

<b>STAFF APPRECIATION MEASURES</b>
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<b>No</b>	<b>Content</b>
<b>1</b>	<b>Service rule</b>
<b>2</b>	<b>Staff council</b>
<b>3</b>	<b>Staff Training</b>
<b>4</b>	<b>Feedback Analysis</b>

Date: 9<sup>th</sup> May, 2021

Mrs. Aswathy K  
Purayamkulangara Kunnakkattu  
Kulapully  
Shoranur 679122  
Mob. 9961805988

**Subject: Appointment letter**

Dear Mrs. Aswathy,

**“WELCOME TO  
LE-MENT COLLEGE OF ADVANCED STUDIES”**

With reference to your application and the subsequent interviews you had with us, we are pleased to appoint you as “FACULTY- ENGLISH DEPARTMENT” at our Le-Ment College of Advanced Studies with effect from 1<sup>st</sup> June, 2021 ( Date of Joining) on the following terms and conditions:

**SALARY**

Salary and allowances applicable to you is..... which shall be paid on the 5<sup>th</sup> day of every month.

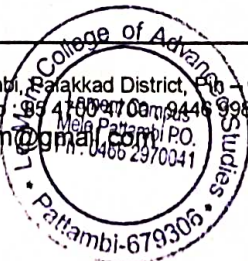
**WORKING HOURS**

Your working hours will be 8.45 a.m. to 2.30 p.m.

**PROBATION**

- You shall be on probation for a period of 6 months.
- After successful completion of probation, your appointment shall be confirmed, in writing, by the management.
- The management also reserves the right to extend the probation period or terminate the appointment, if your performance is not found satisfactory.

IQAC CO-ORDINATOR  
LE-MENT COLLEGE OF ADVANCED STUDIES  
LE-MENT CAMPUS, MELE PATTAMBI  
PATTAMBI - 679 306. PH:0466 2970041



SHABEER K. P.  
Principal  
Le-Ment College of Advanced Studies  
Lement Campus Mele Pattambi P.O.  
Pattambi - 679 306, Ph : 0466 2970041

- d) During this probation period, you are allowed to take 1 (one) day encashment leave and for leave taken more than one day, your salary will be adjusted to the extent to which you taken the leave.

**SERVICE CONDITIONS:**

- a) You shall perform the duties and carry out the assignments entrusted to you from time to time efficiently, sincerely and to the best of your ability and capacity.
- b) You are bound to the moral responsibility of completing all the portions/syllabus assigned by us / by the University and not leave the organization in between the academic year.

**TERMINATION OF PERMENANT SERVICE**

- a) Either party may terminate the appointment by giving to the other one month's notice or payment of Basic salary in lieu thereof.
- b) However, in the event of any misconduct, the management reserves the right to take appropriate disciplinary action as it may deem fit, without any prior notice

Kindly go through the contents and return the duplicate copy of this letter duly signed by you as token by your acceptance of the terms and conditions mentioned herein.

Sincerely Yours,  
For **Le-Ment College of Advanced Studies**

**SHABEER K P**  
**PRINCIPAL**

**ACKNOWLEDGEMENT & ACCEPTANCE**

I have carefully read and understood the above terms and conditions and hereby accept the same.

Name : \_\_\_\_\_ Signature: \_\_\_\_\_

Date \_\_\_\_\_

***"Wish you all the very best in your new assignment."***

**IQAC CO ORDINATOR**  
**LE-MENT COLLEGE OF ADVANCED STUDIES**  
**LEMENT CAMPUS, MELE PATTAMBI (P.O.)**  
**PATTAMBI - 679 306. PH:0466 2970041**

