



# RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Annamalai University, Chidambaram || An ISO 9001:2015 Certified Institution  
Recognized under section 2(f) of the UGC Act, 1956.

## STAFF WELFARE MEASURES

### Teaching Staff

- Employee Provident Fund for Staff
- Group Insurance Scheme
- Maternity & Paternity Leaves
- On duty leave
- Compensation leave
- Incentive to the faculty for publication of papers / research articles
- Financial assistance for conference, workshop and FDP
- Recognition & Felicitation of teaching staff on the occasion of their achievements in various fields
- Free Transport facility
- Faculty Tours
- Uniform allowances for teaching staff
- Yoga & Gymnasium for Physical Fitness
- Teachers day celebration
- Women's day celebration
- Gift for new incoming professor

### Non-Teaching Staff

- Employee's State Insurance Corporation
- Group Insurance Scheme
- Recognition & Felicitation of Non-teaching staff on the occasion of their achievements in various fields
- Uniform for non-teaching staff



**PRINCIPAL**  
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VILLIANUR POST-605 110  
PERAMBAL.



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## TEACHING STAFF WELFARE MEASURES

### Employee Provident Fund for Staff



कर्मचारी भविष्य निधि संगठन  
EMPLOYEES' PROVIDENT FUND ORGANISATION

#### सदस्य पासबुक / Member Passbook

स्थापना संस्था का नाम / Establishment ID/Name	CBTHY1074871000 / FAROUK EDUCATIONAL TRUST
सदस्य संस्था का नाम / Member ID/Name	CBTHY10748710000010052 / R PRADAP
जन्म तिथि / Date of Birth	22-10-1990
ई.पी.एफ. संख्या / EAN	101046889695

#### ईपीएफ पासबुक [ वित्तीय वर्ष - 2021-2022 ] / EPF Passbook [ Financial Year - 2021-2022 ]

विवरण / Particulars				कर्मचारी सेव / Employee Balance	नियोक्ता सेव / Employer Balance	पेंशन सेव / Pension Balance		
GB (M) Updated as on 31/03/22				16,524	22,424	32,341		
वेतन मास / Wage Month	प्रतिस्वभाप / Transaction		विवरण / Particulars	वेतन / Wages		अवदान / Contribution		
	दिनांक / Date	प्रकार / Type		ई पी एफ / EPF	ई पी एस / EPS	कर्मचारी / Employee	नियोक्ता / Employer	पेंशन / Pension
Mar 2021	01-03-2021	CR	Cont. For Due Month 042021	11,390	11,390	1,367	418	949
Apr 2021	01-04-2021	CR	Cont. For Due Month 052021	11,390	11,390	1,367	418	949
May 2021	01-05-2021	CR	Cont. For Due Month 062021	11,390	11,390	1,367	418	949
Jun 2021	01-06-2021	CR	Cont. For Due Month 072021	8,543	8,543	1,025	314	712
Jul 2021	01-07-2021	CR	Cont. For Due Month 082021	11,390	11,390	1,367	418	949
Aug 2021	01-08-2021	CR	Cont. For Due Month 092021	13,400	13,400	1,608	492	1,100
Sep 2021	01-09-2021	CR	Cont. For Due Month 102021	11,390	11,390	1,367	418	949
Oct 2021	01-10-2021	CR	Cont. For Due Month 112021	11,390	11,390	1,367	418	949
Nov 2021	01-11-2021	CR	Cont. For Due Month 122021	11,390	11,390	1,367	418	949
Dec 2021	01-12-2021	CR	Cont. For Due Month 012022	11,390	11,390	1,367	418	949
Jan 2022	01-01-2022	CR	Cont. For Due Month 022022	15,000	15,000	1,800	551	1,250
Feb 2022	01-02-2022	CR	Cont. For Due Month 032022	15,000	15,000	1,800	551	1,250
Total Contributions for the year [ 2021 ]				17,169	5,252	11,920		
Total Transfer-ins/VDs for the year [ 2021 ]				0	0	0		
Total Withdrawals for the year [ 2021 ]				0	0	0		
M (M) Updated as on 31/03/22				1,562	2,001	0		
Closing Balance as on 31/03/2022				57,255	29,677	44,261		



