



SOKA IKEDA COLLEGE OF ARTS AND SCIENCE FOR WOMEN

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai 600 099.

**APPOINTMENT ORDERS OF FULL TIME
TEACHERS**

ACADEMIC YEAR 2020-2021



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

Number of Full-Time Teachers for the Academic Year 2020-21

S. NO.	NAME OF THE DEPARTMENT	NUMBER OF FULL-TIME TEACHERS
1.	Principal	1
2.	Tamil	12
3.	English	09
4.	Biochemistry	05
5.	Computer Science	04
6.	Mathematics	10
7.	Business Administration	03
8.	Commerce	10
9.	Computer Applications	05
10.	Information System Management	05
11.	Economics	04
12.	Physics with Computer Applications	03
13.	Tourism & Travel Management	02
14.	Psychology	NA
15.	Corporate Secretaryship	04
16.	Computer Science	05
17.	Human Resource Management	01
18.	Accounting And Finance	01
TOTAL		84




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	Dr.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	Dr.AR. Abirami	Assistant Professor	11.06.2015
10	Ms.Shameem Nisha	Assistant Professor	11.06.2015
11	Ms.P.Parameswari	Assistant Professor	01.02.2017
12	Ms.A.Steffie Craf	Assistant Professor	29.11.2017
13	Dr.K.Anuradha	Assistant Professor	01.04.2013
Department Of English			
14	Dr.R.Sandhya Lakshmi	Head & Assistant Professor	16.06.2008
15	Ms.R.Suganthi	Assistant Professor	15.12.2008
16	Ms.D. Deepa	Assistant Professor	10.06.2016
17	Ms.L. Revathy	Assistant Professor	27.08.2016
18	Ms.K. Kanthimathi	Assistant Professor	14.06.2017

19	Ms.B. Hemavathy	Assistant Professor	03.07.2017
20	Ms.P. Kavi Prabha	Assistant Professor	12.06.2019
21	Ms.R. Sharmila	Assistant Professor	01.07.2019
22	Ms.R. Nandhini	Assistant Professor	01.07.2019
Department of Biochemistry			
23	Dr. Meera Murugesan	Vice Principal & Head	23.08.2000
24	Ms.D. Subhashini	Assistant Professor	14.07.2008
25	Dr. C. Latha	Assistant Professor	01.08.2012
26	Ms.S. Sarada	Assistant Professor	21.11.2012
27	Ms.L. Anna Sheba	Assistant Professor	05.08.2019
Department of Computer Science			
28	Ms.N.S. Kiruthika	Head & Assistant Professor	20.04.2005
29	Ms.T.S. Helan Mabel	Assistant Professor	15.06.2009
30	Ms.V. Thilagavathy	Assistant Professor	20.06.2013
31	Ms.P. Kalyani	Assistant Professor	01.04.2013
Department of Mathematics			
32	Ms.S. Gunachithra	Head & Assistant Professor	10.08.2000
33	Ms.M. Ramya Devi	Assistant Professor	11.06.2007
34	Ms.P. Dhanalakshmi	Assistant Professor	11.06.2007
35	Ms.J. Jacklin Dayana	Assistant Professor	14.06.2010
36	Ms.J. Chella Manorathi	Assistant Professor	21.06.2010
37	Ms.S. Anitha	Assistant Professor	01.07.2013

38	Ms.E. Praveena	Assistant Professor	02.12.2013
39	Ms.T.Sophia Beatrice	Assistant Professor	22.06.2015
40	Ms.R. Pushpalatha	Assistant Professor	01.07.2015
41	Ms.R. Anitha	Assistant Professor	21.08.2019
Department of Business Administration			
42	Ms.M. Vijaya Sumathi	Head & Assistant Professor	03.04.2012
43	Ms.M. Kavitha	Assistant Professor	01.07.2013
44	Ms.P. Rajasubha	Assistant Professor	03.10.2013
Department of Commerce			
45	Dr.V. Sujatha	Head & Assistant Professor	01.07.2002
46	Dr.S. Mary Sujatha	Assistant Professor	16.08.2000
47	Dr.M. Raja Rajeswari	Assistant Professor	12.06.2006
48	Ms.T.Jeeva	Assistant Professor	26.06.2006
49	Ms.Pl. Alamelu	Assistant Professor	03.07.2006
50	Ms.S. Ushadevi	Assistant Professor	11.06.2008
51	Dr.V. Premalatha	Assistant Professor	11.06.2008
52	Ms.S. Shobana	Assistant Professor	12.12.2012
53	Ms.R. Krishnaveni	Assistant Professor	01.07.2013
54	Dr.M. Subhadevi	Assistant Professor	01.08.2019
Department of Computer Applications			
55	Ms.M. Grace	Head Assistant Professor	03.04.2012
56	Ms.C.T. Ashita	Assistant Professor	16.07.2007

