



January 6, 2026.  
BSSL/REN/ReL/SC/WB/20260106/61/61/272142  
Place : - Kolkata 1

Ms. Sahana Sen  
Employee No: BL14522

Dear Sahana Sen,

This is to certify that you joined Bajaj Staffing Solutions Limited on 1 October 2024.

In reference to Contract End letter issued to you dated 1 September 2025, kindly note that your employment with us has ended on with effect from closing of working hours of 30 September 2025.

You are relieved from the services of the Company with effect from closing of working hours of 30 September 2025

At the time of leaving the organization you were working as HR Support.

We wish you the best in your future endeavors.

Yours sincerely,  
For Bajaj Staffing Solutions Limited  
(Formerly known as Bajaj Allianz Staffing Solutions Limited)

A handwritten signature in black ink, appearing to be 'R', enclosed in a simple rectangular box.

Authorized Signatory

A handwritten signature in black ink, reading 'Sahana Sen'.



## Bajaj Allianz Staffing Solutions Limited

Date: 1-Oct-2024

Reference Number: Z41196

Name: Sahana Sen

Address : 65 No, Jessore Road, Dumdum, South Dum Dum (M), Motijheel, North 24 ParaganasWest Bengal 700074

### Contract Employment Letter

We are pleased to appoint you, for fixed term contract employment/for limited contract period, in our organization subject to the following terms and conditions:

1. The duration of the contract of employment shall be for a period of **12 months 1-Oct-2024**. It may be noted that this is a fixed term contract, which may be renewed at the sole discretion of the Company. Notwithstanding this, in the event of the project / work for which you are being employed pre-closes before the aforesaid period; this contract shall co-terminus with the aforementioned project / work.
2. You will be designated as CSR and your grade will be **Junior Officer**.
3. During your employment, you will work at the premises of any of our clients, or at any such location/office as deployed by them and render service to them. You shall be initially posted at Kolkata. Your services are transferable at short notice, to any of the clients of the Company and/ or to any Office, Branch, Division of the clients of the Company as may be necessary. In the event of your transfer, the terms and conditions of employment outlined herein shall continue to apply long with any modifications thereof as may be applicable. However, you shall be required to adhere to the rules and regulations as prevalent at the new place of posting.
4. In the day-to-day functioning or carrying out your responsibilities and duties, you will receive instructions from the client and will undertake to abide by any suggestions; etc. given by any assigned person(s). You shall be bound to follow the working hours of the Client's organization in your place of deputation. You shall take care not to disclose or divulge confidential information /trade secrets etc. belonging either to Company or to the client, that you may come across in the course of your responsibilities either to the Company and /or to the client or to anyone outside the client's organization and you shall use such confidential information only in connection with the services provided by you to such client.
5. Details of your salary break up are as given in the annexure attached.
6. You will be covered under a minimum of Group Medical policy of Rs. **2,00,000/-** , Group Personal Accident Insurance of Rs. **5,00,000/-** and Group Term Life Insurance of Rs. **5,00,000/-**.
7. We will also provide you facility (**optional**) of covering your **family (spouse and two children)** under Group Medical Policy. You have to enroll within **One month** of your joining our organization. We will deduct the dependent Premium amount from your Salary at the time of first enrollment and further dependent premium deduction shall be applicable whenever there is a renewal of the Group Medical Policy.

*Sahana Sen*



## Bajaj Allianz Staffing Solutions Limited

8. You will be entitled to all other statutory benefits wherever applicable during the contract period.
9. Either party can terminate the contract with or without prior notice of **One Month**, during the existence of a work assignment. Termination with immediate effect may be made by either party by paying to the other an amount equivalent to one month of Basic Salary in lieu of notice. In the event the termination with notice is at the instance of the Employee the Company at its sole discretion reserves the right to relieve the Employee on any date during the notice period by waiving the notice period in full or part without paying any amount towards the balance notice period. The Company shall recover the applicable taxes, if any, on the amount of notice pay payable by you to the Company. If the notice pay and the applicable taxes, if any, is not paid by you, same shall be recovered by the Company from your Full and Final Settlement.
10. At the sole discretion of the Company your services are liable to be terminated without any notice or salary in lieu thereof in the event of your involvement in any serious misconduct, misdemeanor or any offence which may or may not be directly connected with the business of the Company.
11. Upon the termination of your employment, you will return to the Company all documents and any other articles and/or copies thereof belonging to the Company which may at the time be in your possession.
12. You shall at no point of time take any claim or right to claim employment, damage, loss or compensation of any sort whatsoever against the client.
13. During your course of employment, you may be given by the Company or the Principal Employer, the electronic/non-electronic property /equipment, like but not limited to cameras, mobile phones, tablets, laptop, etc., these are to be used strictly for performing your official duty and for no other reason whatsoever. You shall be fully responsible for the safety of the property/equipments mentioned hereinabove which are given to you or in your custody. The Company shall, at its sole discretion, require you to hand over back the said property/equipment at any time. You shall be bound by any such orders and shall be required to immediately surrender the said property/equipment to the company and obtain receipt for the same. In case of any failure to do so, the company may recover the cost of such equipment/property from you. In any event, you shall be required to hand back the said equipment/property at the time of your leaving the service of the company/separating from the Company, whether by way of resignation, termination or otherwise, failing which the company may recover the cost of the equipment/property from you including by way of deductions from your terminal dues. The rights of the company under this clause and your obligations under this clause shall survive the termination/expiry of this agreement.
14. Although your normal work will consist of the duties and business targets as assigned to you from time to time, which shall be achieved by you to the satisfaction of the Company, you may at any time be called upon to discharge any other duties which in the opinion of the Company are within capacity to discharge and you will forthwith undertake to discharge those duties with diligence and care.