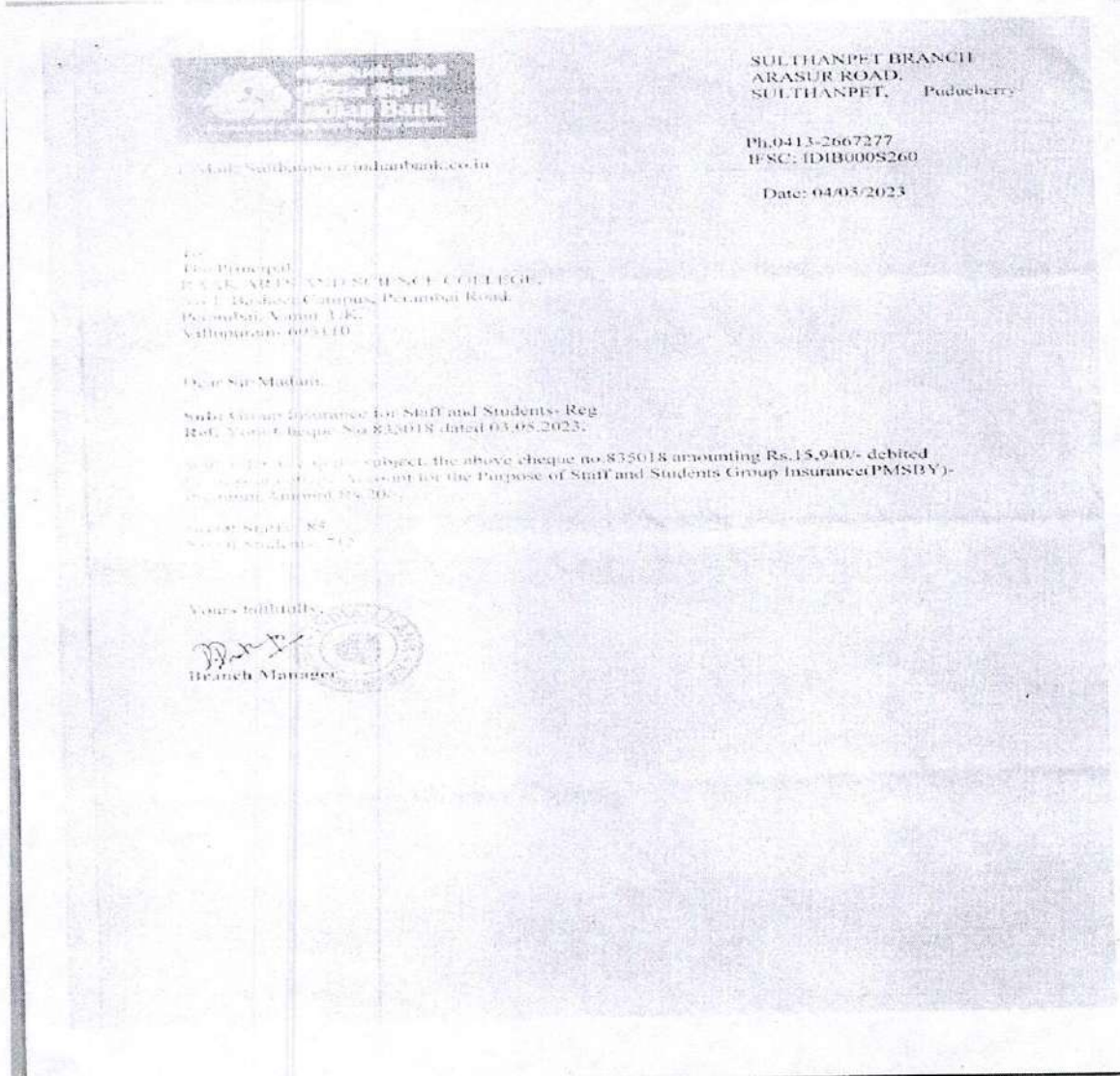
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## Group Insurance Scheme



*John*

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## Maternity & Paternity Leaves

Date: 10-06-2022

From R DEVAKI (HOD)  
Department of Commerce  
Raak Arts and Science College  
Perambur

To The principal  
Raak Arts and Science College  
Perambur.

