



SOKA IKEDA COLLEGE OF ARTS AND SCIENCE FOR WOMEN

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai 600 099.

**APPOINTMENT ORDERS OF FULL TIME
TEACHERS**

ACADEMIC YEAR 2019-2020



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 2019-2020

S. NO.	NAME OF THE DEPARTMENT	NUMBER OF FULL-TIME TEACHERS
1.	Principal	1
2.	Tamil	13
3.	English	12
4.	Biochemistry	05
5.	Computer Science	04
6.	Mathematics	12
7.	Business Administration	04
8.	Commerce	12
9.	Computer Applications	05
10.	Information System Management	05
11.	Economics	04
12.	Physics With Computer Applications	03
13.	Tourism & Travel Management	03
14.	Psychology	01
15.	Corporate Secretaryship	04
16.	Computer Science	05
17.	Human Resource Management	02
18.	Accounting And Finance	01
19.	Social Work	01
TOTAL		97




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
Department of Tamil			
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. Steffiecrat	Assistant Professor	29.11.2017
14	Dr.K. Anuradha	Assistant Professor	01.04.2013
Department of English			
15	Dr.R. Sandhya Lakshmi	Head & Assistant Professor	16.06.2008
16	Ms.R. Suganthi	Assistant Professor	15.12.2008
17	Ms.D. Deepa	Assistant Professor	10.06.2016
18	Ms.L. Revathi	Assistant Professor	27.08.2016

19	Ms.B. Hemavathy	Assistant Professor	03.07.2017
20	Ms. Ayisha Arshadah	Assistant Professor	01.12.2018
21	Ms.P. Kavi Prabha	Assistant Professor	12.06.2019
22	Ms.R. Nandhini	Assistant Professor	01.07.2019
23	Ms.N. Jaya Soundarya	Assistant Professor	01.07.2019
24	Ms.R. Sharmila	Assistant Professor	01.07.2019
25	Ms.R. Shiny	Assistant Professor	01.08.2019
26	Ms. G. Malathy	Assistant Professor	11.06.2018
Department of Biochemistry			
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. L. Anna Sheba	Assistant Professor	05.08.2019
Department of Computer Science			
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. Thilagavathy	Assistant Professor	20.06.2013
35	Ms.P.Kalyani	Assistant Professor	01.04.2013
Department of Mathematics			
36	Ms.S.Gunachithra	Head & Assistant Professor	10.08.2000
37	Ms.M.Ramya Devi	Assistant Professor	11.06.2007

38	Ms.P. Dhanalakshmi	Assistant Professor	11.06.2007
39	Ms.J. Jacklin Dayana	Assistant Professor	14.06.2010
40	Ms.J. Chella Manorathi	Assistant Professor	21.06.2010
41	Ms.S.Anitha	Assistant Professor	01.07.2013
42	Ms.E.Praveena	Assistant Professor	02.12.2013
43	Ms.T.Sophia Beatrice	Assistant Professor	22.06.2015
44	Ms.R.Puspalatha	Assistant Professor	01.07.2015
45	Ms.B.Poornarekha	Assistant Professor	10.06.2018
46	Ms.S.Banupriya	Assistant Professor	16.06.2014
47	Ms.R.Anitha	Assistant Professor	21.08.2019
Department of Business Administration			
48	Ms.M.Vijaya sumathi	Head & Assistant Professor	03.04.2012
49	Ms.M. Kavitha	Assistant Professor	01.07.2013
50	Ms.P. Rajasubha	Assistant Professor	03.10.2013
51	Ms.S.Jayaravitha	Assistant Professor	24.11.2016
Department Of Commerce			
52	Dr. V.Sujatha	Head & Assistant Professor	01.07.2002
53	Dr.S.Mary Sujatha	Assistant Professor	16.08.2000
54	Ms.M.Rajarajeswari	Assistant Professor	12.06.2006
55	Ms.T.Jeeva	Assistant Professor	26.06.2006
56	Ms.PL.Alamelu	Assistant Professor	03.07.2006
57	Ms.S. Usha Devi	Assistant Professor	11.06.2008
58	Dr. V.Premalatha	Assistant Professor	11.06.2008

