



**SOKA IKEDA COLLEGE OF ARTS AND SCIENCE FOR WOMEN**

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai 600 099.

**APPOINTMENT ORDERS OF FULL TIME  
TEACHERS**

**ACADEMIC YEAR 2018-2019**



**SOKA IKEDA COLLEGE OF ARTS AND SCIENCE FOR WOMEN**  
(Affiliated to the University of Madras)  
Chennai 600 099, Tamilnadu.

### **Number of Full-Time Teachers**

**Academic Year 2018-2019**

<b>S. No.</b>	<b>Name of the Department</b>	<b>Number of Full-Time Teachers</b>
1.	Principal	1
2.	Tamil	13
3.	English	12
4.	Biochemistry	05
5.	Computer Science	05
6.	Mathematics	13
7.	Business Administration	04
8.	Commerce	13
9.	Computer Applications	05
10.	Information System Management	05
11.	Economics	04
12.	Physics With Computer Applications	04
13.	Tourism & Travel Management	02
14.	Corporate Secretaryship	04
15.	Computer Science	06
16.	Human Resource Management	02
17.	Social Work	02
<b>TOTAL</b>		<b>100</b>



  
**PRINCIPAL**  
**SOKA IKEDA COLLEGE OF ARTS**  
**AND SCIENCE FOR WOMEN**  
**CHENNAI - 600 099**

S. No.	Name of the Full-time teacher	Designation	Year of Appointment
1	Dr. M. Samshath	Principal	29.11.2017
<b>Department of Tamil</b>			
2	Ms. S. Kanmani	Head & Assistant Professor	25.05.2005
3	Dr. A. Kohila	Assistant Professor	06.07.2007
4	Dr. D. Rani Elizabeth	Assistant Professor	11.06.2008
5	Dr. E. Geetha	Assistant Professor	03.12.2009
6	Dr. T.V. Chandrika	Assistant Professor	15.06.2010
7	Dr. C. Bharathi	Assistant Professor	14.07.2014
8	Dr.G. Daisy Maria Packiam	Assistant Professor	22.07.2014
9	Ms.S.Meenakshi	Assistant Professor	01.12.2014
10	Dr.AR. Abirami	Assistant Professor	11.06.2015
11	Ms.A. Shameem Nisha	Assistant Professor	11.06.2015
12	Ms.P. Parameswari	Assistant Professor	01.02.2017
13	Ms.A.Steffie Craf	Assistant Professor	29.11.2017
14	Dr.K.Anuradha	Assistant Professor	01.04.2013
<b>Department of English</b>			
15	Ms.R.Sandhya Lakshmi	Head & Assistant Professor	16.06.2008
16	Ms.R.Suganthi	Assistant Professor	15.12.2008
17	Ms.K.Buji	Assistant Professor	16.06.2014
18	Ms.D. Deepa	Assistant Professor	10.06.2016

19	Ms.L.Revathi	Assistant Professor	27.08.2016
20	Ms.K.Kanthimathi	Assistant Professor	14.06.2017
21	Ms.B.Hemavathy	Assistant Professor	03.07.2017
22	Ms.C.Elavarasi	Assistant Professor	22.06.2017
23	Ms.Athira Anilkumar	Assistant Professor	11.06.2018
24	Ms.R.Dorcas Suganthi	Assistant Professor	11.06.2018
25	Ms.R. Pavithra	Assistant Professor	11.06.2018
26	Ms.G.Malathy	Assistant Professor	11.06.2018
<b>Department of Biochemistry</b>			
27	Ms.B.Meera Murugesan	Vice Principal & Head	23.08.2000
28	Ms.D.Subhashini	Assistant Professor	14.07.2008
29	Dr. C.Latha	Assistant Professor	01.08.2012
30	Ms.S.Sarada	Assistant Professor	21.11.2012
31	Ms.M. Durgadevi	Assistant Professor	14.06.2017
<b>Department of Computer Science</b>			
32	Ms.N.S.Kiruthika	Head & Assistant Professor	20.04.2005
33	Ms.T.S.Helan Mabel	Assistant Professor	15.06.2009
34	Ms V. Sivagama Sundari	Assistant Professor	21.06.2010
35	Ms. V.Thilagavathy	Assistant Professor	20.06.2013
36	Ms. P.Kalyani	Assistant Professor	01.04.2013



<b>Department of Mathematics</b>			
37	Ms.S.Gunachithra	Head & Assistant Professor	10.08.2000
38	Ms.M.Ramya Devi	Assistant Professor	11.06.2007
39	Ms.P. Dhanalakshmi	Assistant Professor	11.06.2007
40	Ms.J.Jacklin Dayana	Assistant Professor	14.06.2010
41	Ms.J.Chella Manorathi	Assistant Professor	21.06.2010
42	Ms.E.Praveena	Assistant Professor	02.12.2013
43	Ms.S.Anitha	Assistant Professor	01.07.2013
44	Ms.T.Sophia Beatrice	Assistant Professor	22.06.2015
45	Ms.R.Puspalatha	Assistant Professor	01.07.2015
46	Ms.B.Poornarekha	Assistant Professor	10.06.2018
47	Ms.S. Bhuvaneswari	Assistant Professor	11.06.2018
48	Ms.T.Muthulakshmi	Assistant Professor	10.06.2016
49	Ms.S.Banupriya	Assistant Professor	16.06.2014
<b>Department of Business Administration</b>			
50	Ms.M.Vijaya Sumathi	Head & Assistant Professor	03.04.2012
51	Ms.M. Kavitha	Assistant Professor	01.07.2013
52	Ms.P. Rajasubha	Assistant Professor	03.10.2013
53	Ms.S.Jayaravitha	Assistant Professor	24.11.2016
<b>Department of Commerce</b>			
54	Dr.V.Sujatha	Head & Assistant Professor	01.07.2002

55	Dr.S.Mary Sujatha	Assistant Professor	16.08.2000
56	Ms.N.Unnamalai Sangeetha	Assistant Professor	14.07.2004
57	Dr.M.Rajarajeswari	Assistant Professor	12.06.2006
58	Ms.T.Jeeva	Assistant Professor	26.06.2006
59	Ms.PL.Alamelu	Assistant Professor	03.07.2006
60	Ms.S. Ushadevi	Assistant Professor	11.06.2008
61	Dr.V.Premalatha	Assistant Professor	11.06.2008
62	Ms.S.Shobana	Assistant Professor	12.12.2012
63	Ms.R.Krishnaveni	Assistant Professor	01.07.2013
64	Dr.B.Ponnarasi	Assistant Professor	11.06.2018
65	Ms.RSM.Jayasree	Assistant Professor	28.06.2018
66	Ms.D.Manimegalai	Assistant Professor	04.07.2018
<b>Department of Computer Applications</b>			
67	Ms.M. Grace	Head & Assistant Professor	03.04.2012
68	Ms.C.T. Ashita	Assistant Professor	16.07.2007
69	Ms.I.Parvin Begum	Assistant Professor	11.06.2008
70	Ms.R.Marysheeba	Assistant Professor	16.08.2012
71	Ms.M.Anitha Devi	Assistant Professor	02.12.2013
<b>Department of Information System Management</b>			
72	Ms.G.Vijaya Girija	Head & Assistant Professor	15.06.2009
73	Ms.K.Nirmala Devi	Assistant Professor	08.06.2011

74	Ms.P. Kalpana	Assistant Professor	18.07.2011
75	Ms.J.Parvathy	Assistant Professor	01.12.2011
76	Ms.D.Malathy	Assistant Professor	11.06.2018

Department of Economics			
S. No.	Name of the Full-time teacher	Designation	Year of Appointment
77	Ms.H. Nirmala	Head & Assistant Professor	01.02.2016
78	Ms.T.Sasikala	Assistant Professor	10.06.2016
79	Ms.S.Joseph Bency Prisca	Assistant Professor	14.06.2017
80	Ms.B.Deepa	Assistant Professor	14.06.2017
Department of Physics with Computer Applications			
81	Ms. Reeda Lenus	Head & Assistant Professor	01.10.2016
82	Dr M.Abila Marselin	Assistant Professor	11.06.2018
83	Dr.T. Evangeline Rebecca	Assistant Professor	11.06.2018
84	Ms.S.Shobana	Assistant Professor	11.06.2018
Department of Tourism and Travel Management			
85	Ms.K.Vijayalakshmi	Head & Assistant Professor	08.08.2017
86	Ms.S.Sundari	Assistant Professor	20.11.2017
Department of Corporate Secretaryship			

87	Ms.M.Bhuvaneswari	Head & Assistant Professor	03.04.2012
88	Ms.J.Jabamalai Priya	Assistant Professor	10.07.2013
89	Ms.S.Sivakalai	Assistant Professor	16.07.2015
90	Ms.D.Vanitha	Assistant Professor	11.06.2018
<b>Department of Computer Science</b>			
91	Ms.J.Vimal Rosy	Head & Assistant Professor	04.12.2006
92	Ms.P.Hemalatha	Assistant Professor	1.07.2013
93	Ms.M.Mahboob Meera	Assistant Professor	11.06.2008
94	Ms.C.Rajeswari	Assistant Professor	11.06.2015
95	Ms.P. Anitha	Assistant Professor	11.06.2015
96	Ms.C.Thavamani	Assistant Professor	14.06.2017
<b>Department of Human Resource Management</b>			
97	Ms.A.Vinnarasi	Head & Assistant Professor	01.08.2013
98	Ms.R.Priyadharshini	Assistant Professor	17.08.2017
<b>Department of Social Work</b>			
99	Ms. Priyanka	Head & Assistant Professor	01.07.2013
100	Ms.M. Angel Monika	Assistant Professor	23.07.2018
<b>TOTAL = 100</b>			



  
**PRINCIPAL**  
 SOKA IKEDA COLLEGE OF ARTS  
 AND SCIENCE FOR WOMEN  
 CHENNAI - 600 099



# SETHU VALLIAMMAL EDUCATIONAL TRUST

(Regn. No. 162 of 87 dt. 10.02.89)

## SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

To

Chennai – 600 099,

Date: 27-11-2017

**Dr. M. Samshath**

C2 Land Marvel Ashiyana Apartment  
No.15, III main road, Gandhi Nagar  
Adyar, Chennai- 600 020  
Mobile:9944484645, 8754547514

### LETTER OF APPOINTMENT

Dear Madam,

With reference to your application dated 17-09-2017 and subsequent interview you had with us on 16-11-2017 we have the pleasure in appointing you for the post of **PRINCIPAL** of Soka Ikeda College of Arts and Science for Women, Sethu Bhaskara Nagar, Madhanangkuppam, Chennai – 600 099 with effect from **29-11-2017** on probationary basis, on the following terms and conditions:

1. That, you will be paid a salary of Rs. 50,000/= (Rupees Fifty Thousand only)
2. That, this appointment is made subject to the approval of the University of Madras.
3. That, initially you will be on probation for a period of two years, from the date of your joining duty which may be extended to or terminated earlier at the sole discretion of the Management unless and until confirmed in writing by the Management, your service shall be deemed to be on probation even after the expiry of the probation period or the extended period, if any of such probation.
4. That, you are requested to produce all your original certificates and service certificates.

  
SECRETARY

  
CHAIRMAN.

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai-600 099.

Phone : 044-2686 3177 / 9677717456

Email: sokaikeda@rediffmail.com, Website: www.sokaikedacollege.in



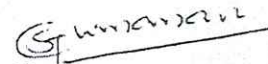
**SOKA IKEDA COLLEGE**  
**OF ARTS AND SCIENCE FOR WOMEN**  
(Affiliated to the University of Madras)

23.05.2005.


To  
Mrs. S. Kanmani,  
Balaji Nagar,  
Ambattur,  
Chennai - 600 053.

Sub: Appointment Order for the Post of Lecturer in Tamil- reg.

This has reference to your application and the subsequent interview conducted on 23.05.2005 the selection committee is pleased to appoint you as Lecturer, Department of Tamil subject to the approval from the University of Madras, Chennai 600 005. This appointment takes effect from 25.05.2005 and the consolidated salary will be Rs 6000 per month.

  
Chairman.

Chairman,  
SOKA IKEDA COLLEGE OF ARTS  
AND SCIENCE FOR WOMEN  
MADHANANGKUPPAM, CHENNAI-600 099

  
18.11.10

Principal

SOKA IKEDA COLLEGE OF ARTS  
AND SCIENCE FOR WOMEN  
MADHANANGKUPPAM, CHENNAI - 600099.

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai-600 099.  
Tel : (044) 2686 4847, 2501 4252  
E-mail : sokaikeda@rediffmail.com





**SOKA IKEDA COLLEGE  
OF ARTS & SCIENCE FOR WOMEN**  
(Affiliated to the University of Madras)

05.07.2007

To  
Ms. A. Kotha,  
162, M.T.H. Road,  
Gandhi Nagar,  
Avadi,  
Chennai- 600 054.

Sub: **Appointment Order** for the Post of Lecturer in Tamil - reg.

This has reference to your application and the subsequent interview conducted on 05.07.2007, the selection committee is pleased to appoint you as Lecturer in **Tamil**, subject to the approval from the University of Madras, Chennai 600 005. This appointment takes effect from **06.07.2007** and the consolidated salary will be Rs.6,500/- per month.

  
Chairman.

Chairman,  
SOKA IKEDA COLLEGE C  
AND SCIENCE FOR WO  
MADHANAGKUPPAM, CHENNI



**SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN**

(Affiliated to the University of Madras)  
Sethu Bhaskara Nagar, Madhanangkuppam,  
Chennai- 600 099

27.05.2008.

To

**Ms. D. Rani Elizabeth,**  
13 D, 1, Than Thondri Amman  
Koil I Street Extn.,  
Villivakkam,  
Chennai- 600 049.

Sub: **Appointment Order** for the post of Lecturer, Department of  
Tamil - reg.

This has reference to your application and the subsequent interview conducted on 22.05.2008, the selection committee is pleased to appoint you as Lecturer, **Department of Tamil**, subject to the approval from the University of Madras, Chennai 600 005. This appointment takes effect from **11.06.2008** and the consolidated salary will be Rs.8,000/- per month.

Chairman.





**SOKA IKEDA COLLEGE  
OF ARTS & SCIENCE FOR WOMEN**  
(Affiliated to the University of Madras)

01.12.2009.

To

**Ms. E. Geetha,**  
No. 4/118, A Type,  
43<sup>rd</sup> Street, Sidco Nagar,  
Villivakkam,  
Chennai - 600 049

Sub: **Appointment Order** for the post of Lecturer, Department of  
Tamil - reg.

This has reference to your application and the subsequent interview conducted on 26.11.2009, and the Management is pleased to appoint you as, Lecturer, **Department of Tamil** subject to the approval from the University of Madras, Chennai 600 005. This appointment takes effect from **03.12.2009** and the consolidated salary will be Rs. 10,500 /- per month.

Chairman.

Chairman

**SOKA IKEDA COLLEGE OF ARTS  
AND SCIENCE FOR WOMEN  
MADHANANGKUPPAM, CHENNAI - 600099.**





# SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

11.03.2010.

To


Ms. Chandrika,

No. 195 / 5 FF, Tejas Flat,  
Raja Raja Cholan Street,  
Kumaran Nagar,  
Padi,  
Chennai- 600 050

Sub: **Appointment Order** for the post of Lecturer in the Department of  
Tamil - reg.

This has reference to your application and the subsequent interview conducted on 18.05.2009, and the selection committee is pleased to appoint you as Lecturer, **Department of Tamil**, subject to the approval from the University of Madras, Chennai 600 005.

This appointment takes effect from **15.06.2010** and the consolidated salary will be Rs. 10,500/- per month.

  
Chairman.

Chairman  
SOKA IKEDA COLLEGE OF ARTS  
AND SCIENCE FOR WOMEN  
MADHANANGKUPPAM, CHENNAI - 600099.





**SOKA IKEDA COLLEGE  
OF ARTS & SCIENCE FOR WOMEN**

(Affiliated to the University of Madras)

12.7.2014

To

Ms C. Bharathi M.A., M.Phil., Ph.D.

9/1, Thayagam Illam,

Kumaran Street,

J.P. Estate


Avadi,

Chennai- 600 054

Sub: **Appointment Order** for the post of Assistant Professor in Tamil - reg.

With reference to your application and the subsequent interview conducted on 12.07.2014, we are pleased to appoint you as Assistant Professor in the **Department of Tamil** with effect from **14.07.2014**.

The consolidated salary will be Rs.16,500/- per month.

  
Chairman

Sethu Bhaskara Nagar, Madhavankuppam, Chennai - 600 099  
Cell: 9150008813 Tel: 044-2903 3707  
E-mail: sokaikeda@rediffmail.com Website: www.sokaikedacollege.in





# SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

19.7.2014

To

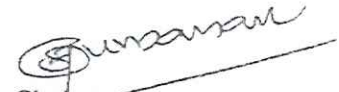
Dr. G. Daisy Mariya Packiam, M.A., Ph.D.

4, Narayana Mestri 2<sup>nd</sup> Street,  
Villivakkam,  
Chennai - 49

Sub: **Appointment Order** for the post of Assistant Professor in Tamil - reg.

With reference to your application and the subsequent interview conducted on 12.07.2014, we are pleased to appoint you as Assistant Professor in the **Department of Tamil** with effect from **22.07.2014**

The consolidated salary will be Rs.16,500 /- per month.

  
Chairman.

Chairman  
SOKA IKEDA COLLEGE OF ARTS  
AND SCIENCE FOR WOMEN  
MADHANANGKUPPAM, CHENNAI - 600039.

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai - 600 099  
Cell : 9150008813 Tel : 044-2903 3707.  
E-mail: sokaikeda@rediffmail.com Website: www.sokaikedacollege.in



# SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

28.11.2014

To

Mrs. S. Meenakshi, M.A., M.Phil.,

Plot No. 47, Ezhil Nagar,

2<sup>nd</sup> Street,

Surapet,

Chennai- 600 066

Sub: **Appointment Order** for the post of Assistant Professor in the Department of  
Tamil - reg.

With reference to your application and the subsequent interview conducted on  
12.07.2014, we are pleased to appoint you as Assistant Professor in the **Department of  
Tamil** with effect from **01.12.2014**

The consolidated salary will be Rs. 17,500 /- per month.

*Kajal K.*

Secretary

**SECRETARY**  
**SOKA IKEDA COLLEGE OF ARTS**  
**AND SCIENCE FOR WOMEN**  
Madhanangkuppam, Chennai - 600 099

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai - 600 099.

Cell: 9677717456 Tel: 044-2903 3707

E-mail: sokaikeda@rediffmail.com

Web: sokaikedacollege.in



**SOKA IKEDA COLLEGE  
OF ARTS & SCIENCE FOR WOMEN**  
(Affiliated to the University of Madras)

29.04.2015

To

Ms. AR. Abirami, M.A., M.Phil.

38, O.V.M. Street

Triplicane

Chennai- 600 005

Sub: **Appointment Order** for the post of Assistant Professor in the department of  
Tamil- reg.

With reference to your application and the subsequent interview conducted on  
23.04.2015, we are pleased to appoint you as Assistant Professor in the **department of**  
**Tamil** with effect from **11.6.2015**:

  
Secretary

**SECRETARY**  
**SOKA IKEDA COLLEGE OF ARTS  
AND SCIENCE FOR WOMEN**  
Madhanangkuppam, Chennai - 600 099

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai - 600 099.

Cell: 9677717456 Tel: 044-2903 3707

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**SOKA IKEDA COLLEGE  
OF ARTS & SCIENCE FOR WOMEN**  
(Affiliated to the University of Madras)

29.04.2015

To

**Ms. A. Shameem Nisha, M.A., M.Phil.**

84/8a, Pillayar Kovil Cross Street

East Banu Nagar

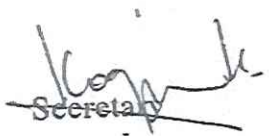
Pudur

Ambattur

Chennai- 600 053

Sub: **Appointment Order** for the post of Assistant Professor in the department of  
Tamil- reg.

With reference to your application and the subsequent interview conducted on  
23.04.2015, we are pleased to appoint you as Assistant Professor in the **department of**  
**Tamil** with effect from **11.6.2015**

  
Secretary

**SECRETARY**  
**SOKA IKEDA COLLEGE OF ARTS  
AND SCIENCE FOR WOMEN**  
Madhanangkuppam, Chennai - 600 099

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai - 600 099.

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# SETHU VALLIAMMAL EDUCATIONAL TRUST

(Regn. No. 162 of 87 dt. 10.02.89)



## SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

Chennai- 600 099

Date: 01.02.2017

To  
Mrs. P. Parameshwari  
41/12, New No. 89  
4<sup>th</sup> Street  
Sengal Soolai Salai  
Oteri  
Chennai- 600012  
Phone: 9445402581  
Email: tamizhmagal2012@gmail.com



### LETTER OF APPOINTMENT

Dear Madam,

With reference to your application dated 01-02-2017 and subsequent interview you had with us on 01-02-2017 we have the pleasure in appointing you for the post of Assistant Professor in the Department of Tamil of Soka Ikeda College of Arts and Science for Women, Sethu Bhaskara Nagar, Madhanangkuppam, Chennai - 600 099 with effect from 01-02-2017 on probationary basis, on the following terms and conditions:

1. That, you will be paid a salary of Rs.15,600/= (Fifteen thousand and six hundred) per month.
2. That, this appointment is made subject to the approval of the University of Madras.
3. That, initially you will be on probation for a period of two years, from the date of your joining duty which may be extended to or terminated earlier at the sole discretion of the Management unless and until confirmed in writing by the Management, your service shall be deemed to be on probation even after the expiry of the probation period or the extended period, if any of such probation.
4. That, you are requested to produce all your original certificates and service certificates.

Continued in page 2.

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai-600 099.

Phone : 044-29033707 / 9677717456

Email:sokaikeda@rediffmail.com, Website: www.sokaikedacollege.in

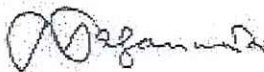


5. That, after having served the appointment order, if you do not join duty on the date specified by the Management, you are liable to pay one month salary to the Management as a prerequisite condition to release the certificates submitted by you.
6. That, you shall be entitled to any salary for the month of May, during the probationary period, provided, you must have completed 8 months of service satisfactorily from the date of joining duty and are willing to continue your service in our college. Besides, to claim the benefit of the May salary, you must have joined the duty on the re-opening day of the ensuing academic year as declared by the Management.
7. That, you can be considered for yearly increment after the successful completion of the probationary period. The conditionality of increment purely rests with on the discretion of the Management.
8. That, you shall work under the general guidance, supervision and direction of the Principal and Management.
9. That, it is mandatory on the part of the incumbent not to leave the institution during in the middle of an academic year.
10. That, in the event of your resignation after having served an appointment order during the probationary period you shall have to give two months notice, failing which, you are liable to pay two months salary to the Management and the notice for the resignation will be accepted only on the 1<sup>st</sup> of April ( of an academic year) and effective till completion of the same academic year.
11. That, your appointment will be subject to termination at any time by one month notice in written by the Management or by payment of one month salary in lieu of such a notice.
12. That, you will be responsible for the safe keeping and return in good condition of all the records and property which may be in your use, custody or charge.
13. That you should obtain prior permission from the Management for any further study through Distance Education Programme or by any other means.
14. That, you are expected to be punctual and regular in attendance of your duties and shall not absent yourself with our prior permission of the Principal and the Management. If you remain absent for a consecutive or continuous period of three days or over stay for three days after the expiry of leave period, without leave or permission from the Management, it will be deemed that you have voluntarily abandoned or resigned your service without any notice and you are liable to pay 2 months salary to the Management.
15. That, you must be willing to participate in the in-service training programme / seminar / workshop organized by the Management / outside agency from time to time to upgrade your teaching methodology / enrich your knowledge and skills to upgrade your teaching methodology / enrich your knowledge and skills to upgrade the quality of education delivered.

Continued in page 3.

16. That, you shall take an abiding interest in the students career both inside and outside the college and shall promote physical, intellectual and moral welfare of pupils.
17. That, you are not allowed to use corporal punishment by any means to correct the erring student. Administering such method will affect the student both physically and mentally, which in turn cause unnecessary difficulties to the Heads and the Management as this method of correction is banned in Tamilnadu in June 2003 through amendment of Rule 51 of Tamilnadu Education Rules prohibiting the infliction of physical / mental pain during corrective measures. You are liable to be dismissed from service in case you have resorted to the corporal punishment to use as corrective method.
18. That, you shall not undertake any part-time or full-time, direct or indirect, honorary or remunerative, job / assignment in any college / business concern during the period of your service. If found so, your service shall be terminated without notice. You shall not undertake private tuition either in the college or at your residence / residence of the student without the written permission of the Management. If the rule is violated, your service shall be liable to be terminated without any notice.
19. That, at any time in the opinion of the Management which will be final in the matter, you are found guilty of dishonesty, disobedience, disorderly behavior, negligence, indiscipline or any other act considered by the Management as detrimental to its interest or of violation of one or more terms of this appointment, your service may be terminated or dismissed without notice and without compensation.
20. That, your service conditions shall be governed by this contract and also by the Management's standing orders, rules and regulations which are being in force for the time being or may be framed from time to time according to law.
21. That, you will retire automatically without notice on your attaining the age of 58 or earlier if you are found to be medically unfit.

This appointment order is given to you in duplicate for your perusal. If the terms and conditions given in this order are acceptable to you, you are expected to return to us the duplicate copy of this order, after writing as All the terms are understood and accepted and signing it with date.



PRESIDENT



SECRETARY



CHAIRMAN

P.P

Signature of the candidate

1.2.2017

Date

Name of the candidate in CAPITALS : P. Parameshwari



# SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

To

Chennai – 600 099,  
Date: 27-11-2017

**Ms. Steffie Craf**

No. 54/2, Padasalai Street

Ayanambakkam

Chennai- 600 095

Phone: 9841644031

Email: steffiemani@gmail.com

## **LETTER OF APPOINTMENT**

Dear Madam,

With reference to your application dated 27-11-2017 and subsequent interview you had with us on 27-11-2017 we have the pleasure in appointing you for the post of Assistant Professor in the **Department of Tamil** of Soka Ikeda College of Arts and Science for Women, Sethu Bhaskara Nagar, Madhanangkuppam, Chennai – 600 099 with effect from **29-11-2017** on probationary basis, on the following terms and conditions:

1. That, you will be paid a salary of Rs.15,600/= (Fifteen Thousand Six Hundred) per month.
2. That, this appointment is made subject to the approval of the University of Madras.
3. That, initially you will be on probation for a period of two years, from the date of your joining duty which may be extended to or terminated earlier at the sole discretion of the Management unless and until confirmed in writing by the Management, your service shall be deemed to be on probation even after the expiry of the probation period or the extended period, if any of such probation.
4. That, you are requested to produce all your original certificates and service certificates.

Continued in page 2.

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai-600 099.

Phone : 9677717456 | Email:sokaikeda@rediffmail.com | Website: www.sokaikedacollege.in



5. That, after having served the appointment order, if you do not join duty on the date specified by the Management, you are liable to pay one month salary to the Management as a prerequisite condition to release the certificates submitted by you.
6. That, you shall be entitled to any salary for the month of May, during the probationary period, provided, you must have completed 8 months of service satisfactorily from the date of joining duty and are willing to continue your service in our college. Besides, to claim the benefit of the May salary, you must have joined the duty on the re-opening day of the ensuing academic year as declared by the Management.
7. That, you can be considered for yearly increment after the successful completion of the probationary period. The conditionality of increment purely rests with on the discretion of the Management.
8. That, you shall work under the general guidance, supervision and direction of the Principal and Management.
9. That, it is mandatory on the part of the incumbent not to leave the institution during in the middle of an academic year.
10. That, in the event of your resignation after having served an appointment order during the probationary period you shall have to give two months notice, failing which, you are liable to pay two months salary to the Management and the notice for the resignation will be accepted only on the 1<sup>st</sup> of April ( of an academic year) and effective till completion of the same academic year.
11. That, your appointment will be subject to termination at any time by one month notice in written by the Management or by payment of one month salary in lieu of such a notice.
12. That, you will be responsible for the safe keeping and return in good condition of all the records and property which may be in your use, custody or charge.
13. That you should obtain prior permission from the Management for any further study through Distance Education Programme or by any other means.
14. That, you are expected to be punctual and regular in attendance of your duties and shall not absent yourself with our prior permission of the Principal and the Management. If you remain absent for a consecutive or continuous period of three days or over stay for three days after the expiry of leave period, without leave or permission from the Management, it will be deemed that you have voluntarily abandoned or resigned your service without any notice and you are liable to pay 2 months salary to the Management.
15. That, you must be willing to participate in the in-service training programme / seminar / workshop organized by the Management / outside agency from time to time to upgrade your teaching methodology / enrich your knowledge and skills to upgrade the quality of education delivered.

16. That, you shall take an abiding interest in the students career both inside and outside the college and shall promote physical, intellectual and moral welfare of pupils.
17. That, you are not allowed to use corporal punishment by any means to correct the erring student. Administering such method will affect the student both physically and mentally, which in turn cause unnecessary difficulties to the Heads and the Management as this method of correction is banned in Tamilnadu in June 2003 through amendment of Rule 51 of Tamilnadu Education Rules prohibiting the infliction of physical / mental pain during corrective measures. You are liable to be dismissed from service in case you have resorted to the corporal punishment to use as corrective method.
18. That, you shall not undertake any part-time or full-time, direct or indirect, honorary or remunerative, job / assignment in any college / business concern during the period of your service. If found so, your service shall be terminated without notice. You shall not undertake private tuition either in the college or at your residence / residence of the student without the written permission of the Management. If the rule is violated, your service shall be liable to be terminated without any notice.
19. That, at any time in the opinion of the Management which will be final in the matter, you are found guilty of dishonesty, disobedience, disorderly behavior, negligence, indiscipline or any other act considered by the Management as detrimental to its interest or of violation of one or more terms of this appointment, your service may be terminated or dismissed without notice and without compensation.
20. That, your service conditions shall be governed by this contract and also by the Management's standing orders, rules and regulations which are being in force for the time being or may be framed from time to time according to law.
21. That, you will retire automatically without notice on your attaining the age of 58 or earlier if you are found to be medically unfit.

This appointment order is given to you in duplicate for your perusal. If the terms and conditions given in this order are acceptable to you, you are expected to return to us the duplicate copy of this order, after writing as **All the terms are understood and accepted** and signing it with date:

  
SECRETARY

  
CHAIRMAN

.....  
  
Signature of the candidate

.....  
29.11.2017  
Date

Name of the candidate in CAPITALS : A. STEFFLE CRAF





# SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

28.03.2013

To

Mrs. K. Anuradha, M.A., M.Phil., Ph.D

38, Jeeva Nagar III street,

Lakshmi Koil.,

T.H. Road,


New Wahsermenpet,

Chennai- 600 081

**Sub: Appointment Order** for the post of Assistant Professor, Department of  
Tamil [ Shift II ] - reg.

With reference to your application and the subsequent interview conducted on  
28.3.2013, we are pleased to appoint you as Assistant Professor in the Department of  
Tamil [ shift II ] with effect from 01.04.2013

The consolidated salary will be Rs.16,000 /- per month.

  
Chairman.



# SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

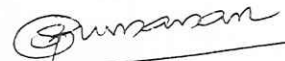
13.06.2008.

To

Ms. R. Sandhya Lakshmi,  
No. 13, P.A. K. Subramaniam Street,  
Venkatapuram,  
Ambattur,  
Chennai- 600 053.

Sub: Appointment Order for the post of Lecturer in English - reg.

This has reference to your application and the subsequent interview conducted on 09.06.2008, the selection committee is pleased to appoint you as Lecturer in English subject to the approval from the University of Madras, Chennai 600 005. This appointment takes effect from 16.06.2008 and the consolidated salary will be Rs.7,500/- per month.

  
Chairman.

Chairman  
SOKA IKEDA COLLEGE OF ARTS  
AND SCIENCE FOR WOMEN  
MADHANANGKUPPAM, CHENNAI - 600099.



# SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)


10.12.2008.

To

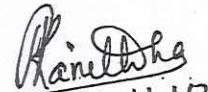
Mrs. R. Suganthi,  
25 A, Kalaimagal Nagar 1<sup>st</sup> Street,  
Lakshmipuram,  
Kolathur,  
Chennai- 600 099

Sub: **Appointment Order** for the post of Lecturer in English – reg.

This has reference to your application and the subsequent interview conducted on 10.12.2008, the selection committee is pleased to appoint you as Lecturer in the **Department of English** subject to the approval from the University of Madras, Chennai 600 005. This appointment takes effect from **15.12.2008** and the consolidated salary will be Rs.8,000/- per month.

  
Chairman.

Chairman  
SOKA IKEDA COLLEGE OF ARTS  
AND SCIENCE FOR WOMEN  
MADHANANGKUPPAM, CHENNAI - 600099.

  
18-11-10

Principal

SOKA IKEDA COLLEGE OF ARTS  
AND SCIENCE FOR WOMEN  
MADHANANGKUPPAM, CHENNAI - 600099.





# SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

14.5.2014


To

Ms. K. Buji, M.A.,  
3/33, Bhavani Nagar,  
Ayappakkam,  
Chennai- 77

Sub: **Appointment Order** for the post of Assistant Professor in English in shift I.- reg.

With reference to your application and the subsequent interview conducted on 14.05.2014, we are pleased to appoint you as Assistant Professor in **English in shift I** with effect from **16.06.2014**

The consolidated salary will be Rs.17,000 /- per month.

  
Chairman.

Chairman  
SOKA IKEDA COLLEGE OF ARTS  
AND SCIENCE FOR WOMEN  
MADHANANGKUPPAM, CHENNAI - 600099.

# SETHU VALLIAMMAL EDUCATIONAL TRUST

(Regn. No. 162 of 87 dt. 10.02.89)

No. 59, Valliammal Street, Pudur, Ambattur, Chennai-600053.

e-mail : sethubhaskara@gmail.com  
sethukumanan@yahoo.in

Telephone : 91-44-2658 5871  
Telex : 91-44-2658 2251

Founder :

Mr. Sethu Bhaskaran

Managing Trustee :

Dr. Sethu Kumanan

Trustee :

Mrs. Sethu Irani

Sethu Bhaskara Matric.  
Hr. Secondary School  
Chennai-600 053.

Sethu Bhaskara Industrial  
Training Centre  
(Recognised by Govt. of India)  
Kandaramanickam  
Sivaganga District-630204.

Dr. Ikeda School  
Anna Nagar West,  
Chennai - 600101.

Soka Ikeda College of  
Arts & Science for  
Women  
(Affiliated to Madras University)  
Chennai-600 099.

Sethu Irani Matric.  
Hr. Secondary School  
Kandaramanickam,  
Sivaganga District-630204.

Sethu Bhaskara  
Agricultural College and  
Research Foundation  
Kalam Kavi Grammam,  
Vicalayankottai, Karaikudi Taluk,  
Sivagangai District - 630 306.

Chennai- 600 099

Date: 11.05.2016

To

Ms. D. Deepa

1/37, Pillaiyar Kovil Street

Periya Mathur

Chennai- 600 068

Phone : 9962930148

E-mail: divyakutty6@gmail.com



## LETTER OF APPOINTMENT

Dear Madam,

With reference to your application dated 21.03.2016 and subsequent interview you had with us on 21.03.2016 we have the pleasure in appointing you for the post of Assistant Professor in the Department of English of Soka Ikeda College of Arts and Science for Women, Sethu Bhaskara Nagar, Madhanangkuppam, Chennai - 600 099 with effect from 10.06.2016 on probationary basis, on the following terms and conditions:

1. That, you will be paid a salary of Rs.15,600/= (Fifteen Thousand Six hundred) per month.
2. That, this appointment is made subject to the approval of the University of Madras.
3. That, initially you will be on probation for a period of two years, from the date of your joining duty which may be extended to or terminated earlier at the sole discretion of the Management unless and until confirmed in writing by the Management, your service shall be deemed to be on probation even after the expiry of the probation period or the extended period, if any of such probation.
4. That, you are requested to produce all your original certificates and service certificates.

Continued in page 2.

5. That, after having served the appointment order, if you do not join duty on the date specified by the Management, you are liable to pay one month salary to the Management as a prerequisite condition to release the certificates submitted by you.
6. That, you shall be entitled to any salary for the month of May, during the probationary period, provided, you must have completed 8 months of service satisfactorily from the date of joining duty and are willing to continue your service in our college. Besides, to claim the benefit of the May salary, you must have joined the duty on the re-opening day of the ensuing academic year as declared by the Management.
7. That, you can be considered for yearly increment after the successful completion of the probationary period. The conditionality of increment purely rests with on the discretion of the Management:
8. That, you shall work under the general guidance, supervision and direction of the Principal and Management.
9. That, it is mandatory on the part of the incumbent not to leave the institution during in the middle of an academic year.
10. That, in the event of your resignation after having served an appointment order during the probationary period you shall have to give two months notice, failing which, you are liable to pay two months salary to the Management and the notice for the resignation will be accepted only on the 1<sup>st</sup> of April ( of an academic year) and effective till completion of the same academic year.
11. That, your appointment will be subject to termination at any time by one month notice in written by the Management or by payment of one month salary in lieu of such a notice.
12. That, you will be responsible for the safe keeping and return in good condition of all the records and property which may be in your use, custody or charge.
13. That you should obtain prior permission from the Management for any further study through Distance Education Programme or by any other means.
14. That, you are expected to be punctual and regular in attendance of your duties and shall not absent yourself with our prior permission of the Principal and the Management. If you remain absent for a consecutive or continuous period of three days or over stay for three days after the expiry of leave period, without leave or permission from the Management, it will be deemed that you have voluntarily abandoned or resigned your service without any notice and you are liable to pay 2 months salary to the Management.
15. That, you must be willing to participate in the in-service training programme / seminar / workshop organized by the Management / outside agency from time to time to upgrade your teaching methodology / enrich your knowledge and skills to upgrade your teaching methodology / enrich your knowledge and skills to upgrade the quality of education delivered.

Continued in page 3.




16. That, you shall take an abiding interest in the students career both inside and outside the college and shall promote physical, intellectual and moral welfare of pupils.
17. That, you are not allowed to use corporal punishment by any means to correct the erring student. Administering such method will affect the student both physically and mentally, which in turn cause unnecessary difficulties to the Heads and the Management as this method of correction is banned in Tamilnadu in June 2003 through amendment of Rule 51 of Tamilnadu Education Rules prohibiting the infliction of physical / mental pain during corrective measures. You are liable to be dismissed from service in case you have resorted to the corporal punishment to use as corrective method.
18. That, you shall not undertake any part-time or full-time, direct or indirect, honorary or remunerative, job / assignment in any college / business concern during the period of your service. If found so, your service shall be terminated without notice. You shall not undertake private tuition either in the college or at your residence / residence of the student without the written permission of the Management. If the rule is violated, your service shall be liable to be terminated without any notice.
19. That, at any time in the opinion of the Management which will be final in the matter, you are found guilty of dishonesty, disobedience, disorderly behavior, negligence, indiscipline or any other act considered by the Management as detrimental to its interest or of violation of one or more terms of this appointment, your service may be terminated or dismissed without notice and without compensation.
20. That, your service conditions shall be governed by this contract and also by the Management's standing orders, rules and regulations which are being in force for the time being or may be framed from time to time according to law.
21. That, you will retire automatically without notice on your attaining the age of 58 or earlier if you are found to be medically unfit.


This appointment order is given to you in duplicate for your perusal. If the terms and conditions given in this order are acceptable to you, you are expected to return to us the duplicate copy of this order, after writing as **All the terms are understood and accepted** and signing it with date.

  
PRESIDENT

  
SECRETARY

  
CHAIRMAN

  
Signature of the candidate

  
Date

Name of the candidate in CAPITALS : 



# SETHU VALLIAMMAL EDUCATIONAL TRUST

(Regn. No. 162 of 87 dt. 10.02.89)

## SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

Chennai – 600 099,

Date: 27-08-2016

To

Ms.L.Revathi

17, III street,

Sarangapani Nagar,

Madhavaram, Chennai

Mobile: 9566167289

Mail: [revathilakshmanan7@gmail.com](mailto:revathilakshmanan7@gmail.com)

### LETTER OF APPOINTMENT

Dear Madam,

With reference to your application dated 22-08-2016 and subsequent interview you had with us on 22-08-2016 we have the pleasure in appointing you as Assistant Professor in the Department of English, Soka Ikeda College of Arts and Science for Women, Sethu Bhaskara Nagar, Madhanangkuppam, Chennai – 600 099 with effect from 27-08-2016 on probationary basis, on the following terms and conditions:

1. That, you will be paid a salary of Rs. 17,750/= (Rupees Seventeen Thousand Seven Hundred and Fifty) per month.
2. That, this appointment is made subject to the approval of the University of Madras.
3. That, initially you will be on probation for a period of two years, from the date of your joining duty which may be extended to or terminated earlier at the sole discretion of the Management unless and until confirmed in writing by the Management, your service shall be deemed to be on probation even after the expiry of the probation period or the extended period, if any of such probation.
4. That, you are requested to produce all your original certificates and service certificates.

Continued in page 2.

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai-600 099.

Phone : 044-2686 3177 / 9677717456

Email: [sokaikeda@rediffmail.com](mailto:sokaikeda@rediffmail.com), Website: [www.sokaikedacollege.in](http://www.sokaikedacollege.in)

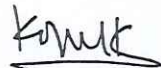
5. That, after having served the appointment order, if you do not join duty on the date specified by the Management, you are liable to pay one month salary to the Management as a prerequisite condition to release the certificates submitted by you.
6. That, you shall be entitled to any salary for the month of May, during the probationary period, provided, you must have completed 8 months of service satisfactorily from the date of joining duty and are willing to continue your service in our college. Besides, to claim the benefit of the May salary, you must have joined the duty on the re-opening day of the ensuing academic year as declared by the Management.
7. That, you can be considered for yearly increment after the successful completion of the probationary period. The conditionality of increment purely rests with on the discretion of the Management.
8. That, you shall work under the general guidance, supervision and direction of the Principal and Management.
9. That, it is mandatory on the part of the incumbent not to leave the institution during in the middle of an academic year.
10. That, in the event of your resignation after having served an appointment order during the probationary period you shall have to give two months notice, failing which, you are liable to pay two months salary to the Management and the notice for the resignation will be accepted only on the 1<sup>st</sup> of April (of an academic year) and effective till completion of the same academic year.
11. That, your appointment will be subject to termination at any time by one month notice in written by the Management or by payment of one month salary in lieu of such a notice.
12. That, you will be responsible for the safe keeping and return in good condition of all the records and property which may be in your use, custody or charge.
13. That you should obtain prior permission from the Management for any further study through Distance Education Programme or by any other means.
14. That, you are expected to be punctual and regular in attendance of your duties and shall not absent yourself with our prior permission of the Principal and the Management. If you remain absent for a consecutive or continuous period of three days or over stay for three days after the expiry of leave period, without leave or permission from the Management, it will be deemed that you have voluntarily abandoned or resigned your service without any notice and you are liable to pay 2 months salary to the Management.
15. That, you must be willing to participate in the in-service training programme / seminar / workshop organized by the Management / outside agency from time to time to upgrade your teaching methodology / enrich your knowledge and skills to upgrade your teaching methodology / enrich your knowledge and skills to upgrade the quality of education delivered.

Continued in page 3.




16. That, you shall take an abiding interest in the students career both inside and outside the college and shall promote physical, intellectual and moral welfare of pupils.
17. That, you are not allowed to use corporal punishment by any means to correct the erring student. Administering such method will affect the student both physically and mentally, which in turn cause unnecessary difficulties to the Heads and the Management as this method of correction is banned in Tamilnadu in June 2003 through amendment of Rule 51 of Tamilnadu Education Rules prohibiting the infliction of physical / mental pain during corrective measures. You are liable to be dismissed from service in case you have resorted to the corporal punishment to use as corrective method.
18. That, you shall not undertake any part-time or full-time, direct or indirect, honorary or remunerative, job / assignment in any college / business concern during the period of your service. If found so, your service shall be terminated without notice. You shall not undertake private tuition either in the college or at your residence / residence of the student without the written permission of the Management. If the rule is violated, your service shall be liable to be terminated without any notice.
19. That, at any time in the opinion of the Management which will be final in the matter, you are found guilty of dishonesty, disobedience, disorderly behavior, negligence, indiscipline or any other act considered by the Management as detrimental to its interest or of violation of one or more terms of this appointment, your service may be terminated or dismissed without notice and without compensation.
20. That, your service conditions shall be governed by this contract and also by the Management's standing orders, rules and regulations which are being in force for the time being or may be framed from time to time according to law.
21. That, you will retire automatically without notice on your attaining the age of 58 or earlier if you are found to be medically unfit.

This appointment order is given to you in duplicate for your perusal. If the terms and conditions given in this order are acceptable to you, you are expected to return to us the duplicate copy of this order, after writing as **All the terms are understood and accepted** and signing it with date.

  
SECRETARY

  
CHAIRMAN

.....

 \_\_\_\_\_ 27.8.16  
Signature of the candidate Date

Name of the candidate in CAPITALS : L. REVATHI .....



# SETHU VALLIAMMAL EDUCATIONAL TRUST

(Regn. No. 162 of 87 dt. 10.02.89)

## SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

To

Ms. K. Kanthimathi, M.A., M.Phil.

No. 9/34, Pushpa Nagar Main Road

Iyyappanthangal

Chennai- 600 056

Ph.: 9884991151

E.Mail.L: kanthu01@gmail.com

Chennai – 600 099,

Date: 09-06-2017



### LETTER OF APPOINTMENT

Dear Madam,

With reference to your application dated 29-05-2017 and subsequent interview you had with us on 29-05-2017 we have the pleasure in appointing you for the post of Assistant Professor in the Department of English of Soka Ikeda College of Arts and Science for Women, Sethu Bhaskara Nagar, Madhanangkuppam, Chennai – 600 099 with effect from 14-06-2017 on probationary basis, on the following terms and conditions:

1. That, you will be paid a salary of Rs.16,475/= (Sixteen Thousand Four Hundred Seventy Five) per month.
2. That, this appointment is made subject to the approval of the University of Madras.
3. That, initially you will be on probation for a period of two years, from the date of your joining duty which may be extended to or terminated earlier at the sole discretion of the Management unless and until confirmed in writing by the Management, your service shall be deemed to be on probation even after the expiry of the probation period or the extended period, if any of such probation.
4. That, you are requested to produce all your original certificates and service certificates.

Continued in page 2.

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai-600 099.

Phone : 044-29033707 / 9677717456

Email:sokaikeda@rediffmail.com, Website: www.sokaikedacollege.in



5. That, after having served the appointment order, if you do not join duty on the date specified by the Management, you are liable to pay one month salary to the Management as a prerequisite condition to release the certificates submitted by you.
6. That, you shall be entitled to any salary for the month of May, during the probationary period, provided, you must have completed 8 months of service satisfactorily from the date of joining duty and are willing to continue your service in our college. Besides, to claim the benefit of the May salary, you must have joined the duty on the re-opening day of the ensuing academic year as declared by the Management.
7. That, you can be considered for yearly increment after the successful completion of the probationary period. The conditionality of increment purely rests with on the discretion of the Management.
8. That, you shall work under the general guidance, supervision and direction of the Principal and Management.
9. That, it is mandatory on the part of the incumbent not to leave the institution during in the middle of an academic year.
10. That, in the event of your resignation after having served an appointment order during the probationary period you shall have to give two months notice, failing which, you are liable to pay two months salary to the Management and the notice for the resignation will be accepted only on the 1<sup>st</sup> of April (of an academic year) and effective till completion of the same academic year.
11. That, your appointment will be subject to termination at any time by one month notice in written by the Management or by payment of one month salary in lieu of such a notice.
12. That, you will be responsible for the safe keeping and return in good condition of all the records and property which may be in your use, custody or charge.
13. That you should obtain prior permission from the Management for any further study through Distance Education Programme or by any other means.
14. That, you are expected to be punctual and regular in attendance of your duties and shall not absent yourself with our prior permission of the Principal and the Management. If you remain absent for a consecutive or continuous period of three days or over stay for three days after the expiry of leave period, without leave or permission from the Management, it will be deemed that you have voluntarily abandoned or resigned your service without any notice and you are liable to pay 2 months salary to the Management.
15. That, you must be willing to participate in the in-service training programme / seminar / workshop organized by the Management / outside agency from time to time to upgrade your teaching methodology / enrich your knowledge and skills to upgrade your teaching methodology / enrich your knowledge and skills to upgrade the quality of education delivered.


Continued in page 3.

16. That, you shall take an abiding interest in the students career both inside and outside the college and shall promote physical, intellectual and moral welfare of pupils.
17. That, you are not allowed to use corporal punishment by any means to correct the erring student. Administering such method will affect the student both physically and mentally, which in turn cause unnecessary difficulties to the Heads and the Management as this method of correction is banned in Tamilnadu in June 2003 through amendment of Rule 51 of Tamilnadu Education Rules prohibiting the infliction of physical / mental pain during corrective measures. You are liable to be dismissed from service in case you have resorted to the corporal punishment to use as corrective method.
18. That, you shall not undertake any part-time or full-time, direct or indirect, honorary or remunerative, job / assignment in any college / business concern during the period of your service. If found so, your service shall be terminated without notice. You shall not undertake private tuition either in the college or at your residence / residence of the student without the written permission of the Management. If the rule is violated, your service shall be liable to be terminated without any notice.
19. That, at any time in the opinion of the Management which will be final in the matter, you are found guilty of dishonesty, disobedience, disorderly behavior, negligence, indiscipline or any other act considered by the Management as detrimental to its interest or of violation of one or more terms of this appointment, your service may be terminated or dismissed without notice and without compensation.
20. That, your service conditions shall be governed by this contract and also by the Management's standing orders, rules and regulations which are being in force for the time being or may be framed from time to time according to law.
21. That, you will retire automatically without notice on your attaining the age of 58 or earlier if you are found to be medically unfit.

This appointment order is given to you in duplicate for your perusal. If the terms and conditions given in this order are acceptable to you, you are expected to return to us the duplicate copy of this order, after writing as **All the terms are understood and accepted** and signing it with date.

  
SECRETARY

  
CHAIRMAN

.....  
  
Signature of the candidate

14.06.2017  
Date

Name of the candidate in CAPITALS : .....K. KANTHIMATHI.....



# SETHU VALLIAMMAL EDUCATIONAL TRUST

(Regn. No. 162 of 87 dt. 10.02.89)

## SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

To

**Ms.B. Hemavathy, M.A., M.Phil**

No. 33, Thiruvalluvar Street

Puthagaram, Kolathur

Chennai- 600099

Ph.: 9710601733

E.Mail: hemabalan04@yahoo.com

Chennai – 600 099,

Date: 09-06-2017



### LETTER OF APPOINTMENT

Dear Madam,

With reference to your application dated 04-05-2017 and subsequent interview you had with us on 29-05-2017 we have the pleasure in appointing you for the post of Assistant Professor in the **Department of English** of Soka Ikeda College of Arts and Science for Women, Sethu Bhaskara Nagar, Madhanangkuppam, Chennai – 600 099 with effect from **03-07-2017** on probationary basis, on the following terms and conditions:

1. That, you will be paid a salary of Rs.16,350/= ( Sixteen Thousand Three Hundred Fifty) per month.
2. That, this appointment is made subject to the approval of the University of Madras.
3. That, initially you will be on probation for a period of two years, from the date of your joining duty which may be extended to or terminated earlier at the sole discretion of the Management unless and until confirmed in writing by the Management, your service shall be deemed to be on probation even after the expiry of the probation period or the extended period, if any of such probation.
4. That, you are requested to produce all your original certificates and service certificates.

Continued in page 2.

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai-600 099.

Phone : 044-29033707 / 9677717456

Email:sokaikeda@rediffmail.com, Website: www.sokaikedacollege.in



5. That, after having served the appointment order, if you do not join duty on the date specified by the Management, you are liable to pay one month salary to the Management as a prerequisite condition to release the certificates submitted by you.
6. That, you shall be entitled to any salary for the month of May, during the probationary period, provided, you must have completed 8 months of service satisfactorily from the date of joining duty and are willing to continue your service in our college. Besides, to claim the benefit of the May salary, you must have joined the duty on the re-opening day of the ensuing academic year as declared by the Management.
7. That, you can be considered for yearly increment after the successful completion of the probationary period. The conditionality of increment purely rests with on the discretion of the Management.
8. That, you shall work under the general guidance, supervision and direction of the Principal and Management.
9. That, it is mandatory on the part of the incumbent not to leave the institution during in the middle of an academic year.
10. That, in the event of your resignation after having served an appointment order during the probationary period you shall have to give two months notice, failing which, you are liable to pay two months salary to the Management and the notice for the resignation will be accepted only on the 1<sup>st</sup> of April ( of an academic year) and effective till completion of the same academic year.
11. That, your appointment will be subject to termination at any time by one month notice in written by the Management or by payment of one month salary in lieu of such a notice.
12. That, you will be responsible for the safe keeping and return in good condition of all the records and property which may be in your use, custody or charge.
13. That you should obtain prior permission from the Management for any further study through Distance Education Programme or by any other means.
14. That, you are expected to be punctual and regular in attendance of your duties and shall not absent yourself with our prior permission of the Principal and the Management. If you remain absent for a consecutive or continuous period of three days or over stay for three days after the expiry of leave period, without leave or permission from the Management, it will be deemed that you have voluntarily abandoned or resigned your service without any notice and you are liable to pay 2 months salary to the Management.
15. That, you must be willing to participate in the in-service training programme / seminar / workshop organized by the Management / outside agency from time to time to upgrade your teaching methodology / enrich your knowledge and skills to upgrade your teaching methodology / enrich your knowledge and skills to upgrade the quality of education delivered.

Continued in page 3.

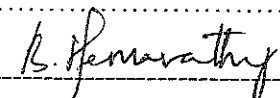
16. That, you shall take an abiding interest in the students career both inside and outside the college and shall promote physical, intellectual and moral welfare of pupils.
17. That, you are not allowed to use corporal punishment by any means to correct the erring student. Administering such method will affect the student both physically and mentally, which in turn cause unnecessary difficulties to the Heads and the Management as this method of correction is banned in Tamilnadu in June 2003 through amendment of Rule 51 of Tamilnadu Education Rules prohibiting the infliction of physical / mental pain during corrective measures. You are liable to be dismissed from service in case you have resorted to the corporal punishment to use as corrective method.
18. That, you shall not undertake any part-time or full-time, direct or indirect, honorary or remunerative, job / assignment in any college / business concern during the period of your service. If found so, your service shall be terminated without notice. You shall not undertake private tuition either in the college or at your residence / residence of the student without the written permission of the Management. If the rule is violated, your service shall be liable to be terminated without any notice.
19. That, at any time in the opinion of the Management which will be final in the matter, you are found guilty of dishonesty, disobedience, disorderly behavior, negligence, indiscipline or any other act considered by the Management as detrimental to its interest or of violation of one or more terms of this appointment, your service may be terminated or dismissed without notice and without compensation.
20. That, your service conditions shall be governed by this contract and also by the Management's standing orders, rules and regulations which are being in force for the time being or may be framed from time to time according to law.
21. That, you will retire automatically without notice on your attaining the age of 58 or earlier if you are found to be medically unfit.

This appointment order is given to you in duplicate for your perusal. If the terms and conditions given in this order are acceptable to you, you are expected to return to us the duplicate copy of this order, after writing as **All the terms are understood and accepted** and signing it with date.

  
PRESIDENT

  
SECRETARY

  
CHAIRMAN



Signature of the candidate

3.7.17

Date

Name of the candidate in CAPITALS :

B. HEMAVATHY





**SETHU VALLIAMMAL EDUCATIONAL TRUST**  
(Regn. No. 162 of 87 dt. 10.02.89)  
**SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN**  
(Affiliated to the University of Madras)

To

**Ms. C. Elavarasi**  
No.73, Thiruvalluvar Street,  
Kamarajapuram,  
Pattabiram  
Chennai- 600 072  
Ph: 9176330536  
Email: induchlm076@gmail.com

Chennai - 600 099,  
Date: 21-06-2017

1. Paste your passport size, colour photograph here &

2. After pasting the photo, please sign on it (partially on the photo and partially on this paper)

**LETTER OF APPOINTMENT**

Dear Madam,

With reference to your application dated 21-06-2017 and subsequent interview you had with us on 21-06-2017 we have the pleasure in appointing you for the post of Assistant Professor in the **Department of English** of Soka Ikeda College of Arts and Science for Women, Sethu Bhaskara Nagar, Madhanangkuppam, Chennai - 600 099 with effect from **22-06-2017**, on probationary basis, on the following terms and conditions:

1. That, you will be paid a salary of Rs.15,600/= (Fifteen Thousand Six Hundred) per month.
2. That, this appointment is made subject to the approval of the University of Madras.
3. That, initially you will be on probation for a period of two years, from the date of your joining duty which may be extended to or terminated earlier at the sole discretion of the Management unless and until confirmed in writing by the Management, your service shall be deemed to be on probation even after the expiry of the probation period or the extended period, if any of such probation.
4. That, you are requested to produce all your original certificates and service certificates.

Continued in page 2.

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai-600 099.  
Phone : 044-29033707 / 9677717456  
Email: sokaikeda@rediffmail.com, Website: [www.sokaikedacollege.in](http://www.sokaikedacollege.in)



5. That, after having served the appointment order, if you do not join duty on the date specified by the Management, you are liable to pay one month salary to the Management as a prerequisite condition to release the certificates submitted by you.
6. That, you shall be entitled to any salary for the month of May, during the probationary period, provided, you must have completed 8 months of service satisfactorily from the date of joining duty and are willing to continue your service in our college. Besides, to claim the benefit of the May salary, you must have joined the duty on the re-opening day of the ensuing academic year as declared by the Management.
7. That, you can be considered for yearly increment after the successful completion of the probationary period. The conditionality of increment purely rests with on the discretion of the Management.
8. That, you shall work under the general guidance, supervision and direction of the Principal and Management.
9. That, it is mandatory on the part of the incumbent not to leave the institution during in the middle of an academic year.
10. That, in the event of your resignation after having served an appointment order during the probationary period you shall have to give two months notice, failing which, you are liable to pay two months salary to the Management and the notice for the resignation will be accepted only on the 1<sup>st</sup> of April (of an academic year) and effective till completion of the same academic year.
11. That, your appointment will be subject to termination at any time by one month notice in written by the Management or by payment of one month salary in lieu of such a notice.
12. That, you will be responsible for the safe keeping and return in good condition of all the records and property which may be in your use, custody or charge.
13. That you should obtain prior permission from the Management for any further study through Distance Education Programme or by any other means.
14. That, you are expected to be punctual and regular in attendance of your duties and shall not absent yourself with our prior permission of the Principal and the Management. If you remain absent for a consecutive or continuous period of three days or over stay for three days after the expiry of leave period, without leave or permission from the Management, it will be deemed that you have voluntarily abandoned or resigned your service without any notice and you are liable to pay 2 months salary to the Management.
15. That, you must be willing to participate in the in-service training programme / seminar / workshop organized by the Management / outside agency from time to time to upgrade your teaching methodology / enrich your knowledge and skills to upgrade your teaching methodology / enrich your knowledge and skills to upgrade the quality of education delivered.

Continued in page 3.



16. That, you shall take an abiding interest in the students career both inside and outside the college and shall promote physical, intellectual and moral welfare of pupils.
17. That, you are not allowed to use corporal punishment by any means to correct the erring student. Administering such method will affect the student both physically and mentally, which in turn cause unnecessary difficulties to the Heads and the Management as this method of correction is banned in Tamilnadu in June 2003 through amendment of Rule 51 of Tamilnadu Education Rules prohibiting the infliction of physical / mental pain during corrective measures. You are liable to be dismissed from service in case you have resorted to the corporal punishment to use as corrective method.
18. That, you shall not undertake any part-time or full-time, direct or indirect, honorary or remunerative, job / assignment in any college / business concern during the period of your service. If found so, your service shall be terminated without notice. You shall not undertake private tuition either in the college or at your residence / residence of the student without the written permission of the Management. If the rule is violated, your service shall be liable to be terminated without any notice.
19. That, at any time in the opinion of the Management which will be final in the matter, you are found guilty of dishonesty, disobedience, disorderly behavior, negligence, indiscipline or any other act considered by the Management as detrimental to its interest or of violation of one or more terms of this appointment, your service may be terminated or dismissed without notice and without compensation.
20. That, your service conditions shall be governed by this contract and also by the Management's standing orders, rules and regulations which are being in force for the time being or may be framed from time to time according to law.
21. That, you will retire automatically without notice on your attaining the age of 58 or earlier if you are found to be medically unfit.

This appointment order is given to you in duplicate for your perusal. If the terms and conditions given in this order are acceptable to you, you are expected to return to us the duplicate copy of this order, after writing as **All the terms are understood and accepted** and signing it with date.

  
SECRETARY

  
CHAIRMAN

.....  
C. Elavarasi  
Signature of the candidate

22-06-17  
Date

Name of the candidate in CAPITALS : ..Ms. C. ELAVARASI.....



# SETHU VALLIAMMAL EDUCATIONAL TRUST

(Regn. No. 162 of 87 dt. 10.02.89)

## SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

Chennai – 600 099,  
Date:23-04-2018

To

Ms. Athira Anilkumar, M.A.

Aravindam,

Mallappally West Po

Pathanamthitta Dist

Kerala- 689585

Email: [athiraanilkumar1993@gmail.com](mailto:athiraanilkumar1993@gmail.com)

Mobile: 7824977400

### LETTER OF APPOINTMENT

Dear Madam,

With reference to your application dated 03-04-2018 and subsequent interview you had with us on 03-04-2018 we have the pleasure in appointing you for the post of Assistant Professor in the Department of English of Soka Ikeda College of Arts and Science for Women, Sethu Bhaskara Nagar, Madhanangkuppam, Chennai – 600 099 with effect from 11-06-2018 on probationary basis, on the following terms and conditions:

1. That, you will be paid a salary of Rs.20,000/= (Rupees Twenty Thousand ) per month.
2. That, this appointment is made subject to the approval of the University of Madras.
3. That, initially you will be on probation for a period of two years, from the date of your joining duty which may be extended to or terminated earlier at the sole discretion of the Management unless and until confirmed in writing by the Management, your service shall be deemed to be on probation even after the expiry of the probation period or the extended period, if any of such probation.
4. That, you are requested to produce all your original certificates and service certificates.