Respected Sir,

Sub: Requesting to give 6 month maternity leave for

With due respect, I would like to inform you that I am nearing to my child birth. So kindly I request you to give maternity leave for 6 month. And I assure you that I will rejoin after my maternity leave Sir.

Thanking you

Yours Sincerely  
R. Devaki



*Jane*  
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On duty leave

**RAAK ARTS & SCIENCE COLLEGE, PERAMBAL**  
**APPLICATION FOR OTHER DUTY**

Name: Dr. D. RARNITHARAN Designation: HOD Dept.: M.COM Date: 14/7/2022

Purpose: <u>ICT - BRIDGE COURSE</u>			Proof enclosed	Signature of Applicant
Other duty now requested				
From	To	Day (s)	Yes / No	
<u>13/7/22</u>	<u>13/7/22</u>	<u>1</u>		

Date	Period	Class	Alternate Arrangement		Signature of Alternate Faculty
			Faculty	Subject	
<u>13/7/22</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

Other Responsibilities, if any

Not/Recommended

[Signature]  
HOD

Not/Recommended

[Signature]  
VICE-PRINCIPAL

Not/Sanctioned

PRINCIPAL

**RAAK ARTS & SCIENCE COLLEGE, PERAMBAL**  
**APPLICATION FOR OTHER DUTY**

Name: Mrs. S. LOKESH KUMAR Designation: AP Dept.: B.COM Date: 14/7/22

Purpose: <u>ICT - BRIDGE COURSE</u>			Proof enclosed	Signature of Applicant
Other duty now requested				
From	To	Day (s)	Yes / No	
<u>13/7/22</u>	<u>14/7/22</u>	<u>2</u>		

Date	Period	Class	Alternate Arrangement		Signature of Alternate Faculty
			Faculty	Subject	
<u>13/7/22</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

Other Responsibilities, if any

Not/Recommended

[Signature]  
HOD

Not/Recommended

[Signature]  
VICE-PRINCIPAL

Not/Sanctioned

PRINCIPAL



[Signature]  
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## Compensation leave

### RAAK ARTS & SCIENCE COLLEGE, PERAMBAL

#### APPLICATION FOR COMPENSATION LEAVE

Name: MY.S. SATHISH Designation: AP/HOD Dept: TAMIL Date: 12/3/2022

Purpose: <u>Personal work</u>					
Compensation leave now requested			Day(s) in which you worked	Signature of Applicant	
From	To	Day(s)			
<u>14/3/22</u>	<u>14/3/22</u>	<u>1</u>	<u>13.3.2022 (vacation)</u> <u>(Sunday)</u>		
Date	Period	Class	Alternate Arrangement		Signature of Alternate Faculty
			Faculty	Subject	
<u>14/3/22</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Other Responsibilities, if any					

Not/Recommended

HOD

Not/Recommended

VICE-PRINCIPAL

Not/Sanctioned

PRINCIPAL



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## RAAK ARTS & SCIENCE COLLEGE, PERAMBALAI APPLICATION FOR COMPENSATION LEAVE

Name: Mr. R. Pradeep Designation: AP Dept: BBA Date: 17/3/2022

Purpose: <u>Family function</u>					
Compensation leave now requested			Day(s) in which you worked	Signature of Applicant	
From	To	Day(s)			
<u>15/3/22</u>	<u>16/3/22</u>	<u>2 days</u>	<u>12.3.2022 to 13.3.2022</u> <u>(Overtime)</u> <u>Saturday and Sunday</u>		
Date	Period	Class	Alternate Arrangement		
			Faculty	Subject	
<u>15/3/22</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>16/3/22</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

Other Responsibilities, if any

Not/Recommended

Not/Recommended

Not/Sanctioned

HOD

VICE-PRINCIPAL

PRINCIPAL

### Incentive to the faculty for publication of papers / research articles



FAROUK EDUCATIONAL TRUST  
RAAK GROUP OF INSTITUTIONS



BERT  BASC  BHSACT  BNPC  BNBCIN  BPC  BHSS  BMS

Voucher No: \_\_\_\_\_

CASH PAYMENT VOUCHER

Date: 4/4/2022

Debit: \_\_\_\_\_

Pay to: \_\_\_\_\_

Towards: Mr. Sathish  
Being Payment for Paper Publication purposes

Rupees: \_\_\_\_\_

Rs. 500/-

Prepared by

Passed by

Received

Signature



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SHANLAX INTERNATIONAL JOURNALS

