



A. R. ENGINEERING COLLEGE

(Approved by AICTE, New Delhi & Affiliated to Anna university, Chennai)
Vadakuchipalayam, Kappiyampuliyur post, Villupuram-605601, Tamilnadu.

Criterion 6 – Governance, Leadership and Management

Key Indicator – 6.3

6.3.1. The institution has Performance Appraisal System, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression.

NOTE: The supporting documents for this metric exceed the upload limit of 5MB. Hence the documents are made available in HEI website and links for the metric is given below.

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METRIC	PARAMETER	LINK TO RELEVANT DOCUMENTS
6.3.1	The Institution has Performance Appraisal System, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression	VIEW DOCUMENTS




Dr. R. PANNEERDHASS, M.E., Ph.D.
PRINCIPAL
A.R. ENGINEERING COLLEGE
VADAKUCHIPALAYAM,
KAPPIYAMPULIYUR POST,
VILLUPURAM-605 601.



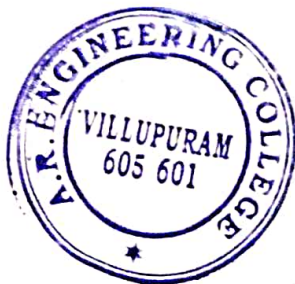
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HR POLICY MANUAL

(A. R Engineering College - Administrative Regulation)

OUR VISION

To emerge as a ladder for rural students in creating and disseminating knowledge, and providing them a unique learning experience , and other areas of scholarship that will best serve the survival and betterment of mankind and 'lead-role' in grooming the younger generation socially responsible and professionally competent to face the challenges ahead.

OUR MISSION

- To achieve higher level technological and professional excellence
- To impart quality and holistic professional education
- To train professionals to be entrepreneurs and employment generators
- To enhance the capabilities of faculty through research and consultancy by providing greater facilities




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Leave Provision & On Duty


Leave Provision

1. Leave regulation shall be applicable to all the employees of the college
2. Faculty is eligible for 12 days of Casual Leave (CL) per academic year
3. Faculty should take leave with prior permission from HOD and the Principal after alternate arrangements.
4. Leave can also be informed over the phone only in case of emergency
5. Faculty/Staff can avail 120 days of maternity leave.
6. Faculty/Staff can avail for one-hour permission twice a month. However, such a facility should be used only for essential needs.
7. Leave cannot be accumulates and carried forward to the next academic year, in general.
8. Final sanction of the leave/vacation/OD is the discretion of the principal and should not be treated as a fundamental right.
9. Providing 1-hour permission two times a month for faculty and staff

On-Duty(OD)

1. Duty leave will be granted to faculty for a maximum number of 15 days per academic year for the following purposes.
2. Prior permission from the HOD and Principal with proper alternate arrangement is essential.
3. On-Duty (OD Career Development Course Work) permission can be availed for official work (assigned by the college), development program (FDP, Conferences, Workshops, Research Work, Examination, STTP, and others), and Anna University Examination and Valuation).




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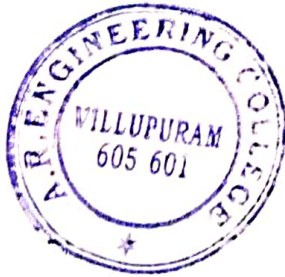


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STAFF WELFARE MEASURES

1. Free transport facility provided to the teaching and non teaching staff members.
2. Financial assistance will be provided for attending FDPs, Workshops, Professional and administrative development programs, outside NSIT, along with on-duty (OD) within India and financial assistance will be provided for book publishing.
3. Providing financial support towards membership fees of professional bodies.
4. On-Duty will be provided for attending programs and Ph.D research works. Guidelines have to be followed to obtain OD.
5. Cash incentive will be given to faculty, who produce academic result of 100% in the college annual day.
6. Cash incentive are given to faculty, who receive awards and Rs.1000/- and Rs.500/-recognitions at the National and State level.
7. Faculty can avail the eligible vacation for his/her marriage or medical treatment.
8. Free accommodation is provided to the faculty who stay in the hostel.
9. Employee Provident Fund (EPF).