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai-600 099. Continued in page 2.

Phone : 044-2686 3177 / 9677717456

Email: [sokaikeda@rediffmail.com](mailto:sokaikeda@rediffmail.com), Website: [www.sokaikedacollege.in](http://www.sokaikedacollege.in)

5. That, after having served the appointment order, if you do not join duty on the date specified by the Management, you are liable to pay one month salary to the Management as a prerequisite condition to release the certificates submitted by you.
6. That, you shall be entitled to any salary for the month of May, during the probationary period, provided, you must have completed 8 months of service satisfactorily from the date of joining duty and are willing to continue your service in our college. Besides, to claim the benefit of the May salary, you must have joined the duty on the re-opening day of the ensuing academic year as declared by the Management.
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8. That, you shall work under the general guidance, supervision and direction of the Principal and Management.
9. That, it is mandatory on the part of the incumbent not to leave the institution during in the middle of an academic year.
10. That, in the event of your resignation after having served an appointment order during the probationary period you shall have to give two months notice, failing which, you are liable to pay two months salary to the Management and the notice for the resignation will be accepted only on the 1<sup>st</sup> of April (of an academic year) and effective till completion of the same academic year.
11. That, your appointment will be subject to termination at any time by one month notice in written by the Management or by payment of one month salary in lieu of such a notice.
12. That, you will be responsible for the safe keeping and return in good condition of all the records and property which may be in your use, custody or charge.
13. That you should obtain prior permission from the Management for any further study through Distance Education Programme or by any other means.
14. That, you are expected to be punctual and regular in attendance of your duties and shall not absent yourself with our prior permission of the Principal and the Management. If you remain absent for a consecutive or continuous period of three days or over stay for three days after the expiry of leave period, without leave or permission from the Management, it will be deemed that you have voluntarily abandoned or resigned your service without any notice and you are liable to pay 2 months salary to the Management.
15. That, you must be willing to participate in the in-service training programme / seminar / workshop organized by the Management / outside agency from time to time to upgrade your teaching methodology / enrich your knowledge and skills to upgrade your teaching methodology / enrich your knowledge and skills to upgrade the quality of education delivered.

Continued in page 3.



16. That, you shall take an abiding interest in the students career both inside and outside the college and shall promote physical, intellectual and moral welfare of pupils.
17. That, you are not allowed to use corporal punishment by any means to correct the erring student. Administering such method will affect the student both physically and mentally, which in turn cause unnecessary difficulties to the Heads and the Management as this method of correction is banned in Tamilnadu in June 2003 through amendment of Rule 51 of Tamilnadu Education Rules prohibiting the infliction of physical / mental pain during corrective measures. You are liable to be dismissed from service in case you have resorted to the corporal punishment to use as corrective method.
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21. That, you will retire automatically without notice on your attaining the age of 58 or earlier if you are found to be medically unfit.

This appointment order is given to you in duplicate for your perusal. If the terms and conditions given in this order are acceptable to you, you are expected to return to us the duplicate copy of this order, after writing as **All the terms are understood and accepted** and signing it with date.

  
SECRETARY

  
CHAIRMAN

.....  
A. Athira  
Signature of the candidate

23-04-18  
Date

Name of the candidate in CAPITALS : ATHIRA ANIL KUMAR.....



# SETHU VALLIAMMAL EDUCATIONAL TRUST

(Regn. No. 162 of 87 dt. 10.02.89)

## SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

Chennai – 600 099,  
Date: 23-04-2018

To

R. Dorcas Suganthi

No.54, Vallalar Street

East Kurinji Nagar

K.K. Nagar Post

Trichy-620021

Email: [dorcassuganthi20@gmail.com](mailto:dorcassuganthi20@gmail.com)

Phone: 7824977400

### LETTER OF APPOINTMENT

Dear Madam,

With reference to your application dated 03-04-2018 and subsequent interview you had with us on 03-04-2018 we have the pleasure in appointing you for the post of Assistant Professor in the Department of English of Soka Ikeda College of Arts and Science for Women, Sethu Bhaskara Nagar, Madhanangkuppam, Chennai – 600 099 with effect from 11-06-2018 on probationary basis, on the following terms and conditions:

1. That, you will be paid a salary of Rs.20,000/= (Rupees Twenty Thousand ) per month.
2. That, this appointment is made subject to the approval of the University of Madras.
3. That, initially you will be on probation for a period of two years, from the date of your joining duty which may be extended to or terminated earlier at the sole discretion of the Management unless and until confirmed in writing by the Management, your service shall be deemed to be on probation even after the expiry of the probation period or the extended period, if any of such probation.
4. That, you are requested to produce all your original certificates and service certificates.

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai-600 099. Continued in page 2.

Phone : 044-2686 3177 / 9677717456

Email: [sokaikeda@rediffmail.com](mailto:sokaikeda@rediffmail.com), Website: [www.sokaikedacollege.in](http://www.sokaikedacollege.in)

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12. That, you will be responsible for the safe keeping and return in good condition of all the records and property which may be in your use, custody or charge.
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14. That, you are expected to be punctual and regular in attendance of your duties and shall not absent yourself with our prior permission of the Principal and the Management. If you remain absent for a consecutive or continuous period of three days or over stay for three days after the expiry of leave period, without leave or permission from the Management, it will be deemed that you have voluntarily abandoned or resigned your service without any notice and you are liable to pay 2 months salary to the Management.
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Continued in page 3.

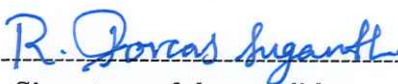


16. That, you shall take an abiding interest in the students career both inside and outside the college and shall promote physical, intellectual and moral welfare of pupils.
17. That, you are not allowed to use corporal punishment by any means to correct the erring student. Administering such method will affect the student both physically and mentally, which in turn cause unnecessary difficulties to the Heads and the Management as this method of correction is banned in Tamilnadu in June 2003 through amendment of Rule 51 of Tamilnadu Education Rules prohibiting the infliction of physical / mental pain during corrective measures. You are liable to be dismissed from service in case you have resorted to the corporal punishment to use as corrective method.
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19. That, at any time in the opinion of the Management which will be final in the matter, you are found guilty of dishonesty, disobedience, disorderly behavior, negligence, indiscipline or any other act considered by the Management as detrimental to its interest or of violation of one or more terms of this appointment, your service may be terminated or dismissed without notice and without compensation.
20. That, your service conditions shall be governed by this contract and also by the Management's standing orders, rules and regulations which are being in force for the time being or may be framed from time to time according to law.
21. That, you will retire automatically without notice on your attaining the age of 58 or earlier if you are found to be medically unfit.

This appointment order is given to you in duplicate for your perusal. If the terms and conditions given in this order are acceptable to you, you are expected to return to us the duplicate copy of this order, after writing as **All the terms are understood and accepted** and signing it with date.

  
SECRETARY

  
CHAIRMAN

.....  
  
Signature of the candidate

23.04.2018  
Date

Name of the candidate in CAPITALS : Ms. R. DORCAS SUGANTHI





# SETHU VALLIAMMAL EDUCATIONAL TRUST

(Regn. No. 162 of 87 dt. 10.02.89)

## SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

Chennai - 600 099,  
Date: 23-04-2018

To  
Ms. R. Pavithra  
No.12, Maya Street,  
Venkatapuram,  
Ambattur, Chennai- 600 053  
Email: [sivaparyathi18593@gmail.com](mailto:sivaparyathi18593@gmail.com)  
Mobile: 9514345779

### LETTER OF APPOINTMENT

Dear Madam,

With reference to your application dated 03-04-2018 and subsequent interview you had with us on 03-04-2018 we have the pleasure in appointing you for the post of Assistant Professor in the Department of English of Soka Ikeda College of Arts and Science for Women, Sethu Bhaskara Nagar, Madhanangkuppam, Chennai - 600 099 with effect from 11-06-2018 on probationary basis, on the following terms and conditions:

1. That, you will be paid a salary of Rs.20,000/= (Rupees Twenty Thousand ) per month.
2. That, this appointment is made subject to the approval of the University of Madras.
3. That, initially you will be on probation for a period of two years, from the date of your joining duty which may be extended to or terminated earlier at the sole discretion of the Management unless and until confirmed in writing by the Management, your service shall be deemed to be on probation even after the expiry of the probation period or the extended period, if any of such probation.
4. That, you are requested to produce all your original certificates and service certificates.

Continued in page 2.

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai-600 099.

Phone : 044-2683 3177 / 9677717456

Email: [sokaikeda@rediffmail.com](mailto:sokaikeda@rediffmail.com), Website: [www.sokaikedacollege.in](http://www.sokaikedacollege.in)

5. That, after having served the appointment order, if you do not join duty on the date specified by the Management, you are liable to pay one month salary to the Management as a prerequisite condition to release the certificates submitted by you.
6. That, you shall be entitled to any salary for the month of May, during the probationary period, provided, you must have completed 8 months of service satisfactorily from the date of joining duty and are willing to continue your service in our college. Besides, to claim the benefit of the May salary, you must have joined the duty on the re-opening day of the ensuing academic year as declared by the Management.
7. That, you can be considered for yearly increment after the successful completion of the probationary period. The conditionality of increment purely rests with on the discretion of the Management.
8. That, you shall work under the general guidance, supervision and direction of the Principal and Management.
9. That, it is mandatory on the part of the incumbent not to leave the institution during in the middle of an academic year.
10. That, in the event of your resignation after having served an appointment order during the probationary period you shall have to give two months notice, failing which, you are liable to pay two months salary to the Management and the notice for the resignation will be accepted only on the 1<sup>st</sup> of April (of an academic year) and effective till completion of the same academic year.
11. That, your appointment will be subject to termination at any time by one month notice in written by the Management or by payment of one month salary in lieu of such a notice.
12. That, you will be responsible for the safe keeping and return in good condition of all the records and property which may be in your use, custody or charge.
13. That you should obtain prior permission from the Management for any further study through Distance Education Programme or by any other means.
14. That, you are expected to be punctual and regular in attendance of your duties and shall not absent yourself with our prior permission of the Principal and the Management. If you remain absent for a consecutive or continuous period of three days or over stay for three days after the expiry of leave period, without leave or permission from the Management, it will be deemed that you have voluntarily abandoned or resigned your service without any notice and you are liable to pay 2 months salary to the Management.
15. That, you must be willing to participate in the in-service training programme / seminar / workshop organized by the Management / outside agency from time to time to upgrade your teaching methodology / enrich your knowledge and skills to upgrade your teaching methodology / enrich your knowledge and skills to upgrade the quality of education delivered.

Continued in page 3.



16. That, you shall take an abiding interest in the students career both inside and outside the college and shall promote physical, intellectual and moral welfare of pupils.
17. That, you are not allowed to use corporal punishment by any means to correct the erring student. Administering such method will affect the student both physically and mentally, which in turn cause unnecessary difficulties to the Heads and the Management as this method of correction is banned in Tamilnadu in June 2003 through amendment of Rule 51 of Tamilnadu Education Rules prohibiting the infliction of physical / mental pain during corrective measures. You are liable to be dismissed from service in case you have resorted to the corporal punishment to use as corrective method.
18. That, you shall not undertake any part-time or full-time, direct or indirect, honorary or remunerative, job / assignment in any college / business concern during the period of your service. If found so, your service shall be terminated without notice. You shall not undertake private tuition either in the college or at your residence / residence of the student without the written permission of the Management. If the rule is violated, your service shall be liable to be terminated without any notice.
19. That, at any time in the opinion of the Management which will be final in the matter, you are found guilty of dishonesty, disobedience, disorderly behavior, negligence, indiscipline or any other act considered by the Management as detrimental to its interest or of violation of one or more terms of this appointment, your service may be terminated or dismissed without notice and without compensation.
20. That, your service conditions shall be governed by this contract and also by the Management's standing orders, rules and regulations which are being in force for the time being or may be framed from time to time according to law.
21. That, you will retire automatically without notice on your attaining the age of 58 or earlier if you are found to be medically unfit.

This appointment order is given to you in duplicate for your perusal. If the terms and conditions given in this order are acceptable to you, you are expected to return to us the duplicate copy of this order, after writing as **All the terms are understood and accepted** and signing it with date.

  
SECRETARY

  
CHAIRMAN

.....  
R. Panthra  
Signature of the candidate

11.06.18  
Date

Name of the candidate in CAPITALS : Ms. R. PAVITHRA.....



# SETHU VALLIAMMAL EDUCATIONAL TRUST

(Regn. No. 162 of 87 dt. 10.02.89)

## SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

Chennai – 600 099,  
Date: 23-04-2018

To

Ms. G. Malathy

C3, Ashwin Balaji Homes,

21 Loganathan Street

Krishnapuram

Ambattur,

Chennai- 600 053

Email: [malathyganu487@gmail.com](mailto:malathyganu487@gmail.com)

Phone: 6381683470



### LETTER OF APPOINTMENT

Dear Madam,

With reference to your application dated 03-04-2018 and subsequent interview you had with us on 03-04-2018 we have the pleasure in appointing you for the post of Assistant Professor in the Department of English of Soka Ikeda College of Arts and Science for Women, Sethu Bhaskara Nagar, Madhanangkuppam, Chennai – 600 099 with effect from 11-06-2018 on probationary basis, on the following terms and conditions:

1. That, you will be paid a salary of Rs. 17750/= ( Seventeen thousand Seven Hundred and fifty) per month.
2. That, this appointment is made subject to the approval of the University of Madras.
3. That, initially you will be on probation for a period of two years, from the date of your joining duty which may be extended to or terminated earlier at the sole discretion of the Management unless and until confirmed in writing by the Management, your service shall be deemed to be on probation even after the expiry of the probation period or the extended period, if any of such probation.
4. That, you are requested to produce all your original certificates and service certificates.

Continued in page 2.

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai-600 099.

Phone : 044-2686 3177 / 9677717456

Email: [sokaikeda@rediffmail.com](mailto:sokaikeda@rediffmail.com), Website: [www.sokaikedacollege.in](http://www.sokaikedacollege.in)



5. That, after having served the appointment order, if you do not join duty on the date specified by the Management, you are liable to pay one month salary to the Management as a prerequisite condition to release the certificates submitted by you.
6. That, you shall be entitled to any salary for the month of May, during the probationary period, provided, you must have completed 8 months of service satisfactorily from the date of joining duty and are willing to continue your service in our college. Besides, to claim the benefit of the May salary, you must have joined the duty on the re-opening day of the ensuing academic year as declared by the Management.
7. That, you can be considered for yearly increment after the successful completion of the probationary period. The conditionality of increment purely rests with on the discretion of the Management.
8. That, you shall work under the general guidance, supervision and direction of the Principal and Management.
9. That, it is mandatory on the part of the incumbent not to leave the institution during in the middle of an academic year.
10. That, in the event of your resignation after having served an appointment order during the probationary period you shall have to give two months notice, failing which, you are liable to pay two months salary to the Management and the notice for the resignation will be accepted only on the 1<sup>st</sup> of April ( of an academic year) and effective till completion of the same academic year.
11. That, your appointment will be subject to termination at any time by one month notice in written by the Management or by payment of one month salary in lieu of such a notice.
12. That, you will be responsible for the safe keeping and return in good condition of all the records and property which may be in your use, custody or charge.
13. That you should obtain prior permission from the Management for any further study through Distance Education Programme or by any other means.
14. That, you are expected to be punctual and regular in attendance of your duties and shall not absent yourself with our prior permission of the Principal and the Management. If you remain absent for a consecutive or continuous period of three days or over stay for three days after the expiry of leave period, without leave or permission from the Management, it will be deemed that you have voluntarily abandoned or resigned your service without any notice and you are liable to pay 2 months salary to the Management.
15. That, you must be willing to participate in the in-service training programme / seminar / workshop organized by the Management / outside agency from time to time to upgrade your teaching methodology / enrich your knowledge and skills to upgrade your teaching methodology / enrich your knowledge and skills to upgrade the quality of education delivered.



Continued in page 3.



16. That, you shall take an abiding interest in the students career both inside and outside the college and shall promote physical, intellectual and moral welfare of pupils.
17. That, you are not allowed to use corporal punishment by any means to correct the erring student. Administering such method will affect the student both physically and mentally, which in turn cause unnecessary difficulties to the Heads and the Management as this method of correction is banned in Tamilnadu in June 2003 through amendment of Rule 51 of Tamilnadu Education Rules prohibiting the infliction of physical / mental pain during corrective measures. You are liable to be dismissed from service in case you have resorted to the corporal punishment to use as corrective method.
18. That, you shall not undertake any part-time or full-time, direct or indirect, honorary or remunerative, job / assignment in any college / business concern during the period of your service. If found so, your service shall be terminated without notice. You shall not undertake private tuition either in the college or at your residence / residence of the student without the written permission of the Management. If the rule is violated, your service shall be liable to be terminated without any notice.
19. That, at any time in the opinion of the Management which will be final in the matter, you are found guilty of dishonesty, disobedience, disorderly behavior, negligence, indiscipline or any other act considered by the Management as detrimental to its interest or of violation of one or more terms of this appointment, your service may be terminated or dismissed without notice and without compensation.
20. That, your service conditions shall be governed by this contract and also by the Management's standing orders, rules and regulations which are being in force for the time being or may be framed from time to time according to law.
21. That, you will retire automatically without notice on your attaining the age of 58 or earlier if you are found to be medically unfit.

This appointment order is given to you in duplicate for your perusal. If the terms and conditions given in this order are acceptable to you, you are expected to return to us the duplicate copy of this order, after writing as **All the terms are understood and accepted** and signing it with date.

  
PRESIDENT

  
SECRETARY

  
CHAIRMAN

.....  
G. Malathy      17/5/18  
Signature of the candidate      Date

Name of the candidate in CAPITALS : ..... G. MALATHY .....



# SOKA IKEDA WOMEN'S COLLEGE

For Arts and Science, Madras University

**23rd August 2000.**

**Ms.Meera Murugesh**

BMF- Devi Flats,  
Flat F-1, No.3 6<sup>th</sup> Cross Street,  
Lenin Nagar,  
Ambattur,  
Chennai-53.

Dear Madam,

Sub: Confirmation of Appointment.

Ref: Your Application dated 18<sup>th</sup> July 2000.


With regard to your Application under reference and the interview we had with you on 21<sup>st</sup> August, Our college is pleased to confirm your appointment as a Lecturer in the **department of Bio-Chemistry** of our College, on probation for one Year. Your consolidated salary will be Rs. 7,000/- ( Rupees Seven Thousand only) per month.

A line in confirmation of your date of joining will be much appreciated.

Thanking you,

Yours truly,

For SOKE IKEDA COLLEGE OF ARTS & SCIENCE  
FOR WOMEN,

  
for Sethu Kumanan  
Chairman.



# SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN


(Affiliated to the University of Madras)

10.07.2008.

To  
Ms. Subhashini,  
Q-120, Agathiar Nagar,  
Villivakkam,  
Chennai- 600 049.

Sub: **Appointment Order** for the post of Lecturer in Biochemistry –  
reg.

This has reference to your application and the subsequent interview conducted on 10.07.2008, the selection committee is pleased to appoint you as Lecturer for leave vacancy in the **Department of Biochemistry** subject to the approval from the University of Madras, Chennai 600 005. This appointment takes effect from **14.07.2008** and the consolidated salary will be Rs.7,500/- per month.

  
Chairman.

Chairman  
SOKA IKEDA COLLEGE OF ARTS  
AND SCIENCE FOR WOMEN,  
MADHANANGKUPPAM, CHENNAI - 600099.





# SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

19.7.2012


To,

Ms. C. Latha,  
No.3, Sarathy Nagar,  
III Street, Velacherry,  
Chennai- 600 042.

Sub: **Appointment Order** for the post of Assistant Professor in Zoology in the  
Department of Biochemistry - reg.

With reference to your application and the subsequent interview conducted on  
19.7.2012, the selection committee is pleased to appoint you as Assistant Professor in  
Zoology in the **Department of Biochemistry** on leave vacancy.

This appointment takes effect from **01.8.2012** and the consolidated salary will be  
Rs. 11,500 /- per month.

  
Chairman.

Chairman  
SOKA IKEDA COLLEGE OF ARTS  
AND SCIENCE FOR WOMEN  
MADHANANGKUPPAM, CHENNAI - 600099.

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai - 600 099  
Cell : 9150008813 Tel : 044-2903 3707, 2903 3727  
E-mail: sokaikeda@rediffmail.com Website: www.sokaikedacollege.in



# SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

**DR. RANI CHRISTHU DHAS,  
PRINCIPAL.**

29.10.2012

To

Mrs. S. Saradha,  
33/3, prakasamgaru Street,  
Vijayalakshmipuram,  
Ambattur,  
Chennai- 53.

In connection with the interview conducted on 28.8.2012, you are appointed as Assistant Professor in the Department of Biochemistry on LEAVE VANCY.

You are hereby informed to report duty on 21.11.2012.

(Rani Christhu Dhas)

Ph : 9841519219

WICK. 10.10.12

**SETHU VALLIAMMAL EDUCATIONAL TRUST**  
(Regn. No. 162 of 87 dt. 10.02.89)  
**SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN**  
(Affiliated to the University of Madras)



To

Chennai – 600 099  
Date: 09-06-2017

Mrs. M. Durgadevi, M.Sc., M.Phil  
No. 4, I Cross Street  
Sampangi Nagar  
Thiruninravur – 602024  
Ph: 9003209155  
Email: durgamohan01@gmail.com



**LETTER OF APPOINTMENT**

Dear Madam,

With reference to your application dated 24-01-2017 and subsequent interview you had with us on 29-04-2017 we have the pleasure in appointing you for the post of **Assistant Professor in the Department of Bio-Chemistry** of Soka Ikeda College of Arts and Science for Women, Sethu Bhaskara Nagar, Madhanangkuppam, Chennai – 600 099 with effect from **14-06-2017** on probationary basis, on the following terms and conditions:

1. That, you will be paid a salary of Rs.15,600/=(Fifteen Thousand Six Hundred) per month.
2. That, this appointment is made subject to the approval of the University of Madras.
3. That, initially you will be on probation for a period of two years, from the date of your joining duty which may be extended to or terminated earlier at the sole discretion of the Management unless and until confirmed in writing by the Management, your service shall be deemed to be on probation even after the expiry of the probation period or the extended period, if any of such probation.
4. That, you are requested to produce all your original certificates and service certificates.

Continued in page 2.



5. That, after having served the appointment order, if you do not join duty on the date specified by the Management, you are liable to pay one month salary to the Management as a prerequisite condition to release the certificates submitted by you.
6. That, you shall be entitled to any salary for the month of May, during the probationary period, provided, you must have completed 8 months of service satisfactorily from the date of joining duty and are willing to continue your service in our college. Besides, to claim the benefit of the May salary, you must have joined the duty on the re-opening day of the ensuing academic year as declared by the Management.
7. That, you can be considered for yearly increment after the successful completion of the probationary period. The conditionality of increment purely rests with on the discretion of the Management.
8. That, you shall work under the general guidance, supervision and direction of the Principal and Management.
9. That, it is mandatory on the part of the incumbent not to leave the institution during in the middle of an academic year.
10. That, in the event of your resignation after having served an appointment order during the probationary period you shall have to give two months notice, failing which, you are liable to pay two months salary to the Management and the notice for the resignation will be accepted only on the 1<sup>st</sup> of April ( of an academic year) and effective till completion of the same academic year.
11. That, your appointment will be subject to termination at any time by one month notice in written by the Management or by payment of one month salary in lieu of such a notice.
12. That, you will be responsible for the safe keeping and return in good condition of all the records and property which may be in your use, custody or charge.
13. That you should obtain prior permission from the Management for any further study through Distance Education Programme or by any other means.
14. That, you are expected to be punctual and regular in attendance of your duties and shall not absent yourself with our prior permission of the Principal and the Management. If you remain absent for a consecutive or continuous period of three days or over stay for three days after the expiry of leave period, without leave or permission from the Management, it will be deemed that you have voluntarily abandoned or resigned your service without any notice and you are liable to pay 2 months salary to the Management.
15. That, you must be willing to participate in the in-service training programme / seminar / workshop organized by the Management / outside agency from time to time to upgrade your teaching methodology / enrich your knowledge and skills to upgrade your teaching methodology / enrich your knowledge and skills to upgrade the quality of education delivered.

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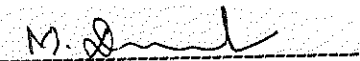
16. That, you shall take an abiding interest in the students career both inside and outside the college and shall promote physical, intellectual and moral welfare of pupils.
17. That, you are not allowed to use corporal punishment by any means to correct the erring student. Administering such method will affect the student both physically and mentally, which in turn cause unnecessary difficulties to the Heads and the Management as this method of correction is banned in Tamilnadu in June 2003 through amendment of Rule 51 of Tamilnadu Education Rules prohibiting the infliction of physical / mental pain during corrective measures. You are liable to be dismissed from service in case you have resorted to the corporal punishment to use as corrective method.
18. That, you shall not undertake any part-time or full-time, direct or indirect, honorary or remunerative, job / assignment in any college / business concern during the period of your service. If found so, your service shall be terminated without notice. You shall not undertake private tuition either in the college or at your residence / residence of the student without the written permission of the Management. If the rule is violated, your service shall be liable to be terminated without any notice.
19. That, at any time in the opinion of the Management which will be final in the matter, you are found guilty of dishonesty, disobedience, disorderly behavior, negligence, indiscipline or any other act considered by the Management as detrimental to its interest or of violation of one or more terms of this appointment, your service may be terminated or dismissed without notice and without compensation.
20. That, your service conditions shall be governed by this contract and also by the Management's standing orders, rules and regulations which are being in force for the time being or may be framed from time to time according to law.
21. That, you will retire automatically without notice on your attaining the age of 58 or earlier if you are found to be medically unfit.

This appointment order is given to you in duplicate for your perusal. If the terms and conditions given in this order are acceptable to you, you are expected to return to us the duplicate copy of this order, after writing as **All the terms are understood and accepted** and signing it with date.

  
PRESIDENT

  
SECRETARY

  
CHAIRMAN

.....  
  
Signature of the candidate

14-06-2017  
Date

Name of the candidate in CAPITALS : ...M.: DURGADENI.....



**SOKA IKEDA COLLEGE**  
**OF ARTS AND SCIENCE FOR WOMEN**  
(Affiliated to the University of Madras)

20.04.2005.

To

Mrs. N.S. Kiruthika,  
381, Gnanamoorthy Nagar,  
Nethaji Street,  
Ambattur,  
Chennai - 600 053.


Sub: Appointment Order for the post of Lecturer in Computer  
Science - reg.  
Ref: Your application dated 11.04.2005.

This has reference to your application and I hereby inform that you are  
appointed as a Lecturer in Computer Science on a temporary basis. Your  
appointment is subject to the approval from the University of Madras.

You are instructed to clear SLET/ NET before April 2006.

Your consolidated salary is Rs.6,000 /-.

Thanking you.

  
Sethu Kumanan,  
Chairman.

Chairman,  
SOKA IKEDA COLLEGE OF ARTS  
AND SCIENCE FOR WOMEN  
MADHANANGKUPPAM, CHENNAI-600 099

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai-600 099.  
Tel : (044) 2686 4847, 2501 4252  
E-mail : sokaikeda@rediffmail.com





**SOKA IKEDA COLLEGE  
OF ARTS & SCIENCE FOR WOMEN**  
(Affiliated to the University of Madras)

06.05.2009


To

Ms. Helen Mabel,  
No.2, Periyar Street,  
Venkateshwara Nagar,  
Ambattur,  
Chennai- 600 053.

Sub: **Appointment Order** for the post of Lecturer, Department of Computer Science - reg.

This has reference to your application and the subsequent interview conducted on 06.05.2009, and the selection committee is pleased to appoint you as Lecturer, **Department of Computer Science**, subject to the approval from the University of Madras, Chennai 600 005.

This appointment takes effect from **15.06 2009** and the consolidated salary will be Rs. 8,000/- per month.

  
Chairman.

Chairman  
SOKA IKEDA COLLEGE OF ARTS  
AND SCIENCE FOR WOMEN  
MADHANANGKUPPAM, CHENNAI - 600099.



**SOKA IKEDA COLLEGE  
OF ARTS & SCIENCE FOR WOMEN**  
(Affiliated to the University of Madras)

17.06.2010

To

Ms. V. Sivagamasundari,  
37 A, Mothirappa Chavady,  
Pattukkotai Road,  
Thanjavur- 613 001

Sub: **Appointment Order** for the post of Lecturer, Department of  
Information System Management - reg.

This has reference to your application and the subsequent interview conducted on  
17.06.2010, and the selection committee is pleased to appoint you as Lecturer,  
**Department of Information System Management**, subject to the approval from the  
University of Madras, Chennai 600 005.

This appointment takes effect from **21.06.2010** and the consolidated salary will be  
Rs.9,300 /- per month.

Chairman.

Chairman  
SOKA IKEDA COLLEGE OF ARTS  
AND SCIENCE FOR WOMEN  
MADHANANGKUPPAM, CHENNAI - 600099.



# SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

17.06.2013

To

Mrs. V. Thilagavathy,  
No. 10, Rajaji Street,  
Vinayagapuram,  
Chennai- 600 053.

Sub: Appointment Order for the post of Assistant Professor, Department of  
Computer Science [ Shift I ] - reg.

With reference to your application and the subsequent interview conducted on  
15.6.2013, we are pleased to appoint you as Assistant Professor in the Department of  
Computer Science [ shift I ] with effect from 20.6.2013.

The consolidated salary will be Rs.11,000 /- per month.

  
Chairman.

Chairman  
SOKA IKEDA COLLEGE OF ARTS  
& SCIENCE FOR WOMEN  
MADHANANGKUPPAM, CHENNAI - 600099.





# SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

28.03.2013.

To

Ms. P. Kalyani,

73, Sivaprakasam Nagar,

Surapet,


Ambattur,

Chennai – 600 053.

Sub: **Appointment Order** for the post of Assistant Professor, Department of  
Computer Science [ Shift II]– reg.

With reference to your application and the subsequent interview conducted on  
28.03.2013, the selection committee is pleased to appoint you as Assistant Professor in  
the **Department of Computer Science [Shift II]**

This appointment takes effect from **01. 04.2013** and the consolidated salary will be  
Rs.13,000 /- per month.

  
Chairman.

Chairman  
SOKA IKEDA COLLEGE OF ARTS  
AND SCIENCE FOR WOMEN  
MADHANANGKUPPAM, CHENNAI - 600099.

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai - 600 099

Cell : 9150008813 Tel : 044-2903 3707.

E-mail: sokaikeda@rediffmail.com Website: www.sokaikedacollege.in



# SOKA IKEDA WOMEN'S COLLEGE

For Arts and Science, Madras University

10<sup>th</sup> August 2000.

S.Gunachithra,

72/2B, Nehru Street,  
Srinivasa Nagar,  
Padi, Chennai-50.

Madam,

Sub: Confirmation of Appointment.

Ref: Your Application dated 17<sup>th</sup> July 2000.