57	Ms.I. Parvin Begum	Assistant Professor	11.06.2008
58	Ms.R.Mary Sheeba	Assistant Professor	16.08.2012
59	Ms.M. Anitha Devi	Assistant Professor	02.12.2013
Department of Information System Management			
60	Ms.G. Vijaya Girija	Head Assistant Professor	15.06.2009
61	Ms.K. Nirmaladevi	Assistant Professor	08.06.2011
62	Ms.P. Kalpana	Assistant Professor	18.07.2011
63	Ms.J. Parvathy	Assistant Professor	01.12.2011
64	Ms.D. Malathy	Assistant Professor	11.06.2018
Department of Economics			
65	Ms.H.Nirmala	Head&Assistant Professor	01.02.2016
66	Ms.S.Joseph Bency Prisca	Assistant Professor	14.06.2017
67	Ms.T. Sasikala	Assistant Professor	10.06.2016
68	Ms.B. Deepa	Assistant Professor	14.06.2017
Department of Physics with Computer Applications			
69	Dr.M. Abila Marselin	Head & Assistant Professor	11.06.2018
70	Dr T. Evangeline Rebecca	Assistant Professor	11.06.2018
71	Ms.S. Shobana	Assistant Professor	11.06.2018
Department of Tourism and Travel Management			
72	Ms.A.Vaishnavi	Head & Assistant Professor	12.06.2019
73	Ms.S.Sundari	Assistant Professor	20.11.2017

Department of Corporate Secretaryship			
74	Ms.M. Bhuvaneswari	Head & Assistant Professor	03.04.2012
75	Ms.J. Jabamalai Priya	Assistant Professor	10.07.2013
76	Ms.S. Sivakalai	Assistant Professor	16.07.2015
77	Ms.D. Vanitha	Assistant Professor	11.06.2018

S. No.	Name of the Full-time teacher	Designation	Year of Appointment
Department of Computer Science			
78	Ms.J.Vimal Rosy	Head & Assistant Professor	04.12.2006
79	Ms.M. Mahboob Meera	Assistant Professor	11.06.2008
80	Ms.P. Hemalatha	Assistant Professor	1.07.2013
81	Ms.C. Rajeswari	Assistant Professor	11.06.2015
82	Ms.C. Thavamani	Assistant Professor	14.06.2017
Department of Human Resource Management			
83	Ms. A. Vinnarasi	Head & Assistant Professor	01.08.2013
Department of Accounting and Finance			
84	Dr.B. Anuradha	Head & Assistant Professor	12.06.2019
TOTAL = 84			




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



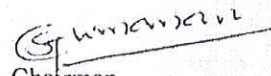
SOKA IKEDA COLLEGE
OF ARTS AND SCIENCE FOR WOMEN
(Affiliated to the University of Madras)

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. Kohita,
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, CHENNI



SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

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

27.05.2008.

To

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

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

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

Chairman.



SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

01.12.2009.

To

Ms. E. Geetha,

No. 4/118, A Type,
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 Ilam,

Kumaran Street,

J.P. Estate


Avadi,

Chennai- 600 054.

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

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

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


Chairman

Sethu Bhaskara Nagar, 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 - 600099.

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



SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

29.04.2015

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

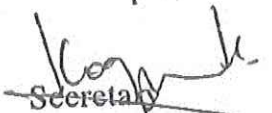
Pudur

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 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 Safai
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

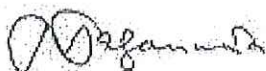
Email:sokaikeda@rediffmail.com, Website: www.sokaikedacollege.in

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:


SECRETARY


CHAIRMAN

.....

Signature of the candidate

.....
29.11.2017
Date

Name of the candidate in CAPITALS : A. STEFFLE CRAF



SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

28.03.2013

To
Mrs. K. Anuradha, M.A., M.Phil., Ph.D
38, Jeeva Nagar III street,
Lakshmi Koil.,
T.H. Road,
New Wahsermenpet,
Chennai- 600 081

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

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

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


Chairman.



SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

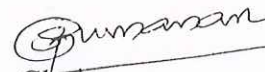
(Affiliated to the University of Madras)

13.06.2008.

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

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

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


Chairman.