## Bajaj Allianz Staffing Solutions Limited

15. **Indemnity:** You shall indemnify the Company against any loss, damage, proceeding which the Company might suffer due to any wrongful acts, mala fide acts, negligence, negligence and /or gross dereliction of duties on your part. Such indemnity shall not prejudice the right of the Company to terminate your services on such account or the right of the Company to seek other remedies, which the Company may have to make good the Loss/ damage.
16. **Confidential Information:** You acknowledge that the business of the Company is highly competitive and that any information concerning the Company's business (including but not limited to strategies, methods, books, records and documents, technical information concerning its products, equipment, services and processes, customer lists, procurement procedures, pricing techniques and credit and financial data concerning Company's customers and business affiliates) all comprise confidential business information and trade secrets, vital to the business of the Company.
17. You hereby agree that you will not, at any time during or after your employment with the Company, make any unauthorized disclosure of any confidential business information or trade secrets of the Company, or make any use thereof, except for the benefit of and on behalf of, the Company. For the purpose of this paragraph, the term "Company" shall also include all affiliates of the company.
18. Any disclosure that has not been expressly authorized by the Company shall be called 'unauthorized disclosure' For the purpose of this paragraph; the term "Company" shall also include all affiliates of the Company.
19. Unauthorized Disclosure and use of confidential information constitutes a serious misconduct & the Company shall be entitled to take appropriate disciplinary action against you including termination of service or other suitable disciplinary action. Disclosure and use of Confidential information of the Company after the termination of your relationship with the Company shall entitle the Company to initiate appropriate legal proceedings, including but not limited to seeking an "order of injunction" where disclosure of Confidential information is made by you in observance of order of a competent court or may be required to made under any applicable law you shall inform the Company either before or immediately thereafter the nature and extent of disclosures made and the circumstances under which those disclosures were required to be made by you.
20. Notwithstanding what is stated in other Contract employment Letter, during the contract employment period or extension thereof, if any, at the sole discretion of the Company your services are liable to be terminated without any notice or without payment of any salary in lieu of notice, in the event of your involvement in any misconduct or misdemeanor with the Company or Principal Employer or you are/have been convicted by any competent court of law for any criminal offence/s [which may or may not be directly connected with the business of the Company] and in such cases even if you submit resignation such resignation shall be deemed to have been automatically rejected upon issuing of show cause notice by the Company and you shall continue to be bound by the disciplinary proceedings initiated by issuing the show cause notice. Once the misconduct, misdemeanor or any criminal offence/s are brought to the notice of the employee by personal delivery or by RPAD or by speed post or by certificate of posting or by Email and the employee abruptly stop coming to work under alleged resignation not accepted by the Company, then such absence shall be treated as unauthorized absence coming under absconding definition with consequences, which is without prejudice to taking disciplinary proceedings.



## Bajaj Allianz Staffing Solutions Limited

21. **Electronic, Print and Social Media:** As an employee you should not use or caused to be used the name and/or trademark/logo of the Company, its group companies, subsidiaries or associates in activity, which is beyond the course of their official assignments or publish or advertise, or in any other manner use the same without prior written consent of Company. This includes any publication in any social media, electronic, print or otherwise.
22. During the tenure of the service, tenure and after determination thereof, the employee shall not publish or cause to be published in any media, print, web or electronic, any advertisement concerning the Company or its products without the prior written approval of the Company and further such matter to be published or caused to be published in any media, print or electronic shall be pre-approved in writing by the Company.
23. As an employee you should not distribute any circular or writing concerning the Company without the prior written approval of the Company. As an employee you shall not give guarantees, written or oral, on behalf of the Company with regard to the prospective performance of any of the products of the Company
24. As an employee you shall not during his service, tenure as well as post the determination thereof, shall not do anything or cause to do anything, which shall bring dishonour and/or disrepute to the Company or engage in such activities. Such activities shall include any publication, directly or indirectly in any social media, both print and electronic shall include any such activities undertaken by the employee in their personal capacity. Any disclosure which has not been expressly authorized by the Company shall be called 'unauthorized disclosure' For the purpose of this paragraph; the term "Company" shall also include all affiliates and subsidiaries and / or holding and / or group companies of the Company.
25. If any law suit or action shall be brought against the Company as a consequence of any unauthorized action or publication or statement of an employee or his/ her representatives in any media, print or electronic or in any other form or for such action caused by you, strict action shall be taken against you including recovery of all costs, loss or damages arising there from along with strict disciplinary action which may include termination of your services."
26. **Governing laws & Jurisdiction:** The Laws of the Union of India shall govern this relationship. Any dispute arising out of this agreement will be within the jurisdiction of Pune.
27. The Company reserves the right to transfer you to any other location where the Company has office or newly established office as per the requirements of the Company. Your services are transferable at short notice, to any department or to any Office, Branch, division of this Company or in any subsidiary of this Company or your services may be seconded to any other Company or any other place where work of the Company is carried out, as may be necessary. In the event of your transfer, the terms and conditions of employment outlined herein shall continue to apply along with any modifications thereof as may be applicable. However, you shall be required to adhere to the rules and regulations as prevalent at the new place of posting. You may also be deputed to any group company/sister concerns to work on deputation, which you shall comply with.