In regard to your application dated 17<sup>th</sup> July and the subsequent Interview we had with you on 7<sup>th</sup> August, Our college is pleased to confirm your appointment as a Lecturer in the department of Mathematics of our college, Soka Ikeda College of Arts & Science for women on probation for one year. Your consolidated salary will be Rs.6,000/- (Rupees Six thousand only) per month.

We would request you to join duty at the earliest. A line in confirmation of your date of joining will be much appreciated.

Thanking you,

For SOKA IKEDA COLLEGE OF ARTS &  
SCIENCE FOR WOMEN.

Sethu Kumanan,  
Managing Trustee,



# SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

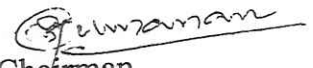
18.04.2007

To

Ms. M. Ramya Devi,  
No. 15/4, Subramanian Street,  
Rajaji Nagar,  
Villivakkam,  
Chennai- 600 049.

Sub: **Appointment Order** for the Post of Lecturer in the Department of  
Mathematics- reg.

This has reference to your application and the subsequent interview conducted on 10.04.2007, the selection committee is pleased to appoint you as Lecturer in the **department of Mathematics**, subject to the approval from the University of Madras, Chennai 600 005. This appointment takes effect from **11.06.2007** and the consolidated salary will be Rs.6,000 per month.

  
Chairman.

Chairman,  
SOKA IKEDA COLLEGE OF ARTS  
AND SCIENCE FOR WOMEN  
MADHANAGKUPPAM, CHENNAI-600 099





# SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)


16.04.2007

To

Ms. P. Dhanalakshmi,  
57 – I Murugappareddi St.,  
Venkatapuram,  
Ambattur,  
Chennai – 600 053

Sub: **Appointment Order** for the Post of Lecturer in the Department of  
Mathematics– reg.

This has reference to your application and the subsequent interview conducted on 10.04.2007, the selection committee is pleased to appoint you as Lecturer in the **department of Mathematics**, subject to the approval from the University of Madras, Chennai 600 005. This appointment takes effect from **11.06.2007** and the consolidated salary will be Rs.6,000 per month.

  
Chairman.



# SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

14.6.2010


To

Ms. J. Jacklin Dayana,  
N0. 22, Annai Sivasakthi Nagar,  
Kolathur,  
Chennai- 600 099

Sub: **Appointment Order** for the post of Lecturer, Department of Mathematics-  
reg.

This has reference to your application and the subsequent interview conducted on 04.06.2010, and the selection committee is pleased to appoint you as Lecturer, **Department of Mathematics**, subject to the approval from the University of Madras, Chennai 600 005.

This appointment takes effect from **14.06.2010** and the consolidated salary will be Rs.10,000 /- per month.

  
Chairman.

Chairman  
SOKA IKEDA COLLEGE OF ARTS  
AND SCIENCE FOR WOMEN  
MADHANANGKUPPAM, CHENNAI - 600099.



**SOKA IKEDA COLLEGE  
OF ARTS & SCIENCE FOR WOMEN**  
(Affiliated to the University of Madras)

14.06.2010

To  
Ms. J. Chella Mano Rathi,  
28, Perumal Koil Street,  
Mannurpet,  
Padi,  
Chennai- 600 050.

Sub: Appointment Order for the post of Lecturer in Statistics, Department of  
Mathematics- reg.

This has reference to your application and the subsequent interview conducted on  
4.6.2010, and the selection committee is pleased to appoint you as Lecturer in  
Statistics, Department of Mathematics, subject to the approval from the University  
of Madras, Chennai 600 005.

This appointment takes effect from 21.06.2010 and the consolidated salary will be  
Rs.11,500 /- per month.

  
Chairman.

Chairman  
SOKA IKEDA COLLEGE OF ARTS  
AND SCIENCE FOR WOMEN  
MADHANANGKUPPAM, CHENNAI - 600099.





**SOKA IKEDA COLLEGE  
OF ARTS & SCIENCE FOR WOMEN**  
(Affiliated to the University of Madras)

25.11.2013

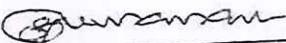
To

Ms. E. Praveena, M.Sc., M.Phil.,  
33, Ranganathan Nagar,  
Teacher's Colony,  
Kolathur,  
Chennai- 600 099

Sub: **Appointment Order** for the post of Assistant Professor, Department of  
Mathematics.- reg.

With reference to your application and the subsequent interview conducted on  
25.10.2013, we are pleased to appoint you as Assistant Professor in the **Department of  
Mathematics** with effect from **02.12.2013**

The consolidated salary will be Rs.11,000 /- per month.

  
Chairman.

Chairman  
SOKA IKEDA COLLEGE OF ARTS  
AND SCIENCE FOR WOMEN  
MADHANANGKUPPAM, CHENNAI - 600099.

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai - 600 099  
Cell : 9150008813 Tel : 044-2903 3707.  
E-mail: sokaikeda@rediffmail.com Website: www.sokaikeda college.in



# SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

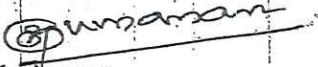
17.06.2013

To  
Ms. S. Anitha,  
No. 1/93, 'D' type,  
12<sup>th</sup> Street,  
Sidco Nagar,  
Villivakkam,  
Chennai- 49.

Sub: **Appointment Order** for the post of Assistant Professor, Department of  
Mathematics [ Shift II ] - reg.

With reference to your application and the subsequent interview conducted on  
15.6.2013, we are pleased to appoint you as Assistant Professor in the Department of  
Mathematics [ shift II ] with effect from 1.7.2013.

The consolidated salary will be Rs.11,500 /- per month.

  
Chairman.

Chairman  
SOKA IKEDA COLLEGE OF ARTS  
AND SCIENCE FOR WOMEN  
MADHANANGKUPPAM, CHENNAI - 600099.



# SOKA IKEDA COLLEGE OF ARTS AND SCIENCE FOR WOMEN

(Affiliated to the University of Madras)


15.06.2015

To

Ms. T. Sophia Beatrice, M.Sc., M.Phil  
F2, Devi Homes  
205, East Balaji Nagar  
Koil Street (3<sup>rd</sup>)  
Kallikuppam  
Ambattur  
Chennai- 600 053

Sub: Appointment Order for the post of Assistant Professor in the department of  
Mathematics - reg.

With reference to your application and the subsequent interview conducted on  
23.04.2015, we are pleased to appoint you as Assistant Professor in the department of  
Mathematics with effect from 22.6.2015

  
Chairman

Chairman  
SOKA IKEDA COLLEGE OF ARTS  
AND SCIENCE FOR WOMEN  
MADHANANGKUPPAM, CHENNAI - 600099.

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai- 600 099.  
Cell : 96777 17456 / Phone: 044-2903 3707  
E-mail: sokaikeda@rediffmail.com Web: sokaikedacollege.in





# SOKA IKEDA COLLEGE OF ARTS AND SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

To

Ms. R. Puspallatha, M.Sc., M.Phil.

10, F-1, Krtheyen Enclave

3<sup>rd</sup> Street, Rajiv Nagar

Pudur

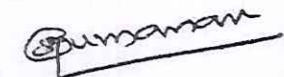
Ambattur

Chennai- 600 053

24.06.2015

Sub: **Appointment Order** for the post of Assistant Professor in the department of  
Mathematics - reg.

With reference to your application and the subsequent interview conducted on  
23.04.2015, we are pleased to appoint you as Assistant Professor in the **department of**  
**Mathematics** with effect from **01.7.2015**

  
Chairman

Chairman  
SOKA IKEDA COLLEGE OF ARTS  
AND SCIENCE FOR WOMEN  
MADHANANGKUPPAM, CHENNAI - 600099.

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai- 600 099.

Cell : 96777 17456 / Phone: 044-2903 3707

E-mail: sokaikeda@rediffmail.com Web: sokaikedacollege.in



# SETHU VALLIAMMAL EDUCATIONAL TRUST

(Regn. No. 162 of 87 dt. 10.02.89)

## SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

10-06-2018

To

Ms.B.Poorna Rekha

No.2, Agathiyar Street,  
Bharathiyar Nagar Pattabiram,  
Chennai -600072  
Mobile: 9566134421  
Mail: poorna315@gmail.com

### LETTER OF APPOINTMENT

Dear Madam,

With reference to your application dated 01-06-2018 and subsequent interview you had with us on 01-06-2018 we have the pleasure in appointing you as Assistant Professor in the Department of Mathematics, Soka Ikeda College of Arts and Science for Women, Sethu Bhaskara Nagar, Madhanangkuppam, Chennai – 600 099 with effect from 10-06-2018 on probationary basis, on the following terms and conditions:

1. That, you will be paid a salary of Rs. 17,750/= (Rupees Seventeen Thousand Seven Hundred and Fifty) per month.
2. That, this appointment is made subject to the approval of the University of Madras.
3. That, initially you will be on probation for a period of two years, from the date of your joining duty which may be extended to or terminated earlier at the sole discretion of the Management unless and until confirmed in writing by the Management, your service shall be deemed to be on probation even after the expiry of the probation period or the extended period, if any of such probation.
4. That, you are requested to produce all your original certificates and service certificates.

Continued in page 2.

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai-600 099.

Phone : 044-2686 3177 / 9677717456

Email:sokaikeda@rediffmail.com, Website: www.sokaikedacollege.in

5. That, after having served the appointment order, if you do not join duty on the date specified by the Management, you are liable to pay one month salary to the Management as a prerequisite condition to release the certificates submitted by you.
6. That, you shall be entitled to any salary for the month of May, during the probationary period, provided, you must have completed 8 months of service satisfactorily from the date of joining duty and are willing to continue your service in our college. Besides, to claim the benefit of the May salary, you must have joined the duty on the re-opening day of the ensuing academic year as declared by the Management.
7. That, you can be considered for yearly increment after the successful completion of the probationary period. The conditionality of increment purely rests with on the discretion of the Management.
8. That, you shall work under the general guidance, supervision and direction of the Principal and Management.
9. That, it is mandatory on the part of the incumbent not to leave the institution during in the middle of an academic year.
10. That, in the event of your resignation after having served an appointment order during the probationary period you shall have to give two months notice, failing which, you are liable to pay two months salary to the Management and the notice for the resignation will be accepted only on the 1<sup>st</sup> of April (of an academic year) and effective till completion of the same academic year.
11. That, your appointment will be subject to termination at any time by one month notice in written by the Management or by payment of one month salary in lieu of such a notice.
12. That, you will be responsible for the safe keeping and return in good condition of all the records and property which may be in your use, custody or charge.
13. That you should obtain prior permission from the Management for any further study through Distance Education Programme or by any other means.
14. That, you are expected to be punctual and regular in attendance of your duties and shall not absent yourself with our prior permission of the Principal and the Management. If you remain absent for a consecutive or continuous period of three days or over stay for three days after the expiry of leave period, without leave or permission from the Management, it will be deemed that you have voluntarily abandoned or resigned your service without any notice and you are liable to pay 2 months salary to the Management.
15. That, you must be willing to participate in the in-service training programme / seminar / workshop organized by the Management / outside agency from time to time to upgrade your teaching methodology / enrich your knowledge and skills to upgrade your teaching methodology / enrich your knowledge and skills to upgrade the quality of education delivered.

Continued in page 3.

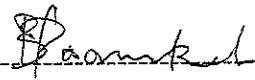


16. That, you shall take an abiding interest in the students career both inside and outside the college and shall promote physical, intellectual and moral welfare of pupils.
17. That, you are not allowed to use corporal punishment by any means to correct the erring student. Administering such method will affect the student both physically and mentally, which in turn cause unnecessary difficulties to the Heads and the Management as this method of correction is banned in Tamilnadu in June 2003 through amendment of Rule 51 of Tamilnadu Education Rules prohibiting the infliction of physical / mental pain during corrective measures. You are liable to be dismissed from service in case you have resorted to the corporal punishment to use as corrective method.
18. That, you shall not undertake any part-time or full-time, direct or indirect, honorary or remunerative, job / assignment in any college / business concern during the period of your service. If found so, your service shall be terminated without notice. You shall not undertake private tuition either in the college or at your residence / residence of the student without the written permission of the Management. If the rule is violated, your service shall be liable to be terminated without any notice.
19. That, at any time in the opinion of the Management which will be final in the matter, you are found guilty of dishonesty, disobedience, disorderly behavior, negligence, indiscipline or any other act considered by the Management as detrimental to its interest or of violation of one or more terms of this appointment, your service may be terminated or dismissed without notice and without compensation.
20. That, your service conditions shall be governed by this contract and also by the Management's standing orders, rules and regulations which are being in force for the time being or may be framed from time to time according to law.
21. That, you will retire automatically without notice on your attaining the age of 58 or earlier if you are found to be medically unfit.

This appointment order is given to you in duplicate for your perusal. If the terms and conditions given in this order are acceptable to you, you are expected to return to us the duplicate copy of this order, after writing as **All the terms are understood and accepted** and signing it with date.

  
SECRETARY

  
CHAIRMAN

.....  
  
Signature of the candidate

10.06.2018  
Date

Name of the candidate in CAPITALS : ....B. POORNA. REKHA.....



# SETHU VALLIAMMAL EDUCATIONAL TRUST

(Regn. No. 162 of 87 dt. 10.02.89)

## SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

Chennai – 600 099,

Date: 11-06-2018

To

Ms.S.Bhuvaneshwari

No: 245, 30<sup>th</sup> Avenue,  
Banu Nagar, Ambattur,  
Chennai- 600 053

### LETTER OF APPOINTMENT

Dear Madam,

With reference to your application dated 04-06-2018 and subsequent interview you had with us on 04-06-2018 we have the pleasure in appointing you for the post of Assistant Professor in the Department of Mathematics of Soka Ikeda College of Arts and Science for Women, Sethu Bhaskara Nagar, Madhanangkuppam, Chennai – 600 099 with effect from 11-06-2018 on probationary basis, on the following terms and conditions:

1. That, you will be paid a salary of Rs. 17,750/= (Rupees Seventeen Thousand Seven Hundred and Fifty) per month.
2. That, this appointment is made subject to the approval of the University of Madras.
3. That, initially you will be on probation for a period of two years, from the date of your joining duty which may be extended to or terminated earlier at the sole discretion of the Management unless and until confirmed in writing by the Management, your service shall be deemed to be on probation even after the expiry of the probation period or the extended period, if any of such probation.
4. That, you are requested to produce all your original certificates and service certificates.

Continued in page 2.

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai-600 099.

Phone : 044-2686 3177 / 9677717456

Email: sokaikeda@rediffmail.com, Website: www.sokaikedacollege.in

5. That, after having served the appointment order, if you do not join duty on the date specified by the Management, you are liable to pay one month salary to the Management as a prerequisite condition to release the certificates submitted by you.
6. That, you shall be entitled to any salary for the month of May, during the probationary period, provided, you must have completed 8 months of service satisfactorily from the date of joining duty and are willing to continue your service in our college. Besides, to claim the benefit of the May salary, you must have joined the duty on the re-opening day of the ensuing academic year as declared by the Management.
7. That, you can be considered for yearly increment after the successful completion of the probationary period. The conditionality of increment purely rests with on the discretion of the Management.
8. That, you shall work under the general guidance, supervision and direction of the Principal and Management.
9. That, it is mandatory on the part of the incumbent not to leave the institution during in the middle of an academic year.
10. That, in the event of your resignation after having served an appointment order during the probationary period you shall have to give two months notice, failing which, you are liable to pay two months salary to the Management and the notice for the resignation will be accepted only on the 1<sup>st</sup> of April (of an academic year) and effective till completion of the same academic year.
11. That, your appointment will be subject to termination at any time by one month notice in written by the Management or by payment of one month salary in lieu of such a notice.
12. That, you will be responsible for the safe keeping and return in good condition of all the records and property which may be in your use, custody or charge.
13. That you should obtain prior permission from the Management for any further study through Distance Education Programme or by any other means.
14. That, you are expected to be punctual and regular in attendance of your duties and shall not absent yourself with our prior permission of the Principal and the Management. If you remain absent for a consecutive or continuous period of three days or over stay for three days after the expiry of leave period, without leave or permission from the Management, it will be deemed that you have voluntarily abandoned or resigned your service without any notice and you are liable to pay 2 months salary to the Management.
15. That, you must be willing to participate in the in-service training programme / seminar / workshop organized by the Management / outside agency from time to time to upgrade your teaching methodology / enrich your knowledge and skills to upgrade your teaching methodology / enrich your knowledge and skills to upgrade the quality of education delivered.


Continued in page 3.

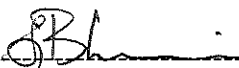


16. That, you shall take an abiding interest in the students career both inside and outside the college and shall promote physical, intellectual and moral welfare of pupils.
17. That, you are not allowed to use corporal punishment by any means to correct the erring student. Administering such method will affect the student both physically and mentally, which in turn cause unnecessary difficulties to the Heads and the Management as this method of correction is banned in Tamilnadu in June 2003 through amendment of Rule 51 of Tamilnadu Education Rules prohibiting the infliction of physical / mental pain during corrective measures. You are liable to be dismissed from service in case you have resorted to the corporal punishment to use as corrective method.
18. That, you shall not undertake any part-time or full-time, direct or indirect, honorary or remunerative, job / assignment in any college / business concern during the period of your service. If found so, your service shall be terminated without notice. You shall not undertake private tuition either in the college or at your residence / residence of the student without the written permission of the Management. If the rule is violated, your service shall be liable to be terminated without any notice.
19. That, at any time in the opinion of the Management which will be final in the matter, you are found guilty of dishonesty, disobedience, disorderly behavior, negligence, indiscipline or any other act considered by the Management as detrimental to its interest or of violation of one or more terms of this appointment, your service may be terminated or dismissed without notice and without compensation.
20. That, your service conditions shall be governed by this contract and also by the Management's standing orders, rules and regulations which are being in force for the time being or may be framed from time to time according to law.
21. That, you will retire automatically without notice on your attaining the age of 58 or earlier if you are found to be medically unfit.

This appointment order is given to you in duplicate for your perusal. If the terms and conditions given in this order are acceptable to you, you are expected to return to us the duplicate copy of this order, after writing as **All the terms are understood and accepted** and signing it with date.

  
SECRETARY

  
CHAIRMAN

.....  
  
Signature of the candidate

11.06.2018  
Date

Name of the candidate in CAPITALS : S. BHUVANESHWARI.....

# SETHU VALLIAMMAL EDUCATIONAL TRUST

(Regn. No. 162 of 87 dt. 10.02.89)

No. 59, Valliammal Street, Pudur, Ambattur, Chennai-600053.

e-mail : sethubhaskara@gmail.com  
sethukumanan@yahoo.in

Telephone : 91-44-2658 5871  
Telex : 91-44-2658 2251

Founder :

**Mr. Sethu Bhaskaran**

Managing Trustee :

**Dr. Sethu Kumanan**

Trustee :

**Mrs. Sethu Irani**

**Sethu Bhaskara Matric.  
Hr. Secondary School**  
Chennai-600 053.

**Sethu Bhaskara Industrial  
Training Centre**  
(Recognised by Govt. of India)  
Kandaramanickam  
Sivaganga District-630204.

**Dr. Ikeda School**  
Anna Nagar West,  
Chennai - 600101.

**Soka Ikeda College of  
Arts & Science for  
Women**  
(Affiliated to Madras University)  
Chennai-600 099.

**Sethu Irani Matric.  
Hr. Secondary School**  
Kandaramanickam,  
Sivaganga District-630204.

**Sethu Bhaskara  
Agricultural College and  
Research Foundation**  
Kalam Kavi Graminam,  
Visalayankottai, Karaikudi Taluk,  
Sivagangai District - 630 306.

Chennai- 600 099

Date: 04.06.2016

To

**Ms. T. Muthulakshmi, M.Sc., M.Phil.**

No. 1685, LIG 1, TNHB

Ayyapakkam

Chennai- 600 077

Phone : 9840082647

E-mail: muthulakshmithangam@yahoo.in



## LETTER OF APPOINTMENT

Dear Madam,

With reference to your application dated 28.11.2015 and subsequent interview you had with us on 11.04.2016 we have the pleasure in appointing you for the post of Assistant Professor in the **Department of Mathematics** of Soka Ikeda College of Arts and Science for Women, Sethu Bhaskara Nagar, Madhanangkuppam, Chennai - 600 099 with effect from **10.06.2016** on probationary basis, on the following terms and conditions:

1. That, you will be paid a salary of Rs.15,600/= ( Fifteen Thousand and Six hundred) per month.
2. That, this appointment is made subject to the approval of the University of Madras.
3. That, initially you will be on probation for a period of two years, from the date of your joining duty which may be extended to or terminated earlier at the sole discretion of the Management unless and until confirmed in writing by the Management, your service shall be deemed to be on probation even after the expiry of the probation period or the extended period, if any of such probation.
4. That, you are requested to produce all your original certificates and service certificates.

Continued in page 2.

5. That, after having served the appointment order; if you do not join duty on the date specified by the Management, you are liable to pay one month salary to the Management as a prerequisite condition to release the certificates submitted by you.
6. That, you shall be entitled to any salary for the month of May, during the probationary period, provided, you must have completed 8 months of service satisfactorily from the date of joining duty and are willing to continue your service in our college. Besides, to claim the benefit of the May salary, you must have joined the duty on the re-opening day of the ensuing academic year as declared by the Management.
7. That, you can be considered for yearly increment after the successful completion of the probationary period. The conditionality of increment purely rests with on the discretion of the Management.
8. That, you shall work under the general guidance, supervision and direction of the Principal and Management.
9. That, it is mandatory on the part of the incumbent not to leave the institution during in the middle of an academic year.
10. That, in the event of your resignation after having served an appointment order during the probationary period you shall have to give two months notice, failing which, you are liable to pay two months salary to the Management and the notice for the resignation will be accepted only on the 1<sup>st</sup> of April ( of an academic year) and effective till completion of the same academic year.
11. That, your appointment will be subject to termination at any time by one month notice in written by the Management or by payment of one month salary in lieu of such a notice.
12. That, you will be responsible for the safe keeping and return in good condition of all the records and property which may be in your use, custody or charge.
13. That you should obtain prior permission from the Management for any further study through Distance Education Programme or by any other means.
14. That, you are expected to be punctual and regular in attendance of your duties and shall not absent yourself with our prior permission of the Principal and the Management. If you remain absent for a consecutive or continuous period of three days or over stay for three days after the expiry of leave period, without leave or permission from the Management, it will be deemed that you have voluntarily abandoned or resigned your service without any notice and you are liable to pay 2 months salary to the Management.
15. That, you must be willing to participate in the in-service training programme / seminar / workshop organized by the Management / outside agency from time to time to upgrade your teaching methodology / enrich your knowledge and skills to upgrade your teaching methodology / enrich your knowledge and skills to upgrade the quality of education delivered.

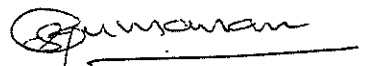


16. That, you shall take an abiding interest in the students career both inside and outside the college and shall promote physical, intellectual and moral welfare of pupils.
17. That, you are not allowed to use corporal punishment by any means to correct the erring student. Administering such method will affect the student both physically and mentally, which in turn cause unnecessary difficulties to the Heads and the Management as this method of correction is banned in Tamilnadu in June 2003 through amendment of Rule 51 of Tamilnadu Education Rules prohibiting the infliction of physical / mental pain during corrective measures. You are liable to be dismissed from service in case you have resorted to the corporal punishment to use as corrective method.
18. That, you shall not undertake any part-time or full-time, direct or indirect, honorary or remunerative, job / assignment in any college / business concern during the period of your service. If found so, your service shall be terminated without notice. You shall not undertake private tuition either in the college or at your residence / residence of the student without the written permission of the Management. If the rule is violated, your service shall be liable to be terminated without any notice.
19. That, at any time in the opinion of the Management which will be final in the matter, you are found guilty of dishonesty, disobedience, disorderly behavior, negligence, indiscipline or any other act considered by the Management as detrimental to its interest or of violation of one or more terms of this appointment, your service may be terminated or dismissed without notice and without compensation.
20. That, your service conditions shall be governed by this contract and also by the Management's standing orders, rules and regulations which are being in force for the time being or may be framed from time to time according to law.
21. That, you will retire automatically without notice on your attaining the age of 58 or earlier if you are found to be medically unfit.

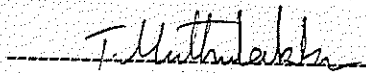
This appointment order is given to you in duplicate for your perusal. If the terms and conditions given in this order are acceptable to you, you are expected to return to us the duplicate copy of this order, after writing as **All the terms are understood and accepted** and signing it with date.

  
PRESIDENT

  
SECRETARY

  
CHAIRMAN

.....I.M. the terms are understood and accepted.....

  
Signature of the candidate

4/6/2016  
Date

Name of the candidate in CAPITALS : T.MUTHULAKSHMI.....



# **SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN**

(Affiliated to the University of Madras)

14.5.2014

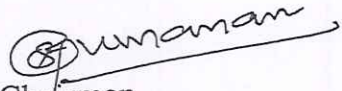
To

Mrs. S. Banupriya, M.Sc., M.Phil.,  
54, Aravind Apartment,  
Redhills Main Road,  
Vinayagapuram,  
Chennai- 99

Sub: **Appointment Order** for the post of Assistant Professor in Mathematics in the  
Department of Computer Science in shift II.- reg.

With reference to your application and the subsequent interview conducted on  
14.05.2014, we are pleased to appoint you as Assistant Professor in **Mathematics** in the  
**Department of Computer Science in shift II** with effect from **16.06.2014**

The consolidated salary will be Rs.12,000 /- per month.

  
Chairman.

Chairman  
SOKA IKEDA COLLEGE OF ARTS  
AND SCIENCE FOR WOMEN  
MADHANANGKUPPAM, CHENNAI - 600099.



**SOKA IKEDA COLLEGE  
OF ARTS & SCIENCE FOR WOMEN**  
(Affiliated to the University of Madras)


03.04.2012.

To  
Ms. M. Vijaya Sumathi,  
27, Bharathiyar Street,  
V.G.N. Shanti Nagar,  
Ambattur,  
Chennai- 600 058.

Sub: Appointment Order for the post of Assistant Professor, Department of BBA –  
reg.

With reference to your application and the subsequent interview conducted on  
03.04.2012, we are pleased to appoint you as Assistant Professor in the Department  
of BBA with effect from 3.4.2012.

The consolidated salary will be Rs.11,000 /- per month.

  
Chairman.

Chairman  
SOKA IKEDA COLLEGE OF ARTS  
AND SCIENCE FOR WOMEN  
MADHANANGKUPPAM, CHENNAI - 600099.





# **SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN**

(Affiliated to the University of Madras)

17.06.2013

To

Ms. M. Kavitha,  
10/18, A Anna Street,  
Venkatakrishna nagar,  
Arumbakkam,  
Chennai-106.

Sub: Appointment Order for the post of Assistant Professor, Department of  
BBA - reg.

With reference to your application and the subsequent interview conducted on  
08.4.2013, we are pleased to appoint you as Assistant Professor in the Department of  
BBA with effect from 1.7.2013.

The consolidated salary will be Rs.16,000 /- per month.

Chairman.





# SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

01.10.2013

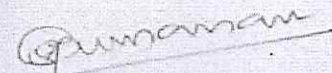
To

Ms. P. Rajasubha, MBA., M.Com., M.Phil., B.Ed.,  
1/995A, Gandhi Street,  
Bhavani Nagar,  
Redhills,  
Chennai- 600 052.

Sub: Appointment Order for the post of Assistant Professor, Department of  
Commerce.- reg.

With reference to your application and the subsequent interview conducted on  
30.9.2013, we are pleased to appoint you as Assistant Professor in the Department of  
Commerce with effect from 03.10.2013

The consolidated salary will be Rs.11,500 /- per month.

  
Chairman.

Chairman  
SOKA IKEDA COLLEGE OF ARTS  
AND SCIENCE FOR WOMEN  
MADHANANGKUPPAM, CHENNAI - 600099.





# SETHU VALLIAMMAL EDUCATIONAL TRUST

(Regn. No. 162 of 87 dt. 10.02.89)

## SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

To

Chennai – 600 099

Date: 23-11-2016

Ms. R. Jayaravitha

No. 15A, 6<sup>th</sup> Cross Street,

TNEB Colony Extn

Menambedu, Ambattur

Chennai- 600 053

Mobile number: 9962727440

E.Mail ID : rjayaravitha@yahoo.com



### LETTER OF APPOINTMENT

Dear Madam,

With reference to your application dated 23-11-2016 and subsequent interview you had with us on 23-11-2016, we have the pleasure in appointing you for the post of Assistant Professor in the Department of Business Administration of Soka Ikeda College of Arts and Science for Women, Sethu Bhaskara Nagar, Madhanangkuppam, Chennai – 600 099 with effect from 24-11-2016 on probationary basis, on the following terms and conditions:

1. That, you will be paid a salary of Rs.15,600/= ( Fifteen thousand six hundred) per month.
2. That, this appointment is made subject to the approval of the University of Madras.
3. That, initially you will be on probation for a period of two years, from the date of your joining duty which may be extended to or terminated earlier at the sole discretion of the Management unless and until confirmed in writing by the Management, your service shall be deemed to be on probation even after the expiry of the probation period or the extended period, if any of such probation.
4. That, you are requested to produce all your original certificates and service certificates.

Continued in page 2.

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai-600 099.

Phone : 044-29033707 / 9677717456

Email:sokaikeda@rediffmail.com, Website: www.sokaikedacollege.in



5. That, after having served the appointment order, if you do not join duty on the date specified by the Management, you are liable to pay one month salary to the Management as a prerequisite condition to release the certificates submitted by you.
6. That, you shall be entitled to any salary for the month of May, during the probationary period, provided, you must have completed 8 months of service satisfactorily from the date of joining duty and are willing to continue your service in our college. Besides, to claim the benefit of the May salary, you must have joined the duty on the re-opening day of the ensuing academic year as declared by the Management.
7. That, you can be considered for yearly increment after the successful completion of the probationary period. The conditionality of increment purely rests with on the discretion of the Management.
8. That, you shall work under the general guidance, supervision and direction of the Principal and Management.
9. That, it is mandatory on the part of the incumbent not to leave the institution during in the middle of an academic year.
10. That, in the event of your resignation after having served an appointment order during the probationary period you shall have to give two months notice, failing which, you are liable to pay two months salary to the Management and the notice for the resignation will be accepted only on the 1<sup>st</sup> of April ( of an academic year) and effective till completion of the same academic year.
11. That, your appointment will be subject to termination at any time by one month notice in written by the Management or by payment of one month salary in lieu of such a notice.
12. That, you will be responsible for the safe keeping and return in good condition of all the records and property which may be in your use, custody or charge.
13. That you should obtain prior permission from the Management for any further study through Distance Education Programme or by any other means.
14. That, you are expected to be punctual and regular in attendance of your duties and shall not absent yourself with our prior permission of the Principal and the Management. If you remain absent for a consecutive or continuous period of three days or over stay for three days after the expiry of leave period, without leave or permission from the Management, it will be deemed that you have voluntarily abandoned or resigned your service without any notice and you are liable to pay 2 months salary to the Management.
15. That, you must be willing to participate in the in-service training programme / seminar / workshop organized by the Management / outside agency from time to time to upgrade your teaching methodology / enrich your knowledge and skills to upgrade your teaching methodology / enrich your knowledge and skills to upgrade the quality of education delivered.