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



SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

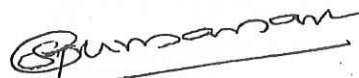
(Affiliated to the University of Madras)

10.12.2008.

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


Principal
18-11-10

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,
Sivaganga 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.

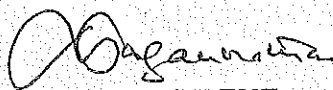
Continued in page 2.

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.

Continued in page 3.

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

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


PRESIDENT


SECRETARY


CHAIRMAN

.....

Signature of the candidate

.....
4th-June, 2016
Date

Name of the candidate in CAPITALS : A. 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

Ms. K. Kanthimathi, M.A., M.Phil.
No. 9/34, Pushpa Nagar Main Road
Iyyappanthangal
Chennai- 600 056
Ph.: 9884991151
E.Mail.L: kanthu01@gmail.com

Chennai – 600 099,
Date: 09-06-2017



LETTER OF APPOINTMENT

Dear Madam,

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

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

Continued in page 2.

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai-600 099.

Phone : 044-29033707 / 9677717456

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

5. That, after having served the appointment order, if you do not join duty on the date specified by the Management, you are liable to pay one month salary to the Management as a prerequisite condition to release the certificates submitted by you.
6. That, you shall be entitled to any salary for the month of May, during the probationary period, provided, you must have completed 8 months of service satisfactorily from the date of joining duty and are willing to continue your service in our college. Besides, to claim the benefit of the May salary, you must have joined the duty on the re-opening day of the ensuing academic year as declared by the Management.
7. That, you can be considered for yearly increment after the successful completion of the probationary period. The conditionality of increment purely rests with on the discretion of the Management.
8. That, you shall work under the general guidance, supervision and direction of the Principal and Management.
9. That, it is mandatory on the part of the incumbent not to leave the institution during in the middle of an academic year.
10. That, in the event of your resignation after having served an appointment order during the probationary period you shall have to give two months notice, failing which, you are liable to pay two months salary to the Management and the notice for the resignation will be accepted only on the 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

14.06.2017
Date

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



SETHU VALLIAMMAL EDUCATIONAL TRUST

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

SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

To

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.

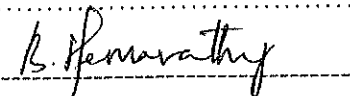
16. That, you shall take an abiding interest in the students career both inside and outside the college and shall promote physical, intellectual and moral welfare of pupils.
17. That, you are not allowed to use corporal punishment by any means to correct the erring student. Administering such method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

12.6.19
Date

Name of the candidate in CAPITALS : P. KAVI PRADHA.....



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:

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.

- 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.


CHAIRMAN

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: 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.

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. 7. 19
Date

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



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

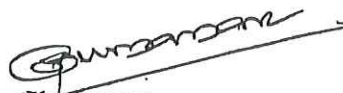
To,

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,

Vijayalakshmipuram,

Ambattur,

Chennai- 53.

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

You are hereby informed to report duty on 21.11.2012.

Rani Christhu Dhas
29.10.12

(Rani Christhu Dhas)

Ph: 9841519219

INCK. CAMP C

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

.....


05/8/19

Signature of the candidate

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

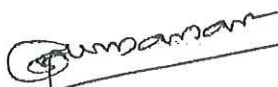
To

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
MADHANANGKUPPAM, CHENNAI - 600099.



SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

28.03.2013.

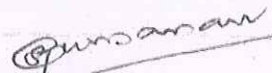
To

Ms. P. Kalyani,
73, Sivaprakasam Nagar,
Surapet,
Ambattur,
Chennai – 600 053.

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

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

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


Chairman.

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



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)

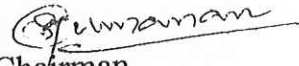
18.04.2007

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 Rathi,
28, Perumal Koil Street,
Mannurpet,
Padi,
Chennai- 600 050.

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

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

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


Chairman.

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



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

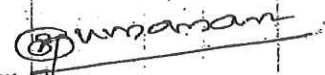
17.06.2013

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,

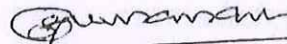
Kolathur,

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)

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
SOKAKEDA 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,

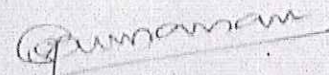
Redhills,

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 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)

20.06.02.

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,

Principal.

Sethu Kumanan,
Chairman.

Madhanakuppam, Chennai-600 090.

Tel : (044) 6582251



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 Devi Ramani

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

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai-600 099.