59	Ms.S.Shobana	Assistant Professor	12.12.2012
60	Ms.R.Krishnaveni	Assistant Professor	01.07.2013
61	Dr.M.Subhadevi	Assistant Professor	01.08.2019
62	Ms.A.Priya	Assistant Professor	08.08.2019
63	Ms.U.Kanmani	Assistant Professor	25.09.2019
Department of Computer Applications			
64	Ms.M.Grace	Head & Assistant Professor	03.04.2012
65	Ms.C.T. Ashita	Assistant Professor	16.07.2007
66	Ms.I.Parvin Begum	Assistant Professor	11.06.2008
67	Ms.R.Mary Sheeba	Assistant Professor	16.08.2012
68	Ms.M.Anitha Devi	Assistant Professor	02.12.2013
Department of Information System Management			
69	Ms.G. Vijaya Girija	Head & Assistant Professor	15.06.2009
70	Ms.K. Nirmaladevi	Assistant Professor	08.06.2011
71	Ms.P. Kalpana	Assistant Professor	18.07.2011
72	Ms.J.Parvathy	Assistant Professor	01.12.2011
73	Mrs.D.Malathy	Assistant Professor	11.06.2018
Department of Economics			
74	Ms.H.Nirmala	Head & Assistant Professor	01.02.2016
75	Ms.S.Joseph Bency Prisca	Assistant Professor	14.06.2017
76	Ms.T.Sasikala	Assistant Professor	10.6.2016
77	Ms. B.Deepa	Assistant Professor	14.06.2017

Department of Physics with Computer Applications			
78	Dr.M.Abila Marselin	Head & Assistant Professor	11.06.2018
79	Dr.T. Evangelin Rebecca	Assistant Professor	11.06.2018
80	Ms.S.Shobana	Assistant Professor	11.06.2018
Department of Tourism and Travel Management			
81	Ms.A. Vaishnavi	Head & Assistant Professor	12.06.2019
82	Ms.S. Sundari	Assistant Professor	20.11.2017
83	Ms.R.Anusha	Assistant Professor	01.08.2019
Department of Psychology			
84	Dr.Lydia Eric	Head & Assistant Professor	12.06.2019
Department of Corporate Secretaryship			
85	Ms.M. Bhuvaneswari	Head & Assistant Professor	03.04.2012
86	Ms.J. Jabamalai Priya	Assistant Professor	10.07.2013
87	Ms.S.Sivakalai	Assistant Professor	16.07.2015
88	Ms.D.Vanitha	Assistant Professor	11.06.2018
Department of Computer Science			
89	Ms.J. Vimal Rosy	Head & Assistant Professor	04.12.2006
90	Ms.M.Mahboob Meera	Assistant Professor	11.06.2008
91	Ms.P.Hemalatha	Assistant Professor	1.07.2013
92	Ms.P.Anitha	Assistant Professor	11.06.2015
93	Ms.C.Rajeswari	Assistant Professor	11.06.2015

Department of Human Resource Management			
94	Ms.A.Vinnarasi	Head &Assistant Professor	01.08.2013
95	Ms.R.Priyadharshini	Assistant Professor	17.08.2017
Department of Accounting and Finance			
96	Dr.B.Anuradha	Head &Assistant Professor	12.06.2019
Department of Social Work			
97	Ms.R.Dhanalakshmi	Head & Assistant Professor	01.07.2019
TOTAL = 97			




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



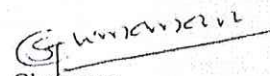
SOKA IKEDA COLLEGE
OF ARTS AND SCIENCE FOR WOMEN
(Affiliated to the University of Madras)

23.05.2005.

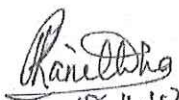
To
Mrs. S. Kanmani,
Balaji Nagar,
Ambattur,
Chennai - 600 053.

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 - 600099.


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. Kothala,
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 W
MADHANAGKUPPAM, CHENNAI



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,
43rd 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,
JP 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, 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)

19.7.2014

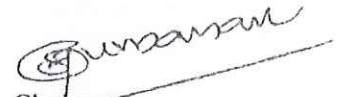
To

Dr. G. Daisy Mariya Packiam, M.A., Ph.D.
4, Narayana Mestri 2nd 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 - 600069.

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,

2nd 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.

Kopil 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

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. A. Shameem Nisha, M.A., M.Phil.

84/8a, Pillayar Kovil Cross Street

East Banu Nagar

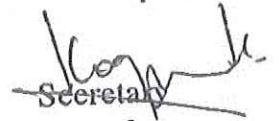
Pudur

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.

Cell: 9677717456 Tel: 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: 01.02.2017

To
Mrs. P. Parameshwari
41/12, New No. 89
4th 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 1st 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 1st 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.