16. That, you shall take an abiding interest in the students career both inside and outside the college and shall promote physical, intellectual and moral welfare of pupils.
17. That, you are not allowed to use corporal punishment by any means to correct the erring student. Administering such method will affect the student both physically and mentally, which in turn cause unnecessary difficulties to the Heads and the Management as this method of correction is banned in Tamilnadu in June 2003 through amendment of Rule 51 of Tamilnadu Education Rules prohibiting the infliction of physical / mental pain during corrective measures. You are liable to be dismissed from service in case you have resorted to the corporal punishment to use as corrective method.
18. That, you shall not undertake any part-time or full-time, direct or indirect, honorary or remunerative, job / assignment in any college / business concern during the period of your service. If found so, your service shall be terminated without notice. You shall not undertake private tuition either in the college or at your residence / residence of the student without the written permission of the Management. If the rule is violated, your service shall be liable to be terminated without any notice.
19. That, at any time in the opinion of the Management which will be final in the matter, you are found guilty of dishonesty, disobedience, disorderly behavior, negligence, indiscipline or any other act considered by the Management as detrimental to its interest or of violation of one or more terms of this appointment, your service may be terminated or dismissed without notice and without compensation.
20. That, your service conditions shall be governed by this contract and also by the Management's standing orders, rules and regulations which are being in force for the time being or may be framed from time to time according to law.
21. That, you will retire automatically without notice on your attaining the age of 58 or earlier if you are found to be medically unfit.

This appointment order is given to you in duplicate for your perusal. If the terms and conditions given in this order are acceptable to you, you are expected to return to us the duplicate copy of this order, after writing as **All the terms are understood and accepted** and signing it with date.

  
SECRETARY

  
CHAIRMAN

.....*R. Jayarajitha*.....

Signature of the candidate

Date

24.11.16

Name of the candidate in CAPITALS : .....**JAYARAJITHA**.....





**SOKA IKEDA COLLEGE**  
**OF ARTS AND SCIENCE FOR WOMEN**

(Affiliated to the University of Madras)

26.06.02.

V. Sujatha,

No. 5, Jambukeswarar IV cross street,  
Koratur,  
Chennai- 80.

Sub: Appointment as a Lecturer in the Department of Commerce.

Ref: 1.Offer of appointment dated, 25.06.02.

2.Acceptance letter dated, 25.05.02.

You are appointed as a Lecturer in the Department of Commerce on a temporary basis with a consolidated salary of Rs. 6,250/-. You have to report to duty on **1<sup>st</sup> July 2002**.

Your appointment is conditional as you have to qualify yourself for UGC/SLET examination within a year.

Thanking you,

*S. Padmasani Kannan*

S. Padmasani Kannan,

Principal.

*Sethu Kumanan*  
Sethu Kumanan,  
Chairman.





**SOKA IKEDA WOMEN'S COLLEGE**  
For Arts and Science, Madras University

**16<sup>th</sup> August 2000.**

**S. Mary Sujatha,**  
No.7B, 31<sup>st</sup> Street,  
C-Sector, Siva sakthi Nagar,  
Carshed complex,  
Chennai-109.

Dear Madam,

Sub: **Confirmation of Appointment.**

Ref: Your Application dated 18<sup>th</sup> July 2000.

With regard to your Application under reference and the interview we had with you on 10<sup>th</sup> August, Our college is pleased to confirm your appointment as a Lecturer in the **department of commerce of** our College, on probation for one Year. Your consolidated salary will be Rs 6,000/- ( Rupees Six Thousand only) per month.

A line in confirmation of your date of joining will be much appreciated.

Thanking you,

Yours truly,  
For **SOKE IKEDA COLLEGE OF ARTS & SCIENCE**  
**FOR WOMEN,**

*S. Indira Devi Ramani*

*16/8/2000*

*for* Chairman.



**SOKA IKEDA COLLEGE**  
**OF ARTS AND SCIENCE FOR WOMEN**  
(Affiliated to the University of Madras)

12.07.2004.

To

Ms. N. Ummannalai Sangeetha,  
#4/5, Surya Nagar,  
Muthamizh Nagar,  
Kallikuppam,  
Ambattur,  
Chennai - 600 053.

Sub: Appointment Order for the post of Lecturer in the  
Department of Commerce - reg.  
Ref: Your application dated 10.06.2004.

This has reference to your application and I hereby inform you that you are appointed  
as a Lecturer in the Department of Commerce on a temporary basis.

Your consolidated salary is Rs.6,000 /-. You have to report for duty on 14.07.2004 at  
8.45 am.

Thanking you,

Masanobu Takahashi  
Educational Advisor.

Principal

SOKA IKEDA COLLEGE OF ARTS  
AND SCIENCE FOR WOMEN  
MADHANANGKUPPAM, CHENNAI - 600099

Sethu Kumaran,  
Chairman.

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai-600 099.

Tel : (044) 2686 4847, 2501 4252

E-mail : sokaikeda@rediffmail.com



**SOKA IKEDA COLLEGE**  
**OF ARTS AND SCIENCE FOR WOMEN**  
(Affiliated to the University of Madras)


07.06.2006

To

Ms. M. Raja Rajeswari, M.Com., M.Phil,  
No. 88 FB, AK.S. Mamtha Apartment,  
North Park Street,  
Venkatapuram,  
Ambattur,  
Chennai – 600 053.

Sub: **Appointment Order** for the Post of Lecturer in Commerce – reg.

This has reference to your application and the subsequent interview conducted on 31.05.2006, the selection committee is pleased to appoint you as a Lecturer in **Commerce** subject to the approval from the University of Madras, Chennai 600 005. This appointment takes effect from **12.06.2006** and the consolidated salary will be Rs.6,000 per month.

  
Chairman.

Chairman,  
SOKA IKEDA COLLEGE OF ARTS  
AND SCIENCE FOR WOMEN  
MADHANAGKUPPAM, CHENNAI-600 099





SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai- 600 099

23.6.2006

To  
Ms. T. Jeeva,  
No. 135, 13<sup>th</sup> Avenue,  
Banu Nagar,  
Pudur,  
Ambattur,  
Chennai- 600 053.

Sub: Appointment Order for the post of Lecturer in Commerce- reg

This has reference to your application and the subsequent interview conducted on 13.6.2006, the selection committee is pleased to appoint you as Lecturer in Commerce subject to the approval from the university of Madras, Chennai 600 005. This appointment takes effect from 26.6.2006 and the consolidated salary will be Rs. 6,000 per month.

Chairman.



**SOKA IKEDA COLLEGE**  
**OF ARTS AND SCIENCE FOR WOMEN**  
(Affiliated to the University of Madras)


30.06 .2006

To

Ms. PL. Alamelu,  
No. 5-A / 9, Krishnaji Sukkal Street,  
Venkatapuram,  
Ambattur,  
Chennai – 600 053.

Sub: **Appointment Order** for the Post of Lecturer in the Department  
of Management – reg.

This has reference to your application and the subsequent interview conducted on 21.06.2006, the selection committee is pleased to appoint you as Lecturer, **Department of Management**, subject to the approval from the University of Madras, Chennai 600 005. This appointment takes effect from **03.07.2006** and the consolidated salary will be Rs. 6,000 per month.

  
Chairman.



# SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

24.04.2008

To

Ms. S. Ushadevi,

No.12, Vanchinathan Main Street,


Sembium,

Perambur,

Chennai- 600 011.

Sub: Appointment Order for the Post of Lecturer in Commerce- reg.

This has reference to your application and the subsequent interview conducted on 12.04.2008, the selection committee is pleased to appoint you as Lecturer in the Department of Commerce, subject to the approval from the University of Madras, Chennai 600 005. This appointment takes effect from 11.06.2008 and the consolidated salary will be Rs.8,000/- per month.

  
Chairman.





# SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN


(Affiliated to the University of Madras)

24.04.2008

To  
Ms. V. Premalatha,  
No. 6/3, VOC Street,  
Kolathur,  
Chennai- 600 099.

Sub: **Appointment Order** for the Post of Lecturer in Commerce- reg.

This has reference to your application and the subsequent interview conducted on 12.04.2008, the selection committee is pleased to appoint you as Lecturer in the **Department of Commerce**, subject to the approval from the University of Madras, Chennai 600 005. This appointment takes effect from **11.06.2008** and the consolidated salary will be Rs. 8,000/- per month.

  
Chairman.



**SOKA IKEDA COLLEGE  
OF ARTS & SCIENCE FOR WOMEN**

(Affiliated to the University of Madras)

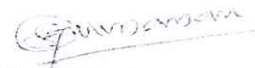
11.12.2012

To  
Mrs. S. Shobana,  
No.6, Kamarajar Street,  
Pudur,  
Ambattur  
Chennai- 600 053

Sub: Appointment Order for the post of Assistant Professor, Department of  
B.Com. ISM - reg.

With reference to your application and the subsequent interview conducted on  
11.12.2012, we are pleased to appoint you as Assistant Professor in the Department of  
B.Com. ISM ON LEAVE VACANCY with effect from 12.12.2012

The consolidated salary will be Rs.10,500 /- per month.

  
Chairman.

Chairman  
SOKA IKEDA COLLEGE OF ARTS  
AND SCIENCE FOR WOMEN  
MADHANANGKUPPAM, CHENNAI - 600 099



**SOKA IKEDA COLLEGE  
OF ARTS & SCIENCE FOR WOMEN**  
(Affiliated to the University of Madras)

17.06.2013


To

Mrs. R. Krishna Veni,  
No. 18, Jeeva Rathinam Street,  
Vinayagapuram,  
Ambattur,  
Chennai- 600 053.

Sub: **Appointment Order** for the post of Assistant Professor, Department of  
Commerce - reg.

With reference to your application and the subsequent interview conducted on  
15.6.2013, we are pleased to appoint you as Assistant Professor in the **Department of  
Commerce** on LEAVE VACANCY with effect from **1.7.2013**.

The consolidated salary will be Rs.11,000 /- per month.

  
Chairman.

Chairman  
SOKA IKEDA COLLEGE OF ARTS  
AND SCIENCE FOR WOMEN  
MADHANANGKUPPAM, CHENNAI - 600099.





# SETHU VALLIAMMAL EDUCATIONAL TRUST

(Regn. No. 162 of 87 dt. 10.02.89)

## SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

To

Dr. B. Ponnarasi

No.26/30, Balamuthu Street

Ellis Road

Chennai- 600 002

Email: [karishmagi@gmail.com](mailto:karishmagi@gmail.com).

Phone: 9884560404

Chennai – 600 099,

Date: 23-04-2018

### LETTER OF APPOINTMENT

Dear Madam,

With reference to your application dated 15-03-2018 and subsequent interview you had with us on 03-04-2018, we have the pleasure in appointing you for the post of Assistant Professor in the Department of Commerce of Soka Ikeda College of Arts and Science for Women, Sethu Bhaskara Nagar, Madhanangkuppam, Chennai – 600 099 with effect from 11-06-2018 on probationary basis, on the following terms and conditions:

1. That, you will be paid a salary of Rs.20,000/= ( Rupees Twenty Thousand) per month.
2. That, this appointment is made subject to the approval of the University of Madras.
3. That, initially you will be on probation for a period of two years, from the date of your joining duty which may be extended to or terminated earlier at the sole discretion of the Management unless and until confirmed in writing by the Management, your service shall be deemed to be on probation even after the expiry of the probation period or the extended period, if any of such probation.
4. That, you are requested to produce all your original certificates and service certificates.

Continued in page 2.

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai-600 099.

Phone : 044-2686 3177 / 9677717456

Email: [sokaikeda@rediffmail.com](mailto:sokaikeda@rediffmail.com), Website: [www.sokaikedacollege.in](http://www.sokaikedacollege.in)


5. That, after having served the appointment order, if you do not join duty on the date specified by the Management, you are liable to pay one month salary to the Management as a prerequisite condition to release the certificates submitted by you.
6. That, you shall be entitled to any salary for the month of May, during the probationary period, provided, you must have completed 8 months of service satisfactorily from the date of joining duty and are willing to continue your service in our college. Besides, to claim the benefit of the May salary, you must have joined the duty on the re-opening day of the ensuing academic year as declared by the Management.
7. That, you can be considered for yearly increment after the successful completion of the probationary period. The conditionality of increment purely rests with on the discretion of the Management.
8. That, you shall work under the general guidance, supervision and direction of the Principal and Management.
9. That, it is mandatory on the part of the incumbent not to leave the institution during in the middle of an academic year.
10. That, in the event of your resignation after having served an appointment order during the probationary period you shall have to give two months notice, failing which, you are liable to pay two months salary to the Management and the notice for the resignation will be accepted only on the 1<sup>st</sup> of April (of an academic year) and effective till completion of the same academic year.
11. That, your appointment will be subject to termination at any time by one month notice in written by the Management or by payment of one month salary in lieu of such a notice.
12. That, you will be responsible for the safe keeping and return in good condition of all the records and property which may be in your use, custody or charge.
13. That you should obtain prior permission from the Management for any further study through Distance Education Programme or by any other means.
14. That, you are expected to be punctual and regular in attendance of your duties and shall not absent yourself with our prior permission of the Principal and the Management. If you remain absent for a consecutive or continuous period of three days or over stay for three days after the expiry of leave period, without leave or permission from the Management, it will be deemed that you have voluntarily abandoned or resigned your service without any notice and you are liable to pay 2 months salary to the Management.
15. That, you must be willing to participate in the in-service training programme / seminar / workshop organized by the Management / outside agency from time to time to upgrade your teaching methodology / enrich your knowledge and skills to upgrade your teaching methodology / enrich your knowledge and skills to upgrade the quality of education delivered.

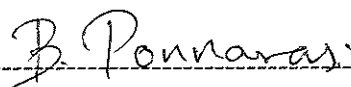
Continued in page 3.

16. That, you shall take an abiding interest in the students career both inside and outside the college and shall promote physical, intellectual and moral welfare of pupils.
17. That, you are not allowed to use corporal punishment by any means to correct the erring student. Administering such method will affect the student both physically and mentally, which in turn cause unnecessary difficulties to the Heads and the Management as this method of correction is banned in Tamilnadu in June 2003 through amendment of Rule 51 of Tamilnadu Education Rules prohibiting the infliction of physical / mental pain during corrective measures. You are liable to be dismissed from service in case you have resorted to the corporal punishment to use as corrective method.
18. That, you shall not undertake any part-time or full-time, direct or indirect, honorary or remunerative, job / assignment in any college / business concern during the period of your service. If found so, your service shall be terminated without notice. You shall not undertake private tuition either in the college or at your residence / residence of the student without the written permission of the Management. If the rule is violated, your service shall be liable to be terminated without any notice.
19. That, at any time in the opinion of the Management which will be final in the matter, you are found guilty of dishonesty, disobedience, disorderly behavior, negligence, indiscipline or any other act considered by the Management as detrimental to its interest or of violation of one or more terms of this appointment, your service may be terminated or dismissed without notice and without compensation.
20. That, your service conditions shall be governed by this contract and also by the Management's standing orders, rules and regulations which are being in force for the time being or may be framed from time to time according to law.
21. That, you will retire automatically without notice on your attaining the age of 58 or earlier if you are found to be medically unfit.

This appointment order is given to you in duplicate for your perusal. If the terms and conditions given in this order are acceptable to you, you are expected to return to us the duplicate copy of this order, after writing as **All the terms are understood and accepted** and signing it with date.

  
SECRETARY

  
CHAIRMAN

.....  
  
Signature of the candidate

11.6.18  
Date

Name of the candidate in CAPITALS : Dr. B. PONNARASE.....





# SETHU VALLIAMMAL EDUCATIONAL TRUST

(Regn. No. 162 of 87 dt. 10.02.89)

## SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

Chennai – 600 099,  
Date: 28-06-2018

To

Ms. R.S.M. Jayashree

No. 20/8, -A, Bashyam I Street

Otteri, Chennai- 600 012

Email: princyrsm@gmail.com

Phone: 8056056248

### LETTER OF APPOINTMENT

Dear Madam,

With reference to your application dated 03-04-2018 and subsequent interview you had with us on 03-04-2018 we have the pleasure in appointing you for the post of Assistant Professor in the Department of Commerce of Soka Ikeda College of Arts and Science for Women, Sethu Bhaskara Nagar, Madhanangkuppam, Chennai – 600 099 with effect from 28-06-2018 on probationary basis, on the following terms and conditions:

1. That, you will be paid a salary of Rs. 20,000/= ( Rupees Twenty Thousand ) per month.
2. That, this appointment is made subject to the approval of the University of Madras.
3. That, initially you will be on probation for a period of two years, from the date of your joining duty which may be extended to or terminated earlier at the sole discretion of the Management unless and until confirmed in writing by the Management, your service shall be deemed to be on probation even after the expiry of the probation period or the extended period, if any of such probation.
4. That, you are requested to produce all your original certificates and service certificates.

Continued in page 2.

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai-600 099.

Phone : 044-2686 3177 / 9677717456

Email: sokaikeda@rediffmail.com, Website: www.sokaikedacollege.in

5. That, after having served the appointment order, if you do not join duty on the date specified by the Management, you are liable to pay one month salary to the Management as a prerequisite condition to release the certificates submitted by you.
6. That, you shall be entitled to any salary for the month of May, during the probationary period, provided, you must have completed 8 months of service satisfactorily from the date of joining duty and are willing to continue your service in our college. Besides, to claim the benefit of the May salary, you must have joined the duty on the re-opening day of the ensuing academic year as declared by the Management.
7. That, you can be considered for yearly increment after the successful completion of the probationary period. The conditionality of increment purely rests with on the discretion of the Management.
8. That, you shall work under the general guidance, supervision and direction of the Principal and Management.
9. That, it is mandatory on the part of the incumbent not to leave the institution during in the middle of an academic year.
10. That, in the event of your resignation after having served an appointment order during the probationary period you shall have to give two months notice, failing which, you are liable to pay two months salary to the Management and the notice for the resignation will be accepted only on the 1<sup>st</sup> of April ( of an academic year) and effective till completion of the same academic year.
11. That, your appointment will be subject to termination at any time by one month notice in written by the Management or by payment of one month salary in lieu of such a notice.
12. That, you will be responsible for the safe keeping and return in good condition of all the records and property which may be in your use, custody or charge.
13. That you should obtain prior permission from the Management for any further study through Distance Education Programme or by any other means.
14. That, you are expected to be punctual and regular in attendance of your duties and shall not absent yourself with our prior permission of the Principal and the Management. If you remain absent for a consecutive or continuous period of three days or over stay for three days after the expiry of leave period, without leave or permission from the Management, it will be deemed that you have voluntarily abandoned or resigned your service without any notice and you are liable to pay 2 months salary to the Management.
15. That, you must be willing to participate in the in-service training programme / seminar / workshop organized by the Management / outside agency from time to time to upgrade your teaching methodology / enrich your knowledge and skills to upgrade your teaching methodology / enrich your knowledge and skills to upgrade the quality of education delivered.




16. That, you shall take an abiding interest in the students career both inside and outside the college and shall promote physical, intellectual and moral welfare of pupils.
17. That, you are not allowed to use corporal punishment by any means to correct the erring student. Administering such method will affect the student both physically and mentally, which in turn cause unnecessary difficulties to the Heads and the Management as this method of correction is banned in Tamilnadu in June 2003 through amendment of Rule 51 of Tamilnadu Education Rules prohibiting the infliction of physical / mental pain during corrective measures. You are liable to be dismissed from service in case you have resorted to the corporal punishment to use as corrective method.
18. That, you shall not undertake any part-time or full-time, direct or indirect, honorary or remunerative, job / assignment in any college / business concern during the period of your service. If found so, your service shall be terminated without notice. You shall not undertake private tuition either in the college or at your residence / residence of the student without the written permission of the Management. If the rule is violated, your service shall be liable to be terminated without any notice.
19. That, at any time in the opinion of the Management which will be final in the matter, you are found guilty of dishonesty, disobedience, disorderly behavior, negligence, indiscipline or any other act considered by the Management as detrimental to its interest or of violation of one or more terms of this appointment, your service may be terminated or dismissed without notice and without compensation.
20. That, your service conditions shall be governed by this contract and also by the Management's standing orders, rules and regulations which are being in force for the time being or may be framed from time to time according to law.
21. That, you will retire automatically without notice on your attaining the age of 58 or earlier if you are found to be medically unfit.

This appointment order is given to you in duplicate for your perusal. If the terms and conditions given in this order are acceptable to you, you are expected to return to us the duplicate copy of this order, after writing as **All the terms are understood and accepted** and signing it with date.

  
PRESIDENT

  
SECRETARY

  
CHAIRMAN

.....  
  
Signature of the candidate

28-6-18  
Date

Name of the candidate in CAPITALS : R.S.M. JAYASHREE.....





# SETHU VALLIAMMAL EDUCATIONAL TRUST

(Regn. No. 162 of 87 dt. 10.02.89)

## SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

Chennai – 600 099,  
Date: 29-06-2018

To  
Ms.D. Manimegalai  
112, Chelliamman Koil Street  
Kathirvedu,  
Puzhal  
Chennai- 600 066  
Email: [mani\\_maanik@yahoo.com](mailto:mani_maanik@yahoo.com)  
Phone: 9791126291

### LETTER OF APPOINTMENT

Dear Madam,

With reference to your application dated 29-06-2018 and subsequent interview you had with us on 29-06-2018 we have the pleasure in appointing you for the post of Assistant Professor in the Department of Commerce of Soka Ikeda College of Arts and Science for Women, Sethu Bhaskara Nagar, Madhanangkuppam, Chennai – 600 099 with effect from 04-07-2018 on probationary basis, on the following terms and conditions:

1. That, you will be paid a salary of Rs. 17,750/= (Rupees Seventeen Thousand Seven Hundred Fifty) per month.
2. That, this appointment is made subject to the approval of the University of Madras.
3. That, initially you will be on probation for a period of two years, from the date of your joining duty which may be extended to or terminated earlier at the sole discretion of the Management unless and until confirmed in writing by the Management, your service shall be deemed to be on probation even after the expiry of the probation period or the extended period, if any of such probation.
4. That, you are requested to produce all your original certificates and service certificates.

Continued in page 2.

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai-600 099.

Phone : 044-2686 3177 / 9677717456

Email: [sokaikeda@rediffmail.com](mailto:sokaikeda@rediffmail.com), Website: [www.sokaikedacollege.in](http://www.sokaikedacollege.in)

5. That, after having served the appointment order, if you do not join duty on the date specified by the Management, you are liable to pay one month salary to the Management as a prerequisite condition to release the certificates submitted by you.
6. That, you shall be entitled to any salary for the month of May, during the probationary period, provided, you must have completed 8 months of service satisfactorily from the date of joining duty and are willing to continue your service in our college. Besides, to claim the benefit of the May salary, you must have joined the duty on the re-opening day of the ensuing academic year as declared by the Management.
7. That, you can be considered for yearly increment after the successful completion of the probationary period. The conditionality of increment purely rests with on the discretion of the Management.
8. That, you shall work under the general guidance, supervision and direction of the Principal and Management.
9. That, it is mandatory on the part of the incumbent not to leave the institution during in the middle of an academic year.
10. That, in the event of your resignation after having served an appointment order during the probationary period you shall have to give two months notice, failing which, you are liable to pay two months salary to the Management and the notice for the resignation will be accepted only on the 1<sup>st</sup> of April ( of an academic year) and effective till completion of the same academic year.
11. That, your appointment will be subject to termination at any time by one month notice in written by the Management or by payment of one month salary in lieu of such a notice.
12. That, you will be responsible for the safe keeping and return in good condition of all the records and property which may be in your use, custody or charge.
13. That you should obtain prior permission from the Management for any further study through Distance Education Programme or by any other means.
14. That, you are expected to be punctual and regular in attendance of your duties and shall not absent yourself with our prior permission of the Principal and the Management. If you remain absent for a consecutive or continuous period of three days or over stay for three days after the expiry of leave period, without leave or permission from the Management, it will be deemed that you have voluntarily abandoned or resigned your service without any notice and you are liable to pay 2 months salary to the Management.
15. That, you must be willing to participate in the in-service training programme / seminar / workshop organized by the Management / outside agency from time to time to upgrade your teaching methodology / enrich your knowledge and skills to upgrade your teaching methodology / enrich your knowledge and skills to upgrade the quality of education delivered.

Continued in page 3.

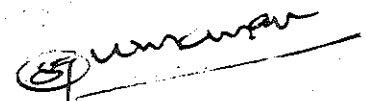


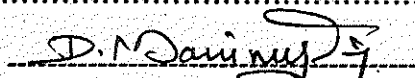
16. That, you shall take an abiding interest in the students career both inside and outside the college and shall promote physical, intellectual and moral welfare of pupils.
17. That, you are not allowed to use corporal punishment by any means to correct the erring student. Administering such method will affect the student both physically and mentally, which in turn cause unnecessary difficulties to the Heads and the Management as this method of correction is banned in Tamilnadu in June 2003 through amendment of Rule 51 of Tamilnadu Education Rules prohibiting the infliction of physical / mental pain during corrective measures. You are liable to be dismissed from service in case you have resorted to the corporal punishment to use as corrective method.
18. That, you shall not undertake any part-time or full-time, direct or indirect, honorary or remunerative, job / assignment in any college / business concern during the period of your service. If found so, your service shall be terminated without notice. You shall not undertake private tuition either in the college or at your residence / residence of the student without the written permission of the Management. If the rule is violated, your service shall be liable to be terminated without any notice.
19. That, at any time in the opinion of the Management which will be final in the matter, you are found guilty of dishonesty, disobedience, disorderly behavior, negligence, indiscipline or any other act considered by the Management as detrimental to its interest or of violation of one or more terms of this appointment, your service may be terminated or dismissed without notice and without compensation.
20. That, your service conditions shall be governed by this contract and also by the Management's standing orders, rules and regulations which are being in force for the time being or may be framed from time to time according to law.
21. That, you will retire automatically without notice on your attaining the age of 58 or earlier if you are found to be medically unfit.

This appointment order is given to you in duplicate for your perusal. If the terms and conditions given in this order are acceptable to you, you are expected to return to us the duplicate copy of this order, after writing as **All the terms are understood and accepted** and signing it with date.

  
PRESIDENT

  
SECRETARY

  
CHAIRMAN

.....  
  
Signature of the candidate

20/7/18  
Date

Name of the candidate in CAPITALS : D. MANIMETALAI





# SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

3.4.2012.

To  
Ms. M. Grace,  
173, 26<sup>th</sup> Avenue,  
Bani Nagar,  
Ambattur,  
Chennai-53.

Sub: Appointment Order for the post of Assistant Professor, Department of  
M.Sc. Computer Science [Shift II] - reg.

With reference to your application and the subsequent interview conducted on  
03.04.2012, we are pleased to appoint you as Assistant Professor in the Department  
of M.Sc. Computer Science [Shift II] with effect from 3.4.2012.

The consolidated salary will be Rs. 13,000/- per month.

  
Chairman.

Chairman  
SOKA IKEDA COLLEGE OF ARTS  
AND SCIENCE FOR WOMEN  
MADHANANGKUPPAM, CHENNAI - 600099




**SOKA IKEDA COLLEGE  
OF ARTS & SCIENCE FOR WOMEN**  
(Affiliated to the University of Madras)

13.07.2007.

**Ms. C.T.Ashita,**  
Flat No.A1, R.C.Ashok Villa,  
T.V.Nagar,  
Ambattur,  
Chennai 600 053.

**Sub : Appointment Order** for the post of Lecturer in Computer  
Science- Reg.

This has reference to your application and the subsequent interview conducted on 04.04.2007. The selection committee is pleased to appoint you as Lecturer in the **Department of Computer Science** subject to the approval from the University of Madras, Chennai 600 005. This appointment takes effect from **16.07.2007** and the consolidated salary will be Rs.6,000/- per month.

  
Chairman.

Chairman,  
SOKA IKEDA COLLEGE OF ARTS  
AND SCIENCE FOR WOMEN  
MANHANSKUPPAM, CHENNAI-600 039



**SOKA IKEDA COLLEGE  
OF ARTS & SCIENCE FOR WOMEN**

(Affiliated to the University of Madras)

17.04.2008.

To

**Ms. I. Parveen Begum,**

New No. 30, Old No. 21/A,

Mandapam I street,

Kilpauk Garden,

Chennai- 600 010.

Sub: Appointment Order for the Post of Lecturer in Computer Application – reg.

This has reference to your application and the subsequent interview conducted on 09.04.2008, the selection committee is pleased to appoint you as Lecturer in the Department of Computer Application, subject to the approval from the University of Madras, Chennai 600 005. This appointment takes effect from **11.06.2008** and the consolidated salary will be Rs. 8,300 /- per month.

  
Chairman.

Chairman  
**SOKA IKEDA COLLEGE OF ARTS  
AND SCIENCE FOR WOMEN  
MADHANANGKUPPAM, CHENNAI - 600 099**





**SOKA IKEDA COLLEGE  
OF ARTS & SCIENCE FOR WOMEN**  
(Affiliated to the University of Madras)

14.8.2012

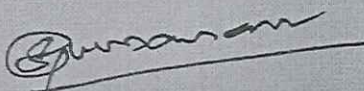
To

Ms. R. Mary Sheeba,  
57, 228, Kalaignar Street,  
Thiruvalluval Nagar,  
Ayanavaram,  
Chennai- 600 023.

Sub: Appointment Order for the post of Assistant Professor, Department of Computer Application reg.

With reference to your application and the subsequent interview conducted on 14.08.2012, we are pleased to appoint you as Assistant Professor in the Department of Computer Application with effect from 16.8.2012

The consolidated salary will be Rs.10,500 /- per month.

  
Chairman.

Chairman  
SOKA IKEDA COLLEGE OF ARTS  
AND SCIENCE FOR WOMEN  
MADHANANGKUPPAM, CHENNAI - 600099.



# **SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN**

(Affiliated to the University of Madras)

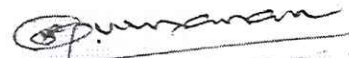
25.11.2013

To  
Ms. M. Anitha Devi, M.Sc. (IT), (M.Phil.),  
1/880, Nethaji Street,  
Gandhi Nagar,  
Redhills,  
Chennai- 600 052.

Sub: **Appointment Order** for the post of Assistant Professor, Department of  
Computer Applications.- reg.

With reference to your application and the subsequent interview conducted on  
25.10.2013, we are pleased to appoint you as Assistant Professor in the **Department of  
BCA** with effect from **02.12.2013**

The consolidated salary will be Rs.10,500 /- per month.

  
Chairman.

Chairman  
SOKA IKEDA COLLEGE OF ARTS  
AND SCIENCE FOR WOMEN  
MADHANANGKUPPAM, CHENNAI - 600099.

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai - 600 099  
Cell : 9150008813 Tel : 044-2903 3707.  
E-mail: sokaikeda@rediffmail.com Website: www.sokaikedacollege.in





# SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

29.05.2009.


To

Mrs. G. Vijaya Girija, M.Com, M.Phil, MBA  
Flat No. 369/4, First Floor,  
Kamaraj Nagar, Avadi,  
Chennai- 600 071.

