflicting with the interest of the Company.

Safety: The Company will not be responsible for any compensation, payable to you or your family on account of death or injury resulting in partial or total disablement which is directly attributable to your negligence, disobedience, working under the influence of alcohol or drugs or not following the safety instructions.

Duties: You will be assigned specific tasks from time to time as per the instructions of your Department Head and L&D Manager.

Duty Hours and Shift Working: As may be intimated from time to time and will cover any hours of the day.

Termination of Internship: This Internship will be automatically terminated on expiry of the specified period, unless otherwise extended further. This appointment is purely on-job Internship in nature as per the timeframe mentioned & does not give you any claim/right for regular appointment with the Company.



Confidential Information:

You hereby agree and undertake that any / all information concerning the Company (including that of any other company / property to be acquired and / or the Company's "affiliates / associate companies") shall be treated as confidential information.

Confidential information shall include all information disclosed to you and shall not be limited to information relating to price quotes, preliminary concepts, sales and/or marketing proposals, branding strategies, creative designs and concepts, technical data, web designs, intellectual property, trade secrets and know-how, research, product plans, products, customer, technical requirements, software, programming techniques, algorithms, services, suppliers, supplier lists, customers, employee lists, customer lists, security arrangements, markets, developments, inventions, processes, technology, designs, drawings, engineering, apparatus, techniques, hardware configuration information, marketing, forecasts, business strategy, finances or other business information disclosed during the course of your abovementioned contractual services and shall be treated by you as "Confidential Information" or any other information which the Company deems necessary to be treated as Confidential Information and shall not, without the company's specific authorization, be disclosed to any other party or used by the employee for his/her own benefit. You shall not divulge in any manner the Confidential Information for any purpose to any person and shall protect the confidentiality of the Confidential Information and shall restrict access to Confidential Information to its personnel of the Company on a need to know basis.

The confidentiality clause shall come into effect from the date of your signing the same hereof and the provision of this clause shall survive the termination of this Contractual Letter/ Agreement. If there is any breach of the terms with regard to Confidentiality, the Company shall have the right to terminate this contract at any time in writing without notice and shall be entitled to damages.

Indemnity:

You shall indemnify and hold harmless the Company, from and against any and all losses, claims, suits, judgments, recoveries, awards, damages, costs and expenses, including but without limitation, reasonable Attorney's fees and costs associated therewith, which may be incurred by, charged to, recoverable from, or which may accrue against the Company, its directors, officers, agents, or employees in the event confidential Information received by you from the Company is passed on by you to any third party.

Tata Code of Conduct:

You will be required to adhere to Tata Code of Conduct and execute an undertaking in this regard.

If the above terms and conditions of the confirmation letter are acceptable to you, kindly confirm your acceptance by signing and emailing us a scanned copy along with the medical reports on tletraining.bom@tajhotels.com

We extend you a warm welcome and look forward to a mutually beneficial association.

Best Wishes,



Nakul Moghe

Learning & Development Manager – Taj Lands End

I accept the above terms & conditions:

Signature & Date

Ritik Katekar

Annexure 1

Personal Detail Form for Interns

Name: _____

Permanent
Address: _____

_____ Tel No.: _____

Temporary
Address: _____

_____ Tel No.: _____

College: _____

Year: _____

Date of Birth: _____

Emergency Contact Name: _____ Tel No.: _____

Internship Commencing From _____ To _____

Blood Group:

Email Id:

Allergies If Any:



Signature:

Annexure 2

Date: **February 21, 2022**

Dy. Commissioner of Police
Office of Dy. Commissioner of Police

Sub: Police Verification Certificate

Dear Sir,

Mr. Ritik Katekar has been selected to undergo Internship at Taj Lands End, Mumbai.

We would be in need of a **character certificate** and an **antecedent's verification** in order to commence the Internship with us. We kindly request you to assist us with the above at your convenience.

We would be highly obliged, if you could do the needful as soon as possible.

Thank you.

Yours faithfully,



Nakul Moghe
Learning & Development
Taj Lands End, Mumbai



Annexure 3

To whomsoever it may concern

This is to place on record that, I _____ (Name of student), student of _____
(Name of college) will be going through Internship at _____ (name of Hotel) during
the period of _____(From : To: Dates).

I am aware of the Covid 19 Protocol, and will follow all the guidelines to maintain a safe and healthy
workplace. I take complete responsibility for my own well-being during the period of the internship.

Regards,

Signature & Date

February 21, 2022

To,

Mr. Sameer Mahadik

Arun Muchhala International College of Hotel Management

Mumbai

Dear Sameer,

This is with reference to your application and the subsequent interviews, we are happy to inform you that you have been chosen to undergo Internship in Housekeeping department at Taj Lands End, Mumbai.

The details of your Internship are as follows:

Period of Internship: 23rd February 2022 till 24th January 2023

Accommodation: You are required to make your own arrangements for accommodation.

Uniform: 2 sets of white shirts, 2 black blazers and 2 matching black trousers.
Gentlemen: Black Oxford cut shoes with laces.

Documentation:

1. Personal details form signed by the student (*annexure 1*)
2. Police Clearance Letter (*annexure 2*)
3. Self-signed declaration form (*annexure 3*)
4. Two (2) passport size photographs
5. Photocopy of Aadhar Card
6. Photocopy of Pan Card
7. Photocopy of cancelled cheque / bank passbook

Medical Fitness Certificates:

1. Double Vaccination Certificate
2. RAT – Results legible within 4 hours of your time of joining.
3. Blood test, stool test, urine test and hepatitis B vaccination test.
4. Medical fitness certificate provided by a registered medical practitioner

Please note that your joining with us is subject to your being declared medically fit by a registered medical practitioner and the hotel's in-house doctor.



Stipend: You are entitled to a monthly stipend of INR 10,000/- per month. Any absenteeism over and above stipulated offs will be deducted from said stipend.

Monthly Offs and Leave: During the aforesaid period, you will be entitled to 6 Monthly Offs. You will not be entitled to any leave apart from your entitled days off. It is made very clear that the management may require you to work on national holidays and weekly offs, if exigencies of work so demand. You shall be required to work beyond normal working hours, if exigencies of work so demand.