A International Refereed Scholarly Quarterly Journal (Monthly Indexed with Impact Factor)

சர்வதேச அறிஞர் சான்றிதழ் கொண்ட மாதாந்திர வெளியீடு கொண்டிருக்கும் காலப் பத்திரிகை

உலகளாவிய அறிஞர் சான்றிதழ் கொண்ட மாதாந்திர வெளியீடு கொண்டிருக்கும் காலப் பத்திரிகை

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*Certificate of Publication*

We hereby certify that

Dr. S. S. S. S.

சென்னை பல்கலைக்கழகம், தமிழ்நாடு

புதிதாக வெளியிடப்பட்டிருக்கிறது.

In recognition of the Publication of the Paper Entitled

சென்னை பல்கலைக்கழகம், தமிழ்நாடு

புதிதாக வெளியிடப்பட்டிருக்கிறது.

Published by

சென்னை பல்கலைக்கழகம், தமிழ்நாடு

UGC Approved Journal Number: 40229

*[Signature]*

Dr. S. S. S. S.

The Publisher

Financial assistance for conference, workshop and FDP



*[Signature]*  
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### Financial Assistance - Request Form

Faculty Name	Dr. K. K. K. K. K.						
Department	Physics						
Description	Travel for research						
Academic Year	Research	Workshop	Conference	FDP	Professional Membership	NPTEL	Other Specific
Financial Requirement (Amount)	Rs. 10,000/-						
Referring Faculty	Dr. K. K. K. K. K.						
Name of the Faculty	Dr. K. K. K. K. K.						
Name of the Faculty	Dr. K. K. K. K. K.						
Date of receipt of request	10/10/2023						
Name of Assistant	Dr. K. K. K. K. K.						
Name of Assistant	Dr. K. K. K. K. K.						

Signature of the Faculty Member

Signature of the HOD

Principal



*J. K.*  
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AGURCHAND MANMULL JAIN COLLEGE  
Since 1952

 **AGURCHAND MANMULL JAIN COLLEGE**  
(A Unit of Sri S.S. Jain Educational Society)  
**SHIFT - II**  
Reaccredited by NAAC & ISO 9001:2008 Certified

**TWO - DAY INTERNATIONAL CONFERENCE ON  
CONTEMPORARY ISSUES IN COMMERCE AND MANAGEMENT**  
4<sup>th</sup> & 5<sup>th</sup> AUGUST 2022  
Organized By  
**THE SCHOOL OF COMMERCE & MANAGEMENT**

**CERTIFICATE**

This is to Certify that Mr./ Mrs./ Dr./ Prof./ DR. P. KATHIAVARAYAN, ASSISTANT PROFESSOR of RAAK  
ARTS AND SCIENCE COLLEGE, PERAMBAL, has participated/presented a paper in "TWO - DAY  
INTERNATIONAL CONFERENCE ON CONTEMPORARY ISSUES IN COMMERCE AND  
MANAGEMENT" held on 4<sup>th</sup> & 5<sup>th</sup> AUGUST 2022.

Title of the Paper: A STUDY ON AWARENESS LEVEL OF INVESTORS TOWARDS DIFFERENT  
INVESTMENT VENTURES (AN EMPIRICAL ANALYSIS WITH REFERENCE TO SELECTED  
RESIDENCES IN PUDUCHERRY)

 Convener  
 Dean  
 Principal  
 Secretary

Recognition & Felicitation of teaching staff on the occasion of their achievements in  
various fields



  
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## HONORED 100 PERCENTAGE RESULT AWARD