Tel : (044) 2686 8005, 2501 4252

E-mail : sokaikeda@rediffmail.com



SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN
(Affiliated to the University of Madras)
Sethu Bhaskara Nagar, Madhañangkuppam, 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.

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,

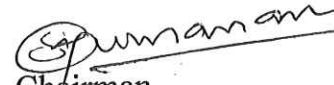
Venkatapuram,

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

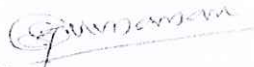
Mrs. S. Shobana.

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
1, 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

Poompozhi 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 : M.S. M. SUBA DEVI



SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

3.4.2012.

To
Ms. M. Grace,
173, 26th Avenue,
Banu 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
MANORANGUUPPAM, CHENNAI-600 099



**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

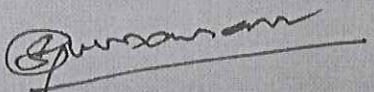
To

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)

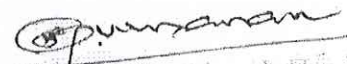
25.11.2013

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.

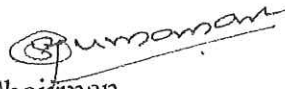
To

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
MADHANANGKUPPAM, CHENNAI - 600099.



SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

28.4.2011

To
Ms. K. Normaladevi,
No.6, Vinayagar Koil Street,
Madanadipet 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.

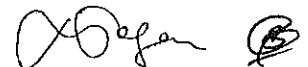
Continued in page 2.

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai-600 099.

Phone : 044-2686 3177 / 9677717456

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.

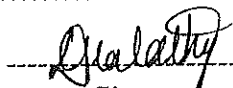
16. That, you shall take an abiding interest in the students career both inside and outside the college and shall promote physical, intellectual and moral welfare of pupils.
17. That, you are not allowed to use corporal punishment by any means to correct the erring student. Administering such method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

.....

Signature of the candidate

11.6.18
Date

Name of the candidate in CAPITALS : D. MALATHY



SOKA IKEDA COLLEGE OF ARTS AND SCIENCE FOR WOMEN

(Affiliated to the University of Madras)


30.01.2016.

To

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

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

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


Chairman.

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai- 600 099.

Cell : 96777 17456 / Phone: 044-2903 3707

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

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

To

Chennai – 600 099,
Date: 09-06-2017

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

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] 08/03/2017

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 - 600 006.

Continued in page 2.

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai-600 099.

Phone : 044-29033707 / 9677717456

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

5. That, after having served the appointment order, if you do not join duty on the date specified by the Management, you are liable to pay one month salary to the Management as a prerequisite condition to release the certificates submitted by you.
6. That, you shall be entitled to any salary for the month of May, during the probationary period, provided, you must have completed 8 months of service satisfactorily from the date of joining duty and are willing to continue your service in our college. Besides, to claim the benefit of the May salary, you must have joined the duty on the re-opening day of the ensuing academic year as declared by the Management.
7. That, you can be considered for yearly increment after the successful completion of the probationary period. The conditionality of increment purely rests with on the discretion of the Management.
8. That, you shall work under the general guidance, supervision and direction of the Principal and Management.
9. That, it is mandatory on the part of the incumbent not to leave the institution during in the middle of an academic year.
10. That, in the event of your resignation after having served an appointment order during the probationary period you shall have to give two months notice, failing which, you are liable to pay two months salary to the Management and the notice for the resignation will be accepted only on the 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

Dr. N. Suresh Babu

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 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.

Abagan
PRESIDENT

Kijlk
SECRETARY

Punaman
CHAIRMAN

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

[Signature]
Signature of the candidate

14.6.17
Date

Dr. N. Suresh Babu, M.A., M.Phil., B.Ed., M.B.A., M.D.
Associate Professor,
Name of the candidate
Department of Economics
Presidency College,
Chennai - 600 005.

in CAPITALS : S. JOSEPH, BENCY, PRISCA

SETHU VALLIAMMAL EDUCATIONAL TRUST

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

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

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

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

Founder :
Mr. Sethu Bhaskaran

Managing Trustee :
Dr. Sethu Kumanan

Trustee :
Mrs. Sethu Irani

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

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

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

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

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

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

Chennai- 600 099
Date: 05.05.2016

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



LETTER OF APPOINTMENT

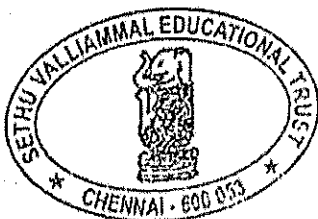
Dear Madam,

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

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

Continued in page 2.