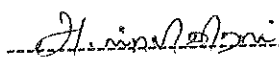
16. That, you shall take an abiding interest in the students career both inside and outside the college and shall promote physical, intellectual and moral welfare of pupils.
17. That, you are not allowed to use corporal punishment by any means to correct the erring student. Administering such method 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

.....
29.11.2017
Date

Name of the candidate in CAPITALS : A. STEFFIE CRAE.....



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

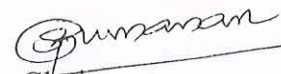
(Affiliated to the University of Madras)

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

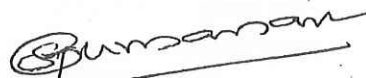
(Affiliated to the University of Madras)

10.12.2008.

To
Mrs. R. Suganthi,
25 A, Kalaimagal Nagar 1st 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.

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.

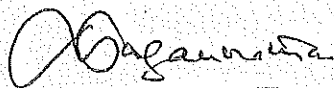
Continued in page 2.

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 1st 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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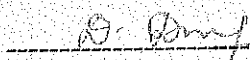
16. That, you shall take an abiding interest in the students career both inside and outside the college and shall promote physical, intellectual and moral welfare of pupils.
17. That, you are not allowed to use corporal punishment by any means to correct the erring student. Administering such method 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.

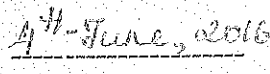
This appointment order is given to you in duplicate for your perusal. If the terms and conditions given in this order are acceptable to you, you are expected to return to us the duplicate copy of this order, after writing as **All the terms are understood and accepted** and signing it with date.

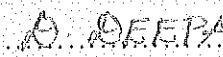

PRESIDENT


SECRETARY


CHAIRMAN


Signature of the candidate


Date

Name of the candidate in CAPITALS :  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)

Chennai – 600 099,
Date: 27-08-2016

To

Ms.L.Revathi

17, III street,

Sarangapani Nagar,

Madhavaram, Chennai

Mobile: 9566167289

Mail: 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, 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 1st 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

27.8.16
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

Chennai – 600 099,

Date: 09-06-2017

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

No. 33, Thiruvalluvar Street

Puthagaram, Kolathur

Chennai- 600099

Ph.: 9710601733

E.Mail: hemabalan04@yahoo.com



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 1st 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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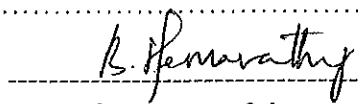
16. That, you shall take an abiding interest in the students career both inside and outside the college and shall promote physical, intellectual and moral welfare of pupils.
17. That, you are not allowed to use corporal punishment by any means to correct the erring student. Administering such method 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

.....
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)

Chennai - 600 099,

Date: 12-11-2018

To

Ms. A. Avisha Arshadah

Flat D-S3, 2nd Floor

Rahul Balaji Enclave,

Rajagopalan Street

East Balaji Nagar, Kallikuppam

Ambattur, Chennai- 600 053.

Email id: avishazamaan@gmail.com

Mobile: 9488044836

LETTER OF APPOINTMENT

Dear Madam,

With reference to your application dated 29-10-2018 and subsequent interview you had with us on 12-11-2018, 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 01-12-2018 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 1st 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.

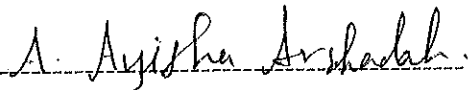
Continued in page 3.

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 Date

Name of the candidate in CAPITALS : A. AYISHA AR.S.HADAH.....



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: 10-06-2019

To
Ms.P. Kaviprabha
No.90, Kalaingar Nagar Extn.
Kovilpadagai
Avadi
Chennai- 600 062
Email: rkprabhapandian1610@gmail.com
Mobile: 9176900557

LETTER OF APPOINTMENT

Dear Madam,

With reference to your application dated 28-02-2019 and subsequent interview you had with us on 01-04-2019 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 12-06-2019 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.
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Sethu Bhaskara Nagar, Madhanangkuppam, Chennai-600 099.

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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.
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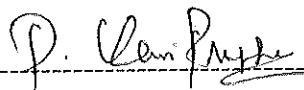
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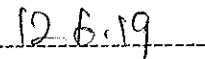
16. That, you shall take an abiding interest in the students career both inside and outside the college and shall promote physical, intellectual and moral welfare of pupils.
17. That, you are not allowed to use corporal punishment by any means to correct the erring student. Administering such method 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.
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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.
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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


Date

Name of the candidate in CAPITALS : P. KAVIPRADHA.....