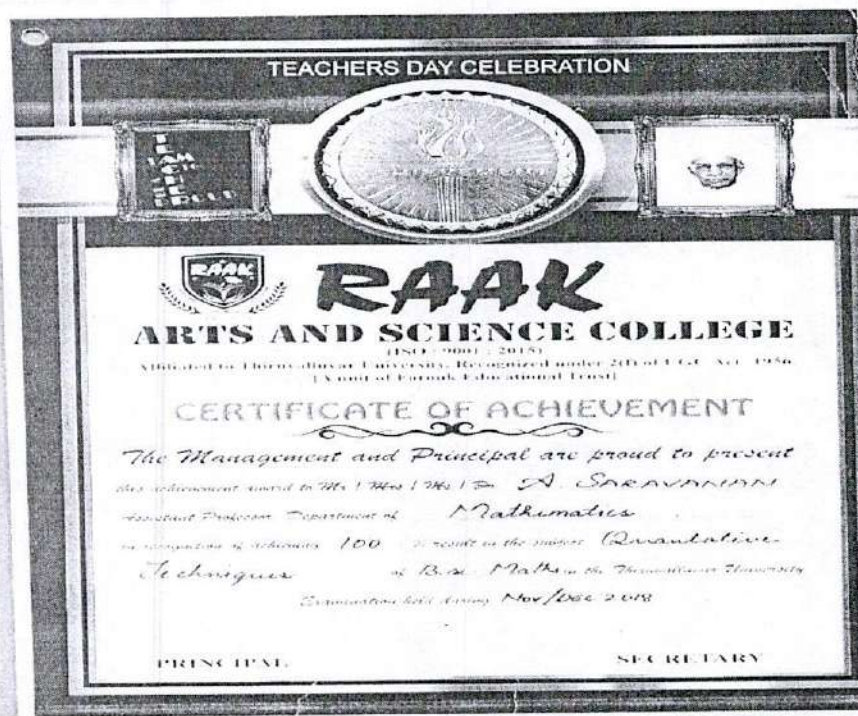


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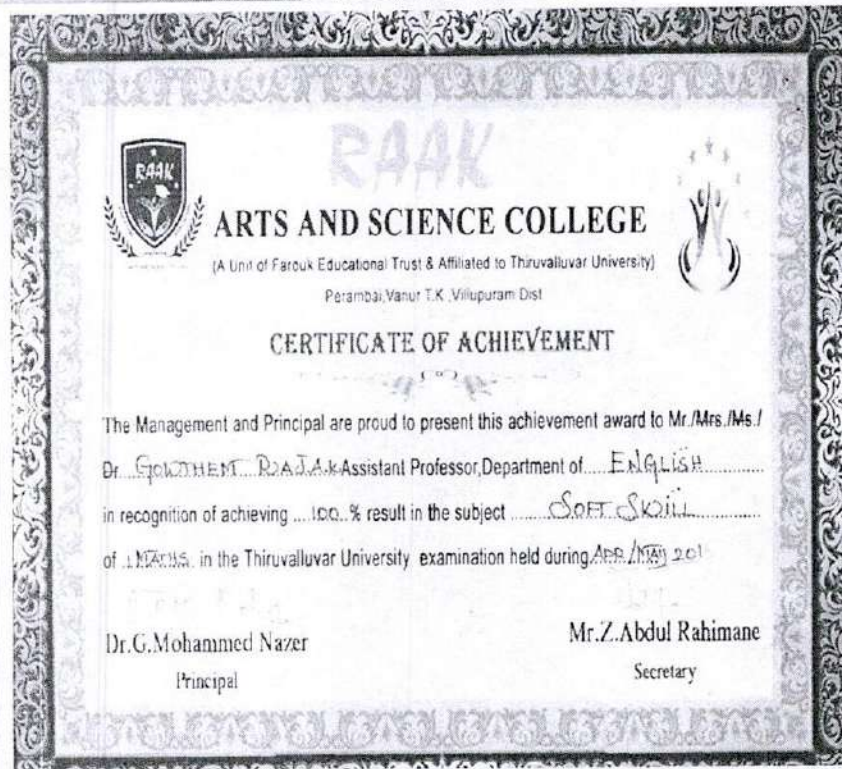
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*Jamir*  
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## Free Transport facility