Sub: **Appointment Order** for the post of Lecturer in the Department of  
Business Administration - reg.

This has reference to your application and the subsequent interview conducted on 27.05.2009, and the selection committee is pleased to appoint you as Lecturer, **Department of Business Administration**, subject to the approval from the University of Madras, Chennai 600 005.

This appointment takes effect from **15.06.2009** and the consolidated salary will be Rs. 10,000 /- per month.

  
Chairman.

Chairman  
SOKA IKEDA COLLEGE OF ARTS  
AND SCIENCE FOR WOMEN  
MADHANANGKUPPAM, CHENNAI - 600099.





# SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

28.4.2011

To  
Ms. K. Nirmaladevi  
No. 6, Vinayagar Koil Street,  
Madagadipet palayam,  
Palayam post,  
Puducherry State - 605 107

Subject: **Appointment Order** for the post of Lecturer, Department of Information  
System Management -reg.

This has reference to your application and the subsequent interview conducted on  
28.4.2011 and the selection committee is pleased to appoint you as Lecturer.

**Information System Management** subject to the approval from the University of  
Madras, Chennai 600 005

This appointment takes effect from 8.6.2011 and the consolidated salary will be  
Rs 14,000 - per month

  
Chairman

Chairman  
SOKA IKEDA COLLEGE OF ARTS  
AND SCIENCE FOR WOMEN  
MADHANANGKUPPAM, CHENNAI - 600099



# SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

2.7.2011

To

Ms. P. Kalpana,  
No. 2365, 'A' Type,  
Ayapakkam Housing Board,  
Friends Street,  
Chennai- 600 077.

Sub: **Appointment Order** for the post of Lecturer, Department of Information  
System Management -reg.

This has reference to your application and the subsequent interview conducted on  
2.7.2011, and the selection committee is pleased to appoint you as Lecturer,  
**Information System Management**, subject to the approval from the University of  
Madras, Chennai 600 005.

This appointment takes effect from **18.7.2011** and the consolidated salary will be  
Rs. 12,000 /- per month.

Chairman.

Chairman  
SOKA IKEDA COLLEGE OF ARTS  
AND SCIENCE FOR WOMEN  
MADHANANGKUPPAM, CHENNAI - 600099.



# SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

17.11.2011

To  
Mrs. J. Parvathy,  
No.2B, J.P Nagar,  
II Street,  
Surapet,  
Chennai- 600 066

Sub: Appointment Order for the post of Lecturer, Department of Information  
System Management -reg.

With reference to your application and the subsequent interview conducted on  
17.11.2011, the selection committee is pleased to appoint you as Lecturer, Department  
of Information System Management.

This appointment takes effect from 01.12.2011 and the consolidated salary will be  
Rs. 11,000 /- per month.

  
Chairman.

Chairman  
SOKA IKEDA COLLEGE OF ARTS  
AND SCIENCE FOR WOMEN  
MADHANANGKUPPAM, CHENNAI - 600099.





# SETHU VALLIAMMAL EDUCATIONAL TRUST

(Regn. No. 162 of 87 dt. 10.02.89)

## SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

Chennai – 600 099,  
Date: 17-05-2018

To

Ms. D. Malathy, MCA., M.Phil.

No.84, 2<sup>nd</sup> Street

Moogambigai Nagar

Kallikuppam

Ambattur

Chennai- 600 053.

Email:d.malathy@ymail.com

Mobile:9600272020

### LETTER OF APPOINTMENT

Dear Madam,

With reference to your application dated 02-04-2018 and subsequent interview you had with us on 16-05-2018 we have the pleasure in appointing you for the post of Assistant Professor in the Department of Information System Management of Soka Ikeda College of Arts and Science for Women, Sethu Bhaskara Nagar, Madhanangkuppam, Chennai – 600 099 with effect from 11-06-2018 on probationary basis, on the following terms and conditions:

1. That, you will be paid a salary of Rs.17,750/= ( Seventeen Thousand Seven Hundred and Fifty) per month.
2. That, this appointment is made subject to the approval of the University of Madras.
3. That, initially you will be on probation for a period of two years, from the date of your joining duty which may be extended to or terminated earlier at the sole discretion of the Management unless and until confirmed in writing by the Management, your service shall be deemed to be on probation even after the expiry of the probation period or the extended period, if any of such probation.
4. That, you are requested to produce all your original certificates and service certificates.

Continued in page 2.

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai-600 099.

Phone : 044-2686 3177 / 9677717456

Email:sokaikeda@rediffmail.com, Website: www.sokaikedacollege.in

5. That, after having served the appointment order, if you do not join duty on the date specified by the Management, you are liable to pay one month salary to the Management as a prerequisite condition to release the certificates submitted by you.
6. That, you shall be entitled to any salary for the month of May, during the probationary period, provided, you must have completed 8 months of service satisfactorily from the date of joining duty and are willing to continue your service in our college. Besides, to claim the benefit of the May salary, you must have joined the duty on the re-opening day of the ensuing academic year as declared by the Management.
7. That, you can be considered for yearly increment after the successful completion of the probationary period. The conditionality of increment purely rests with on the discretion of the Management.
8. That, you shall work under the general guidance, supervision and direction of the Principal and Management.
9. That, it is mandatory on the part of the incumbent not to leave the institution during in the middle of an academic year.
10. That, in the event of your resignation after having served an appointment order during the probationary period you shall have to give two months notice, failing which, you are liable to pay two months salary to the Management and the notice for the resignation will be accepted only on the 1<sup>st</sup> of April ( of an academic year) and effective till completion of the same academic year.
11. That, your appointment will be subject to termination at any time by one month notice in written by the Management or by payment of one month salary in lieu of such a notice.
12. That, you will be responsible for the safe keeping and return in good condition of all the records and property which may be in your use, custody or charge.
13. That you should obtain prior permission from the Management for any further study through Distance Education Programme or by any other means.
14. That, you are expected to be punctual and regular in attendance of your duties and shall not absent yourself with our prior permission of the Principal and the Management. If you remain absent for a consecutive or continuous period of three days or over stay for three days after the expiry of leave period, without leave or permission from the Management, it will be deemed that you have voluntarily abandoned or resigned your service without any notice and you are liable to pay 2 months salary to the Management.
15. That, you must be willing to participate in the in-service training programme / seminar / workshop organized by the Management / outside agency from time to time to upgrade your teaching methodology / enrich your knowledge and skills to upgrade your teaching methodology / enrich your knowledge and skills to upgrade the quality of education delivered.

Continued in page 3.

16. That, you shall take an abiding interest in the students career both inside and outside the college and shall promote physical, intellectual and moral welfare of pupils.
17. That, you are not allowed to use corporal punishment by any means to correct the erring student. Administering such method will affect the student both physically and mentally, which in turn cause unnecessary difficulties to the Heads and the Management as this method of correction is banned in Tamilnadu in June 2003 through amendment of Rule 51 of Tamilnadu Education Rules prohibiting the infliction of physical / mental pain during corrective measures. You are liable to be dismissed from service in case you have resorted to the corporal punishment to use as corrective method.
18. That, you shall not undertake any part-time or full-time, direct or indirect, honorary or remunerative, job / assignment in any college / business concern during the period of your service. If found so, your service shall be terminated without notice. You shall not undertake private tuition either in the college or at your residence / residence of the student without the written permission of the Management. If the rule is violated, your service shall be liable to be terminated without any notice.
19. That, at any time in the opinion of the Management which will be final in the matter, you are found guilty of dishonesty, disobedience, disorderly behavior, negligence, indiscipline or any other act considered by the Management as detrimental to its interest or of violation of one or more terms of this appointment, your service may be terminated or dismissed without notice and without compensation.
20. That, your service conditions shall be governed by this contract and also by the Management's standing orders, rules and regulations which are being in force for the time being or may be framed from time to time according to law.
21. That, you will retire automatically without notice on your attaining the age of 58 or earlier if you are found to be medically unfit.

This appointment order is given to you in duplicate for your perusal. If the terms and conditions given in this order are acceptable to you, you are expected to return to us the duplicate copy of this order, after writing as **All the terms are understood and accepted** and signing it with date.

  
PRESIDENT

  
SECRETARY

  
CHAIRMAN

.....  
  
Signature of the candidate

11-6-18  
Date

Name of the candidate in CAPITALS : D. MALATHY .....





# SOKA IKEDA COLLEGE OF ARTS AND SCIENCE FOR WOMEN

(Affiliated to the University of Madras)


30.01.2016.

To

Ms. H. Nirmala  
23, FI-A, A Block  
PVV Enclave  
Perumal Koil Street  
Old Pallavaram  
Chennai- 600 117

Sub: **Appointment Order** for the post of Assistant Professor, Department of Economics [part time] - reg.

With reference to your application and the subsequent interview conducted on 30.01.2016, we are pleased to appoint you as Assistant Professor in the **Department of Economics** in part time per hour basis with effect from **01.02.2016**.

  
Chairman.

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai- 600 099.

Cell : 96777 17456 / Phone: 044-2903 3707

E-mail: sokaikeda@rediffmail.com Web: sokaikedacollege.in

# SETHU VALLIAMMAL EDUCATIONAL TRUST

(Regn. No. 162 of 87 dt. 10.02.89)

No. 59, Valliammal Street, Pudur, Ambattur, Chennai-600053.

e-mail : sethubhaskara@gmail.com  
sethukumanan@yahoo.in

Telephone : 91-44-2658 5871  
Telex : 91-44-2658 2251

Founder :  
**Mr. Sethu Bhaskaran**

Managing Trustee :  
**Dr. Sethu Kumanan**

Trustee :  
**Mrs. Sethu Irani**

**Sethu Bhaskara Matric.  
Hr. Secondary School**  
Chennai-600 053.

**Sethu Bhaskara Industrial  
Training Centre**  
(Recognised by Govt. of India)  
Kandaramanickam  
Sivaganga District-630204.

**Dr. Ikeda School**  
Anna Nagar West,  
Chennai - 600101.

**Soka Ikeda College of  
Arts & Science for  
Women**  
(Affiliated to Madras University)  
Chennai-600 099.

**Sethu Irani Matric.  
Hr. Secondary School**  
Kandaramanickam,  
Sivaganga District-630204.

**Sethu Bhaskara  
Agricultural College and  
Research Foundation**  
Kalam Kavi Grammam,  
Visalayankottai, Karaikudi Taluk,  
Sivagangai District - 630 306.

Chennai- 600 099  
Date: 05.05.2016

To

**Ms. T. Sasikala**  
38, Thirumurugan Koil Street  
Thiruvalluvar Nagar  
Kolathur,  
Chennai- 600099  
Phone : 9884776906  
E-mail: sasi\_hr@yahoo.co.in



## LETTER OF APPOINTMENT

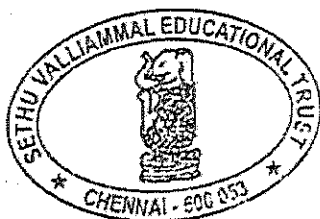
Dear Madam,

With reference to your application dated 24.03.2016 and subsequent interview you had with us on 11.04.2016, we have the pleasure in appointing you for the post of Assistant Professor in the **Department of Economics** of Soka Ikeda College of Arts and Science for Women, Sethu Bhaskara Nagar, Madhanangkuppam, Chennai - 600 099 with effect from **10.06.2016** on probationary basis, on the following terms and conditions:

1. That, you will be paid a salary of Rs.15,600/= ( Fifteen Thousand and Six hundred) per month.
2. That, this appointment is made subject to the approval of the University of Madras.
3. That, initially you will be on probation for a period of two years, from the date of your joining duty which may be extended to or terminated earlier at the sole discretion of the Management unless and until confirmed in writing by the Management, your service shall be deemed to be on probation even after the expiry of the probation period or the extended period, if any of such probation.
4. That, you are requested to produce all your original certificates and service certificates.

Continued in page 2.

5. That, after having served the appointment order, if you do not join duty on the date specified by the Management, you are liable to pay one month salary to the Management as a prerequisite condition to release the certificates submitted by you.
6. That, you shall be entitled to any salary for the month of May, during the probationary period, provided, you must have completed 8 months of service satisfactorily from the date of joining duty and are willing to continue your service in our college. Besides, to claim the benefit of the May salary, you must have joined the duty on the re-opening day of the ensuing academic year as declared by the Management.
7. That, you can be considered for yearly increment after the successful completion of the probationary period. The conditionality of increment purely rests with on the discretion of the Management.
8. That, you shall work under the general guidance, supervision and direction of the Principal and Management.
9. That, it is mandatory on the part of the incumbent not to leave the institution during in the middle of an academic year.
10. That, in the event of your resignation after having served an appointment order during the probationary period you shall have to give two months notice, failing which, you are liable to pay two months salary to the Management and the notice for the resignation will be accepted only on the 1<sup>st</sup> of April ( of an academic year) and effective till completion of the same academic year.
11. That, your appointment will be subject to termination at any time by one month notice in written by the Management or by payment of one month salary in lieu of such a notice.
12. That, you will be responsible for the safe keeping and return in good condition of all the records and property which may be in your use, custody or charge.
13. That you should obtain prior permission from the Management for any further study through Distance Education Programme or by any other means.
14. That, you are expected to be punctual and regular in attendance of your duties and shall not absent yourself with our prior permission of the Principal and the Management. If you remain absent for a consecutive or continuous period of three days or over stay for three days after the expiry of leave period, without leave or permission from the Management, it will be deemed that you have voluntarily abandoned or resigned your service without any notice and you are liable to pay 2 months salary to the Management.
15. That, you must be willing to participate in the in-service training programme / seminar / workshop organized by the Management / outside agency from time to time to upgrade your teaching methodology / enrich your knowledge and skills to upgrade your teaching methodology / enrich your knowledge and skills to upgrade the quality of education delivered.



Continued in page 3.



16. That, you shall take an abiding interest in the students career both inside and outside the college and shall promote physical, intellectual and moral welfare of pupils.
17. That, you are not allowed to use corporal punishment by any means to correct the erring student. Administering such method will affect the student both physically and mentally, which in turn cause unnecessary difficulties to the Heads and the Management as this method of correction is banned in Tamilnadu in June 2003 through amendment of Rule 51 of Tamilnadu Education Rules prohibiting the infliction of physical / mental pain during corrective measures. You are liable to be dismissed from service in case you have resorted to the corporal punishment to use as corrective method.
18. That, you shall not undertake any part-time or full-time, direct or indirect, honorary or remunerative, job / assignment in any college / business concern during the period of your service. If found so, your service shall be terminated without notice. You shall not undertake private tuition either in the college or at your residence / residence of the student without the written permission of the Management. If the rule is violated, your service shall be liable to be terminated without any notice.
19. That, at any time in the opinion of the Management which will be final in the matter, you are found guilty of dishonesty, disobedience, disorderly behavior, negligence, indiscipline or any other act considered by the Management as detrimental to its interest or of violation of one or more terms of this appointment, your service may be terminated or dismissed without notice and without compensation.
20. That, your service conditions shall be governed by this contract and also by the Management's standing orders, rules and regulations which are being in force for the time being or may be framed from time to time according to law.
21. That, you will retire automatically without notice on your attaining the age of 58 or earlier if you are found to be medically unfit.

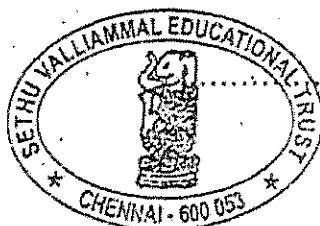
45/81

This appointment order is given to you in duplicate for your perusal. If the terms and conditions given in this order are acceptable to you, you are expected to return to us the duplicate copy of this order, after writing as All the terms are understood and accepted and signing it with date.


  
PRESIDENT

  
SECRETARY

  
CHAIRMAN



ALL THE TERMS ARE UNDERSTOOD AND ACCEPTED.

  
Signature of the candidate

5-05-2016  
Date

Name of the candidate in CAPITALS : D. SASIKALA

**SETHU VALLIAMMAL EDUCATIONAL TRUST**  
(Regn. No. 162 of 87 dt. 10.02.89)  
**SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN**  
(Affiliated to the University of Madras)

To

Mrs. S. Joseph Bency Prisca, M.A., M.Phil.,  
81-C, Lena Mansion, Majestic Colony  
Near Kesavardini Bus Stop  
Valasaravakkam  
Chennai- 600087  
Ph. 9884404995

Chennai - 600 099,  
Date: 09-06-2017



**LETTER OF APPOINTMENT**

Dear Madam,

With reference to your application dated 07-04-2017 and subsequent interview you had with us on 07-04-2017 we have the pleasure in appointing you for the post of Assistant Professor in the Department of Economics of Soka Ikeda College of Arts and Science for Women, Sethu Bhaskara Nagar, Madhanangkuppam, Chennai - 600 099 with effect from 14-06-2017 on probationary basis, on the following terms and conditions:

1. That, you will be paid a salary of Rs.16,350/= ( Sixteen Thousand Three Hundred Fifty ) per month.
2. That, this appointment is made subject to the approval of the University of Madras.
3. That, initially you will be on probation for a period of two years, from the date of your joining duty which may be extended to or terminated earlier at the sole discretion of the Management unless and until confirmed in writing by the Management, your service shall be deemed to be on probation even after the expiry of the probation period or the extended period, if any of such probation.
4. That, you are requested to produce all your original certificates and service certificates.

Attested by  
Bn. [Signature] 08/03/22

Dr. N. Suresh Babu, M.A., M.Phil., B.Ed., M.B.A., Ph.D;  
Associate Professor,  
PG & Research,  
Department of Economics,  
Presidency College,  
Chennai - 600 005.

Continued in page 2.

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai-600 099.  
Phone : 044-29033707 / 9677717456  
Email: sokalkeda@rediffmail.com, Website: www.sokaikedacollege.in

5. That, after having served the appointment order, if you do not join duty on the date specified by the Management, you are liable to pay one month salary to the Management as a prerequisite condition to release the certificates submitted by you.
6. That, you shall be entitled to any salary for the month of May, during the probationary period, provided, you must have completed 8 months of service satisfactorily from the date of joining duty and are willing to continue your service in our college. Besides, to claim the benefit of the May salary, you must have joined the duty on the re-opening day of the ensuing academic year as declared by the Management.
7. That, you can be considered for yearly increment after the successful completion of the probationary period. The conditionality of increment purely rests with on the discretion of the Management.
8. That, you shall work under the general guidance, supervision and direction of the Principal and Management.
9. That, it is mandatory on the part of the incumbent not to leave the institution during in the middle of an academic year.
10. That, in the event of your resignation after having served an appointment order during the probationary period you shall have to give two months notice, failing which, you are liable to pay two months salary to the Management and the notice for the resignation will be accepted only on the 1<sup>st</sup> of April ( of an academic year) and effective till completion of the same academic year.
11. That, your appointment will be subject to termination at any time by one month notice in written by the Management or by payment of one month salary in lieu of such a notice.
12. That, you will be responsible for the safe keeping and return in good condition of all the records and property which may be in your use, custody or charge.
13. That you should obtain prior permission from the Management for any further study through Distance Education Programme or by any other means.
14. That, you are expected to be punctual and regular in attendance of your duties and shall not absent yourself with our prior permission of the Principal and the Management. If you remain absent for a consecutive or continuous period of three days or over stay for three days after the expiry of leave period, without leave or permission from the Management, it will be deemed that you have voluntarily abandoned or resigned your service without any notice and you are liable to pay 2 months salary to the Management.
15. That, you must be willing to participate in the in-service training programme / seminar / workshop organized by the Management / outside agency from time to time to upgrade your teaching methodology / enrich your knowledge and skills to upgrade your teaching methodology / enrich your knowledge and skills to upgrade the quality of education delivered.

Attested by  
B. N. Suresh

Continued in page 3.  
B. N. Suresh B.A., M.A., M.Phil, B.Ed., M.B.A., Ph.D.  
Associate Professor,  
PG & Research,  
Department of Economics,  
Presidency College,  
Chennai - 600 005.



16. That, you shall take an abiding interest in the students career both inside and outside the college and shall promote physical, intellectual and moral welfare of pupils.
17. That, you are not allowed to use corporal punishment by any means to correct the erring student. Administering such method will affect the student both physically and mentally, which in turn cause unnecessary difficulties to the Heads and the Management as this method of correction is banned in Tamilnadu in June 2003 through amendment of Rule 51 of Tamilnadu Education Rules prohibiting the infliction of physical / mental pain during corrective measures. You are liable to be dismissed from service in case you have resorted to the corporal punishment to use as corrective method.
18. That, you shall not undertake any part-time or full-time, direct or indirect, honorary or remunerative, job / assignment in any college / business concern during the period of your service. If found so, your service shall be terminated without notice. You shall not undertake private tuition either in the college or at your residence / residence of the student without the written permission of the Management. If the rule is violated, your service shall be liable to be terminated without any notice.
19. That, at any time in the opinion of the Management which will be final in the matter, you are found guilty of dishonesty, disobedience, disorderly behavior, negligence, indiscipline or any other act considered by the Management as detrimental to its interest or of violation of one or more terms of this appointment, your service may be terminated or dismissed without notice and without compensation.
20. That, your service conditions shall be governed by this contract and also by the Management's standing orders, rules and regulations which are being in force for the time being or may be framed from time to time according to law.
21. That, you will retire automatically without notice on your attaining the age of 58 or earlier if you are found to be medically unfit.

This appointment order is given to you in duplicate for your perusal. If the terms and conditions given in this order are acceptable to you, you are expected to return to us the duplicate copy of this order, after writing as All the terms are understood and accepted and signing it with date.

*Abagan*  
PRESIDENT

*Kjlk*  
SECRETARY

*Punanan*  
CHAIRMAN

Attested by  
Bn. *[Signature]* 08/03/2021

*[Signature]*  
Signature of the candidate  
Date 14.6.17.  
Dr. N. Suresh Babu, M.A., M.Phil., B.Ed., M.B.A., M.D.  
Associate Professor,  
Name of the candidate in CAPITALS : S. JOSEPH BENCY PRISCA  
Department of Economics  
Presidency College,  
Chennai - 600 005.

**SETHU VALLIAMMAL EDUCATIONAL TRUST**  
(Regn. No. 162 of 87 dt. 10.02.89)  
**SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN**  
(Affiliated to the University of Madras)



To

Chennai – 600 099,  
Date: 09-06-2017

Ms. B. Deepa  
No. 128, Sneham Apartment  
K.K. Road,  
Ambattur  
Chennai- 600053  
Ph.:9094211695

**LETTER OF APPOINTMENT**

Dear Madam,

With reference to your application dated 04-05-2017 and subsequent interview you had with us on 29-05-2017 we have the pleasure in appointing you for the post of Assistant Professor in the Department of Economics of Soka Ikeda College of Arts and Science for Women, Sethu Bhaskara Nagar, Madhanangkuppam, Chennai – 600 099 with effect from 14-06-2017 on probationary basis, on the following terms and conditions:

1. That, you will be paid a salary of Rs. 15,600/= (Fifteen Thousand Six Hundred ) per month.
2. That, this appointment is made subject to the approval of the University of Madras.
3. That, initially you will be on probation for a period of two years, from the date of your joining duty which may be extended to or terminated earlier at the sole discretion of the Management unless and until confirmed in writing by the Management, your service shall be deemed to be on probation even after the expiry of the probation period or the extended period, if any of such probation.
4. That, you are requested to produce all your original certificates and service certificates.

Continued in page 2.

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai-600 099.  
Phone : 044-29033707 / 9677717456  
Email:sokaikeda@rediffmail.com, Website: www.sokaikedacollege.in


5. That, after having served the appointment order, if you do not join duty on the date specified by the Management, you are liable to pay one month salary to the Management as a prerequisite condition to release the certificates submitted by you.
6. That, you shall be entitled to any salary for the month of May, during the probationary period, provided, you must have completed 8 months of service satisfactorily from the date of joining duty and are willing to continue your service in our college. Besides, to claim the benefit of the May salary, you must have joined the duty on the re-opening day of the ensuing academic year as declared by the Management.
7. That, you can be considered for yearly increment after the successful completion of the probationary period. The conditionality of increment purely rests with on the discretion of the Management:
8. That, you shall work under the general guidance, supervision and direction of the Principal and Management.
9. That, it is mandatory on the part of the incumbent not to leave the institution during in the middle of an academic year.
10. That, in the event of your resignation after having served an appointment order during the probationary period you shall have to give two months notice, failing which, you are liable to pay two months salary to the Management and the notice for the resignation will be accepted only on the 1<sup>st</sup> of April ( of an academic year) and effective till completion of the same academic year.
11. That, your appointment will be subject to termination at any time by one month notice in written by the Management or by payment of one month salary in lieu of such a notice.
12. That, you will be responsible for the safe keeping and return in good condition of all the records and property which may be in your use, custody or charge.
13. That you should obtain prior permission from the Management for any further study through Distance Education Programme or by any other means.
14. That, you are expected to be punctual and regular in attendance of your duties and shall not absent yourself with our prior permission of the Principal and the Management. If you remain absent for a consecutive or continuous period of three days or over stay for three days after the expiry of leave period, without leave or permission from the Management, it will be deemed that you have voluntarily abandoned or resigned your service without any notice and you are liable to pay 2 months salary to the Management.
15. That, you must be willing to participate in the in-service training programme / seminar / workshop organized by the Management / outside agency from time to time to upgrade your teaching methodology / enrich your knowledge and skills to upgrade your teaching methodology / enrich your knowledge and skills to upgrade the quality of education delivered.

Continued in page 3.




16. That, you shall take an abiding interest in the students career both inside and outside the college and shall promote physical, intellectual and moral welfare of pupils.
17. That, you are not allowed to use corporal punishment by any means to correct the erring student. Administering such method will affect the student both physically and mentally, which in turn cause unnecessary difficulties to the Heads and the Management as this method of correction is banned in Tamilnadu in June 2003 through amendment of Rule 51 of Tamilnadu Education Rules prohibiting the infliction of physical / mental pain during corrective measures. You are liable to be dismissed from service in case you have resorted to the corporal punishment to use as corrective method.
18. That, you shall not undertake any part-time or full-time, direct or indirect, honorary or remunerative, job / assignment in any college / business concern during the period of your service. If found so, your service shall be terminated without notice. You shall not undertake private tuition either in the college or at your residence / residence of the student without the written permission of the Management. If the rule is violated, your service shall be liable to be terminated without any notice.
19. That, at any time in the opinion of the Management which will be final in the matter, you are found guilty of dishonesty, disobedience, disorderly behavior, negligence, indiscipline or any other act considered by the Management as detrimental to its interest or of violation of one or more terms of this appointment, your service may be terminated or dismissed without notice and without compensation.
20. That, your service conditions shall be governed by this contract and also by the Management's standing orders, rules and regulations which are being in force for the time being or may be framed from time to time according to law.
21. That, you will retire automatically without notice on your attaining the age of 58 or earlier if you are found to be medically unfit.

This appointment order is given to you in duplicate for your perusal. If the terms and conditions given in this order are acceptable to you, you are expected to return to us the duplicate copy of this order, after writing as All the terms are understood and accepted and signing it with date.

  
PRESIDENT

  
SECRETARY

  
CHAIRMAN

  
Signature of the candidate

14/06/2017  
Date

Name of the candidate in CAPITALS : B. DEEPA



# SETHU VALLIAMMAL EDUCATIONAL TRUST

(Regn. No. 162 of 87 dt. 10.02.89)

## SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

To

Ms. C. Reeda Lenus

9262, TNHB

Ayapakkam

Chennai- 600077

Phone : 9994841401

E-mail: reedalenus@rediffmail.com

Chennai- 600 099

Date: 30.09.2016



### LETTER OF APPOINTMENT

Dear Madam,

With reference to your application dated 21-03-2016 and subsequent interview you had with us on 06-04-2016 we have the pleasure in appointing you for the post of Assistant Professor in the Department of Physics of Computer Applications of Soka Ikeda College of Arts and Science for Women, Sethu Bhaskara Nagar, Madhanangkuppam, Chennai - 600 099 with effect from 01-10-2016 on probationary basis, on the following terms and conditions:

1. That, you will be paid a salary of Rs.15,600/= (Fifteen thousand and six hundred) per month.
2. That, this appointment is made subject to the approval of the University of Madras.
3. That, initially you will be on probation for a period of two years, from the date of your joining duty which may be extended to or terminated earlier at the sole discretion of the Management unless and until confirmed in writing by the Management, your service shall be deemed to be on probation even after the expiry of the probation period or the extended period, if any of such probation.
4. That, you are requested to produce all your original certificates and service certificates.

Continued in page 2.

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai-600 099.

Phone : 044-29033707 / 9677717456

Email:sokaikeda@rediffmail.com, Website: www.sokaikedacollege.in



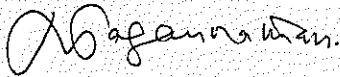
5. That, after having served the appointment order, if you do not join duty on the date specified by the Management, you are liable to pay one month salary to the Management as a prerequisite condition to release the certificates submitted by you.
6. That, you shall be entitled to any salary for the month of May, during the probationary period, provided, you must have completed 8 months of service satisfactorily from the date of joining duty and are willing to continue your service in our college. Besides, to claim the benefit of the May salary, you must have joined the duty on the re-opening day of the ensuing academic year as declared by the Management.
7. That, you can be considered for yearly increment after the successful completion of the probationary period. The conditionality of increment purely rests with on the discretion of the Management.
8. That, you shall work under the general guidance, supervision and direction of the Principal and Management.
9. That, it is mandatory on the part of the incumbent not to leave the institution during in the middle of an academic year.
10. That, in the event of your resignation after having served an appointment order during the probationary period you shall have to give two months notice, failing which, you are liable to pay two months salary to the Management and the notice for the resignation will be accepted only on the 1<sup>st</sup> of April ( of an academic year) and effective till completion of the same academic year.
11. That, your appointment will be subject to termination at any time by one month notice in written by the Management or by payment of one month salary in lieu of such a notice.
12. That, you will be responsible for the safe keeping and return in good condition of all the records and property which may be in your use, custody or charge.
13. That you should obtain prior permission from the Management for any further study through Distance Education Programme or by any other means.
14. That, you are expected to be punctual and regular in attendance of your duties and shall not absent yourself with our prior permission of the Principal and the Management. If you remain absent for a consecutive or continuous period of three days or over stay for three days after the expiry of leave period, without leave or permission from the Management, it will be deemed that you have voluntarily abandoned or resigned your service without any notice and you are liable to pay 2 months salary to the Management.
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Continued in page 3.



16. That, you shall take an abiding interest in the students career both inside and outside the college and shall promote physical, intellectual and moral welfare of pupils.
17. That, you are not allowed to use corporal punishment by any means to correct the erring student. Administering such method will affect the student both physically and mentally, which in turn cause unnecessary difficulties to the Heads and the Management as this method of correction is banned in Tamilnadu in June 2003 through amendment of Rule 51 of Tamilnadu Education Rules prohibiting the infliction of physical / mental pain during corrective measures. You are liable to be dismissed from service in case you have resorted to the corporal punishment to use as corrective method.
18. That, you shall not undertake any part-time or full-time, direct or indirect, honorary or remunerative, job / assignment in any college / business concern during the period of your service. If found so, your service shall be terminated without notice. You shall not undertake private tuition either in the college or at your residence / residence of the student without the written permission of the Management. If the rule is violated, your service shall be liable to be terminated without any notice.
19. That, at any time in the opinion of the Management which will be final in the matter, you are found guilty of dishonesty, disobedience, disorderly behavior, negligence, indiscipline or any other act considered by the Management as detrimental to its interest or of violation of one or more terms of this appointment, your service may be terminated or dismissed without notice and without compensation.
20. That, your service conditions shall be governed by this contract and also by the Management's standing orders, rules and regulations which are being in force for the time being or may be framed from time to time according to law.
21. That, you will retire automatically without notice on your attaining the age of 58 or earlier if you are found to be medically unfit.