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: 10-06-2019

To
Ms. R. Nandhini, M.A.
No. 1 / 272, Perumal Kovil Street
Sholavaram
Chennai
Mobile: 7092114759
Email: nandhinirajal7648@gmail.com

LETTER OF APPOINTMENT

Dear Madam,

With reference to your application dated 28-02-2019 and subsequent interview you had with us on 09-04-2019 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 01-07-2019 on probationary basis, on the following terms and conditions:

1. That, you will be paid a salary of Rs. 22,750/= (Rupees Twenty Two 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 1st 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. Nandhini 1.7.19
Signature of the candidate Date

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



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:10-06-2019

To

Ms. N. Jaya Soundariya, M.A.

No.14, 7th Avenue Banu Nagar

Ambattur

Chennai- 600 053

Mobile: 7871508352

Email: jayasoundharya7991@gmail.com

LETTER OF APPOINTMENT

Dear Madam,

With reference to your application dated 28-02-2019 and subsequent interview you had with us on 25-04-2019 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 01-07-2019 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.
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Sethu Bhaskara Nagar, Madhanangkuppam, Chennai-600 099.

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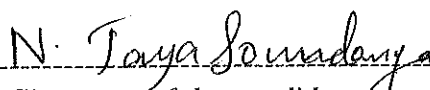
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SECRETARY


CHAIRMAN

.....

Signature of the candidate

1.7.2019
Date

Name of the candidate in CAPITALS : ..Ms.:..N. JAYA SOUNDARYA



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: 10-06-2019

To
Ms. R. Sharmila, M.A.
No. 1/67A, Kavarai Kulam Street
Sholavaram
Chennai - 600 067
Mobile: 7395950061
Email: sharmilaravi184@gmail.com

LETTER OF APPOINTMENT

Dear Madam,

With reference to your application dated 28-02-2019 and subsequent interview you had with us on 25-04-2019 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 01-07-2019 on probationary basis, on the following terms and conditions:

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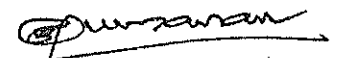
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19. That, at any time in the opinion of the Management which will be final in the matter, you are found guilty of dishonesty, disobedience, disorderly behavior, negligence, indiscipline or any other act considered by the Management as detrimental to 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

Date

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



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:31-07-2019

To

Ms. S.R. Shiny, M.A.

14/24, Munnusamy Pillai Street

Venkateshwara Nagar

Ambattur

Chennai- 600 053

Mobile:8220899718

Email.: saishiny4996@gmail.com

LETTER OF APPOINTMENT

Dear Madam,

With reference to your application dated 30-07-2019 and subsequent interview you had with us on 30-07-2019 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 01-08-2019 on probationary basis, on the following terms and conditions:

1. That, you will be paid a salary of Rs. 22,750/= (Rupees Twenty Two 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 1st 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.

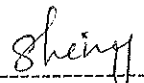
Continued in page 3.

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

31-7-19
Date

Name of the candidate in CAPITALS : S. R. SHINY



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

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, Website: www.sokaikedacollege.in

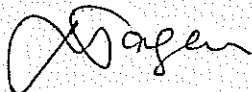
5. That, after having served the appointment order, if you do not join duty on the date specified by the Management, you are liable to pay one month salary to the Management as a prerequisite condition to release the certificates submitted by you.
6. That, you shall be entitled to any salary for the 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 1st 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.



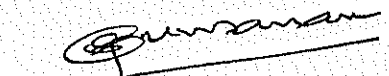
Continued in page 3.

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 Muruges

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

Dear Madam,

Sub: Confirmation of Appointment.

Ref: Your Application dated 18th July 2000.

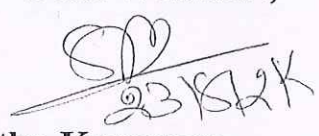
With regard to your Application under reference and the interview we had with you on 21st August, Our college is pleased to confirm your appointment as a Lecturer in the **department of Bio-Chemistry** of our College, on probation for one Year. Your consolidated salary will be Rs. 7,000/- (Rupees Seven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


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.



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,

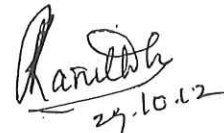
Vijayalakshmi puram,

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

AMCK, CHENNAI

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: 30-07-2019

To

Ms. L. Anna Sheba, M.Sc., M.Phil.