Food on Duty & Transport Charges: You will be entitled to avail on-duty meals cafeteria facility and coach facility without any cost.

Exclusiveness: During the aforesaid period, you shall render services exclusively to the organization and will not engage yourself alone or in the company with any other person in any work or business conflicting with the interest of the Company.

Safety: The Company will not be responsible for any compensation, payable to you or your family on account of death or injury resulting in partial or total disablement which is directly attributable to your negligence, disobedience, working under the influence of alcohol or drugs or not following the safety instructions.

Duties: You will be assigned specific tasks from time to time as per the instructions of your Department Head and L&D Manager.

Duty Hours and Shift Working: As may be intimated from time to time and will cover any hours of the day.

Termination of Internship: This Internship will be automatically terminated on expiry of the specified period, unless otherwise extended further. This appointment is purely on-job Internship in nature as per the timeframe mentioned & does not give you any claim/right for regular appointment with the Company.



Confidential Information:

You hereby agree and undertake that any / all information concerning the Company (including that of any other company / property to be acquired and / or the Company's "affiliates / associate companies") shall be treated as confidential information.

Confidential information shall include all information disclosed to you and shall not be limited to information relating to price quotes, preliminary concepts, sales and/or marketing proposals, branding strategies, creative designs and concepts, technical data, web designs, intellectual property, trade secrets and know-how, research, product plans, products, customer, technical requirements, software, programming techniques, algorithms, services, suppliers, supplier lists, customers, employee lists, customer lists, security arrangements, markets, developments, inventions, processes, technology, designs, drawings, engineering, apparatus, techniques, hardware configuration information, marketing, forecasts, business strategy, finances or other business information disclosed during the course of your abovementioned contractual services and shall be treated by you as "Confidential Information" or any other information which the Company deems necessary to be treated as Confidential Information and shall not, without the company's specific authorization, be disclosed to any other party or used by the employee for his/her own benefit. You shall not divulge in any manner the Confidential Information for any purpose to any person and shall protect the confidentiality of the Confidential Information and shall restrict access to Confidential Information to its personnel of the Company on a need to know basis.

The confidentiality clause shall come into effect from the date of your signing the same hereof and the provision of this clause shall survive the termination of this Contractual Letter/ Agreement. If there is any breach of the terms with regard to Confidentiality, the Company shall have the right to terminate this contract at any time in writing without notice and shall be entitled to damages.

Indemnity:

You shall indemnify and hold harmless the Company, from and against any and all losses, claims, suits, judgments, recoveries, awards, damages, costs and expenses, including but without limitation, reasonable Attorney's fees and costs associated therewith, which may be incurred by, charged to, recoverable from, or which may accrue against the Company, its directors, officers, agents, or employees in the event confidential Information received by you from the Company is passed on by you to any third party.

Tata Code of Conduct:

You will be required to adhere to Tata Code of Conduct and execute an undertaking in this regard.

If the above terms and conditions of the confirmation letter are acceptable to you, kindly confirm your acceptance by signing and emailing us a scanned copy along with the medical reports on tletraining.bom@tajhotels.com

We extend you a warm welcome and look forward to a mutually beneficial association.

Best Wishes,



Nakul Moghe

Learning & Development Manager – Taj Lands End

I accept the above terms & conditions:

Signature & Date

Sameer Mahadik

Annexure 1

Personal Detail Form for Interns

Name: _____

Permanent
Address: _____

_____ Tel No.: _____

Temporary
Address: _____

_____ Tel No.: _____

College: _____

Year: _____

Date of Birth: _____

Emergency Contact Name: _____ Tel No.: _____

Internship Commencing From _____ To _____

Blood Group:

Email Id:

Allergies If Any:



Signature:

Annexure 2

Date: **February 21, 2022**

Dy. Commissioner of Police
Office of Dy. Commissioner of Police

Sub: Police Verification Certificate

Dear Sir,

Mr. Sameer Mahadik has been selected to undergo Internship at Taj Lands End, Mumbai.

We would be in need of a **character certificate** and an **antecedent's verification** in order to commence the Internship with us. We kindly request you to assist us with the above at your convenience.

We would be highly obliged, if you could do the needful as soon as possible.

Thank you.

Yours faithfully,



Nakul Moghe
Learning & Development
Taj Lands End, Mumbai



Annexure 3

To whomsoever it may concern

This is to place on record that, I _____ (Name of student), student of _____
(Name of college) will be going through Internship at _____ (name of Hotel) during
the period of _____(From : To: Dates).

I am aware of the Covid 19 Protocol, and will follow all the guidelines to maintain a safe and healthy
workplace. I take complete responsibility for my own well-being during the period of the internship.

Regards,

Signature & Date

February 21, 2022

To,

Mr. Saurabh Mhatre

Arun Muchhala International College of Hotel Management

Mumbai

Dear Saurabh,

This is with reference to your application and the subsequent interviews, we are happy to inform you that you have been chosen to undergo Internship in Housekeeping department at Taj Lands End, Mumbai.

The details of your Internship are as follows:

Period of Internship: 23rd February 2022 till 24th January 2023

Accommodation: You are required to make your own arrangements for accommodation.

Uniform: 2 sets of white shirts, 2 black blazers and 2 matching black trousers.
Gentlemen: Black Oxford cut shoes with laces.

Documentation:

1. Personal details form signed by the student (*annexure 1*)
2. Police Clearance Letter (*annexure 2*)
3. Self-signed declaration form (*annexure 3*)
4. Two (2) passport size photographs
5. Photocopy of Aadhar Card
6. Photocopy of Pan Card
7. Photocopy of cancelled cheque / bank passbook

Medical Fitness Certificates:

1. Double Vaccination Certificate
2. RAT – Results legible within 4 hours of your time of joining.
3. Blood test, stool test, urine test and hepatitis B vaccination test.
4. Medical fitness certificate provided by a registered medical practitioner

Please note that your joining with us is subject to your being declared medically fit by a registered medical practitioner and the hotel's in-house doctor.