## Bajaj Allianz Staffing Solutions Limited

- 28. Background Verification:** The Company is offering you the limited period contract employment as per the details mentioned in this letter basing on your assurances, undertaking and agreement that the education/qualification certificates, work experience certificates, previous employer's certificates, and all other certificates, information, declarations and undertakings are true and correct. However, our Company and or the principal employer reserves its/their right to examine, verify and investigate [on our own or through our agents/consultants/investigation team] the correctness, truth or veracity of the information/various documents submitted by you i.e Education/qualification certificates, work experience certificates, previous employer's certificates, residential proof, and all other certificates, information, declarations and undertakings. Further, if at any time after your limited period contract employment our company and or the principal employer [upon verification, examining, investigation etc.,] finds and comes to a conclusion that any one or all your assurances, undertaking, agreements, documents of educational/qualification certificates, work experience certificates, previous employer's certificates, and all other certificates, information, declarations, assurances and undertakings are wrong, false, fraudulent, forged, or willful suppression of facts, willful wrong statements by you, your assertion of correctness of facts/statement though you do not believe them to be true and or not true, then our Company reserves the right to take appropriate disciplinary action or such other suitable action, as deemed fit.
- 29.** The Company and any of its employees/representatives and/or officials shall be entitled to conduct reference and background check from all the requisite sources including all your previous employer/s or references given by you and if not found suitable or any discrepancy is noted in regards to you or any of the statements, declarations or disclosures made by you the Company shall have full right and authority to terminate your services and take such further action as deemed necessary in the interest of the Company.
- 30. Taxation:** You shall be responsible to meet all requirements under Indian Tax Laws, including tax compliance and filing of tax returns. The Company may withhold from any compensation or benefits payable to you, all Central, State, or other taxes as may be required to be paid by you pursuant to any legislation, regulation or notification.
- 31. Indemnity:** You shall indemnify the Company against any costs, expenses, loss, claims, damage, proceeding, actions which the Company might suffer/face due to misconduct, any wrongful acts, mala fide acts, negligence and /or gross dereliction of duties on your part, either during your service tenure and or after determination of your services. Such indemnity shall not prejudice the right of the Company to terminate your services or take such other suitable disciplinary action, for your above acts, commissions and omissions or the right of the Company to seek other remedies which the Company may have to make good the costs, expenses, Loss, claims, damage. The Indemnity shall survive for a period of 5 year after cessation of your engagement or after coming to the notice of the Company of your above acts, commissions and omissions.
- 32. Reservation of Rights:** In the event of your leaving the service of the Company for any reason, you shall immediately repay, on or before the relieving date, all outstanding amounts due from you to the Company.



**Bajaj Allianz Staffing Solutions Limited**

- 33. The Company at all times reserves the rights to have a lien over the dues payable to you for recovery of cash advances / loans advanced to you by the Company and which are outstanding against your name. Your obligation to repay the outstanding amounts will not cease till the time the outstanding dues have been paid back to the Company, even if you have been relieved from the service of the Company. In the event of your leaving the employment of the Company without settling amounts due from you to the Company or if the same are not recoverable, either in full or part, from the dues payable to you by the Company, the Company shall reserve the right to institute appropriate remedial proceedings to recover the outstanding amounts.
- 34. **Amendment:** Unless otherwise stated expressly, this Agreement shall only be modified or amended only by an instrument in writing duly issued by the Company.
- 35. **Severability:** If any provision of this agreement shall be invalid or unenforceable by any court of competent jurisdiction, the remainder of this agreement, other than that portion determined to be invalid or unenforceable, shall be unaffected thereby and each valid provision of this agreement shall be enforced to the fullest extent permitted by law.
- 36. **Governing Laws, Arbitration & Jurisdiction:** The Indian Laws shall govern this relationship. Any dispute arising out of this agreement shall be subject to exclusive jurisdiction of courts at Pune.
- 37. We at BASSL would like to create an environment and culture committed to co-operation, quality and responsiveness that permeates every activity.

We take this opportunity to wish you the very best in your tenure with BASSL.

Yours sincerely,

For **Bajaj Allianz Staffing Solutions Limited,**

**Authorized Signatory**

Please indicate your acceptance of the terms by signing and returning the duplicate copy hereof.