No. 34, New No.4, Mouna Swamy Mada Street

Villivakkam

Chennai- 600 049

Mobile: 9940032617

E-Mail: lawrencesheeba@gmail.com

LETTER OF APPOINTMENT

Dear Madam,

With reference to your application dated 30-07-2019 and subsequent interview you had with us on 30-07-2019 we have the pleasure in appointing you for the post of Assistant Professor in the Department of Biochemistry of Soka Ikeda College of Arts and Science for Women, Sethu Bhaskara Nagar, Madhanangkuppam, Chennai – 600 099 with effect from 05-08-2019 on probationary basis, on the following terms and conditions:

1. That, you will be paid a salary of Rs. 25,250/= (Rupees Twenty Five Thousand Two 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.


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 1st 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

.....

Signature of the candidate

05/8/19
Date

Name of the candidate in CAPITALS : ANNA SHEBA : L.....



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)

17.06.2013


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
VINAYAGAPURAM, CHENNAI - 600099.



SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

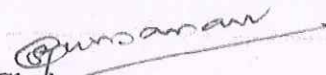
28.03.2013.

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.



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

10th August 2000.

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

Madam,

Sub: Confirmation of Appointment.

Ref: Your Application dated 17th July 2000.

In regard to your application dated 17th July and the subsequent Interview we had with you on 7th 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)

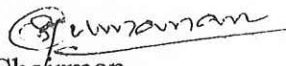
18.04.2007

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 Rathii,
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)

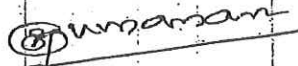
17.06.2013

To
Ms. S. Anitha,
No. 1/93, 'D' type,
12th 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 & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

25.11.2013

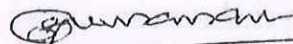
To

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.sokaikedacollege.in



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 (3rd)
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. Puspalaatha, M.Sc., M.Phil.

10, F-1, Krtheyen Enclave

3rd 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 1st 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.

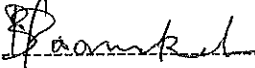
Continued in page 3.

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.....



SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

14.5.2014

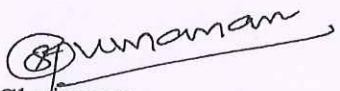
To

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.



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: 21-08-2019

To

Ms. R. Anitha

No.86, 9th Street, Babanagar

Villivakkam

Chennai-600 049

Mobile: 9500016476

Email: anithardas@gmail.com

LETTER OF APPOINTMENT

Dear Madam,

With reference to your application dated 21-08-2019 and subsequent interview you had with us on 21-08-2019 we have the pleasure in appointing you for the post of Assistant Professor in the Department of Mathematics – Shift II of Soka Ikeda College of Arts and Science for Women, Sethu Bhaskara Nagar, Madhanangkuppam, Chennai – 600 099 with effect from 21-08-2019 on probationary basis, on the following terms and conditions:

1. That, you will be paid a salary of Rs. 23,000/= (Rupees Twenty Three 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 1st 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


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


CHAIRMAN

.....
Anitha R
Signature of the candidate

21-08-2019
Date

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



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.

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)

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, 6th 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

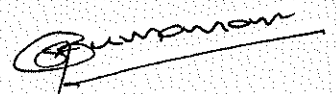
Email:sokaikeda@rediffmail.com, Website: www.sokaikedacollege.in

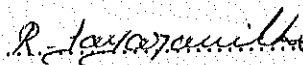
5. That, after having served the appointment order, if you do not join duty on the date specified by the Management, you are liable to pay one month salary to the Management as a prerequisite condition to release the certificates submitted by you.
6. That, you shall be entitled to any salary for the 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 1st 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

..........

Signature of the candidate

24.11.16

Date

Name of the candidate in CAPITALS :J.A.YARANT.THA.....



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 **1st 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

16th August 2000.

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

Dear Madam,

Sub: **Confirmation of Appointment.**

Ref: Your Application dated 18th July 2000.

With regard to your Application under reference and the interview we had with you on 10th 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 Kumar

16/8/2000

for Chairman.



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

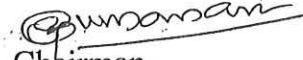
07.06.2006

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, Madhañgkuppam, Chennai- 600 099

23.6.2006

To
Ms. T. Jeeva,
No. 135, 13th 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.

A handwritten signature in dark ink, appearing to read 'B. Sumanam', written over a horizontal line.

Chairman.



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

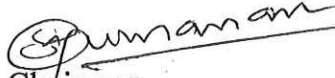
30.06 .2006

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)

Chennai – 600 099,

Date:31-07-2019

To

Dr. M. Suba Devi, M.A, M.Phil., Ph.D.