Stipend: You are entitled to a monthly stipend of INR 10,000/- per month. Any absenteeism over and above stipulated offs will be deducted from said stipend.

Monthly Offs and Leave: During the aforesaid period, you will be entitled to 6 Monthly Offs. You will not be entitled to any leave apart from your entitled days off. It is made very clear that the management may require you to work on national holidays and weekly offs, if exigencies of work so demand. You shall be required to work beyond normal working hours, if exigencies of work so demand.

Food on Duty & Transport Charges: You will be entitled to avail on-duty meals cafeteria facility and coach facility without any cost.

Exclusiveness: During the aforesaid period, you shall render services exclusively to the organization and will not engage yourself alone or in the company with any other person in any work or business conflicting with the interest of the Company.

Safety: The Company will not be responsible for any compensation, payable to you or your family on account of death or injury resulting in partial or total disablement which is directly attributable to your negligence, disobedience, working under the influence of alcohol or drugs or not following the safety instructions.

Duties: You will be assigned specific tasks from time to time as per the instructions of your Department Head and L&D Manager.

Duty Hours and Shift Working: As may be intimated from time to time and will cover any hours of the day.

Termination of Internship: This Internship will be automatically terminated on expiry of the specified period, unless otherwise extended further. This appointment is purely on-job Internship in nature as per the timeframe mentioned & does not give you any claim/right for regular appointment with the Company.



Confidential Information:

You hereby agree and undertake that any / all information concerning the Company (including that of any other company / property to be acquired and / or the Company's "affiliates / associate companies") shall be treated as confidential information.

Confidential information shall include all information disclosed to you and shall not be limited to information relating to price quotes, preliminary concepts, sales and/or marketing proposals, branding strategies, creative designs and concepts, technical data, web designs, intellectual property, trade secrets and know-how, research, product plans, products, customer, technical requirements, software, programming techniques, algorithms, services, suppliers, supplier lists, customers, employee lists, customer lists, security arrangements, markets, developments, inventions, processes, technology, designs, drawings, engineering, apparatus, techniques, hardware configuration information, marketing, forecasts, business strategy, finances or other business information disclosed during the course of your abovementioned contractual services and shall be treated by you as "Confidential Information" or any other information which the Company deems necessary to be treated as Confidential Information and shall not, without the company's specific authorization, be disclosed to any other party or used by the employee for his/her own benefit. You shall not divulge in any manner the Confidential Information for any purpose to any person and shall protect the confidentiality of the Confidential Information and shall restrict access to Confidential Information to its personnel of the Company on a need to know basis.

The confidentiality clause shall come into effect from the date of your signing the same hereof and the provision of this clause shall survive the termination of this Contractual Letter/ Agreement. If there is any breach of the terms with regard to Confidentiality, the Company shall have the right to terminate this contract at any time in writing without notice and shall be entitled to damages.

Indemnity:

You shall indemnify and hold harmless the Company, from and against any and all losses, claims, suits, judgments, recoveries, awards, damages, costs and expenses, including but without limitation, reasonable Attorney's fees and costs associated therewith, which may be incurred by, charged to, recoverable from, or which may accrue against the Company, its directors, officers, agents, or employees in the event confidential Information received by you from the Company is passed on by you to any third party.

Tata Code of Conduct:

You will be required to adhere to Tata Code of Conduct and execute an undertaking in this regard.

If the above terms and conditions of the confirmation letter are acceptable to you, kindly confirm your acceptance by signing and emailing us a scanned copy along with the medical reports on tletraining.bom@tajhotels.com

We extend you a warm welcome and look forward to a mutually beneficial association.

Best Wishes,



Nakul Moghe

Learning & Development Manager – Taj Lands End

I accept the above terms & conditions:

Signature & Date

Saurabh Mhatre

Annexure 1

Personal Detail Form for Interns

Name: _____



Permanent
Address: _____

_____ Tel No.: _____

Temporary
Address: _____

_____ Tel No.: _____

College: _____

Year: _____

Date of Birth: _____

Emergency Contact Name: _____ Tel No.: _____

Internship Commencing From _____ To _____

Blood Group:

Email Id:

Allergies If Any:

Signature:

Annexure 2

Date: **February 21, 2022**

Dy. Commissioner of Police
Office of Dy. Commissioner of Police

Sub: Police Verification Certificate

Dear Sir,

Mr. Saurabh Mhatre has been selected to undergo Internship at Taj Lands End, Mumbai.

We would be in need of a **character certificate** and an **antecedent's verification** in order to commence the Internship with us. We kindly request you to assist us with the above at your convenience.

We would be highly obliged, if you could do the needful as soon as possible.

Thank you.

Yours faithfully,



Nakul Moghe
Learning & Development
Taj Lands End, Mumbai



Annexure 3

To whomsoever it may concern

This is to place on record that, I _____ (Name of student), student of _____
(Name of college) will be going through Internship at _____ (name of Hotel) during
the period of _____(From : To: Dates).

I am aware of the Covid 19 Protocol, and will follow all the guidelines to maintain a safe and healthy
workplace. I take complete responsibility for my own well-being during the period of the internship.

Regards,

Signature & Date

February 21, 2022

To,

Ms. Savali Kalgutkar

Arun Muchhala International College of Hotel Management

Mumbai

Dear Savali,

This is with reference to your application and the subsequent interviews, we are happy to inform you that you have been chosen to undergo Internship in Front Office department at Taj Lands End, Mumbai.

The details of your Internship are as follows:

Period of Internship: 23rd February 2022 till 24th January 2023

Accommodation: You are required to make your own arrangements for accommodation.

Uniform: 2 sets of white shirts, 2 black blazers and 2 matching black trousers.