**Name:** Sahana Sen

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_



**Bajaj Allianz Staffing Solutions Limited**

**Annexure "A"**

Name of employee : Sahana Sen  
Date Of Joining : 1-Oct-2024  
Designation : CSR

Salary Structure(INR)	
<b>Earnings</b>	
Basic	11120
HRA	4448
Personal Pay	8208
Statutory Bonus	2224
<b>Gross Salary</b>	<b>26000</b>
<b>Company's Contribution</b>	
Co.PF	1800
Co.ESIC	0
<b>CTC</b>	<b>27800</b>

1. There may be changes in your terms and conditions of employment on the basis of non-performance or non-compliance at the discretion of the employer.
2. \*\*All future ex-gratia Variable pay/ Performance pay would include prospective/ retrospectively increased or additional statutory payments liable to be paid by the Company because of changes in statuses. Also the Company reserves the right to adjust/ recover such increased/ additional statutory payments from the Cost to Company (CTC). Further the Company will not be liable to pay any amount over and above CTC which includes all statutory payments applicable. Company reserves right to change your salary structure at any time by treating this as required notice, if any, under any Law & without any separate/further notice/ intimation. This is basis the fact that the CTC is inclusive of all liability/ compensation obligations of the Company [whether towards statutory payments as well as towards Basic pay and other components of pay] as mentioned in this Annexure.

For Bajaj Allianz Staffing Solutions Limited,

**Authorized Signatory**

Please indicate your acceptance of the terms by signing and returning the duplicate copy hereof.

**Name:** Sahana Sen .

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_



## Bajaj Allianz Staffing Solutions Limited

**Date:** 1-Oct-2024

**Reference Number:** Z41196

**Name:** Sahana Sen

Address : 65 No, Jessore Road, Dumdum, South Dum Dum (M), Motijheel, North 24 ParaganasWest Bengal 700074

### Deputation Letter

Dear Sahana Sen ,

This is furtherance of the Contract Employment Letter dated **1-Oct-2024**, we are pleased to inform you that in accordance with the terms and conditions of your Contract Employment Letter dated **1-Oct-2024**, the Company has decided to depute you on contract basis under Contract Labour Act, to one of the Company's Clients, **M/s Bajaj Allianz Life Insurance Company Limited**, ["Principal Employer"] situated at Kolkata with effect from **1-Oct-2024**, for a period of **12 months**.

1. You will work at the premises of the aforesaid Principal Employer, or at any such location/office as deployed by Principal Employer and render service to them. In the day-to-day functioning or carrying out your responsibilities and duties, you will receive instructions from the Principal Employer and will undertake to abide by any suggestions; etc. given by any assigned person(s). You shall be bound to follow the working hours of the Principal Employer's organization in your place of deputation.
2. Notwithstanding anything contained herein under, in the event of the project / work for which you are being employed pre-closes before the aforesaid period; this work assignment shall co-terminus with the aforementioned project / work. This deputation may be extended at the sole discretion of the Company and the Company reserves its right to depute you to any other Clients of theirs or transfer you to any such location or Branch Office of its Principal Employer, by giving you 15 days' notice in writing.
3. The Terms and conditions as detailed in your Contract Employment Letter dated, **1-Oct-2024**, and the Employee Service Rules and the Code of Conduct of the Company, as applicable to you, shall remain the same, during the tenure of your assignment to Principal Employer. You shall also comply with all rules and policies and SOPs of the Principal Employer.
4. There shall be no change in your CTC due to the said assignment.
5. Your deputation shall be subject to periodic review by the Company and / or its affiliate Company, and the Company reserves the right to cancel your assignment, at its sole discretion.
6. You shall ensure that all the assignments given to you and your duties are performed successfully to the satisfaction of the Principal Employer and the Company.



Bajaj Allianz Staffing Solutions Limited

Deputation Letter of Jonnada Phanindra Sri Ganesh

7. Your assignment to the Principal Employer viz. **M/s Bajaj Allianz Life Insurance Company Limited** shall not be construed as any appointment/employment with **M/s Bajaj Allianz Life Insurance Company Limited**.

Yours sincerely,

For **Bajaj Allianz Staffing Solutions Limited**,

A handwritten signature in black ink, appearing to be 'Sahana Sen'.

**Authorized Signatory**

Please indicate your acceptance of the terms by signing and returning the duplicate copy hereof

**Name:** Sahana Sen

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

A handwritten signature in black ink, appearing to be 'Sahana Sen'.



## Bajaj Allianz Staffing Solutions Limited

May 29, 2025

BASSL/CSR/OTR/NW/AK/RD/MAH/20240527/13934/13934/286015

**STRICTLY CONFIDENTIAL**

To,  
Ms. Sahana Sen  
BL14522

Dear Sahana Sen,

As we embark on the new financial year, the industry is undergoing transformational change towards taking insurance to the doorstep of every citizen. This paradigm shift has opened infinite opportunities waiting to be explored. We, as an organization are poised to be a part of this transformational journey and propel our organisation to greater heights. We aim to reach every Indian household while ensuring that we offer limitless care to our customers through our best-in-class product and service innovations. The customer has always been our focal point; we have consistently placed them at the heart of our initiatives, striving to address their worries and add value to their lives. Our commitment to genuine care extends not only to our customers but also to our employees and partners. We firmly believe that by fostering a culture of care and empathy, we can truly make a difference in the lives of our customers and people.