198A, G2, Lotus Apartment

Thamarai Street

Poompozhil Nagar

Avadi, Chennai – 600 062

Mobile 8939702737

LETTER OF APPOINTMENT

Dear Madam,

With reference to your application dated 30-07-2019 and subsequent interview you had with us on 30-07-2019 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 01-08-2019 on probationary basis, on the following terms and conditions:

1. That, you will be paid a salary of Rs. 27,750/= (Rupees Twenty Seven 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

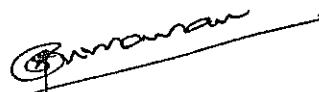
5. That, after having served the appointment order, if you do not join duty on the date specified by the Management, you are liable to pay one month salary to the Management as a prerequisite condition to release the certificates submitted by you.
6. That, you shall be entitled to any salary for the 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 1st 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.

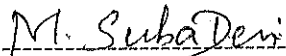
Continued in page 3.

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

1.8.2019

Date

Name of the candidate in CAPITALS : MS. M. SUBA DEVI.....



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: 07-08-2019

To

Ms. A. Priya

No.27, Thiruvalluvar Street

Nagammai Nagar

Avadi

Chennai- 600 109

Mobile: 9791183818

Email: priyaalagarsamy300693@gmail.com

LETTER OF APPOINTMENT

Dear Madam,

With reference to your application dated 07-08-2019 and subsequent interview you had with us on 07-08-2019 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 08-08-2019 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

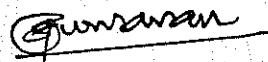
5. That, after having served the appointment order, if you do not join duty on the date specified by the Management, you are liable to pay one month salary to the Management as a prerequisite condition to release the certificates submitted by you.
6. That, you shall be entitled to any salary for the 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 1st 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.

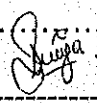
Continued in page 3.

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

.....
08/08/19
Date

Name of the candidate in CAPITALS : ...A: PRIYA.....



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:25-09-2019

To

Ms. U. Kanmani

No.1, Bajanai Koil Street

Kannadapalayam

Vellanoor Post

Chennai- 600 062

LETTER OF APPOINTMENT

Dear Madam,

With reference to your application dated 25-09-2019 and subsequent interview you had with us on 25-09-2019 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 25-09-2019 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 1st 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.

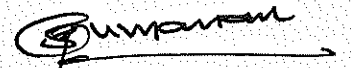


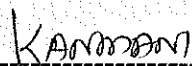
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16. That, you shall take an abiding interest in the students career both inside and outside the college and shall promote physical, intellectual and moral welfare of pupils.
17. That, you are not allowed to use corporal punishment by any means to correct 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.


SECRETARY


CHAIRMAN

.....

Signature of the candidate

.....
25-9-19
Date

Name of the candidate in CAPITALS :U. KANMANI.....



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

(Affiliated to the University of Madras)

3.4.2012.

To
Ms. M. Grace,
173, 26th 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



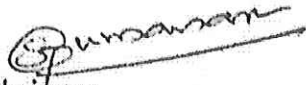
**SOKA IKEDA COLLEGE
OF ARTS & SCIENCE FOR WOMEN**
(Affiliated to the University of Madras)

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**
MANHURUKUPPAM, CHENNAI-600 005



**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 - 60.



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

14.8.2012

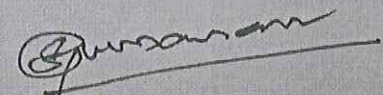
To

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.



SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

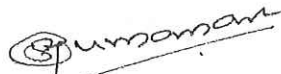
29.05.2009.

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
MADHANANDHUPPAM, 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,

Madanapalle palayam

Palayam post,

Puducherry State - 605 107

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
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, 2nd 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

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 1st 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.



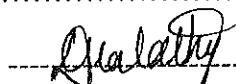
16. That, you shall take an abiding interest in the students career both inside and outside the college and shall promote physical, intellectual and moral welfare of pupils.
17. That, you are not allowed to use corporal punishment by any means to correct the erring student. Administering such method 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

.....
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 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.

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 1st 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

Bn. 

Dr. N. Suresh Babu M.A., M.Phil., B.Ed., M.B.A., Ph.D.

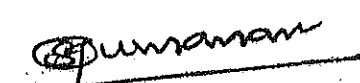
Continued in page 3.
Associate Professor,
PG & Research,
Department of Economics,
Presidency College,


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.

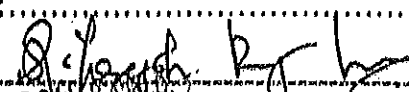
This appointment order is given to you in duplicate for your perusal. If the terms and conditions given in this order are acceptable to you, you are expected to return to us the duplicate copy of this order, after writing as All the terms are understood and accepted and signing it with date.