Ladies: Black closed toe black shoes. Minimum ½” heel and a maximum of 1.5”

Documentation:

1. Personal details form signed by the student (*annexure 1*)
2. Police Clearance Letter (*annexure 2*)
3. Self-signed declaration form (*annexure 3*)
4. Two (2) passport size photographs
5. Photocopy of Aadhar Card
6. Photocopy of Pan Card
7. Photocopy of cancelled cheque / bank passbook

Medical Fitness Certificates:

1. Double Vaccination Certificate
2. RAT – Results legible within 4 hours of your time of joining.
3. Blood test, stool test, urine test and hepatitis B vaccination test.
4. Medical fitness certificate provided by a registered medical practitioner

Please note that your joining with us is subject to your being declared medically fit by a registered medical practitioner and the hotel’s in-house doctor.



Stipend: You are entitled to a monthly stipend of INR 10,000/- per month. Any absenteeism over and above stipulated offs will be deducted from said stipend.

Monthly Offs and Leave: During the aforesaid period, you will be entitled to 6 Monthly Offs. You will not be entitled to any leave apart from your entitled days off. It is made very clear that the management may require you to work on national holidays and weekly offs, if exigencies of work so demand. You shall be required to work beyond normal working hours, if exigencies of work so demand.

Food on Duty & Transport Charges: You will be entitled to avail on-duty meals cafeteria facility and coach facility without any cost.

Exclusiveness: During the aforesaid period, you shall render services exclusively to the organization and will not engage yourself alone or in the company with any other person in any work or business conflicting with the interest of the Company.

Safety: The Company will not be responsible for any compensation, payable to you or your family on account of death or injury resulting in partial or total disablement which is directly attributable to your negligence, disobedience, working under the influence of alcohol or drugs or not following the safety instructions.

Duties: You will be assigned specific tasks from time to time as per the instructions of your Department Head and L&D Manager.

Duty Hours and Shift Working: As may be intimated from time to time and will cover any hours of the day.

Termination of Internship: This Internship will be automatically terminated on expiry of the specified period, unless otherwise extended further. This appointment is purely on-job Internship in nature as per the timeframe mentioned & does not give you any claim/right for regular appointment with the Company.



Confidential Information:

You hereby agree and undertake that any / all information concerning the Company (including that of any other company / property to be acquired and / or the Company's "affiliates / associate companies") shall be treated as confidential information.

Confidential information shall include all information disclosed to you and shall not be limited to information relating to price quotes, preliminary concepts, sales and/or marketing proposals, branding strategies, creative designs and concepts, technical data, web designs, intellectual property, trade secrets and know-how, research, product plans, products, customer, technical requirements, software, programming techniques, algorithms, services, suppliers, supplier lists, customers, employee lists, customer lists, security arrangements, markets, developments, inventions, processes, technology, designs, drawings, engineering, apparatus, techniques, hardware configuration information, marketing, forecasts, business strategy, finances or other business information disclosed during the course of your abovementioned contractual services and shall be treated by you as "Confidential Information" or any other information which the Company deems necessary to be treated as Confidential Information and shall not, without the company's specific authorization, be disclosed to any other party or used by the employee for his/her own benefit. You shall not divulge in any manner the Confidential Information for any purpose to any person and shall protect the confidentiality of the Confidential Information and shall restrict access to Confidential Information to its personnel of the Company on a need to know basis.

The confidentiality clause shall come into effect from the date of your signing the same hereof and the provision of this clause shall survive the termination of this Contractual Letter/ Agreement. If there is any breach of the terms with regard to Confidentiality, the Company shall have the right to terminate this contract at any time in writing without notice and shall be entitled to damages.

Indemnity:

You shall indemnify and hold harmless the Company, from and against any and all losses, claims, suits, judgments, recoveries, awards, damages, costs and expenses, including but without limitation, reasonable Attorney's fees and costs associated therewith, which may be incurred by, charged to, recoverable from, or which may accrue against the Company, its directors, officers, agents, or employees in the event confidential Information received by you from the Company is passed on by you to any third party.

Tata Code of Conduct:

You will be required to adhere to Tata Code of Conduct and execute an undertaking in this regard.

If the above terms and conditions of the confirmation letter are acceptable to you, kindly confirm your acceptance by signing and emailing us a scanned copy along with the medical reports on tletraining.bom@tajhotels.com

We extend you a warm welcome and look forward to a mutually beneficial association.

Best Wishes,



Nakul Moghe

Learning & Development Manager – Taj Lands End

I accept the above terms & conditions:

Signature & Date

Savali Kalgutkar

Annexure 1

Personal Detail Form for Interns

Name: _____



Permanent
Address: _____

_____ Tel No.: _____

Temporary
Address: _____

_____ Tel No.: _____

College: _____

Year: _____

Date of Birth: _____

Emergency Contact Name: _____ Tel No.: _____

Internship Commencing From _____ To _____

Blood Group:

Email Id:

Allergies If Any:

Signature:

Annexure 2

Date: **February 21, 2022**

Dy. Commissioner of Police
Office of Dy. Commissioner of Police

Sub: Police Verification Certificate

Dear Sir,

Mr. Savali Kalgutkar has been selected to undergo Internship at Taj Lands End, Mumbai.

We would be in need of a **character certificate** and an **antecedent's verification** in order to commence the Internship with us. We kindly request you to assist us with the above at your convenience.

We would be highly obliged, if you could do the needful as soon as possible.

Thank you.

Yours faithfully,



Nakul Moghe
Learning & Development
Taj Lands End, Mumbai



Annexure 3

To whomsoever it may concern

This is to place on record that, I _____ (Name of student), student of _____
(Name of college) will be going through Internship at _____ (name of Hotel) during
the period of _____(From : To: Dates).

I am aware of the Covid 19 Protocol, and will follow all the guidelines to maintain a safe and healthy
workplace. I take complete responsibility for my own well-being during the period of the internship.

Regards,

Signature & Date

February 21, 2022

To,

Mr. Siddharth Chittamaneni

Arun Muchhala International College of Hotel Management

Mumbai

Dear Siddharth,

This is with reference to your application and the subsequent interviews, we are happy to inform you that you have been chosen to undergo Internship in Food and Beverage department at Taj Lands End, Mumbai.

The details of your Internship are as follows:

Period of Internship: 23rd February 2022 till 24th January 2023

Accommodation: You are required to make your own arrangements for accommodation.