The strength of our organisation lies in our people, and we are confident that your ongoing contributions and teamwork will keep us at the forefront of innovation. Your contributions will foster a culture that thrives on tackling challenges and values meritocracy. Let's unite once more, showcase our collective strength, and strive to fulfil our highest potential.

We have concluded our annual performance appraisal process for the year 2024-25. On the basis of your achievements against the set targets, your rating is considered as EE. We are pleased to confirm that, you have been promoted from **Junior Officer** to **Officer**.

Your revised Fixed Pay for the year 2025-26 shall be:

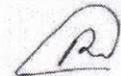
Fixed Pay 2024-25	Rs. 333600 /-
Merit Increment %	6.00%
Promotion Linked Increment %	3.00%
Total Increment %	9.00%
Fixed Pay effective 1 <sup>st</sup> April 2025*	Rs. 363624/-

\* Detailed break up of fixed pay for 2025-26 is appended to this letter. Increment percentage has been pro-rated based on the number of days served during the financial year 2024-25. This salary revision will be valid only if you are active and not serving notice period as on the date of first payment of revised fixed pay. Issuing this letter is merely an intimation and does not accrue any rights to you till the Organisation actually disburses the same.

This document shall form an integral part of your contractual employment letter and shall be read together therewith. All other terms and conditions of service as stated in your contractual employment letter shall remain the same. Please treat this document as confidential and this must not be discussed, shared or disclosed with anyone else other than your Reporting Manager or HR. Breach of adherence will lead to disciplinary action against you.

We appreciate your contribution & hope you will continue to perform and support us with your enthusiasm in times to come. Queries may be referred to your Reporting Manager, respective BASSL HR or HR.BASS@bajajallianz.co.in.

Yours faithfully,  
For Bajaj Allianz Staffing Solutions Limited

  
Authorized Signatory





## Bajaj Allianz Staffing Solutions Limited

May 29, 2025

BASSL/CSR/OTR/NW/AK/RD/MAH/20240527/13934/13934/286015

### SALARY BREAKUP FY 2025-26

Employee No: BL14522

Name: Sahana Sen

Effective Date: April 01, 2025

Grade: Officer

Sr. No.	Components	Per month (in INR)
1	Basic	11245
2	HRA	4498
3	Statutory Bonus	2249
4	Special Allowance	10510
	<b>Total Fixed Pay – A</b>	<b>28502</b>
5	Provident fund	1800
	<b>Total Retirals Pay – B</b>	<b>1800</b>
6	Company ESIC	0
	<b>**Fixed Pay (Monthly) (A+B+C)</b>	<b>30302</b>

- A. \*ESIC deductions (employers and employees), where applicable, will be as per the ESIC Act and its amendments from time to time.
- B. There may be changes in your terms and conditions of employment on the basis of non-performance or non-compliance at the discretion of the employer.
- C. The Exact sums of all the amounts mentioned in salary break up above may mismatch up to an amount of Rs 10/-, for the purpose of rounding off the total amount.

\*\*Notwithstanding what is mentioned in your Contract Employment letter and subsequent modifications thereof, all future exgratia variable pay/discretionary performance pay would include prospective/ retrospectively increased or additional Statutory payments liable to be paid by the Company because of changes in statuses. Also, the Company reserves the right to adjust/recover such increased/additional statutory payments from the fixed pay. Further the Company will not be liable to pay any amount over and above Fixed Pay which includes all statutory payments applicable. Company reserves right to change your salary structure at any time by treating this as required notice, if any, under any Law & without any separate/further notice/intimation. This is basis the fact that the fixed pay is inclusive of all liability/compensation obligations of the Company [whether towards statutory payments as well as towards basic pay and other components of pay] as mentioned in the above salary breakup. Your continued employment with the company is construed as your deemed acceptance to the above.

For Bajaj Allianz Staffing Solutions Limited

Authorized Signatory

Registration No. : IAMKOL171097



Certificate No. : DHAC1720067



**INSTITUTE OF  
ADVANCED MANAGEMENT  
KOLKATA**

*Awarded this Diploma  
in Hospitality Administration  
to*

**SAHANA SEN**

*in consideration of the  
satisfactory completion of the  
required programme of study.*



Director

President

16<sup>th</sup> July, 2024.  
Date



# IAM- INSTITUTE OF HOTEL MANAGEMENT KOLKATA MARKS STATEMENT

The following marks obtained by: SAHANA SEN.

Registration No.: IAMKOL171097.

BATCH: 2017-2020.

ROLL NO.: IAM-NOV/KOLI/17-18-A/49.

SESSION: 2017-2018.