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## Faculty Tours



*Jam.*

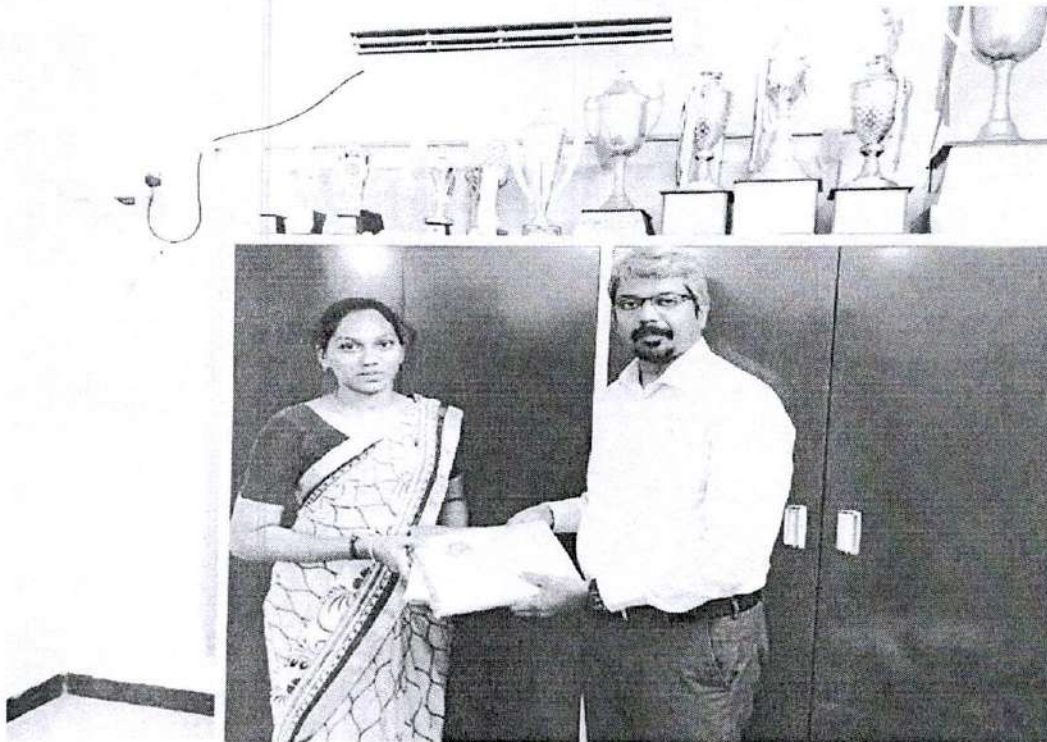
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## Uniform allowances for teaching staff



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DEPT.  CLASS  LIBRARY  RESPC  PERSON  RDC  BSSS  CISS

## CASH PAYMENT VOUCHER

Date: 8/3/2019

Voucher No:

Debit: .....

Pay to: Ms. Dasithala P

Towards: Being Payment to Uniform Allowance

Rupees: Five Hundred Only

Rs. 500/-

Received

Prepared by [Signature]

Passed by [Signature]