This appointment order is given to you in duplicate for your perusal. If the terms and conditions given in this order are acceptable to you, you are expected to return to us the duplicate copy of this order, after writing as All the terms are understood and accepted and signing it with date.



PRESIDENT




SECRETARY



PRINCIPAL

CHAIRMAN

.....  
  
Signature of the candidate

30.09.2016  
Date

Name of the candidate in CAPITALS : ..... C. REEDA LENOUS.....



# SETHU VALLIAMMAL EDUCATIONAL TRUST

(Regn. No. 162 of 87 dt. 10.02.89)

## SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

Chennai – 600 099,  
Date :23-04-2018

To

Dr. M. Abila Marselin

No.46/51, First Floor

Ponnankinaru Street

Villivakkam

Chennai- 600 049

Mobile: 9444852538

Email: gejaylenin@gmail.com

### LETTER OF APPOINTMENT

Dear Madam,

With reference to your application dated 15-03-2018 and subsequent interview you had with us on 04-04-2018, we have the pleasure in appointing you for the post of Assistant Professor in the Department of Physics with Computer Applications of Soka Ikeda College of Arts and Science for Women, Sethu Bhaskara Nagar, Madhanangkuppam, Chennai – 600 099 with effect from 11-06-2018 on probationary basis, on the following terms and conditions:

1. That, you will be paid a salary of Rs.20,000/= (Rupees Twenty Thousand) per month.
2. That, this appointment is made subject to the approval of the University of Madras.
3. That, initially you will be on probation for a period of two years, from the date of your joining duty which may be extended to or terminated earlier at the sole discretion of the Management unless and until confirmed in writing by the Management, your service shall be deemed to be on probation even after the expiry of the probation period or the extended period, if any of such probation.
4. That, you are requested to produce all your original certificates and service certificates.

Continued in page 2.

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai-600 099.

Phone : 044-2686 3177 / 9677717456

Email:sokaikeda@rediffmail.com, Website: www.sokaikedacollege.in

5. That, after having served the appointment order, if you do not join duty on the date specified by the Management, you are liable to pay one month salary to the Management as a prerequisite condition to release the certificates submitted by you.
6. That, you shall be entitled to any salary for the month of May, during the probationary period, provided, you must have completed 8 months of service satisfactorily from the date of joining duty and are willing to continue your service in our college. Besides, to claim the benefit of the May salary, you must have joined the duty on the re-opening day of the ensuing academic year as declared by the Management.
7. That, you can be considered for yearly increment after the successful completion of the probationary period. The conditionality of increment purely rests with on the discretion of the Management.
8. That, you shall work under the general guidance, supervision and direction of the Principal and Management.
9. That, it is mandatory on the part of the incumbent not to leave the institution during in the middle of an academic year.
10. That, in the event of your resignation after having served an appointment order during the probationary period you shall have to give two months notice, failing which, you are liable to pay two months salary to the Management and the notice for the resignation will be accepted only on the 1<sup>st</sup> of April ( of an academic year) and effective till completion of the same academic year.
11. That, your appointment will be subject to termination at any time by one month notice in written by the Management or by payment of one month salary in lieu of such a notice.
12. That, you will be responsible for the safe keeping and return in good condition of all the records and property which may be in your use, custody or charge.
13. That you should obtain prior permission from the Management for any further study through Distance Education Programme or by any other means.
14. That, you are expected to be punctual and regular in attendance of your duties and shall not absent yourself with our prior permission of the Principal and the Management. If you remain absent for a consecutive or continuous period of three days or over stay for three days after the expiry of leave period, without leave or permission from the Management, it will be deemed that you have voluntarily abandoned or resigned your service without any notice and you are liable to pay 2 months salary to the Management.
15. That, you must be willing to participate in the in-service training programme / seminar / workshop organized by the Management / outside agency from time to time to upgrade your teaching methodology / enrich your knowledge and skills to upgrade your teaching methodology / enrich your knowledge and skills to upgrade the quality of education delivered.



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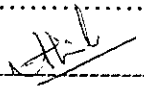
16. That, you shall take an abiding interest in the students career both inside and outside the college and shall promote physical, intellectual and moral welfare of pupils.
17. That, you are not allowed to use corporal punishment by any means to correct the erring student. Administering such method will affect the student both physically and mentally, which in turn cause unnecessary difficulties to the Heads and the Management as this method of correction is banned in Tamilnadu in June 2003 through amendment of Rule 51 of Tamilnadu Education Rules prohibiting the infliction of physical / mental pain during corrective measures. You are liable to be dismissed from service in case you have resorted to the corporal punishment to use as corrective method.
18. That, you shall not undertake any part-time or full-time, direct or indirect, honorary or remunerative, job / assignment in any college / business concern during the period of your service. If found so, your service shall be terminated without notice. You shall not undertake private tuition either in the college or at your residence / residence of the student without the written permission of the Management. If the rule is violated, your service shall be liable to be terminated without any notice.
19. That, at any time in the opinion of the Management which will be final in the matter, you are found guilty of dishonesty, disobedience, disorderly behavior, negligence, indiscipline or any other act considered by the Management as detrimental to its interest or of violation of one or more terms of this appointment, your service may be terminated or dismissed without notice and without compensation.
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21. That, you will retire automatically without notice on your attaining the age of 58 or earlier if you are found to be medically unfit.

This appointment order is given to you in duplicate for your perusal. If the terms and conditions given in this order are acceptable to you, you are expected to return to us the duplicate copy of this order, after writing as **All the terms are understood and accepted** and signing it with date.

  
PRESIDENT

  
SECRETARY

  
CHAIRMAN

.....  
  
Signature of the candidate

23.04.2018  
Date

Name of the candidate in CAPITALS : D. M. ABILA MARSELIN



# SETHU VALLIAMMAL EDUCATIONAL TRUST

(Regn. No. 162 of 87 dt. 10.02.89)

## SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

Chennai – 600 099,  
Date: 17-05-2018

To

Dr. T. Evangeline Rebecca, M.Sc. M.Phil., Ph.D.  
No. 9/5, Elumalai Street  
Ayanavaram  
Chennai- 600 023  
Email: [evangeline\\_rebecca@yahoo.co.in](mailto:evangeline_rebecca@yahoo.co.in)  
Mobile: 9486025461



### LETTER OF APPOINTMENT

Dear Madam,

With reference to your application dated 17-03-2018 and subsequent interview you had with us on 04-04-2018 we have the pleasure in appointing you for the post of Assistant Professor in the Department of Physics with Computer Applications of Soka Ikeda College of Arts and Science for Women, Sethu Bhaskara Nagar, Madhanangkuppam, Chennai – 600 099 with effect from 11-06-2018 on probationary basis, on the following terms and conditions:

1. That, you will be paid a salary of Rs.20,000/= ( Twenty Thousand) per month.
2. That, this appointment is made subject to the approval of the University of Madras.
3. That, initially you will be on probation for a period of two years, from the date of your joining duty which may be extended to or terminated earlier at the sole discretion of the Management unless and until confirmed in writing by the Management, your service shall be deemed to be on probation even after the expiry of the probation period or the extended period, if any of such probation.
4. That, you are requested to produce all your original certificates and service certificates.


Continued in page 2.

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai-600 099.

Phone : 044-2686 3177 / 9677717456

Email: [sokaikeda@rediffmail.com](mailto:sokaikeda@rediffmail.com), Website: [www.sokaikedacollege.in](http://www.sokaikedacollege.in)

5. That, after having served the appointment order, if you do not join duty on the date specified by the Management, you are liable to pay one month salary to the Management as a prerequisite condition to release the certificates submitted by you.
6. That, you shall be entitled to any salary for the month of May, during the probationary period, provided, you must have completed 8 months of service satisfactorily from the date of joining duty and are willing to continue your service in our college. Besides, to claim the benefit of the May salary, you must have joined the duty on the re-opening day of the ensuing academic year as declared by the Management.
7. That, you can be considered for yearly increment after the successful completion of the probationary period. The conditionality of increment purely rests with on the discretion of the Management.
8. That, you shall work under the general guidance, supervision and direction of the Principal and Management.
9. That, it is mandatory on the part of the incumbent not to leave the institution during in the middle of an academic year.
10. That, in the event of your resignation after having served an appointment order during the probationary period you shall have to give two months notice, failing which, you are liable to pay two months salary to the Management and the notice for the resignation will be accepted only on the 1<sup>st</sup> of April ( of an academic year) and effective till completion of the same academic year.
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12. That, you will be responsible for the safe keeping and return in good condition of all the records and property which may be in your use, custody or charge.
13. That you should obtain prior permission from the Management for any further study through Distance Education Programme or by any other means.
14. That, you are expected to be punctual and regular in attendance of your duties and shall not absent yourself with our prior permission of the Principal and the Management. If you remain absent for a consecutive or continuous period of three days or over stay for three days after the expiry of leave period, without leave or permission from the Management, it will be deemed that you have voluntarily abandoned or resigned your service without any notice and you are liable to pay 2 months salary to the Management.
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Continued in page 3.



16. That, you shall take an abiding interest in the students career both inside and outside the college and shall promote physical, intellectual and moral welfare of pupils.

17. That, you are not allowed to use corporal punishment by any means to correct the erring student. Administering such method will affect the student both physically and mentally, which in turn cause unnecessary difficulties to the Heads and the Management as this method of correction is banned in Tamilnadu in June 2003 through amendment of Rule 51 of Tamilnadu Education Rules prohibiting the infliction of physical / mental pain during corrective measures. You are liable to be dismissed from service in case you have resorted to the corporal punishment to use as corrective method.

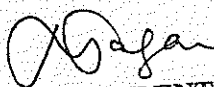
18. That, you shall not undertake any part-time or full-time, direct or indirect, honorary or remunerative, job / assignment in any college / business concern during the period of your service. If found so, your service shall be terminated without notice. You shall not undertake private tuition either in the college or at your residence / residence of the student without the written permission of the Management. If the rule is violated, your service shall be liable to be terminated without any notice.

19. That, at any time in the opinion of the Management which will be final in the matter, you are found guilty of dishonesty, disobedience, disorderly behavior, negligence, indiscipline or any other act considered by the Management as detrimental to its interest or of violation of one or more terms of this appointment, your service may be terminated or dismissed without notice and without compensation.

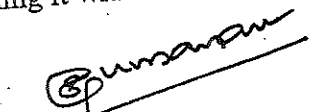
20. That, your service conditions shall be governed by this contract and also by the Management's standing orders, rules and regulations which are being in force for the time being or may be framed from time to time according to law.

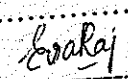
21. That, you will retire automatically without notice on your attaining the age of 58 or earlier if you are found to be medically unfit.

This appointment order is given to you in duplicate for your perusal. If the terms and conditions given in this order are acceptable to you, you are expected to return to us the duplicate copy of this order, after writing as All the terms are understood and accepted and signing it with date.

  
PRESIDENT

  
SECRETARY

  
CHAIRMAN

.....  
  
Signature of the candidate

11.6.18  
Date

Name of the candidate in CAPITALS : T. EVANGELINE REBECCA



# SETHU VALLIAMMAL EDUCATIONAL TRUST

(Regn. No. 162 of 87 dt. 10.02.89)

## SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

To

Ms. S. Shobana, MCA  
5-A Shanthi Street,  
Vetri Nagar  
Chennai- 600 082  
Ph: 8754576287  
Email: shobmca@gmail.com

Chennai – 600 099

Date: 23-04-2018



### LETTER OF APPOINTMENT

Dear Madam,

With reference to your application dated 04-04-2018 and subsequent interview you had with us on 04-04-2018 we have the pleasure in appointing you for the post of Assistant Professor in the Department of Physics with Computer Applications of Soka Ikeda College of Arts and Science for Women, Sethu Bhaskara Nagar, Madhanangkuppam, Chennai – 600 099 with effect from 11-06-2018 on probationary basis, on the following terms and conditions:

1. That, you will be paid a salary of Rs.17,750/= (Rupees Seventeen Thousand Seven Hundred and Fifty) per month.
2. That, this appointment is made subject to the approval of the University of Madras.
3. That, initially you will be on probation for a period of two years, from the date of your joining duty which may be extended to or terminated earlier at the sole discretion of the Management unless and until confirmed in writing by the Management, your service shall be deemed to be on probation even after the expiry of the probation period or the extended period, if any of such probation.
4. That, you are requested to produce all your original certificates and service certificates.

Continued in page 2.

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai-600 099.

Phone : 044-2686 3177 / 9677717456

Email: sokaikeda@rediffmail.com, Website: www.sokaikedacollege.in

5. That, after having served the appointment order, if you do not join duty on the date specified by the Management, you are liable to pay one month salary to the Management as a prerequisite condition to release the certificates submitted by you.
6. That, you shall be entitled to any salary for the month of May, during the probationary period, provided, you must have completed 8 months of service satisfactorily from the date of joining duty and are willing to continue your service in our college. Besides, to claim the benefit of the May salary, you must have joined the duty on the re-opening day of the ensuing academic year as declared by the Management.
7. That, you can be considered for yearly increment after the successful completion of the probationary period. The conditionality of increment purely rests with on the discretion of the Management.
8. That, you shall work under the general guidance, supervision and direction of the Principal and Management.
9. That, it is mandatory on the part of the incumbent not to leave the institution during in the middle of an academic year.
10. That, in the event of your resignation after having served an appointment order during the probationary period you shall have to give two months notice, failing which, you are liable to pay two months salary to the Management and the notice for the resignation will be accepted only on the 1<sup>st</sup> of April ( of an academic year) and effective till completion of the same academic year.
11. That, your appointment will be subject to termination at any time by one month notice in written by the Management or by payment of one month salary in lieu of such a notice.
12. That, you will be responsible for the safe keeping and return in good condition of all the records and property which may be in your use, custody or charge.
13. That you should obtain prior permission from the Management for any further study through Distance Education Programme or by any other means.
14. That, you are expected to be punctual and regular in attendance of your duties and shall not absent yourself with our prior permission of the Principal and the Management. If you remain absent for a consecutive or continuous period of three days or over stay for three days after the expiry of leave period, without leave or permission from the Management, it will be deemed that you have voluntarily abandoned or resigned your service without any notice and you are liable to pay 2 months salary to the Management.
15. That, you must be willing to participate in the in-service training programme / seminar / workshop organized by the Management / outside agency from time to time to upgrade your teaching methodology / enrich your knowledge and skills to upgrade your teaching methodology / enrich your knowledge and skills to upgrade the quality of education delivered.



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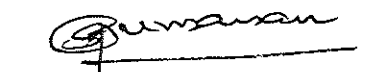


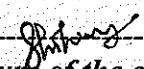
16. That, you shall take an abiding interest in the students career both inside and outside the college and shall promote physical, intellectual and moral welfare of pupils.
17. That, you are not allowed to use corporal punishment by any means to correct the erring student. Administering such method will affect the student both physically and mentally, which in turn cause unnecessary difficulties to the Heads and the Management as this method of correction is banned in Tamilnadu in June 2003 through amendment of Rule 51 of Tamilnadu Education Rules prohibiting the infliction of physical / mental pain during corrective measures. You are liable to be dismissed from service in case you have resorted to the corporal punishment to use as corrective method.
18. That, you shall not undertake any part-time or full-time, direct or indirect, honorary or remunerative, job / assignment in any college / business concern during the period of your service. If found so, your service shall be terminated without notice. You shall not undertake private tuition either in the college or at your residence / residence of the student without the written permission of the Management. If the rule is violated, your service shall be liable to be terminated without any notice.
19. That, at any time in the opinion of the Management which will be final in the matter, you are found guilty of dishonesty, disobedience, disorderly behavior, negligence, indiscipline or any other act considered by the Management as detrimental to its interest or of violation of one or more terms of this appointment, your service may be terminated or dismissed without notice and without compensation.
20. That, your service conditions shall be governed by this contract and also by the Management's standing orders, rules and regulations which are being in force for the time being or may be framed from time to time according to law.
21. That, you will retire automatically without notice on your attaining the age of 58 or earlier if you are found to be medically unfit.

This appointment order is given to you in duplicate for your perusal. If the terms and conditions given in this order are acceptable to you, you are expected to return to us the duplicate copy of this order, after writing as **All the terms are understood and accepted** and signing it with date.

  
PRESIDENT

  
SECRETARY

  
CHAIRMAN

.....  
  
Signature of the candidate

6-06-18  
Date

Name of the candidate in CAPITALS : .....S. SHOBANA.....



# SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

To

Ms. K. Vijayalakshmi  
7, 3<sup>rd</sup> Cross Street  
Srinivasapuram  
Korattur  
Chennai- 600 076  
Mobile: 9003295758  
Email.: viji@gmail.com

Chennai – 600 099,  
Date: 08-08-2017



## LETTER OF APPOINTMENT

Dear Madam,

With reference to your application dated 04-05-2017 and subsequent interview you had with us on 29-05-2017 we have the pleasure in appointing you for the post of Assistant Professor in the Department of Tourism and Travel Management of Soka Ikeda College of Arts and Science for Women, Sethu Bhaskara Nagar, Madhanangkuppam, Chennai – 600 099 with effect from 08-08-2017 on probationary basis, on the following terms and conditions:

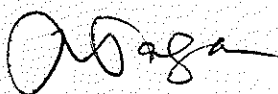
1. That, you will be paid a salary of Rs.15,600/= ( Fifteen Thousand Six Hundred ) per month.
2. That, this appointment is made subject to the approval of the University of Madras.
3. That, initially you will be on probation for a period of two years, from the date of your joining duty which may be extended to or terminated earlier at the sole discretion of the Management unless and until confirmed in writing by the Management, your service shall be deemed to be on probation even after the expiry of the probation period or the extended period, if any of such probation.
4. That, you are requested to produce all your original certificates and service certificates.


Continued in page 2.

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai-600 099.

Phone : 9677717456 | Email:sokaikeda@rediffmail.com | Website: www.sokaikedacollege.in

5. That, after having served the appointment order, if you do not join duty on the date specified by the Management, you are liable to pay one month salary to the Management as a prerequisite condition to release the certificates submitted by you.
6. That, you shall be entitled to any salary for the month of May, during the probationary period, provided, you must have completed 8 months of service satisfactorily from the date of joining duty and are willing to continue your service in our college. Besides, to claim the benefit of the May salary, you must have joined the duty on the re-opening day of the ensuing academic year as declared by the Management.
7. That, you can be considered for yearly increment after the successful completion of the probationary period. The conditionality of increment purely rests with on the discretion of the Management.
8. That, you shall work under the general guidance, supervision and direction of the Principal and Management.
9. That, it is mandatory on the part of the incumbent not to leave the institution during in the middle of an academic year.
10. That, in the event of your resignation after having served an appointment order during the probationary period you shall have to give two months notice, failing which, you are liable to pay two months salary to the Management and the notice for the resignation will be accepted only on the 1<sup>st</sup> of April ( of an academic year) and effective till completion of the same academic year.
11. That, your appointment will be subject to termination at any time by one month notice in written by the Management or by payment of one month salary in lieu of such a notice.
12. That, you will be responsible for the safe keeping and return in good condition of all the records and property which may be in your use, custody or charge.
13. That you should obtain prior permission from the Management for any further study through Distance Education Programme or by any other means.
14. That, you are expected to be punctual and regular in attendance of your duties and shall not absent yourself with our prior permission of the Principal and the Management. If you remain absent for a consecutive or continuous period of three days or over stay for three days after the expiry of leave period, without leave or permission from the Management, it will be deemed that you have voluntarily abandoned or resigned your service without any notice and you are liable to pay 2 months salary to the Management.
15. That, you must be willing to participate in the in-service training programme / seminar / workshop organized by the Management / outside agency from time to time to upgrade your teaching methodology / enrich your knowledge and skills to upgrade your teaching methodology / enrich your knowledge and skills to upgrade the quality of education delivered.

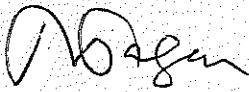


  
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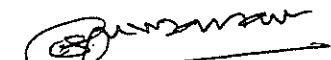



16. That, you shall take an abiding interest in the students career both inside and outside the college and shall promote physical, intellectual and moral welfare of pupils.
17. That, you are not allowed to use corporal punishment by any means to correct the erring student. Administering such method will affect the student both physically and mentally, which in turn cause unnecessary difficulties to the Heads and the Management as this method of correction is banned in Tamilnadu in June 2003 through amendment of Rule 51 of Tamilnadu Education Rules prohibiting the infliction of physical / mental pain during corrective measures. You are liable to be dismissed from service in case you have resorted to the corporal punishment to use as corrective method.
18. That, you shall not undertake any part-time or full-time, direct or indirect, honorary or remunerative, job / assignment in any college / business concern during the period of your service. If found so, your service shall be terminated without notice. You shall not undertake private tuition either in the college or at your residence / residence of the student without the written permission of the Management. If the rule is violated, your service shall be liable to be terminated without any notice.
19. That, at any time in the opinion of the Management which will be final in the matter, you are found guilty of dishonesty, disobedience, disorderly behavior, negligence, indiscipline or any other act considered by the Management as detrimental to its interest or of violation of one or more terms of this appointment, your service may be terminated or dismissed without notice and without compensation.
20. That, your service conditions shall be governed by this contract and also by the Management's standing orders, rules and regulations which are being in force for the time being or may be framed from time to time according to law.
21. That, you will retire automatically without notice on your attaining the age of 58 or earlier if you are found to be medically unfit.

This appointment order is given to you in duplicate for your perusal. If the terms and conditions given in this order are acceptable to you, you are expected to return to us the duplicate copy of this order, after writing as **All the terms are understood and accepted** and signing it with date.

  
PRESIDENT

  
SECRETARY

  
CHAIRMAN

.....  
 08.08.2017  
Signature of the candidate Date

Name of the candidate in CAPITALS : .....K. VIJAYALAKSHMI.....



# SETHU VALLIAMMAL EDUCATIONAL TRUST

(Regn. No. 162 of 87 dt. 10.02.89)

## SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

To

Chennai – 600 099,

Date: 04-11-2017

Ms. S. Sundari, M.A, M.Phil.

17, Priya Apartments

Plot No. 2e, 2<sup>nd</sup> Avenue

Banu Nagar

Pudur, Ambattur

Chennai – 600 053

Ph: 8085062229

### LETTER OF APPOINTMENT

Dear Madam,

With reference to your application dated 04-05-2017 and subsequent interview you had with us on 29-05-2017 we have the pleasure in appointing you for the post of Assistant Professor in the Department of Tourism and Travel Management of Soka Ikeda College of Arts and Science for Women, Sethu Bhaskara Nagar, Madhanangkuppam, Chennai – 600 099 with effect from 20-11-2017 on probationary basis, on the following terms and conditions:

1. That, you will be paid a salary of Rs.15,600/= ( Fifteen Thousand Six Hundred ) per month.
2. That, this appointment is made subject to the approval of the University of Madras.
3. That, initially you will be on probation for a period of two years, from the date of your joining duty which may be extended to or terminated earlier at the sole discretion of the Management unless and until confirmed in writing by the Management, your service shall be deemed to be on probation even after the expiry of the probation period or the extended period, if any of such probation.
4. That, you are requested to produce all your original certificates and service certificates.

Continued in page 2.

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai-600 099.

Phone : 044-2686 3177 / 9677717456

Email:sokaikeda@rediffmail.com, Website: www.sokaikedacollege.in

5. That, after having served the appointment order, if you do not join duty on the date specified by the Management, you are liable to pay one month salary to the Management as a prerequisite condition to release the certificates submitted by you.
6. That, you shall be entitled to any salary for the month of May, during the probationary period, provided, you must have completed 8 months of service satisfactorily from the date of joining duty and are willing to continue your service in our college. Besides, to claim the benefit of the May salary, you must have joined the duty on the re-opening day of the ensuing academic year as declared by the Management.
7. That, you can be considered for yearly increment after the successful completion of the probationary period. The conditionality of increment purely rests with on the discretion of the Management.
8. That, you shall work under the general guidance, supervision and direction of the Principal and Management.
9. That, it is mandatory on the part of the incumbent not to leave the institution during in the middle of an academic year.
10. That, in the event of your resignation after having served an appointment order during the probationary period you shall have to give two months notice, failing which, you are liable to pay two months salary to the Management and the notice for the resignation will be accepted only on the 1<sup>st</sup> of April (of an academic year) and effective till completion of the same academic year.
11. That, your appointment will be subject to termination at any time by one month notice in written by the Management or by payment of one month salary in lieu of such a notice.
12. That, you will be responsible for the safe keeping and return in good condition of all the records and property which may be in your use, custody or charge.
13. That you should obtain prior permission from the Management for any further study through Distance Education Programme or by any other means.
14. That, you are expected to be punctual and regular in attendance of your duties and shall not absent yourself with our prior permission of the Principal and the Management. If you remain absent for a consecutive or continuous period of three days or over stay for three days after the expiry of leave period, without leave or permission from the Management, it will be deemed that you have voluntarily abandoned or resigned your service without any notice and you are liable to pay 2 months salary to the Management.
15. That, you must be willing to participate in the in-service training programme / seminar / workshop organized by the Management / outside agency from time to time to upgrade your teaching methodology / enrich your knowledge and skills to upgrade your teaching methodology / enrich your knowledge and skills to upgrade the quality of education delivered.

Continued in page 3.




16. That, you shall take an abiding interest in the students career both inside and outside the college and shall promote physical, intellectual and moral welfare of pupils.
17. That, you are not allowed to use corporal punishment by any means to correct the erring student. Administering such method will affect the student both physically and mentally, which in turn cause unnecessary difficulties to the Heads and the Management as this method of correction is banned in Tamilnadu in June 2003 through amendment of Rule 51 of Tamilnadu Education Rules prohibiting the infliction of physical / mental pain during corrective measures. You are liable to be dismissed from service in case you have resorted to the corporal punishment to use as corrective method.
18. That, you shall not undertake any part-time or full-time, direct or indirect, honorary or remunerative, job / assignment in any college / business concern during the period of your service. If found so, your service shall be terminated without notice. You shall not undertake private tuition either in the college or at your residence / residence of the student without the written permission of the Management. If the rule is violated, your service shall be liable to be terminated without any notice.
19. That, at any time in the opinion of the Management which will be final in the matter, you are found guilty of dishonesty, disobedience, disorderly behavior, negligence, indiscipline or any other act considered by the Management as detrimental to its interest or of violation of one or more terms of this appointment, your service may be terminated or dismissed without notice and without compensation.
20. That, your service conditions shall be governed by this contract and also by the Management's standing orders, rules and regulations which are being in force for the time being or may be framed from time to time according to law.
21. That, you will retire automatically without notice on your attaining the age of 58 or earlier if you are found to be medically unfit.

This appointment order is given to you in duplicate for your perusal. If the terms and conditions given in this order are acceptable to you, you are expected to return to us the duplicate copy of this order, after writing as **All the terms are understood and accepted** and signing it with date.

  
SECRETARY

  
CHAIRMAN

.....

 20-11-17  
Signature of the candidate Date

Name of the candidate in CAPITALS : S. Sundar



# SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

To


03.04.2012.

Mrs. M. Bhuvaneswari,  
239, 5<sup>th</sup> Main Road,  
29<sup>th</sup> Avenue, Banu Nagar,  
Ambattur,  
Chennai- 600 053.

Sub: **Appointment Order** for the post of Assistant Professor, Department of B.Com.  
Corporate Secretaryship [Shift II] – reg.

With reference to your application and the subsequent interview conducted on  
03.04.2012, we are pleased to appoint you as Assistant Professor in the Department  
of **B.Com. Corporate Secretaryship [ Shift II ]** with effect from **3.4.2012.**

The consolidated salary will be Rs. 11,500 /- per month.

  
Chairman.

Chairman  
SOKA IKEDA COLLEGE OF ARTS  
AND SCIENCE FOR WOMEN  
MADHANANGKUPPAM, CHENNAI - 600099.



**SOKA IKEDA COLLEGE  
OF ARTS & SCIENCE FOR WOMEN**  
(Affiliated to the University of Madras)

08.07.2013

To

Ms. J. Jabamalai Priya, M.Com., M.Phil.,  
No. 156/26, Annai Sathiya Nagar,  
Anna Nagar Main Road,  
Pattabiram, (Thiruvellore Dist)  
Chennai- 600 072

Sub: **Appointment Order** for the post of Assistant Professor, Department of  
Corporate Secretaryship [ Shift II ] - reg.

With reference to your application and the subsequent interview conducted on  
8.7.2013, we are pleased to appoint you as Assistant Professor in the **Department of  
Corporate Secretaryship [ shift II ]** with effect from **10.07.2013**

The consolidated salary will be Rs.11,000 /- per month.

*Kajal K.*  
Secretary.

**SECRETARY**  
**SOKA IKEDA COLLEGE OF ARTS  
AND SCIENCE FOR WOMEN**  
Madhanangkuppam, Chennai - 600 099

**PRINCIPAL**  
**SOKA IKEDA COLLEGE OF ARTS  
AND SCIENCE FOR WOMEN**  
MADHANANGKUPPAM  
CHENNAI - 600 099

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai - 600 099.  
Cell: 9677717456 Tel: 044-2903 3707  
E-mail: sokaikeda@rediffmail.com Web: sokaikedacollege.in





# SOKA IKEDA COLLEGE OF ARTS AND SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

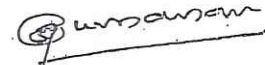
15.07.2015

To

Ms. S. Sivakalai  
8, 3<sup>rd</sup> Street,  
Ambethkar Nagar  
Madhavaram  
Chennai- 600 110

Sub: Appointment Order for the post of Assistant Professor in the department of  
Corporate Secretaryship - reg.

With reference to your application and the subsequent interview conducted on  
15.07.2015, we are pleased to appoint you as Assistant Professor in the department of  
Corporate Secretaryship with effect from 16.07.2015

  
Chairman

Chairman  
SOKA IKEDA COLLEGE OF ARTS  
AND SCIENCE FOR WOMEN  
MADHANANGKUPPAM; CHENNAI - 600099.

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai- 600 099.

Cell : 96777 17456 / Phone: 044-2903 3707

E-mail: sokaikeda@rediffmail.com Web: sokaikedacollege.in



# SETHU VALLIAMMAL EDUCATIONAL TRUST

(Regn. No. 162 of 87 dt. 10.02.89)

## SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

Chennai – 600 099,  
Date: 30-05-2018

To

Ms. D. Vanitha, M.Com., M.Phil.

