

Mahatma Education Society's

Pillai HOC College of Arts, Science and Commerce

Pillai HOCL Educational Campus, Rasayani NAAC Accredited with A+ Grade in Cycle 2 (ISO 9001: 2015 Certified) erce At NAAC

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# Staff Welfare Measures And Performance Appraisal System

(A.Y. 2022-23)



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#### MAHATMA EDUCATION SOCIETY'S

## PILLAI HOC COLLEGE OF ARTS, SCIENCE AND COMMERCE, RASAYANI NAAC Accredited A+ Grade with CGPA-3.26 in Cycle 2 & ISO 9001:2015 Certified

Policy document for providing financial support to teachers for Orientation Programme,

#### Refresher course and FDP

- 1. All Faculty members working with PHCASC have to attend one ORIENTATION PROGRAMME within 3 years of joining the organisation and then has to participate in the Refresher course before completion of the next academic year.
- 2. All Faculty members must attend at least one FDP every academic year.
- 3. One should take permission from the Principal of College, through the programme coordinator before applying for any of these programmes.
- 4. One should complete all the formalities of application at least two days prior to the last day of submission of application.
- 5. One should inform all the stakeholders (i.e., programme coordinators) about your non-availability during the period of programmes and one should also try to adjust the lecture schedules.
- 6. Programme coordinator must ensure that not more than two faculty members participate in one such programme.
- 7. PHCASC will sponsor such participation to the following extent:
  - a) For participation in the first event for the academic year: 100% of participation fee subject to a maximum amount of Rs 1500(fifteen Hundred)
  - b) For Participation in the second Event of the same academic year: 50% of participation .

Fee subject to a maximum anmount of Rs. 1000 (one Thousand)

Date: March10, 2023

To,
The Principal,
Pillai HOC College of Arts, Science and CqximerceiRasayani

#### **Subject: Application for Maternity Leave**

Respected Ma'am,

I am writing this email for your approval regarding my maternity leave. At present, I am six month carrying. My expected date of delivery will be in the month of June. I am planning to take leave from March 14, 2023.

I have completed all the duties assigned to me. In my absence, the evaluation of answer papers will be done by Mr Sujith Babu and Mr Priyesh Keekan.

I hope you will approve my request.

Yours Truly, Sahima S.

Jalan ?

#### **MES E- Learning**



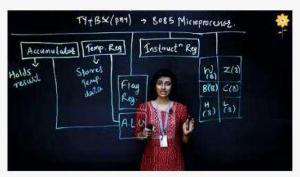
What is IT for Business Management? | Prof. Pawan Gosavi | PHCASC



What is Computer Networks & it's type? | Computer Network | Prof. Anita Mhatre | PHCASC



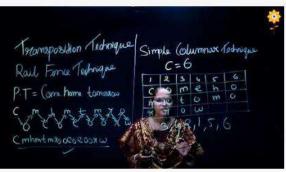
Introduction to HTML | Prof. Sulabha Nandeshew | PHCASC



8085 Microprocessor Architecture | Prof. Komal Mahindrakar | PHCASC



Introduction to Phonetics | Prof. Sujith Babu | PHCASC



Transposition Techniques | Prof. Priyanka Sorte | PHCASC



Binomial Distribution and It's properties | Prof. Ravi Bari | PHCASC



10 steps covering full chapter of Buy back of shares and Debentures | Prof. Arushi Dube | PHCASC



### PILLAI HOC COLLEGE OF ARTS, SCIENCE & COMMERCE

Pillai HOCL Educational Campus, HOC Colony, Rasayani, Via. Panvel, Dist. Raigad. Pin 410207
Tel: 02192 - 669000 / 01 / 02 / 03 / 04 / 05 / 06 / 07 / 08 / 09 Website: www.phcasc.ac.in Email: phcasc@mes.ac.in
(NAAC Accredited 'A+' Grade, CGPA - 3.26 in Cycle 2 & ISO 9001:2015 Certified)

Affiliated to the University of Mumbai, Approved by Government of Maharashtra

Date: 5/9/2023

To, Mrs. Sheeba S Rajan, Assistant Professor, Department of Commerce.

#### **Appreciation Letter**

Dear Mrs. Sheeba S Rajan,

I would like to congratulate you on the successful completion of your Ph.D. (Surrogacy in Kerala – Unethical Practices and Exploitation of Surrogate Mothers') dated on 16.06.2022. We are immensely happy to address you as Dr. Sheeba S Rajan henceforth. Considering your achievement in the field mentioned, we have decided to provide an amount of Rs. 5,000/ as a token of appreciation.

PRINCIPAL

Mehatma Education Sociation

Pillal HOC College of

Arta, Science & Commerce

Pillal HOC Educational Campua

Presayshi, Taiules Khalspur

Dist, Relgad, Pin- 410 207



Member's Reg. No. 1424 Certificate No. 2249 SHARE CERTIFICATE MAHATMA CO-OPERATIVE CREDIT SOCIETY LTD. Sector 8, New Panvel - 410 206. Dist. Raigad Registered under Maharashtra Co-operative Societie's Act, 1960 Regn No. PWL / RSR /(CR)/522 /1996 This is to vertify that Shri. I Smo. I Rum. \_\_ MR&K G NEETHUMOL is the Registered Rolder of 150 fully paid-up Shares Numbered from 00485396 00485545 inclusive, of Rapees SXX each in the above named Society subject to Given under the Common Seal of the said Society at the Bye-laws thereof wood

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Goninil -

Chairman

15000.00

March 2019

#### Application for Flexi hours'

To, Principal, PHCASC.

Dear Madam,

I am writing this to state that I have been working as an Assistant Professor in Pillai HOC College of Arts, Science and Commerce since June 12, 2022 and would like to draw attention to my current situation .

I was blessed with a beautiful baby boy on November 09, 2020 but the physical growth of my child needs special attention on my part as he is suffering from Muscular Distrophy. His treatment involves Physiotherapy sessions, Neurotherapy sessions and Accupressure sessions and also requires my physical presence for maximum time. Considering the distance from my place (Chembur) to Rasayani, the Management and Principal has been kind enough to be supportive through these difficult times.

I would like to put on record that considering my circumstances, I have been exempted from attendance on Thursdays and leave early (3:00 pm) on other working days . I am truly grateful to the Management and Principal for their understanding and unwavering support.

Ja am

Thankyou

Your's sincerely

Prof. Disha Chotaliya