5. That, after having served the appointment order, if you do not join duty on the date specified by the Management, you are liable to pay one month salary to the Management as a prerequisite condition to release the certificates submitted by you.
6. That, you shall be entitled to any salary for the month of May, during the probationary period, provided, you must have completed 8 months of service satisfactorily from the date of joining duty and are willing to continue your service in our college. Besides, to claim the benefit of the May salary, you must have joined the duty on the re-opening day of the ensuing academic year as declared by the Management.
7. That, you can be considered for yearly increment after the successful completion of the probationary period. The conditionality of increment purely rests with on the discretion of the Management.
8. That, you shall work under the general guidance, supervision and direction of the Principal and Management.
9. That, it is mandatory on the part of the incumbent not to leave the institution during in the middle of an academic year.
10. That, in the event of your resignation after having served an appointment order during the probationary period you shall have to give two months notice, failing which, you are liable to pay two months salary to the Management and the notice for the resignation will be accepted only on the 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.

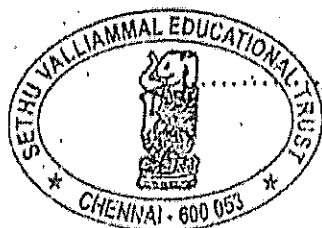
45/81

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.

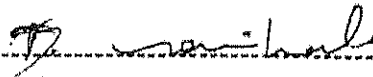

PRESIDENT


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.

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

.....

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.

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.



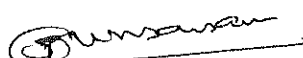
Continued in page 3.

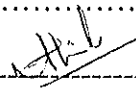
16. That, you shall take an abiding interest in the students career both inside and outside the college and shall promote physical, intellectual and moral welfare of pupils.
17. That, you are not allowed to use corporal punishment by any means to correct the erring student. Administering such method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

.....

Signature of the candidate

23.04.2018
Date

Name of the candidate in CAPITALS : D. S. M. ABU A. MARSEHIN



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

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.

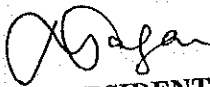
18. That, you shall not undertake any part-time or full-time, direct or indirect, honorary or remunerative, job / assignment in any college / business concern during the period of your service. If found so, your service shall be terminated without notice. You shall not undertake private tuition either 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

.....

Signature of the candidate

11.6.18
Date

Name of the candidate in CAPITALS : T. EVANGELINE REBECCA



SETHU VALLIAMMAL EDUCATIONAL TRUST

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

SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

To

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

Chennai – 600 099

Date: 23-04-2018



LETTER OF APPOINTMENT

Dear Madam,

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

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

Continued in page 2.

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai-600 099.

Phone : 044-2686 3177 / 9677717456

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

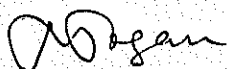
5. That, after having served the appointment order, if you do not join duty on the date specified by the Management, you are liable to pay one month salary to the Management as a prerequisite condition to release the certificates submitted by you.
6. That, you shall be entitled to any salary for the month of May, during the probationary period, provided, you must have completed 8 months of service satisfactorily from the date of joining duty and are willing to continue your service in our college. Besides, to claim the benefit of the May salary, you must have joined the duty on the re-opening day of the ensuing academic year as declared by the Management.
7. That, you can be considered for yearly increment after the successful completion of the probationary period. The conditionality of increment purely rests with on the discretion of the Management.
8. That, you shall work under the general guidance, supervision and direction of the Principal and Management.
9. That, it is mandatory on the part of the incumbent not to leave the institution during in the middle of an academic year.
10. That, in the event of your resignation after having served an appointment order during the probationary period you shall have to give two months notice, failing which, you are liable to pay two months salary to the Management and the notice for the resignation will be accepted only on the 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.



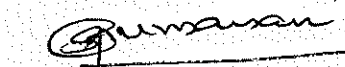
Continued in page 3.

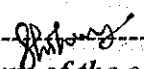
16. That, you shall take an abiding interest in the students career both inside and outside the college and shall promote physical, intellectual and moral welfare of pupils.
17. That, you are not allowed to use corporal punishment by any means to correct the erring student. Administering such method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

.....

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.
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

10-6-19
Date

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



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.

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

20-11-17
Date

Name of the candidate in CAPITALS : S. Sundar



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.