No.12, Kasthuri 5<sup>th</sup> Street

Lakshmipuram

Chennai- 600 099

Email:vanithamcom1992@gmail.com

Mobile:9445630316

### LETTER OF APPOINTMENT

Dear Madam,

With reference to your application dated 22-03-2018 and subsequent interview you had with us on 25-05-2018 we have the pleasure in appointing you for the post of Assistant Professor in the Department of Corporate Secretaryship of Soka Ikeda College of Arts and Science for Women, Sethu Bhaskara Nagar, Madhanangkuppam, Chennai – 600 099 with effect from 11-06-2018 on probationary basis, on the following terms and conditions:

1. That, you will be paid a salary of Rs.17,750/= ( Seventeen Thousand Seven Hundred and Fifty) per month.
2. That, this appointment is made subject to the approval of the University of Madras.
3. That, initially you will be on probation for a period of two years, from the date of your joining duty which may be extended to or terminated earlier at the sole discretion of the Management unless and until confirmed in writing by the Management, your service shall be deemed to be on probation even after the expiry of the probation period or the extended period, if any of such probation.
4. That, you are requested to produce all your original certificates and service certificates.

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai-600 099. Continued in page 2.

Phone : 044-2686 3177 / 9677717456

Email:sokaikeda@rediffmail.com, Website: www.sokaikedacollege.in

5. That, after having served the appointment order, if you do not join duty on the date specified by the Management, you are liable to pay one month salary to the Management as a prerequisite condition to release the certificates submitted by you.
6. That, you shall be entitled to any salary for the month of May, during the probationary period, provided, you must have completed 8 months of service satisfactorily from the date of joining duty and are willing to continue your service in our college. Besides, to claim the benefit of the May salary, you must have joined the duty on the re-opening day of the ensuing academic year as declared by the Management.
7. That, you can be considered for yearly increment after the successful completion of the probationary period. The conditionality of increment purely rests with on the discretion of the Management.
8. That, you shall work under the general guidance, supervision and direction of the Principal and Management.
9. That, it is mandatory on the part of the incumbent not to leave the institution during in the middle of an academic year.
10. That, in the event of your resignation after having served an appointment order during the probationary period you shall have to give two months notice, failing which, you are liable to pay two months salary to the Management and the notice for the resignation will be accepted only on the 1<sup>st</sup> of April ( of an academic year) and effective till completion of the same academic year.
11. That, your appointment will be subject to termination at any time by one month notice in written by the Management or by payment of one month salary in lieu of such a notice.
12. That, you will be responsible for the safe keeping and return in good condition of all the records and property which may be in your use, custody or charge.
13. That you should obtain prior permission from the Management for any further study through Distance Education Programme or by any other means.
14. That, you are expected to be punctual and regular in attendance of your duties and shall not absent yourself with our prior permission of the Principal and the Management. If you remain absent for a consecutive or continuous period of three days or over stay for three days after the expiry of leave period, without leave or permission from the Management, it will be deemed that you have voluntarily abandoned or resigned your service without any notice and you are liable to pay 2 months salary to the Management.
15. That, you must be willing to participate in the in-service training programme / seminar / workshop organized by the Management / outside agency from time to time to upgrade your teaching methodology / enrich your knowledge and skills to upgrade your teaching methodology / enrich your knowledge and skills to upgrade the quality of education delivered.



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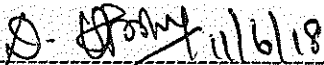
16. That, you shall take an abiding interest in the students career both inside and outside the college and shall promote physical, intellectual and moral welfare of pupils.
17. That, you are not allowed to use corporal punishment by any means to correct the erring student. Administering such method will affect the student both physically and mentally, which in turn cause unnecessary difficulties to the Heads and the Management as this method of correction is banned in Tamilnadu in June 2003 through amendment of Rule 51 of Tamilnadu Education Rules prohibiting the infliction of physical / mental pain during corrective measures. You are liable to be dismissed from service in case you have resorted to the corporal punishment to use as corrective method.
18. That, you shall not undertake any part-time or full-time, direct or indirect, honorary or remunerative, job / assignment in any college / business concern during the period of your service. If found so, your service shall be terminated without notice. You shall not undertake private tuition either in the college or at your residence / residence of the student without the written permission of the Management. If the rule is violated, your service shall be liable to be terminated without any notice.
19. That, at any time in the opinion of the Management which will be final in the matter, you are found guilty of dishonesty, disobedience, disorderly behavior, negligence, indiscipline or any other act considered by the Management as detrimental to its interest or of violation of one or more terms of this appointment, your service may be terminated or dismissed without notice and without compensation.
20. That, your service conditions shall be governed by this contract and also by the Management's standing orders, rules and regulations which are being in force for the time being or may be framed from time to time according to law.
21. That, you will retire automatically without notice on your attaining the age of 58 or earlier if you are found to be medically unfit.


This appointment order is given to you in duplicate for your perusal. If the terms and conditions given in this order are acceptable to you, you are expected to return to us the duplicate copy of this order, after writing as **All the terms are understood and accepted** and signing it with date.

  
PRESIDENT

  
SECRETARY

  
CHAIRMAN

  
Signature of the candidate

  
Date

Name of the candidate in CAPITALS : D. VANITHA



# SOKA IKEDA COLLEGE OF ARTS AND SCIENCE FOR WOMEN

(Affiliated to the University of Madras)


04.12.2006

To

Mrs. Vimal Rosy,  
94/1, Patel Road,  
Perambur,  
Chennai – 600 011.

Sub: Appointment Order for the Post of Lecturer in the  
Department of Computer Science – reg.

This has reference to your application and the subsequent interview conducted on 17.11.2006, the selection committee is pleased to appoint you as Lecturer, Department of Computer Science, subject to the approval from the University of Madras, Chennai 600 005. This appointment takes effect from 04.12.2006 and the consolidated salary will be Rs. 7,250 per month.

  
Chairman.

Chairman  
SOKA IKEDA COLLEGE OF ARTS  
AND SCIENCE FOR WOMEN  
MADHANANGKUPPAM, CHENNAI - 600099.

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai - 600 099.  
Tel : (044) 2686 8005. 2501 4252  
E-mail : sokaikeda@rediffmail.com



# SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

17.06.2013

To


Ms. P. Hemalatha,

Block NO. 18, TSP Police Quarters,  
Avadi,  
Chennai – 600054.

Sub: **Appointment Order** for the post of Assistant Professor, Department of  
Computer Science [ Shift II] - reg.

With reference to your application and the subsequent interview conducted on  
15.6.2013, we are pleased to appoint you as Assistant Professor in the **Department of  
Computer Science [ shift II ]** with effect from **01.7.2013.**

The consolidated salary will be Rs.12,000 /- per month.

  
Chairman.

Chairman  
SOKA IKEDA COLLEGE OF ARTS  
AND SCIENCE FOR WOMEN  
MADHANANGKUPPAM, CHENNAI - 600099.





# SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

17.04.2008.

To

Mrs. M. Mahboob Meera,

6, 22<sup>nd</sup> Avenue,

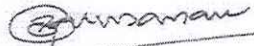
Banu Nagar,

Ambattur,

Chebbai- 600 053

Sub: Appointment Order for the post of Lecturer in Computer  
Application - reg.

This has reference to your application and the subsequent interview conducted on 09.04.2008, the selection committee is pleased to appoint you as Lecturer in the Department of Computer Application subject to the approval from the University of Madras, Chennai 600 005. This appointment takes effect from 11.06.2008 and the consolidated salary will be Rs. 7,800/- per month.

  
Chairman.

Chairman  
SOKA IKEDA COLLEGE OF ARTS  
AND SCIENCE FOR WOMEN  
MADHANANGKUPPAM, CHENNAI - 600099.



# SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

29.04.2015

To

Ms. C. Rajeswari, MCA, M.Phil.

3/116, Moorthy Nagar 4<sup>th</sup> Street

Opp. Telephone Exchange

Padi

Chennai- 600 050

Sub: Appointment Order for the post of Assistant Professor in the department of  
Computer Science [shift II ]- reg.

With reference to your application and the subsequent interview conducted on  
22.04.2015, we are pleased to appoint you as Assistant Professor in the department of  
Computer Science [shift II ] with effect from 11.6.2015

  
Secretary

**SECRETARY**  
**SOKA IKEDA COLLEGE OF ARTS**  
**AND SCIENCE FOR WOMEN**  
Madhanangkuppam, Chennai - 600 099

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai - 600 099.

Cell: 9677717456 Tel: 044-2903 3707

E-mail: sokaikeda@rediffmail.com Web: sokaikedacollege.in



**SOKA IKEDA COLLEGE  
OF ARTS & SCIENCE FOR WOMEN**  
(Affiliated to the University of Madras)

29.04.2015

To  
Ms. P. Anitha, MCA., M.Phil  
3, Selvam Apartments  
1/4, I Main Road  
West Balaji Nagar  
Kallikuppam  
Ambattur  
Chennai- 600 053

Sub: Appointment Order for the post of Assistant Professor in the department of  
Computer Science [shift II] - reg.

With reference to your application and the subsequent interview conducted on  
22.04.2015, we are pleased to appoint you as Assistant Professor in the department of  
Computer Science [shift II] with effect from 11.6.2015

  
Secretary

**SECRETARY**  
SOKA IKEDA COLLEGE OF ARTS  
AND SCIENCE FOR WOMEN  
Madhanangkuppam, Chennai - 600 089

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai - 600 089.  
Cell: 9677717456 Tel: 044-2903 3707  
E-mail: sokakeda@rediffmail.com Web: sokakedacollege.in





# SETHU VALLIAMMAL EDUCATIONAL TRUST

(Regn. No. 162 of 87 dt. 10.02.89)

## SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

To

Ms. C. Thavamani, MCA, M.Phil.  
No. 93, Harikrishna Naidu Street  
Vardharajapuram,  
Ambattur  
Chennai- 600 053

Chennai – 600 099

Date: 09-06-2017



### LETTER OF APPOINTMENT

Dear Madam,

With reference to your application dated 15-05-2017 and subsequent interview you had with us on 29-05-2017 we have the pleasure in appointing you for the post of Assistant Professor in the Department of Computer Science in Shift II of Soka Ikeda College of Arts and Science for Women, Sethu Bhaskara Nagar, Madhanangkuppam, Chennai – 600 099 with effect from 14-06-2017 on probationary basis, on the following terms and conditions:

1. That, you will be paid a salary of Rs.17,600/= (Seventeen thousand Six Hundred) per month.
2. That, this appointment is made subject to the approval of the University of Madras.
3. That, initially you will be on probation for a period of two years, from the date of your joining duty which may be extended to or terminated earlier at the sole discretion of the Management unless and until confirmed in writing by the Management, your service shall be deemed to be on probation even after the expiry of the probation period or the extended period, if any of such probation.
4. That, you are requested to produce all your original certificates and service certificates.

Continued in page 2.

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai-600 099.

Phone : 044-29033707 / 9677717456

Email:sokaikeda@rediffmail.com Website: www.sokaikeda.ac.in

5. That, after having served the appointment order, if you do not join duty on the date specified by the Management, you are liable to pay one month salary to the Management as a prerequisite condition to release the certificates submitted by you.
6. That, you shall be entitled to any salary for the month of May, during the probationary period, provided, you must have completed 8 months of service satisfactorily from the date of joining duty and are willing to continue your service in our college. Besides, to claim the benefit of the May salary, you must have joined the duty on the re-opening day of the ensuing academic year as declared by the Management.
7. That, you can be considered for yearly increment after the successful completion of the probationary period. The conditionality of increment purely rests with on the discretion of the Management.
8. That, you shall work under the general guidance, supervision and direction of the Principal and Management.
9. That, it is mandatory on the part of the incumbent not to leave the institution during in the middle of an academic year.
10. That, in the event of your resignation after having served an appointment order during the probationary period you shall have to give two months notice, failing which, you are liable to pay two months salary to the Management and the notice for the resignation will be accepted only on the 1<sup>st</sup> of April ( of an academic year) and effective till completion of the same academic year.
11. That, your appointment will be subject to termination at any time by one month notice in written by the Management or by payment of one month salary in lieu of such a notice.
12. That, you will be responsible for the safe keeping and return in good condition of all the records and property which may be in your use, custody or charge.
13. That you should obtain prior permission from the Management for any further study through Distance Education Programme or by any other means.
14. That, you are expected to be punctual and regular in attendance of your duties and shall not absent yourself with our prior permission of the Principal and the Management. If you remain absent for a consecutive or continuous period of three days or over stay for three days after the expiry of leave period, without leave or permission from the Management, it will be deemed that you have voluntarily abandoned or resigned your service without any notice and you are liable to pay 2 months salary to the Management.
15. That, you must be willing to participate in the in-service training programme / seminar / workshop organized by the Management / outside agency from time to time to upgrade your teaching methodology / enrich your knowledge and skills to upgrade your teaching methodology / enrich your knowledge and skills to upgrade the quality of education delivered.

Continued in page 3.

16. That, you shall take an abiding interest in the students career both inside and outside the college and shall promote physical, intellectual and moral welfare of pupils.
17. That, you are not allowed to use corporal punishment by any means to correct the erring student. Administering such method will affect the student both physically and mentally, which in turn cause unnecessary difficulties to the Heads and the Management as this method of correction is banned in Tamilnadu in June 2003 through amendment of Rule 51 of Tamilnadu Education Rules prohibiting the infliction of physical / mental pain during corrective measures. You are liable to be dismissed from service in case you have resorted to the corporal punishment to use as corrective method.
18. That, you shall not undertake any part-time or full-time, direct or indirect, honorary or remunerative, job / assignment in any college / business concern during the period of your service. If found so, your service shall be terminated without notice. You shall not undertake private tuition either in the college or at your residence / residence of the student without the written permission of the Management. If the rule is violated, your service shall be liable to be terminated without any notice.
19. That, at any time in the opinion of the Management which will be final in the matter, you are found guilty of dishonesty, disobedience, disorderly behavior, negligence, indiscipline or any other act considered by the Management as detrimental to its interest or of violation of one or more terms of this appointment, your service may be terminated or dismissed without notice and without compensation.
20. That, your service conditions shall be governed by this contract and also by the Management's standing orders, rules and regulations which are being in force for the time being or may be framed from time to time according to law.
21. That, you will retire automatically without notice on your attaining the age of 58 or earlier if you are found to be medically unfit.

This appointment order is given to you in duplicate for your perusal. If the terms and conditions given in this order are acceptable to you, you are expected to return to us the duplicate copy of this order, after writing as **All the terms are understood and accepted** and signing it with date.



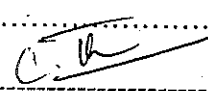
PRESIDENT



SECRETARY



CHAIRMAN

.....  
  
-----  
Signature of the candidate

09.6.2017

Date

Name of the candidate in CAPITALS : ....C. THAYAMANI.....





# SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

29.07.2013


To

Ms. A. Vinnarasi, MBA,  
No. A4, Palani Malai Nagar,  
Thathankuppam,  
Villivakkam,  
Chennai- 600 049.

Sub: Appointment Order for the post of Assistant Professor, Department of  
M.A. Human Resource Management [ Shift II] - reg.

With reference to your application and the subsequent interview conducted on  
27.7.2013, we are pleased to appoint you as Assistant Professor in the Department of  
M.A. Human Resource Management [ shift II ] with effect from 01.08.2013

The consolidated salary will be Rs.11,500 /- per month.

  
Chairman.

Chairman  
SOKA IKEDA COLLEGE OF ARTS  
AND SCIENCE FOR WOMEN  
MADHANANGKUPPAM, CHENNAI - 600099.



# SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

To

Ms. R. Priyadharshini, M.A. HRM., M.Phil.  
Plot. No. 272, Sivaprakasam Nagar(south)  
Surapet,  
Chennai- 600 066  
Mobile: 9710504137  
Priyachandran4137@gmail.com

Chennai – 600 099,  
Date: 16-08-2017



## LETTER OF APPOINTMENT

Dear Madam,

With reference to your application dated 16-08-2017 and subsequent interview you had with us on 16-08-2017 we have the pleasure in appointing you for the post of Assistant Professor in the Department of Human Resource Management of Soka Ikeda College of Arts and Science for Women, Sethu Bhaskara Nagar, Madhanangkuppam, Chennai – 600 099 with effect from 17-08-2017 on probationary basis, on the following terms and conditions:

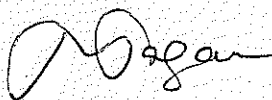
1. That, you will be paid a salary of Rs.15,600/= (Fifteen Thousand Six Hundred) per month.
2. That, this appointment is made subject to the approval of the University of Madras.
3. That, initially you will be on probation for a period of two years, from the date of your joining duty which may be extended to or terminated earlier at the sole discretion of the Management unless and until confirmed in writing by the Management, your service shall be deemed to be on probation even after the expiry of the probation period or the extended period, if any of such probation.
4. That, you are requested to produce all your original certificates and service certificates.

  
Continued in page 2.

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai-600 099.

Phone : 9677717456 | Email:sokaikeda@rediffmail.com | Website: www.sokaikedacollege.in

5. That, after having served the appointment order, if you do not join duty on the date specified by the Management, you are liable to pay one month salary to the Management as a prerequisite condition to release the certificates submitted by you.
6. That, you shall be entitled to any salary for the month of May, during the probationary period, provided, you must have completed 8 months of service satisfactorily from the date of joining duty and are willing to continue your service in our college. Besides, to claim the benefit of the May salary, you must have joined the duty on the re-opening day of the ensuing academic year as declared by the Management.
7. That, you can be considered for yearly increment after the successful completion of the probationary period. The conditionality of increment purely rests with on the discretion of the Management.
8. That, you shall work under the general guidance, supervision and direction of the Principal and Management.
9. That, it is mandatory on the part of the incumbent not to leave the institution during in the middle of an academic year.
10. That, in the event of your resignation after having served an appointment order during the probationary period you shall have to give two months notice, failing which, you are liable to pay two months salary to the Management and the notice for the resignation will be accepted only on the 1<sup>st</sup> of April ( of an academic year) and effective till completion of the same academic year.
11. That, your appointment will be subject to termination at any time by one month notice in written by the Management or by payment of one month salary in lieu of such a notice.
12. That, you will be responsible for the safe keeping and return in good condition of all the records and property which may be in your use, custody or charge.
13. That you should obtain prior permission from the Management for any further study through Distance Education Programme or by any other means.
14. That, you are expected to be punctual and regular in attendance of your duties and shall not absent yourself with our prior permission of the Principal and the Management. If you remain absent for a consecutive or continuous period of three days or over stay for three days after the expiry of leave period, without leave or permission from the Management, it will be deemed that you have voluntarily abandoned or resigned your service without any notice and you are liable to pay 2 months salary to the Management.
15. That, you must be willing to participate in the in-service training programme / seminar / workshop organized by the Management / outside agency from time to time to upgrade your teaching methodology / enrich your knowledge and skills to upgrade your teaching methodology / enrich your knowledge and skills to upgrade the quality of education delivered.

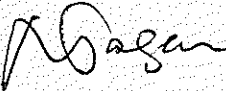


  
Continued in page 3.



16. That, you shall take an abiding interest in the students career both inside and outside the college and shall promote physical, intellectual and moral welfare of pupils.
17. That, you are not allowed to use corporal punishment by any means to correct the erring student. Administering such method will affect the student both physically and mentally, which in turn cause unnecessary difficulties to the Heads and the Management as this method of correction is banned in Tamilnadu in June 2003 through amendment of Rule 51 of Tamilnadu Education Rules prohibiting the infliction of physical / mental pain during corrective measures. You are liable to be dismissed from service in case you have resorted to the corporal punishment to use as corrective method.
18. That, you shall not undertake any part-time or full-time, direct or indirect, honorary or remunerative, job / assignment in any college / business concern during the period of your service. If found so, your service shall be terminated without notice. You shall not undertake private tuition either in the college or at your residence / residence of the student without the written permission of the Management. If the rule is violated, your service shall be liable to be terminated without any notice.
19. That, at any time in the opinion of the Management which will be final in the matter, you are found guilty of dishonesty, disobedience, disorderly behavior, negligence, indiscipline or any other act considered by the Management as detrimental to its interest or of violation of one or more terms of this appointment, your service may be terminated or dismissed without notice and without compensation.
20. That, your service conditions shall be governed by this contract and also by the Management's standing orders, rules and regulations which are being in force for the time being or may be framed from time to time according to law.
21. That, you will retire automatically without notice on your attaining the age of 58 or earlier if you are found to be medically unfit.

This appointment order is given to you in duplicate for your perusal. If the terms and conditions given in this order are acceptable to you, you are expected to return to us the duplicate copy of this order, after writing as **All the terms are understood and accepted** and signing it with date.

  
PRESIDENT

  
SECRETARY

  
CHAIRMAN

.....  
R. Priyadharshini

27.08.2017

Signature of the candidate

Date

Name of the candidate in CAPITALS : R. PRIYADHARSHINI.....



# SETHU VALLIAMMAL EDUCATIONAL TRUST

(Regn. No. 162 of 87 dt. 10.02.89)

## SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

01-07-2013

To

J.Priyanka,

48B, 2nd Street,

Assisi Nagar,

Madhavaram,

Chennai -600060

Mobile: 9176684984

Mail: pj4255176@gmail.com

### LETTER OF APPOINTMENT

Dear Madam,

With reference to your application dated 24-06-2013 and subsequent interview you had with us on 24-06-2013 we have the pleasure in appointing you as Assistant Professor in the Department of MSW, Soka Ikeda College of Arts and Science for Women, Sethu Bhaskara Nagar, Madhanangkuppam, Chennai – 600 099 with effect from 01-07-2013 on probationary basis, on the following terms and conditions:

1. That, you will be paid a salary of Rs. 17,750 /= (Rupees Seventeen Thousand Seven Hundred and Fifty) per month.
2. That, this appointment is made subject to the approval of the University of Madras.
3. That, initially you will be on probation for a period of two years, from the date of your joining duty which may be extended to or terminated earlier at the sole discretion of the Management unless and until confirmed in writing by the Management, your service shall be deemed to be on probation even after the expiry of the probation period or the extended period, if any of such probation.
4. That, you are requested to produce all your original certificates and service certificates.

Continued in page 2.

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai-600 099.

Phone : 044-2686 3177 / 9677717456

Email: sokaikeda@rediffmail.com, Website: www.sokaikedacollege.in

5. That, after having served the appointment order, if you do not join duty on the date specified by the Management, you are liable to pay one month salary to the Management as a prerequisite condition to release the certificates submitted by you.
6. That, you shall be entitled to any salary for the month of May, during the probationary period, provided, you must have completed 8 months of service satisfactorily from the date of joining duty and are willing to continue your service in our college. Besides, to claim the benefit of the May salary, you must have joined the duty on the re-opening day of the ensuing academic year as declared by the Management.
7. That, you can be considered for yearly increment after the successful completion of the probationary period. The conditionality of increment purely rests with on the discretion of the Management.
8. That, you shall work under the general guidance, supervision and direction of the Principal and Management.
9. That, it is mandatory on the part of the incumbent not to leave the institution during in the middle of an academic year.
10. That, in the event of your resignation after having served an appointment order during the probationary period you shall have to give two months notice, failing which, you are liable to pay two months salary to the Management and the notice for the resignation will be accepted only on the 1<sup>st</sup> of April (of an academic year) and effective till completion of the same academic year.
11. That, your appointment will be subject to termination at any time by one month notice in written by the Management or by payment of one month salary in lieu of such a notice.
12. That, you will be responsible for the safe keeping and return in good condition of all the records and property which may be in your use, custody or charge.
13. That you should obtain prior permission from the Management for any further study through Distance Education Programme or by any other means.
14. That, you are expected to be punctual and regular in attendance of your duties and shall not absent yourself with our prior permission of the Principal and the Management. If you remain absent for a consecutive or continuous period of three days or over stay for three days after the expiry of leave period, without leave or permission from the Management, it will be deemed that you have voluntarily abandoned or resigned your service without any notice and you are liable to pay 2 months salary to the Management.
15. That, you must be willing to participate in the in-service training programme / seminar / workshop organized by the Management / outside agency from time to time to upgrade your teaching methodology / enrich your knowledge and skills to upgrade your teaching methodology / enrich your knowledge and skills to upgrade the quality of education delivered.

Continued in page 3.




16. That, you shall take an abiding interest in the students career both inside and outside the college and shall promote physical, intellectual and moral welfare of pupils.
17. That, you are not allowed to use corporal punishment by any means to correct the erring student. Administering such method will affect the student both physically and mentally, which in turn cause unnecessary difficulties to the Heads and the Management as this method of correction is banned in Tamilnadu in June 2003 through amendment of Rule 51 of Tamilnadu Education Rules prohibiting the infliction of physical / mental pain during corrective measures. You are liable to be dismissed from service in case you have resorted to the corporal punishment to use as corrective method.
18. That, you shall not undertake any part-time or full-time, direct or indirect, honorary or remunerative, job / assignment in any college / business concern during the period of your service. If found so, your service shall be terminated without notice. You shall not undertake private tuition either in the college or at your residence / residence of the student without the written permission of the Management. If the rule is violated, your service shall be liable to be terminated without any notice.
19. That, at any time in the opinion of the Management which will be final in the matter, you are found guilty of dishonesty, disobedience, disorderly behavior, negligence, indiscipline or any other act considered by the Management as detrimental to its interest or of violation of one or more terms of this appointment, your service may be terminated or dismissed without notice and without compensation.
20. That, your service conditions shall be governed by this contract and also by the Management's standing orders, rules and regulations which are being in force for the time being or may be framed from time to time according to law.
21. That, you will retire automatically without notice on your attaining the age of 58 or earlier if you are found to be medically unfit.

This appointment order is given to you in duplicate for your perusal. If the terms and conditions given in this order are acceptable to you, you are expected to return to us the duplicate copy of this order, after writing as **All the terms are understood and accepted** and signing it with date.

  
SECRETARY

  
CHAIRMAN

.....  
  
Signature of the candidate

01.07.2013  
Date

Name of the candidate in CAPITALS : .....J. PRIYANKA.....



# SETHU VALLIAMMAL EDUCATIONAL TRUST

(Regn. No. 162 of 87 dt. 10.02.89)

## SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

Chennai – 600 099,  
Date : 20-07-2018

To  
Ms. M. Angel Monika  
5/214A, Vivekanandha Street  
K.K. Nagar  
Redhills  
Chennai- 600 052  
Phone: 9789038153  
Email: angelmonica2110@gmail.com

### LETTER OF APPOINTMENT

Dear Madam,

With reference to your application dated 20-06-2018 and subsequent interview you had with us on 20-07-2018, we have the pleasure in appointing you for the post of Assistant Professor in the Department of Social Work of Soka Ikeda College of Arts and Science for Women, Sethu Bhaskara Nagar, Madhanangkuppam, Chennai – 600 099 with effect from 23-07-2018 on probationary basis, on the following terms and conditions:

1. That, you will be paid a salary of Rs. 17,750 /= (Rupees Seventeen Thousand Seven Hundred and Fifty) per month.
2. That, this appointment is made subject to the approval of the University of Madras.
3. That, initially you will be on probation for a period of two years, from the date of your joining duty which may be extended to or terminated earlier at the sole discretion of the Management unless and until confirmed in writing by the Management, your service shall be deemed to be on probation even after the expiry of the probation period or the extended period, if any of such probation.
4. That, you are requested to produce all your original certificates and service certificates.

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Sethu Bhaskara Nagar, Madhanangkuppam, Chennai-600 099.  
Phone : 044-2686 3177 / 9677717456  
Email:sokaikeda@rediffmail.com, Website: www.sokaikedacollege.in

5. That, after having served the appointment order, if you do not join duty on the date specified by the Management, you are liable to pay one month salary to the Management as a prerequisite condition to release the certificates submitted by you.
6. That, you shall be entitled to any salary for the month of May, during the probationary period, provided, you must have completed 8 months of service satisfactorily from the date of joining duty and are willing to continue your service in our college. Besides, to claim the benefit of the May salary, you must have joined the duty on the re-opening day of the ensuing academic year as declared by the Management.
7. That, you can be considered for yearly increment after the successful completion of the probationary period. The conditionality of increment purely rests with on the discretion of the Management.
8. That, you shall work under the general guidance, supervision and direction of the Principal and Management.
9. That, it is mandatory on the part of the incumbent not to leave the institution during in the middle of an academic year.
10. That, in the event of your resignation after having served an appointment order during the probationary period you shall have to give two months notice, failing which, you are liable to pay two months salary to the Management and the notice for the resignation will be accepted only on the 1<sup>st</sup> of April ( of an academic year) and effective till completion of the same academic year.
11. That, your appointment will be subject to termination at any time by one month notice in written by the Management or by payment of one month salary in lieu of such a notice.
12. That, you will be responsible for the safe keeping and return in good condition of all the records and property which may be in your use, custody or charge.
13. That you should obtain prior permission from the Management for any further study through Distance Education Programme or by any other means.
14. That, you are expected to be punctual and regular in attendance of your duties and shall not absent yourself with our prior permission of the Principal and the Management. If you remain absent for a consecutive or continuous period of three days or over stay for three days after the expiry of leave period, without leave or permission from the Management, it will be deemed that you have voluntarily abandoned or resigned your service without any notice and you are liable to pay 2 months salary to the Management.
15. That, you must be willing to participate in the in-service training programme / seminar / workshop organized by the Management / outside agency from time to time to upgrade your teaching methodology / enrich your knowledge and skills to upgrade your teaching methodology / enrich your knowledge and skills to upgrade the quality of education delivered.



Continued in page 3.

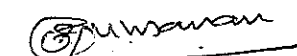


16. That, you shall take an abiding interest in the students career both inside and outside the college and shall promote physical, intellectual and moral welfare of pupils.
17. That, you are not allowed to use corporal punishment by any means to correct the erring student. Administering such method will affect the student both physically and mentally, which in turn cause unnecessary difficulties to the Heads and the Management as this method of correction is banned in Tamilnadu in June 2003 through amendment of Rule 51 of Tamilnadu Education Rules prohibiting the infliction of physical / mental pain during corrective measures. You are liable to be dismissed from service in case you have resorted to the corporal punishment to use as corrective method.
18. That, you shall not undertake any part-time or full-time, direct or indirect, honorary or remunerative, job / assignment in any college / business concern during the period of your service. If found so, your service shall be terminated without notice. You shall not undertake private tuition either in the college or at your residence / residence of the student without the written permission of the Management. If the rule is violated, your service shall be liable to be terminated without any notice.
19. That, at any time in the opinion of the Management which will be final in the matter, you are found guilty of dishonesty, disobedience, disorderly behavior, negligence, indiscipline or any other act considered by the Management as detrimental to its interest or of violation of one or more terms of this appointment, your service may be terminated or dismissed without notice and without compensation.
20. That, your service conditions shall be governed by this contract and also by the Management's standing orders, rules and regulations which are being in force for the time being or may be framed from time to time according to law.
21. That, you will retire automatically without notice on your attaining the age of 58 or earlier if you are found to be medically unfit.

This appointment order is given to you in duplicate for your perusal. If the terms and conditions given in this order are acceptable to you, you are expected to return to us the duplicate copy of this order, after writing as **All the terms are understood and accepted** and signing it with date.

  
PRESIDENT

  
SECRETARY

  
CHAIRMAN

.....  
  
Signature of the candidate

23.07.2018  
Date

Name of the candidate in CAPITALS : M. ANGEL MONIKA