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FREE HOSTEL ACCOMMODATION

05.02.2018

From

D. Sureshkumar,
Assistant Professor/EEE,
AR Engineering College,
Kappiyampuliyur.

To

The Principal,
AR Engineering College,
Kappiyampuliyur

Respected Sir,

Subject: Request for Free Accommodation in College Hostel-Reg

I am writing to request for free accommodation in the college hostel. I have been working in the college for three years and have been a dedicated employee. I have always put in my best efforts to ensure that the college is functioning optimally. I am currently facing financial difficulty and cannot afford to pay for accommodation. So I humbly request you for free accommodation in the college hostel for the duration for my employment. I am confident that I will be able to take any responsibility in the hostel and continue my services to the college without any disruption. I look forward to your kind consideration of my request. Thank you for your time and consideration.

Thanking you,

Yours Sincerely,

(Mr. D. Sureshkumar)

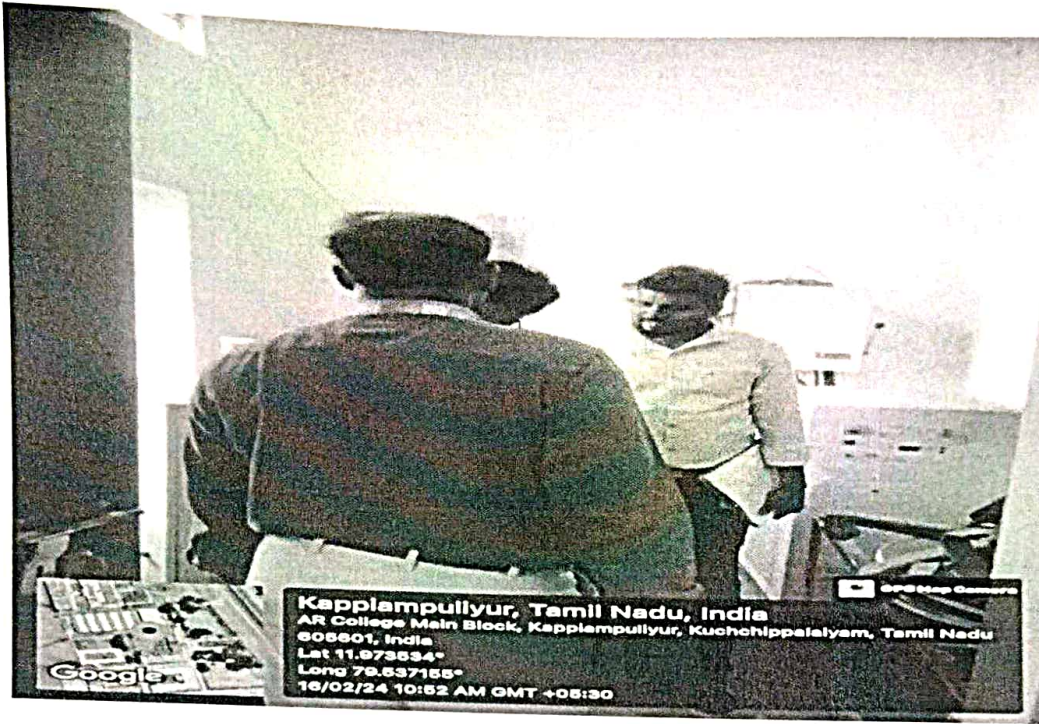



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FREE HOSTEL ACCOMODATION FOR FACULTY




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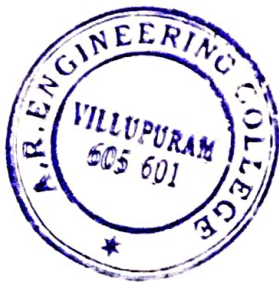
CIRCULAR FOR TRANSPORT FACILITY

(for Faculty and Staff)

This is to inform you that for the welfare of the staff members, our Management has granted the free bus service for all the staff members commuting to the Institution.