Uniform: 2 sets of white shirts, 2 black blazers and 2 matching black trousers.
Gentlemen: Black Oxford cut shoes with laces.

Documentation:

1. Personal details form signed by the student (*annexure 1*)
2. Police Clearance Letter (*annexure 2*)
3. Self-signed declaration form (*annexure 3*)
4. Two (2) passport size photographs
5. Photocopy of Aadhar Card
6. Photocopy of Pan Card
7. Photocopy of cancelled cheque / bank passbook

Medical Fitness Certificates:

1. Double Vaccination Certificate
2. RAT – Results legible within 4 hours of your time of joining.
3. Blood test, stool test, urine test and hepatitis B vaccination test.
4. Medical fitness certificate provided by a registered medical practitioner

Please note that your joining with us is subject to your being declared medically fit by a registered medical practitioner and the hotel's in-house doctor.



Stipend: You are entitled to a monthly stipend of INR 10,000/- per month. Any absenteeism over and above stipulated offs will be deducted from said stipend.

Monthly Offs and Leave: During the aforesaid period, you will be entitled to 6 Monthly Offs. You will not be entitled to any leave apart from your entitled days off. It is made very clear that the management may require you to work on national holidays and weekly offs, if exigencies of work so demand. You shall be required to work beyond normal working hours, if exigencies of work so demand.

Food on Duty & Transport Charges: You will be entitled to avail on-duty meals cafeteria facility and coach facility without any cost.

Exclusiveness: During the aforesaid period, you shall render services exclusively to the organization and will not engage yourself alone or in the company with any other person in any work or business conflicting with the interest of the Company.

Safety: The Company will not be responsible for any compensation, payable to you or your family on account of death or injury resulting in partial or total disablement which is directly attributable to your negligence, disobedience, working under the influence of alcohol or drugs or not following the safety instructions.

Duties: You will be assigned specific tasks from time to time as per the instructions of your Department Head and L&D Manager.

Duty Hours and Shift Working: As may be intimated from time to time and will cover any hours of the day.

Termination of Internship: This Internship will be automatically terminated on expiry of the specified period, unless otherwise extended further. This appointment is purely on-job Internship in nature as per the timeframe mentioned & does not give you any claim/right for regular appointment with the Company.



Confidential Information:

You hereby agree and undertake that any / all information concerning the Company (including that of any other company / property to be acquired and / or the Company's "affiliates / associate companies") shall be treated as confidential information.

Confidential information shall include all information disclosed to you and shall not be limited to information relating to price quotes, preliminary concepts, sales and/or marketing proposals, branding strategies, creative designs and concepts, technical data, web designs, intellectual property, trade secrets and know-how, research, product plans, products, customer, technical requirements, software, programming techniques, algorithms, services, suppliers, supplier lists, customers, employee lists, customer lists, security arrangements, markets, developments, inventions, processes, technology, designs, drawings, engineering, apparatus, techniques, hardware configuration information, marketing, forecasts, business strategy, finances or other business information disclosed during the course of your abovementioned contractual services and shall be treated by you as "Confidential Information" or any other information which the Company deems necessary to be treated as Confidential Information and shall not, without the company's specific authorization, be disclosed to any other party or used by the employee for his/her own benefit. You shall not divulge in any manner the Confidential Information for any purpose to any person and shall protect the confidentiality of the Confidential Information and shall restrict access to Confidential Information to its personnel of the Company on a need to know basis.

The confidentiality clause shall come into effect from the date of your signing the same hereof and the provision of this clause shall survive the termination of this Contractual Letter/ Agreement. If there is any breach of the terms with regard to Confidentiality, the Company shall have the right to terminate this contract at any time in writing without notice and shall be entitled to damages.

Indemnity:

You shall indemnify and hold harmless the Company, from and against any and all losses, claims, suits, judgments, recoveries, awards, damages, costs and expenses, including but without limitation, reasonable Attorney's fees and costs associated therewith, which may be incurred by, charged to, recoverable from, or which may accrue against the Company, its directors, officers, agents, or employees in the event confidential Information received by you from the Company is passed on by you to any third party.

Tata Code of Conduct:

You will be required to adhere to Tata Code of Conduct and execute an undertaking in this regard.

If the above terms and conditions of the confirmation letter are acceptable to you, kindly confirm your acceptance by signing and emailing us a scanned copy along with the medical reports on tletraining.bom@tajhotels.com

We extend you a warm welcome and look forward to a mutually beneficial association.

Best Wishes,



Nakul Moghe

Learning & Development Manager – Taj Lands End

I accept the above terms & conditions:

Signature & Date

Siddharth Chittamaneni

Annexure 1

Personal Detail Form for Interns

Name: _____



Permanent
Address: _____

_____ Tel No.: _____

Temporary
Address: _____

_____ Tel No.: _____

College: _____

Year: _____

Date of Birth: _____

Emergency Contact Name: _____ Tel No.: _____

Internship Commencing From _____ To _____

Blood Group:

Email Id:

Allergies If Any:

Signature:

Annexure 2

Date: **February 21, 2022**

Dy. Commissioner of Police
Office of Dy. Commissioner of Police

Sub: Police Verification Certificate

Dear Sir,

Mr. Siddharth Chittamaneni has been selected to undergo Internship at Taj Lands End, Mumbai.

We would be in need of a **character certificate** and an **antecedent's verification** in order to commence the Internship with us. We kindly request you to assist us with the above at your convenience.

We would be highly obliged, if you could do the needful as soon as possible.

Thank you.

Yours faithfully,



Nakul Moghe
Learning & Development
Taj Lands End, Mumbai



Annexure 3

To whomsoever it may concern

This is to place on record that, I _____ (Name of student), student of _____
(Name of college) will be going through Internship at _____ (name of Hotel) during
the period of _____(From : To: Dates).

I am aware of the Covid 19 Protocol, and will follow all the guidelines to maintain a safe and healthy
workplace. I take complete responsibility for my own well-being during the period of the internship.