PRESIDENT


SECRETARY


CHAIRMAN

Attested by
Br.  08/03/2021


Dr. N. Suresh Babu, M.A., M.Phil., B.Ed., M.B.A., M.D.
Associate Professor,

14.6.17.
Date

Name of the candidate in CAPITALS : S. JOSEPH BENLY PRISCA
Department of Economics
Presidency College,
Chennai - 600 005.

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,
Sivagangal 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

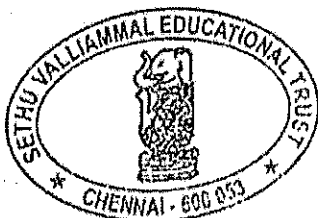
Dear Madam,

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 1st 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.



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.

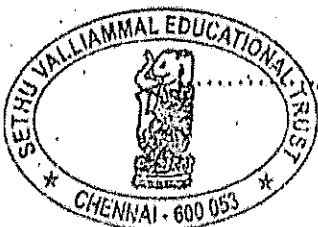
45/81

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

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.

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 1st 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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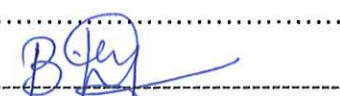
16. That, you shall take an abiding interest in the students career both inside and outside the college and shall promote physical, intellectual and moral welfare of pupils.
17. That, you are not allowed to use corporal punishment by any means to correct the erring student. Administering such method 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 : 



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.

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 1st 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.



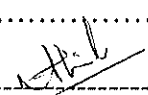
16. That, you shall take an abiding interest in the students career both inside and outside the college and shall promote physical, intellectual and moral welfare of pupils.
17. That, you are not allowed to use corporal punishment by any means to correct the erring student. Administering such method 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

Date

23.04.2018

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



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

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

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 1st 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.
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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.

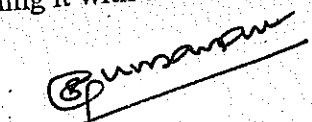


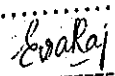
16. That, you shall take an abiding interest in the students career both inside and outside the college and shall promote physical, intellectual and moral welfare of pupils.
17. That, you are not allowed to use corporal punishment by any means to correct the erring student. Administering such method 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.
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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.
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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

.....
Date 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

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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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.

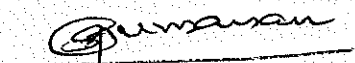


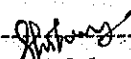
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This appointment order is given to you in duplicate for your perusal. If the terms and conditions given in this order are acceptable to you, you are expected to return to us the duplicate copy of this order, after writing as **All the terms are understood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



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: 10-06-2019

To

A. Vaishnavi

1753 A/2, Lakshmi Nagar

Madipakkam

Chennai-90

Email: vaishugayu212@gmail.com

Mobili: 9884106562

LETTER OF APPOINTMENT

Dear Madam,

With reference to your application dated 28-02-2019 and subsequent interview you had with us on 01-04-2019 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 12-06-2019 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

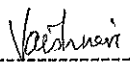
5. That, after having served the appointment order, if you do not join duty on the date specified by the Management, you are liable to pay one month salary to the Management as a prerequisite condition to release the certificates submitted by you.
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20. 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

10-6-19
Date

Name of the candidate in CAPITALS : ...A. VAISHNAVY.....



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, 2nd 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.


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 1st 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

20-11-17
Date

Name of the candidate in CAPITALS : S. Sundari



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:31-07-2019

To

Ms. R. Anusha, M.A.

Villivakkam

Chennai- 600 049

LETTER OF APPOINTMENT

Dear Madam,

With reference to your application dated 25-07-2019 and subsequent interview you had with us on 25-07-2019 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 01-08-2019 on probationary basis, on the following terms and conditions:

1. That, you will be paid a salary of Rs. 22,750/= (Rupees Twenty Two 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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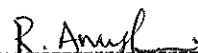
5. That, after having served the appointment order, if you do not join duty on the date specified by the Management, you are liable to pay one month salary to the Management as a prerequisite condition to release the certificates submitted by you.
6. That, you shall be entitled to any salary for the 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 1st 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

.....