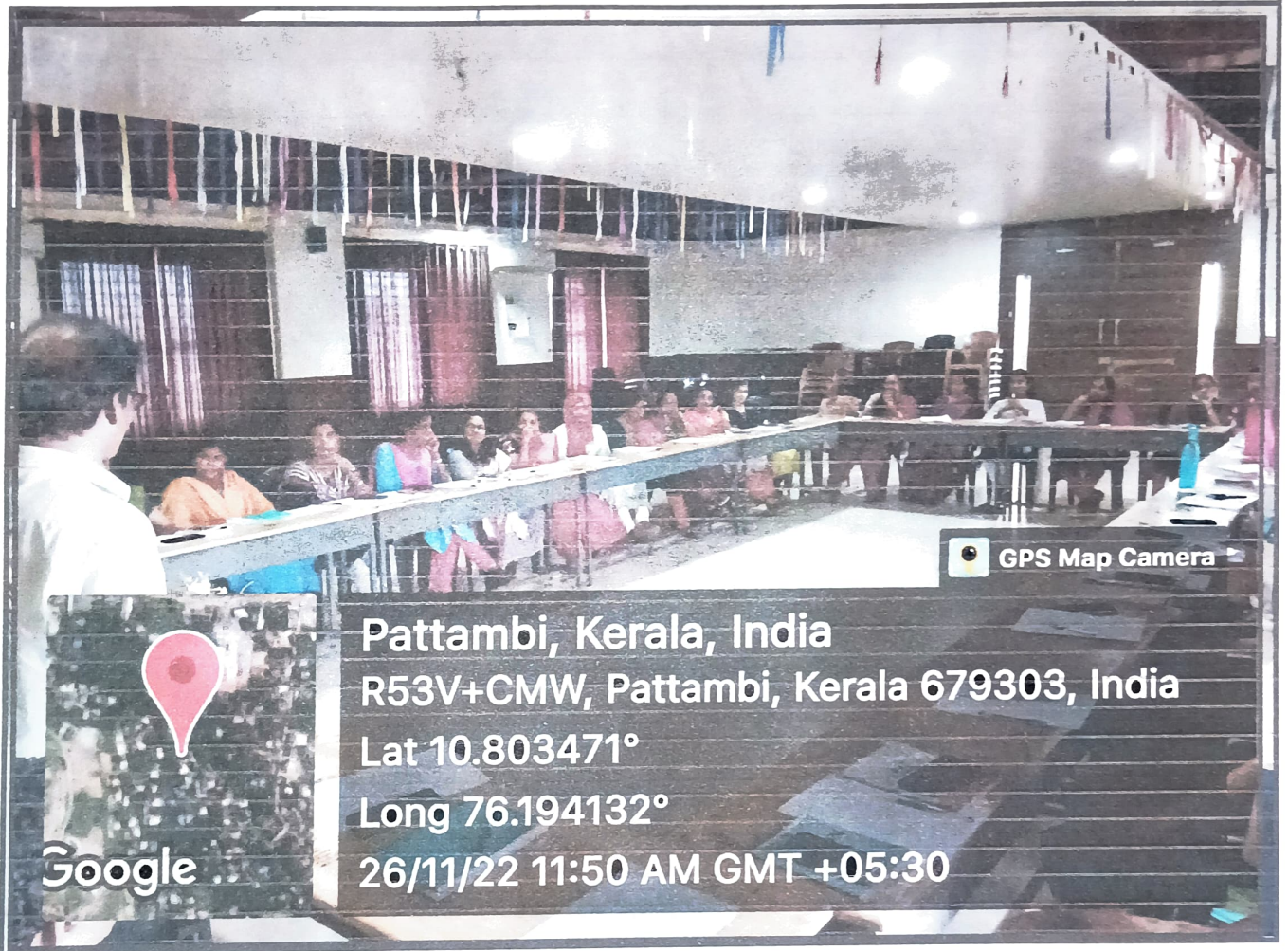
Lement Tower, Mele Pattambi, Palakkad District, Pin 679 306  
Tel : 0466 2970041 , Help Line No : 85 47 00 4300, 0466 9980009, Mob : 9895603041

E-mail : lementiom@gmail.com



**SHABEER. K. P.**  
Principal  
Le-Ment College of Advanced Studies  
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## STAFF MEETING



*Shabeer K.R.*



**SHABEER. K. R.**  
Principal  
Le-Ment College of Advanced Studies  
Lement College Male RO.  
Pattambi - 679 306, Pin code: 6790041

**Faculty Training program**



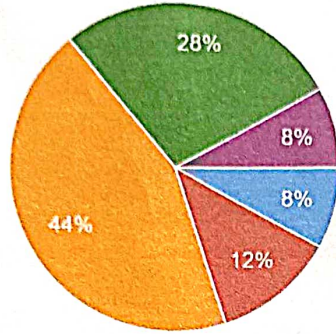
**IQAC COORDINATOR**  
**LE-MENT COLLEGE OF ADVANCED STUDIES**  
**LEMMENT CAMPUS, MELE PATTAMBI (P.O.)**  
**PATTAMBI - 679 306. PH: 0466 2970041**



**SHABEER K.P.**  
Principal  
Le-Ment College of Advanced Studies  
Lement Campus Mele Pattambi P.O.  
Pattambi - 679 306, Ph : 0466 2970041

4. Curriculum helps to create awareness about the environment/social issues among students

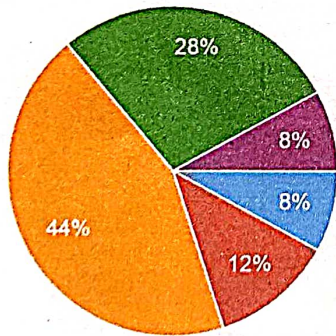
25 responses



- Strongly disagree
- Disagree
- Neutral
- Agree
- Strongly agree

4. Curriculum helps to create awareness about the environment/social issues among students

25 responses



- Strongly disagree
- Disagree
- Neutral
- Agree
- Strongly agree

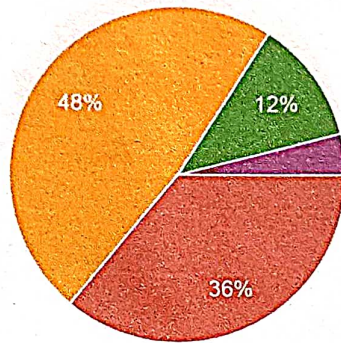


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Principal

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5. The syllabus is need based

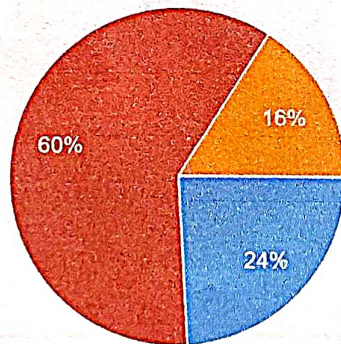
25 responses



- Strongly agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

6. Aims and objectives of the program is clear to you

25 responses



- Strongly agree
- Agree
- Neutral
- Disagree
- Strongly disagree



SHABEER K. P.  
Principal

Le-Ment College of Advanced Studies  
Lement Campus Melo Pattambi P.O.  
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