Regards,

Signature & Date

February 21, 2022

To,

Mr. Swami Utekar

Arun Muchhala International College of Hotel Management

Mumbai

Dear Swami,

This is with reference to your application and the subsequent interviews, we are happy to inform you that you have been chosen to undergo Internship in Food and Beverage department at Taj Lands End, Mumbai.

The details of your Internship are as follows:

Period of Internship: 23rd February 2022 till 24th January 2023

Accommodation: You are required to make your own arrangements for accommodation.

Uniform: 2 sets of white shirts, 2 black blazers and 2 matching black trousers.
Gentlemen: Black Oxford cut shoes with laces.

Documentation:

1. Personal details form signed by the student (*annexure 1*)
2. Police Clearance Letter (*annexure 2*)
3. Self-signed declaration form (*annexure 3*)
4. Two (2) passport size photographs
5. Photocopy of Aadhar Card
6. Photocopy of Pan Card
7. Photocopy of cancelled cheque / bank passbook

Medical Fitness Certificates:

1. Double Vaccination Certificate
2. RAT – Results legible within 4 hours of your time of joining.
3. Blood test, stool test, urine test and hepatitis B vaccination test.
4. Medical fitness certificate provided by a registered medical practitioner

Please note that your joining with us is subject to your being declared medically fit by a registered medical practitioner and the hotel's in-house doctor.



Stipend: You are entitled to a monthly stipend of INR 10,000/- per month. Any absenteeism over and above stipulated offs will be deducted from said stipend.

Monthly Offs and Leave: During the aforesaid period, you will be entitled to 6 Monthly Offs. You will not be entitled to any leave apart from your entitled days off. It is made very clear that the management may require you to work on national holidays and weekly offs, if exigencies of work so demand. You shall be required to work beyond normal working hours, if exigencies of work so demand.

Food on Duty & Transport Charges: You will be entitled to avail on-duty meals cafeteria facility and coach facility without any cost.

Exclusiveness: During the aforesaid period, you shall render services exclusively to the organization and will not engage yourself alone or in the company with any other person in any work or business conflicting with the interest of the Company.

Safety: The Company will not be responsible for any compensation, payable to you or your family on account of death or injury resulting in partial or total disablement which is directly attributable to your negligence, disobedience, working under the influence of alcohol or drugs or not following the safety instructions.

Duties: You will be assigned specific tasks from time to time as per the instructions of your Department Head and L&D Manager.

Duty Hours and Shift Working: As may be intimated from time to time and will cover any hours of the day.

Termination of Internship: This Internship will be automatically terminated on expiry of the specified period, unless otherwise extended further. This appointment is purely on-job Internship in nature as per the timeframe mentioned & does not give you any claim/right for regular appointment with the Company.



Confidential Information:

You hereby agree and undertake that any / all information concerning the Company (including that of any other company / property to be acquired and / or the Company's "affiliates / associate companies") shall be treated as confidential information.

Confidential information shall include all information disclosed to you and shall not be limited to information relating to price quotes, preliminary concepts, sales and/or marketing proposals, branding strategies, creative designs and concepts, technical data, web designs, intellectual property, trade secrets and know-how, research, product plans, products, customer, technical requirements, software, programming techniques, algorithms, services, suppliers, supplier lists, customers, employee lists, customer lists, security arrangements, markets, developments, inventions, processes, technology, designs, drawings, engineering, apparatus, techniques, hardware configuration information, marketing, forecasts, business strategy, finances or other business information disclosed during the course of your abovementioned contractual services and shall be treated by you as "Confidential Information" or any other information which the Company deems necessary to be treated as Confidential Information and shall not, without the company's specific authorization, be disclosed to any other party or used by the employee for his/her own benefit. You shall not divulge in any manner the Confidential Information for any purpose to any person and shall protect the confidentiality of the Confidential Information and shall restrict access to Confidential Information to its personnel of the Company on a need to know basis.

The confidentiality clause shall come into effect from the date of your signing the same hereof and the provision of this clause shall survive the termination of this Contractual Letter/ Agreement. If there is any breach of the terms with regard to Confidentiality, the Company shall have the right to terminate this contract at any time in writing without notice and shall be entitled to damages.

Indemnity:

You shall indemnify and hold harmless the Company, from and against any and all losses, claims, suits, judgments, recoveries, awards, damages, costs and expenses, including but without limitation, reasonable Attorney's fees and costs associated therewith, which may be incurred by, charged to, recoverable from, or which may accrue against the Company, its directors, officers, agents, or employees in the event confidential Information received by you from the Company is passed on by you to any third party.

Tata Code of Conduct:

You will be required to adhere to Tata Code of Conduct and execute an undertaking in this regard.

If the above terms and conditions of the confirmation letter are acceptable to you, kindly confirm your acceptance by signing and emailing us a scanned copy along with the medical reports on tletraining.bom@tajhotels.com

We extend you a warm welcome and look forward to a mutually beneficial association.

Best Wishes,



Nakul Moghe

Learning & Development Manager – Taj Lands End

I accept the above terms & conditions:

Signature & Date

Swami Utekar

Annexure 1

Personal Detail Form for Interns

Name: _____



Permanent
Address: _____

_____ Tel No.: _____

Temporary
Address: _____

_____ Tel No.: _____

College: _____

Year: _____

Date of Birth: _____

Emergency Contact Name: _____ Tel No.: _____

Internship Commencing From _____ To _____

Blood Group:

Email Id:

Allergies If Any:

Signature:

Annexure 2

Date: **February 21, 2022**

Dy. Commissioner of Police
Office of Dy. Commissioner of Police

Sub: Police Verification Certificate

Dear Sir,

Mr. Swami Utekar has been selected to undergo Internship at Taj Lands End, Mumbai.

We would be in need of a **character certificate** and an **antecedent's verification** in order to commence the Internship with us. We kindly request you to assist us with the above at your convenience.

We would be highly obliged, if you could do the needful as soon as possible.

Thank you.

Yours faithfully,



Nakul Moghe
Learning & Development
Taj Lands End, Mumbai



Annexure 3

To whomsoever it may concern

This is to place on record that, I _____ (Name of student), student of _____
(Name of college) will be going through Internship at _____ (name of Hotel) during
the period of _____(From : To: Dates).