Signature

### Yoga & Gymnasium for Physical Fitness

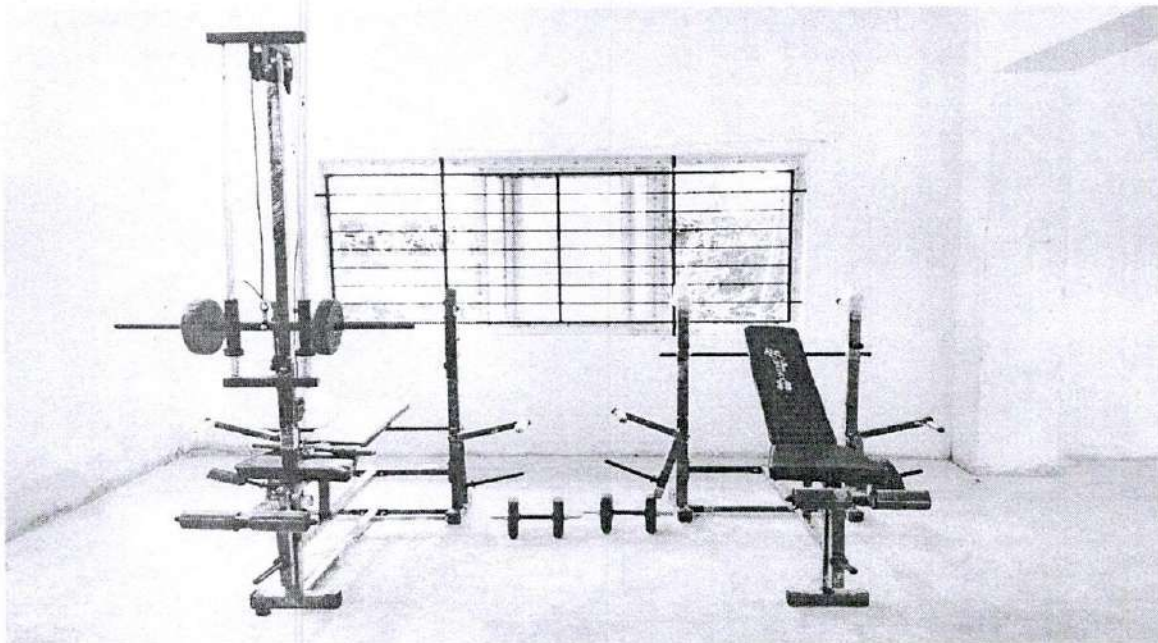
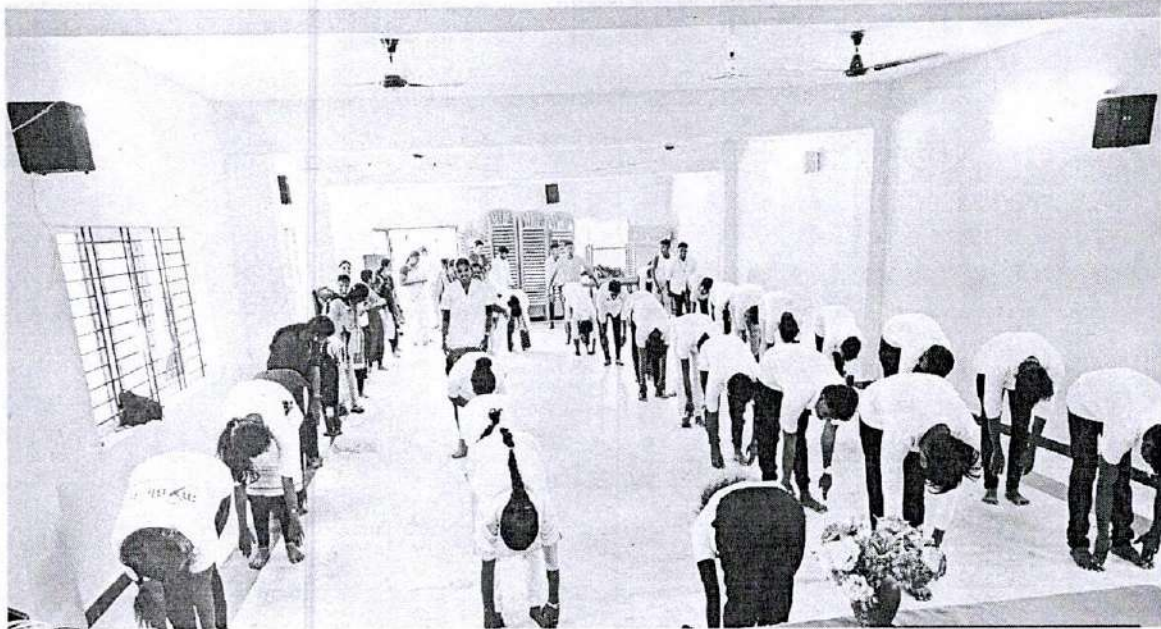