Copy to:

1. AO – Office file
2. All HODs
3. Circulation to all faculties and staff

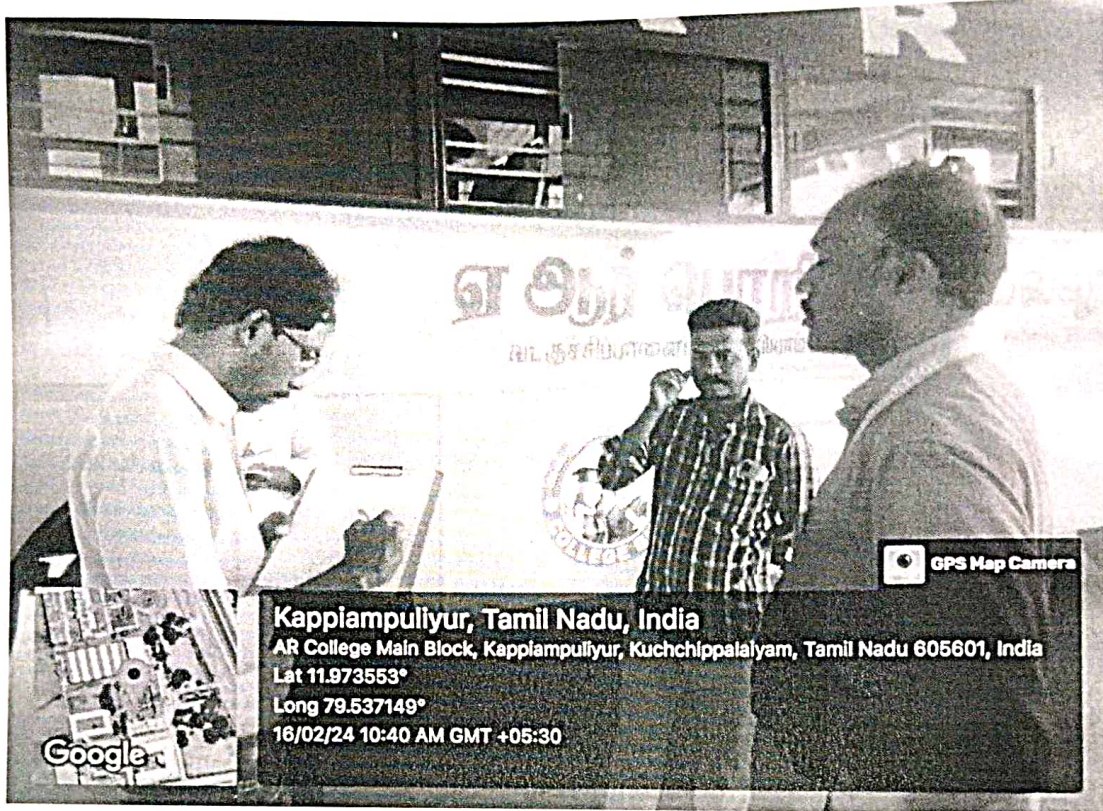



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FREE TRANSPORT FACILITY DECLARATION




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FINANCIAL SUPPORT(FDP/ CONFERENCE/WORKSHIOP/PROFESSIONAL BODIES)

Request Letter

From

N. Savitha
Assistant Professor,
Department of ECE
A.R Engineering College,
Kappiyampuliyur.

To

The Principal
A.R Engineering College,
Kappiyampuliyur.

Respected Sir,

Sub: Requesting to provide Incentive for Journal Publication-Reg

I am writing to request an incentive for the publication of an article in a peer-reviewed academic journal. As part of my research, I recently completed and submitted a manuscript for the publication in the "Two wheeler Design and Fabrication to Prevent Tribble Riders and Accidents". This publication represents a significant accomplishment. Not only did I complete the research and writing of the article, but I also had to go through a rigorous process of peer review and revision in order to get it accepted. The publication of this article is an achievement that will benefit both the college and my career. Therefore I am requesting an incentive to recognize the accomplishment of having this article published. I believe this would be an important step in recognizing and encouraging the hard work and dedication of our faculty in conducting research and publishing in academic journals. I am confident that this publication will bring positive recognition to the college and to my own career. I would greatly appreciate any incentive you may be able to provide.

Thanking You,

Yours Sincerely

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MATERNITY LEAVE APPLICATION FORM

From

Narmada,
Lecturer,
H & S Department,
A.R Engineering College,
Kappiyampuliyur.

To

The Principal,
A. R Engineering College,
Kappiyampuliyur.