## DIPLOMA IN HOSPITALITY ADMINISTRATION

SUBJECTS	FULL MARKS					MARKS OBTAINED				
	SEMESTER - I									
	I	II	III	IV	TOTAL	I	II	III	IV	TOTAL
Food Production and Patisserie	50	50	100	50	250	32	29	66	28	155
Food & Beverage Service Operations	50	50	100	50	250	35	20	58	27	140
Front Office Operations	50	50	100	50	250	38	25	72	30	165
Accommodations Operations	50	50	100	50	250	28	23	61	26	138
French	---	50	---	---	50	---	38	---	---	38
Communications, Soft Skills & Social Etiquettes.	---	50	---	50	100	---	30	---	20	50
Hospitality Accounts	---	100	---	---	100	---	50	---	---	50
Hotel Operational Training	---	---	100	---	100	---	---	70	---	70
<b>TOTAL</b>	<b>200</b>	<b>400</b>	<b>500</b>	<b>250</b>	<b>1350</b>	<b>133</b>	<b>215</b>	<b>327</b>	<b>131</b>	<b>806</b>

REMARKS: PASS.

PERCENTAGE: 59.7%.

RANK: NIL.

REFERRAL : NIL.

DATE: 22.07.2019.

### PERFORMANCE CRITERIA:

PASS MARKS FOR OPERATIONAL SUBJECTS IS 50% & FOR NON OPERATIONAL PAPERS IS 40%.  
CANDIDATE HAS TO PASS IN ALL SUBJECTS & SECURE A MINIMUM OF 45% IN THE AGGREGATE.

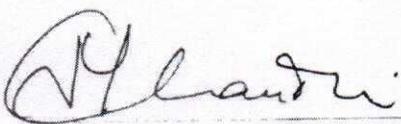
### GRADING SYSTEM:

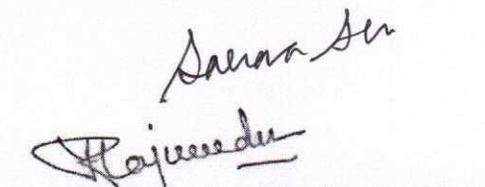
LESS THAN 45% - FAIL;  
45% - LESS THAN 60% - PASS;  
60% - LESS THAN 75% - CREDIT;  
75% & ABOVE - DISTINCTION.

### ASSESSMENT SYSTEM:

I - ASSESSMENT 1 (E-EXAM);  
II - ASSESSMENT 2 (WRITTEN);  
III - ASSESSMENT 3 (PRACTICAL);  
IV - ASSESSMENT 4 (VIVA);



  
PRINCIPAL'S SIGNATURE

  
CONTROLLER OF EXAMINATIONS



# INSTITUTE OF ADVANCED MANAGEMENT KOLKATA MARKS STATEMENT

The following marks obtained by: SAHANA SEN.

Registration No.: IAMKOL171097.

BATCH: 2017-2020.

ROLL NO.: IAM-APR/KOL2/17-18-A/18.

SESSION: 2017-2018.

## DIPLOMA IN HOSPITALITY ADMINISTRATION

SUBJECTS	FULL MARKS						MARKS OBTAINED					
	SEMESTER - II											
	I	II	III	IV	V	TOTAL	I	II	III	IV	V	TOTAL
Food Production and Patisserie	50	50	100	50	50	300	26	19	58	19	28	150
Food & Beverage Service Operations	50	50	100	50	50	300	29	32	56	29	28	174
Front Office Operations	50	50	100	50	50	300	23	30	64	30	27	174
Accommodations Operations	50	50	100	50	50	300	25	22	63	25	25	160
Communications, Soft Skills & Social Etiquettes.	---	50	---	50	---	100	---	32	---	16	---	48
Business Information System	---	---	100	---	---	100	---	---	56	---	---	56
Costing	---	100	---	---	---	100	---	51	---	---	---	51
Hotel Operational Training	---	---	100	---	---	100	---	---	50	---	---	50
<b>TOTAL</b>	<b>200</b>	<b>350</b>	<b>600</b>	<b>250</b>	<b>200</b>	<b>1600</b>	<b>103</b>	<b>186</b>	<b>347</b>	<b>119</b>	<b>108</b>	<b>863</b>

REMARKS: PASS.

PERCENTAGE: 53.94%.

RANK: NIL.

REFERRAL: NIL.

DATE: 23.09.2020.

### PERFORMANCE CRITERIA:

PASS MARKS FOR OPERATIONAL SUBJECTS IS 50% & FOR NON OPERATIONAL PAPERS IS 40%.  
CANDIDATE HAS TO PASS IN ALL SUBJECTS & SECURE A MINIMUM OF 45% IN THE AGGREGATE.

### GRADING SYSTEM:

LESS THAN 45% -- FAIL;  
45% -- LESS THAN 60% -- PASS;  
60% -- LESS THAN 75% -- CREDIT;  
75% & ABOVE -- DISTINCTION.

### ASSESSMENT SYSTEM:

I - ASSESSMENT 1 (E-EXAM.);  
II - ASSESSMENT 2 (WRITTEN);  
III - ASSESSMENT 3 (PRACTICAL);  
IV - ASSESSMENT 4 (VIVA);  
V - ASSESSMENT 5 (ASSIGNMENT);



*(Signature)*

PRINCIPAL'S SIGNATURE

*(Signature)*

CONTROLLER OF EXAMINATIONS

M.S. NO.: IAM-KOL3/18-19/18.