Signature of the candidate

21.07.2019
Date

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

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:10-06-2019

To

Dr. Lydia Eric

2/733, B1, Sabari-3

Kazura Garden

6th Cross Street

Neelankarai Chennai- 600 115

Mobile:9884173273

Email:dr.lydiaeric@gmail.com

LETTER OF APPOINTMENT

Dear Madam,

With reference to your application dated 23-02-2019 and subsequent interview you had with us on 01-04-2019 we have the pleasure in appointing you for the post of Assistant Professor in the Department of Psychology of Soka Ikeda College of Arts and Science for Women, Sethu Bhaskara Nagar, Madhanangkuppam, Chennai – 600 099 with effect from 12-06-2019 on the following terms and conditions:

1. That, you will be paid a salary of Rs. 22,750/= (Rupees Twenty Two Thousand Seven Hundred and Fifty) per month.
2. That, this appointment is made subject to the approval of the University of Madras.
3. That, you are requested to produce all your original certificates and service certificates.

Continued in page 2.

4. 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.
5. 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.
6. 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.
7. That, you shall work under the general guidance, supervision and direction of the Principal and Management.
8. That, it is mandatory on the part of the incumbent not to leave the institution during in the middle of an academic year.
9. 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 1st of April (of an academic year) and effective till completion of the same academic year.
10. 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.
11. 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.
12. That you should obtain prior permission from the Management for any further study through Distance Education Programme or by any other means.
13. 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.
14. 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.



15. 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.
16. 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.
17. 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.
18. 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.
19. 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.
20. 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

10/6/2019
Date

Name of the candidate in CAPITALS :LYDIA ERIC.....



SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)


03.04.2012.

To
Mrs. M. Bhuvaneswari,
239, 5th Main Road,
29th 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



SOKA IKEDA COLLEGE OF ARTS AND SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

15.07.2015

To

Ms. S. Sivakalai
8, 3rd 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 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 5th 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.

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 1st 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.




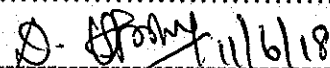
16. That, you shall take an abiding interest in the students career both inside and outside the college and shall promote physical, intellectual and moral welfare of pupils.
17. That, you are not allowed to use corporal punishment by any means to correct the erring student. Administering such method 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

11/6/18

Date

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



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

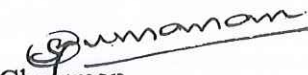
04.12.2006

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.



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, 22nd 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 4th 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



**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**
Madharangkuppam, Chennai - 600 053

Sethu Bhaskara Nagar, Madharangkuppam, Chennai - 600 053.
Cell: 9677717456 Tel: 044-2903 3707
E-mail: sokaikeda@gmail.com Web: sokaikedacollege.in



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

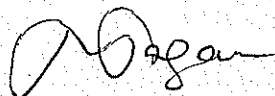
Dear Madam,


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.

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 1st 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. Priyadharsini

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)

Chennai – 600 099,

Date:10-06-2019

To

Dr. B. Anuradha, M.Com., M.Phil., Ph.D

RMB Aishwarya, Block I,

III-C, IIIrd Floor,

Madhavaram Redhills High road,

Vadaperumbakkam,

Chennai – 600 060

Mobile:9500006387

Email:anuradhahari@gmail.com

LETTER OF APPOINTMENT

Dear Madam,

With reference to your application dated 26-02-2019 and subsequent interview you had with us on 01-04-2019 we have the pleasure in appointing you for the post of Assistant Professor in the Department of Accounting and Finance of Soka Ikeda College of Arts and Science for Women, Sethu Bhaskara Nagar, Madhanangkuppam, Chennai – 600 099 with effect from 12-06-2019 on probationary basis, on the following terms and conditions:

1. That, you will be paid a salary of Rs. 27,750/= (Rupees Twenty Seven 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.

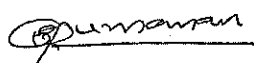
Continued in page 2.


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 1st 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



Signature of the candidate

Date

Name of the candidate in CAPITALS : **ANURADHA . B**



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:24-06-2019

To

Ms. Dhanalakshmi MSW

No.11, Gandhi Nagar VII St.,

Kodungaiyur

Chennai-600 118

Mobile: 9962390478

Email.: dhana.stella@gmail.com

LETTER OF APPOINTMENT

Dear Madam,

With reference to your application dated 24-06-2019 and subsequent interview you had with us on 24-06-2019 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 01-07-2019 on probationary basis, on the following terms and conditions:

1. That, you will be paid a salary of Rs. 23,000/= (Rupees Twenty Three 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.

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 1st 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.

[Signature]
SECRETARY

Prumanan
CHAIRMAN

R. Shanmukh

Signature of the candidate

Date _____

Name of the candidate in CAPITALS : R. DHANAKASHMI