K. J. K.
Secretary.

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

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

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



SOKA IKEDA COLLEGE OF ARTS AND SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

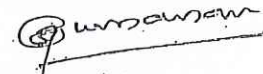
15.07.2015

To

Ms. S. Sivakalai
8, 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 Bhaskara Nagar, Madhanangkuppam, Chennai- 600 099.

Cell : 96777 17456 / Phone: 044-2903 3707

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

SETHU VALLIAMMAL EDUCATIONAL TRUST

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



SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)



Chennai – 600 099,
Date: 30-05-2018

To

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

No.12, Kasthuri 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.

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

Phone : 044-2686 3177 / 9677717456

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

5. That, after having served the appointment order, if you do not join duty on the date specified by the Management, you are liable to pay one month salary to the Management as a prerequisite condition to release the certificates submitted by you.
6. That, you shall be entitled to any salary for the month of May, during the probationary period, provided, you must have completed 8 months of service satisfactorily from the date of joining duty and are willing to continue your service in our college. Besides, to claim the benefit of the May salary, you must have joined the duty on the re-opening day of the ensuing academic year as declared by the Management.
7. That, you can be considered for yearly increment after the successful completion of the probationary period. The conditionality of increment purely rests with on the discretion of the Management.
8. That, you shall work under the general guidance, supervision and direction of the Principal and Management.
9. That, it is mandatory on the part of the incumbent not to leave the institution during in the middle of an academic year.
10. That, in the event of your resignation after having served an appointment order during the probationary period you shall have to give two months notice, failing which, you are liable to pay two months salary to the Management and the notice for the resignation will be accepted only on the 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.



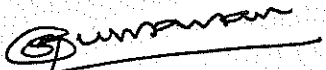
Continued in page 3.

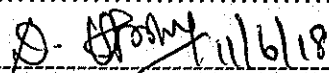
16. That, you shall take an abiding interest in the students career both inside and outside the college and shall promote physical, intellectual and moral welfare of pupils.
17. That, you are not allowed to use corporal punishment by any means to correct the erring student. Administering such method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

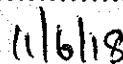

PRESIDENT


SECRETARY


CHAIRMAN



Signature of the candidate



Date

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



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


04.12.2006

To

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

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

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


Chairman.

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

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



SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

17.04.2008.

To

Mrs. M. Mahboob Meera,

6, 22nd Avenue,

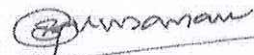
Banu Nagar,

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)

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)


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



SETHU VALLIAMMAL EDUCATIONAL TRUST

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

SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

To

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

Chennai – 600 099
Date: 09-06-2017



LETTER OF APPOINTMENT

Dear Madam,

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

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

Continued in page 2.

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai-600 099.

Phone : 044-29033707 / 9677717456

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

5. That, after having served the appointment order, if you do not join duty on the date specified by the Management, you are liable to pay one month salary to the Management as a prerequisite condition to release the certificates submitted by you.
6. That, you shall be entitled to any salary for the month of May, during the probationary period, provided, you must have completed 8 months of service satisfactorily from the date of joining duty and are willing to continue your service in our college. Besides, to claim the benefit of the May salary, you must have joined the duty on the re-opening day of the ensuing academic year as declared by the Management.
7. That, you can be considered for yearly increment after the successful completion of the probationary period. The conditionality of increment purely rests with on the discretion of the Management.
8. That, you shall work under the general guidance, supervision and direction of the Principal and Management.
9. That, it is mandatory on the part of the incumbent not to leave the institution during in the middle of an academic year.
10. That, in the event of your resignation after having served an appointment order during the probationary period you shall have to give two months notice, failing which, you are liable to pay two months salary to the Management and the notice for the resignation will be accepted only on the 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.

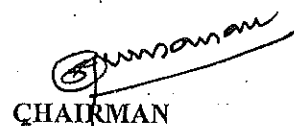
This appointment order is given to you in duplicate for your perusal. If the terms and conditions given in this order are acceptable to you, you are expected to return to us the duplicate copy of this order, after writing as **All the terms are understood and accepted** and signing it with date.




PRESIDENT



SECRETARY



CHAIRMAN

.....


Signature of the candidate

.....
09.6.2017

Date

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



SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)


29.07.2013

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

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

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

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


Chairman.

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

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.

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai-600 099.

Phone : 044-2686 3177 / 9677717456

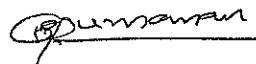
Email:sokaikeda@rediffmail.com, Website: www.sokaikedacollege.in

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


CHAIRMAN



Signature of the candidate

Date

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