# INSTITUTE OF ADVANCED MANAGEMENT KOLKATA MARKS STATEMENT

The following marks obtained by: SAHANA SEN.

Registration No.: IAMKOL171097.

BATCH: 2017-2020.

ROLL NO.: IAM-APR/KOL3/18-19-A/38.

SESSION: 2018-2019.

## DIPLOMA IN HOSPITALITY ADMINISTRATION

SUBJECTS	FULL MARKS						MARKS OBTAINED					
	SEMESTER - III											
	I	II	III	IV	V	TOTAL	I	II	III	IV	V	TOTAL
Management Training Report Based on Industrial Training	---	---	---	200	---	200	---	---	---	92	---	92
Industrial Training Log Book	100	---	---	---	---	100	64	---	---	---	---	64
Training Debriefing	---	---	---	50	---	50	---	---	---	34	---	34
Self Development	---	---	---	50	---	50	---	---	---	33	---	33
Academic Writing & Study Skills	---	---	---	---	100	100	---	---	---	---	44	44
<b>TOTAL</b>	<b>100</b>	<b>---</b>	<b>---</b>	<b>300</b>	<b>100</b>	<b>500</b>	<b>64</b>	<b>---</b>	<b>---</b>	<b>159</b>	<b>44</b>	<b>267</b>

REMARKS: PASS.

PERCENTAGE: 53.4%.

RANK: NIL.

REFERRAL: NIL.

DATE: 06.06.2019

### PERFORMANCE CRITERIA:

PASS MARKS FOR OPERATIONAL SUBJECTS IS 50% & FOR NON OPERATIONAL PAPERS IS 40%.  
CANDIDATE HAS TO PASS IN ALL SUBJECTS & SECURE A MINIMUM OF 45% IN THE AGGREGATE.

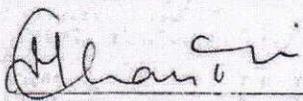
### GRADING SYSTEM:

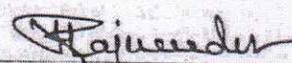
LESS THAN 45% -- FAIL;  
45% -- LESS THAN 60% -- PASS;  
60% -- LESS THAN 75% -- CREDIT;  
75% & ABOVE -- DISTINCTION.

### ASSESSMENT SYSTEM:

- I - ASSESSMENT 1 (WEEKLY EVALUATION);
- II - ASSESSMENT 2 (WRITTEN);
- III - ASSESSMENT 3 (PRACTICAL);
- IV - ASSESSMENT 4 (REPORTS & VIVA);
- V - ASSESSMENT 5 (ASSIGNMENT).



  
PRINCIPAL'S SIGNATURE

  
CONTROLLER OF EXAMINATIONS

M.S.NO.:IAM-KOL4/18-19/77



# INSTITUTE OF ADVANCED MANAGEMENT KOLKATA MARKS STATEMENT

The following marks obtained by: SAHANA SEN.

Registration No.: IAMKOLI71097.

ROLL NO.: IAM-MAY/KOL4/18-19-A/22.

BATCH: 2017-2020.

SESSION: 2018-2019.

## DIPLOMA IN HOSPITALITY ADMINISTRATION

SUBJECTS	FULL MARKS						MARKS OBTAINED					
	SEMESTER - IV						SEMESTER - IV					
	I	II	III	IV	V	TOTAL	I	II	III	IV	V	TOTAL
Food Production and Patisserie	50	50	100	50	50	300	25	30	56	28	27	166
Food & Beverage Service Operations	50	50	100	50	50	300	25	24	50	30	25	154
Front Office Operations	50	50	100	50	50	300	31	25	53	25	38	172
Accommodations Operations	50	50	100	50	50	300	31	21	50	26	25	153
Food Safety Nutrition & Hygiene	50	50	50	---	---	150	26	39	35	---	---	100
Tourism Sales & Marketing	---	100	---	---	---	100	---	46	---	---	---	46
Management Concept	50	100	---	---	---	150	20	60	---	---	---	80
Management Accounting	---	100	---	---	---	100	---	66	---	---	---	66
<b>TOTAL</b>	<b>300</b>	<b>550</b>	<b>450</b>	<b>200</b>	<b>200</b>	<b>1700</b>	<b>158</b>	<b>311</b>	<b>244</b>	<b>109</b>	<b>115</b>	<b>937</b>

REMARKS: PASS.

PERCENTAGE: 55.12%.

RANK: NIL.

REFERRAL: NIL.

DATE: 15.07.2024.

### PERFORMANCE CRITERIA:

PASS MARKS FOR OPERATIONAL SUBJECTS IS 50% & FOR NON OPERATIONAL PAPERS IS 40%

CANDIDATE HAS TO PASS IN ALL SUBJECTS & SECURE A MINIMUM OF 45% IN THE AGGREGATE.

### GRADING SYSTEM:

LESS THAN 45% - FAIL;

45% - LESS THAN 60% - PASS;

60% - LESS THAN 75% - CREDIT;

75% & ABOVE - DISTINCTION.