I am aware of the Covid 19 Protocol, and will follow all the guidelines to maintain a safe and healthy
workplace. I take complete responsibility for my own well-being during the period of the internship.

Regards,

Signature & Date

February 21, 2022

To,

Mr. Vikrant Yadav

Arun Muchhala International College of Hotel Management

Mumbai

Dear Vikrant,

This is with reference to your application and the subsequent interviews, we are happy to inform you that you have been chosen to undergo Internship in Food and Beverage department at Taj Lands End, Mumbai.

The details of your Internship are as follows:

Period of Internship: 23rd February 2022 till 24th January 2023

Accommodation: You are required to make your own arrangements for accommodation.

Uniform: 2 sets of white shirts, 2 black blazers and 2 matching black trousers.
Gentlemen: Black Oxford cut shoes with laces.

Documentation:

1. Personal details form signed by the student (*annexure 1*)
2. Police Clearance Letter (*annexure 2*)
3. Self-signed declaration form (*annexure 3*)
4. Two (2) passport size photographs
5. Photocopy of Aadhar Card
6. Photocopy of Pan Card
7. Photocopy of cancelled cheque / bank passbook

Medical Fitness Certificates:

1. Double Vaccination Certificate
2. RAT – Results legible within 4 hours of your time of joining.
3. Blood test, stool test, urine test and hepatitis B vaccination test.
4. Medical fitness certificate provided by a registered medical practitioner

Please note that your joining with us is subject to your being declared medically fit by a registered medical practitioner and the hotel's in-house doctor.



Stipend: You are entitled to a monthly stipend of INR 10,000/- per month. Any absenteeism over and above stipulated offs will be deducted from said stipend.

Monthly Offs and Leave: During the aforesaid period, you will be entitled to 6 Monthly Offs. You will not be entitled to any leave apart from your entitled days off. It is made very clear that the management may require you to work on national holidays and weekly offs, if exigencies of work so demand. You shall be required to work beyond normal working hours, if exigencies of work so demand.

Food on Duty & Transport Charges: You will be entitled to avail on-duty meals cafeteria facility and coach facility without any cost.

Exclusiveness: During the aforesaid period, you shall render services exclusively to the organization and will not engage yourself alone or in the company with any other person in any work or business conflicting with the interest of the Company.

Safety: The Company will not be responsible for any compensation, payable to you or your family on account of death or injury resulting in partial or total disablement which is directly attributable to your negligence, disobedience, working under the influence of alcohol or drugs or not following the safety instructions.

Duties: You will be assigned specific tasks from time to time as per the instructions of your Department Head and L&D Manager.

Duty Hours and Shift Working: As may be intimated from time to time and will cover any hours of the day.

Termination of Internship: This Internship will be automatically terminated on expiry of the specified period, unless otherwise extended further. This appointment is purely on-job Internship in nature as per the timeframe mentioned & does not give you any claim/right for regular appointment with the Company.



Confidential Information:

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The confidentiality clause shall come into effect from the date of your signing the same hereof and the provision of this clause shall survive the termination of this Contractual Letter/ Agreement. If there is any breach of the terms with regard to Confidentiality, the Company shall have the right to terminate this contract at any time in writing without notice and shall be entitled to damages.

Indemnity:

You shall indemnify and hold harmless the Company, from and against any and all losses, claims, suits, judgments, recoveries, awards, damages, costs and expenses, including but without limitation, reasonable Attorney's fees and costs associated therewith, which may be incurred by, charged to, recoverable from, or which may accrue against the Company, its directors, officers, agents, or employees in the event confidential Information received by you from the Company is passed on by you to any third party.

Tata Code of Conduct:

You will be required to adhere to Tata Code of Conduct and execute an undertaking in this regard.

If the above terms and conditions of the confirmation letter are acceptable to you, kindly confirm your acceptance by signing and emailing us a scanned copy along with the medical reports on tletraining.bom@tajhotels.com

We extend you a warm welcome and look forward to a mutually beneficial association.

Best Wishes,



Nakul Moghe

Learning & Development Manager – Taj Lands End

I accept the above terms & conditions:

Signature & Date

Vikrant Yadav

Annexure 1

Personal Detail Form for Interns

Name: _____



Permanent
Address: _____

_____ Tel No.: _____

Temporary
Address: _____

_____ Tel No.: _____

College: _____

Year: _____

Date of Birth: _____

Emergency Contact Name: _____ Tel No.: _____

Internship Commencing From _____ To _____

Blood Group:

Email Id:

Allergies If Any:

Signature:

Annexure 2

Date: **February 21, 2022**

Dy. Commissioner of Police
Office of Dy. Commissioner of Police

Sub: Police Verification Certificate

Dear Sir,

Mr. Vikrant Yadav has been selected to undergo Internship at Taj Lands End, Mumbai.

We would be in need of a **character certificate** and an **antecedent's verification** in order to commence the Internship with us. We kindly request you to assist us with the above at your convenience.

We would be highly obliged, if you could do the needful as soon as possible.

Thank you.

Yours faithfully,



Nakul Moghe
Learning & Development
Taj Lands End, Mumbai



Annexure 3

To whomsoever it may concern

This is to place on record that, I _____ (Name of student), student of _____
(Name of college) will be going through Internship at _____ (name of Hotel) during
the period of _____(From : To: Dates).

I am aware of the Covid 19 Protocol, and will follow all the guidelines to maintain a safe and healthy
workplace. I take complete responsibility for my own well-being during the period of the internship.

Regards,

Signature & Date

February 21, 2022

To,

Mr. Yogesh Mudaliyar

Arun Muchhala International College of Hotel Management

Mumbai

Dear Yogesh,

This is with reference to your application and the subsequent interviews, we are happy to inform you that you have been chosen to undergo Internship in Food and Beverage department at Taj Lands End, Mumbai.

The details of your Internship are as follows:

Period of Internship: 23rd February 2022 till 24th January 2023

Accommodation: You are required to make your own arrangements for accommodation.