Subject: Request for Early Maternity Leave Letter for 16 weeks from

19.02.2022

Sir,

I am writing this letter to inform you about my pregnancy and I want to take the allotted 16 weeks of maternity leave available to me by the organization.

My expected due date is 13.07.2022

I am planning to start my leave from 19.02.2022 and return to the job by

13.07.2022

I will let you know in case of any unforeseen issues with delivery and pregnancy that can cause a delay in the joining date. I am attaching a letter from my doctor confirming all the details.

Please contact me in case of any information required.

Thanking you,

Date:

Place:



Your's Sincerely,


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A.R ENGINEERING COLLEGE
KAPPIYAMPULIYUR VILLUPURAM -605602
PERFORMANCE APPRAISAL FORM

Academic Year : 20 - 20

Semester : Odd/Even

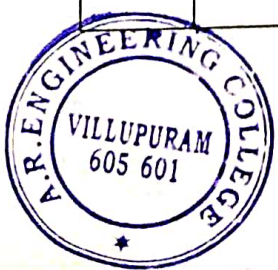
1. Name of the Faculty :
2. Faculty ID :
3. Designation :
4. Department :
5. Date of Birth :
6. Address :


7. Contact No. - Mobile
- Landline
8. E-mail ID :
9. Qualification :

Degree	Specialization	Year of passing	Name of the College	Name of the University	% of Marks / Grades obtained	Class obtained

10. Experience :

Sl. No.	Name of the college / Industry	Designation / Position	Experience (years and months)




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VILLUPURAM-605 601.

Teaching :

Industry :

Total :

I. Curricular Activities :

1. Teaching :

Subject handled / Workload :

	Theory (40)	Lab. (25)	Tutorial	Seminar	Library	Placement
	(10)					
Class						
No. of hours per week						
Score *						

Total Score (Max. 75) =

2. Extra classes :

	Theory	Lab.	Counseling
Class			
Total hours			
Score *			

Total Score (Max. 15) =



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3. Preparation of study material :

- i.
- ii.
- iii.

Total Score (Max. 20) =

4. Preparation of skill modules :

- i.
- ii.
- iii.

Total Score (Max. 10) =

5. Test and Examination :

	Q.P. setting (Code)	Evaluation of Scripts (Code)	Invigilation / Squad (Hours)	Coordination (Activity)
UT - 1				
UT - 2				
MT				
Score *				

Total Score (Max. 30) =

Grand Score (Max. 150) =

II. Co-curricular Activities :

1. Coordination:

	Admin. Coordinator (ISO, Accrid., Exam, Academic, Discipline, Alumni, Placement, Clubs)	Special Committee Coordinator (Functions / Cultural)	NSS/ NCC
Activity			
Score *			

Total Score (Max. 35) =



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2. Participation :

	Contribution to college	Seminar	Workshop	FDP	Fair	I.V.
Activity						
Score *						

Total Score (Max. 10) =

Grand score (Max. 45) =

III. Research and Academic contribution :

	Publications / Books	Online / Certificate course / Add. qual.	Conferences / Seminar	Society Membership	Projects / Res. Guide / Patent / Awards
	(15)	(15)	(5)	(5)	(5)
Activity					
Score *					

Grand Score (Max. 45) =

IV. Academic Competence :

1. Subject Knowledge Test (Objective) (Max. 25) :
2. English Knowledge Test (Objective) (Max. 10) :
3. Seminar (Max. 25) :

Grand Score (Max. 60) =

* To be evaluated by the committee members

(V.Good - 100% ; Good - 75% ; Satis. - 50% ; Unsatis.- 25% ; Not done - 0%)




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Academic Performance Index (API)

I. Curricular Activities (50%)	:	/150
II. Co-curricular Activities (15%)	:	/ 45
III. Research and Academic Contributions (15%)	:	/ 45
IV. Academic competence (20%)	:	/ 60

API

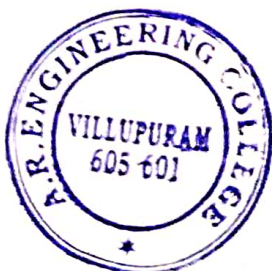
Committee Members

- 1.
- 2.
- 3.

Principal

CEO

Managing Trustee



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