### ASSESSMENT SYSTEM:

I - ASSESSMENT 1 (MULTIPLE CHOICE QUESTIONS);

II - ASSESSMENT 2 (WRITTEN);

III - ASSESSMENT 3 (PRACTICAL);

IV - ASSESSMENT 4 (VIVA);

V - ASSESSMENT 5 (ASSIGNMENT);

PRINCIPAL'S SIGNATURE

CONTROLLER OF EXAMINATIONS



# INSTITUTE OF ADVANCED MANAGEMENT KOLKATA MARKS STATEMENT

The following marks obtained by: SAHANA SEN.

Registration No.: IAMKOL171097.

ROLL NO.: IAM-NOV/KOL5/19-20-A/21.

BATCH: 2017-2020.

SESSION: 2019-2020.

## DIPLOMA IN HOSPITALITY ADMINISTRATION

SUBJECTS	FULL MARKS					MARKS OBTAINED				
	SEMESTER - V									
	I	II	III	IV	TOTAL	I	II	III	IV	TOTAL
Food Division OR Room Division	200	200	200	---	600	---	---	---	---	---
Financial Management	---	50	---	---	50	---	27	---	---	27
Revenue Management	---	50	---	---	50	---	29	---	---	29
Supervisory Work Experience	---	---	---	200	200	---	---	---	110	110
Hotel Law	50	50	---	---	100	28	29	---	---	57
Specialisation Project	---	---	---	200	200	---	---	---	102	102
Hospitality Event Management	---	---	---	400	400	---	---	---	200	200
<b>TOTAL</b>	<b>250</b>	<b>350</b>	<b>200</b>	<b>800</b>	<b>1600</b>	<b>155</b>	<b>220</b>	<b>118</b>	<b>412</b>	<b>905</b>

REMARKS: PASS.

PERCENTAGE: 56.56%.

RANK: NIL.

REFERRAL : NIL.

DATE: 20.10.2020.

### PERFORMANCE CRITERIA:

PASS MARKS FOR OPERATIONAL SUBJECTS IS 50% & FOR NON OPERATIONAL PAPERS IS 40%.  
CANDIDATE HAS TO PASS IN ALL SUBJECTS & SECURE A MINIMUM OF 45% IN THE AGGREGATE.

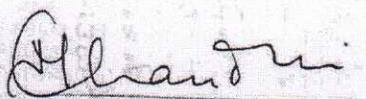
### GRADING SYSTEM:

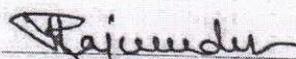
LESS THAN 45% - FAIL;  
45% - LESS THAN 60% - PASS;  
60% - LESS THAN 75% - CREDIT;  
75% & ABOVE - DISTINCTION.

### ASSESSMENT SYSTEM:

I - ASSESSMENT 1 ((MULTIPLE CHOICE QUESTIONS);  
II - ASSESSMENT 2 (WRITTEN);  
III - ASSESSMENT 3 (PRACTICAL);  
IV - ASSESSMENT 4 (ASSIGNMENT);



  
PRINCIPAL'S SIGNATURE

  
CONTROLLER OF EXAMINATIONS

M.S. NO.:IAM-KOL6/19-20/20.



# INSTITUTE OF ADVANCED MANAGEMENT KOLKATA MARKS STATEMENT

The following marks obtained by: SAHANA SEN.

Registration No.: IAMKOL171097.

BATCH: 2017-2020.

ROLL NO.: IAM-NOV/KOL5/19-20-A/20.

SESSION: 2019-2020.

## DIPLOMA IN HOSPITALITY ADMINISTRATION

SUBJECTS	FULL MARKS				MARKS OBTAINED			
	SEMESTER - VI							
	I	II	III	TOTAL	I	II	III	TOTAL
Hospitality Integrative Project	200	200	400	800	121	92	155	368
<b>TOTAL</b>	<b>200</b>	<b>200</b>	<b>400</b>	<b>800</b>	<b>121</b>	<b>92</b>	<b>155</b>	<b>368</b>

REMARKS: PASS.

PERCENTAGE: 46%.

RANK: NIL.

REFERRAL : NIL.

DATE: 04.02.2020.

### PERFORMANCE CRITERIA:

PASS MARKS FOR OPERATIONAL SUBJECTS IS 50% & FOR NON OPERATIONAL PAPERS IS 40%.  
CANDIDATE HAS TO PASS IN ALL SUBJECTS & SECURE A MINIMUM OF 45% IN THE AGGREGATE.

### GRADING SYSTEM:

LESS THAN 45% -- FAIL;

45% -- LESS THAN 60% -- PASS;

60% -- LESS THAN 75% -- CREDIT;

75% & ABOVE -- DISTINCTION.

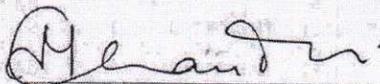
### ASSESSMENT SYSTEM:

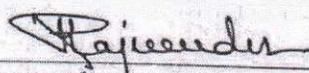
I - ASSESSMENT 1 (Planning & Financial Analysis);

II - ASSESSMENT 2 (Project);

III - ASSESSMENT 3 (Viva & Presentation);



  
PRINCIPAL'S SIGNATURE

  
CONTROLLER OF EXAMINATIONS