Uniform: 2 sets of white shirts, 2 black blazers and 2 matching black trousers.
Gentlemen: Black Oxford cut shoes with laces.

Documentation:

1. Personal details form signed by the student (*annexure 1*)
2. Police Clearance Letter (*annexure 2*)
3. Self-signed declaration form (*annexure 3*)
4. Two (2) passport size photographs
5. Photocopy of Aadhar Card
6. Photocopy of Pan Card
7. Photocopy of cancelled cheque / bank passbook

Medical Fitness Certificates:

1. Double Vaccination Certificate
2. RAT – Results legible within 4 hours of your time of joining.
3. Blood test, stool test, urine test and hepatitis B vaccination test.
4. Medical fitness certificate provided by a registered medical practitioner

Please note that your joining with us is subject to your being declared medically fit by a registered medical practitioner and the hotel's in-house doctor.



Stipend: You are entitled to a monthly stipend of INR 10,000/- per month. Any absenteeism over and above stipulated offs will be deducted from said stipend.

Monthly Offs and Leave: During the aforesaid period, you will be entitled to 6 Monthly Offs. You will not be entitled to any leave apart from your entitled days off. It is made very clear that the management may require you to work on national holidays and weekly offs, if exigencies of work so demand. You shall be required to work beyond normal working hours, if exigencies of work so demand.

Food on Duty & Transport Charges: You will be entitled to avail on-duty meals cafeteria facility and coach facility without any cost.

Exclusiveness: During the aforesaid period, you shall render services exclusively to the organization and will not engage yourself alone or in the company with any other person in any work or business conflicting with the interest of the Company.

Safety: The Company will not be responsible for any compensation, payable to you or your family on account of death or injury resulting in partial or total disablement which is directly attributable to your negligence, disobedience, working under the influence of alcohol or drugs or not following the safety instructions.

Duties: You will be assigned specific tasks from time to time as per the instructions of your Department Head and L&D Manager.

Duty Hours and Shift Working: As may be intimated from time to time and will cover any hours of the day.

Termination of Internship: This Internship will be automatically terminated on expiry of the specified period, unless otherwise extended further. This appointment is purely on-job Internship in nature as per the timeframe mentioned & does not give you any claim/right for regular appointment with the Company.



Confidential Information:

You hereby agree and undertake that any / all information concerning the Company (including that of any other company / property to be acquired and / or the Company's "affiliates / associate companies") shall be treated as confidential information.

Confidential information shall include all information disclosed to you and shall not be limited to information relating to price quotes, preliminary concepts, sales and/or marketing proposals, branding strategies, creative designs and concepts, technical data, web designs, intellectual property, trade secrets and know-how, research, product plans, products, customer, technical requirements, software, programming techniques, algorithms, services, suppliers, supplier lists, customers, employee lists, customer lists, security arrangements, markets, developments, inventions, processes, technology, designs, drawings, engineering, apparatus, techniques, hardware configuration information, marketing, forecasts, business strategy, finances or other business information disclosed during the course of your abovementioned contractual services and shall be treated by you as "Confidential Information" or any other information which the Company deems necessary to be treated as Confidential Information and shall not, without the company's specific authorization, be disclosed to any other party or used by the employee for his/her own benefit. You shall not divulge in any manner the Confidential Information for any purpose to any person and shall protect the confidentiality of the Confidential Information and shall restrict access to Confidential Information to its personnel of the Company on a need to know basis.

The confidentiality clause shall come into effect from the date of your signing the same hereof and the provision of this clause shall survive the termination of this Contractual Letter/ Agreement. If there is any breach of the terms with regard to Confidentiality, the Company shall have the right to terminate this contract at any time in writing without notice and shall be entitled to damages.

Indemnity:

You shall indemnify and hold harmless the Company, from and against any and all losses, claims, suits, judgments, recoveries, awards, damages, costs and expenses, including but without limitation, reasonable Attorney's fees and costs associated therewith, which may be incurred by, charged to, recoverable from, or which may accrue against the Company, its directors, officers, agents, or employees in the event confidential Information received by you from the Company is passed on by you to any third party.

Tata Code of Conduct:

You will be required to adhere to Tata Code of Conduct and execute an undertaking in this regard.

If the above terms and conditions of the confirmation letter are acceptable to you, kindly confirm your acceptance by signing and emailing us a scanned copy along with the medical reports on tletraining.bom@tajhotels.com

We extend you a warm welcome and look forward to a mutually beneficial association.

Best Wishes,



Nakul Moghe

Learning & Development Manager – Taj Lands End

I accept the above terms & conditions:

Signature & Date

Yogesh Mudaliyar

Annexure 1

Personal Detail Form for Interns

Name: _____



Permanent
Address: _____

_____ Tel No.: _____

Temporary
Address: _____

_____ Tel No.: _____

College: _____

Year: _____

Date of Birth: _____

Emergency Contact Name: _____ Tel No.: _____

Internship Commencing From _____ To _____

Blood Group:

Email Id:

Allergies If Any:

Signature:

Annexure 2

Date: **February 21, 2022**

Dy. Commissioner of Police
Office of Dy. Commissioner of Police

Sub: Police Verification Certificate

Dear Sir,

Mr. Yogesh Mudaliyar has been selected to undergo Internship at Taj Lands End, Mumbai.

We would be in need of a **character certificate** and an **antecedent's verification** in order to commence the Internship with us. We kindly request you to assist us with the above at your convenience.

We would be highly obliged, if you could do the needful as soon as possible.

Thank you.

Yours faithfully,



Nakul Moghe
Learning & Development
Taj Lands End, Mumbai



Annexure 3

To whomsoever it may concern

This is to place on record that, I _____ (Name of student), student of _____
(Name of college) will be going through Internship at _____ (name of Hotel) during
the period of _____(From : To: Dates).

I am aware of the Covid 19 Protocol, and will follow all the guidelines to maintain a safe and healthy
workplace. I take complete responsibility for my own well-being during the period of the internship.

Regards,

Signature & Date