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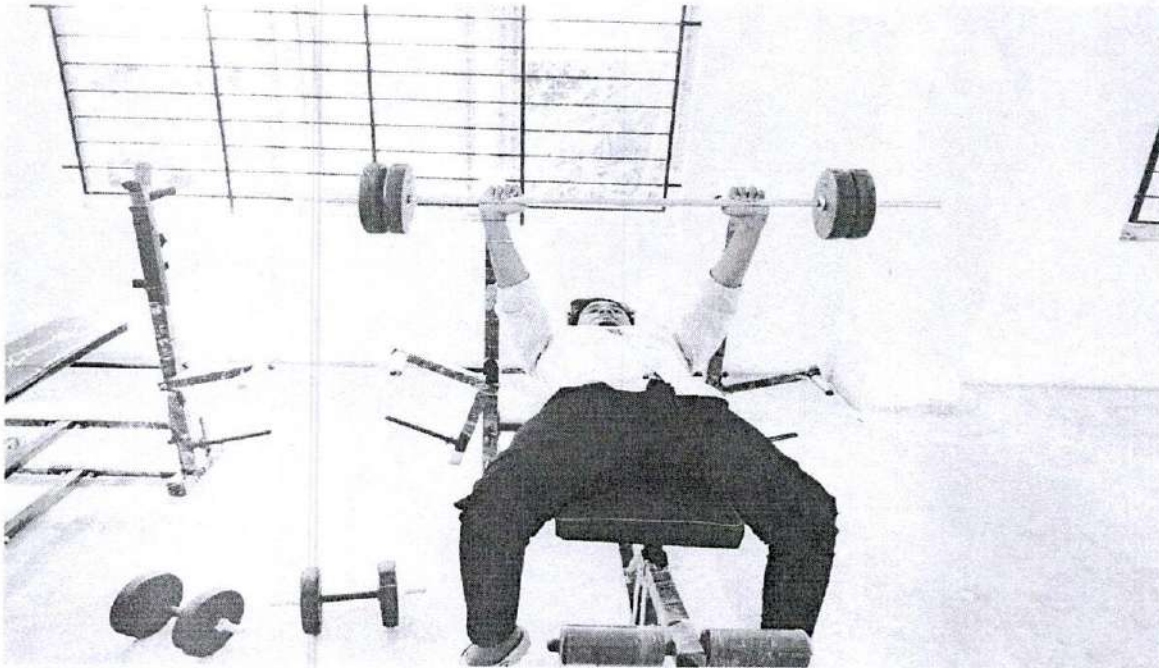
*John*

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# RAAK ARTS AND SCIENCE COLLEGE

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Teachers' day celebration



*J. An.*

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## Women's day celebration



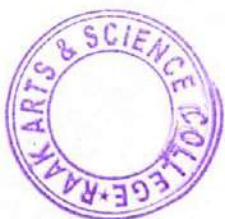
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## Gift for new incoming professor



*John*

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## NON-TEACHING STAFF WELFARE MEASURES

### Employee's State Insurance Corporation



0

Monthly Contribution > Online Transaction

Transaction Details		* Required Fields
Transaction status:	Completed successfully.	
Employer's Code No:	51550471860011301	
Employer's Name:	FAROUK EDUCATIONAL TRUST	
Challan Period:	APRIL2024	
Challan Number :	05124120079207	
Challan Created Date	23-05-2024 16:30:28	
Challan Submitted Date	16-06-2024 02:10:23	
Amount Paid:	690.00	
Transaction Number:	CPADWWLY7	

Print      Close

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## Group Insurance Scheme

  
T. Mail: Sulthanpet@indianbank.co.in

SULTHANPET BRANCH  
ARASUR ROAD,  
SULTHANPET, Poducherry.

Ph.0413-2667277  
IFSC: IDIB000S260  
Date: 04/05/2023

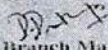
To:  
The Principal,  
RAAK ARTS AND SCIENCE COLLEGE,  
No.1, Bashier Campus, Perambal Road,  
Perambal, Vantur T.K.,  
Villupuram - 605110.


Dear Sir/Madam,

Sub: Group Insurance for Staff and Students- Reg.  
Re: Your Cheque No.835018 dated 03.05.2023.

With reference to the subject, the above cheque no.835018 amounting Rs.15,940/- debited  
from your college Account for the Purpose of Staff and Students Group Insurance(PMSBY)-  
Premium Amount Rs.20/-

No. Of Staffs: 85  
No. Of Students: 717

Yours Faithfully  
  
Branch Manager





**PRINCIPAL**  
RAAK ARTS & SCIENCE COLLEGE  
VILLIANUR POST-605 110  
PERAMBAL.



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Affiliated to Annamalai University, Chidambaram || An ISO 9001:2015 Certified Institution  
Recognized under section 2(f) of the UGC Act, 1956.

Recognition & Felicitation of Non-teaching staff on the occasion of their  
achievements in various fields



*Jh.*

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Uniform for non-teaching staff



*J. S. S.*  
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