



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

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai 600 099.

**APPOINTMENT ORDERS OF FULL TIME  
TEACHERS**

**ACADEMIC YEAR 2021-2022**



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

**Number of Full –Time Teachers**  
**Academic Year 2021-2022**

<b>S. No.</b>	<b>Name of the Department</b>	<b>Number of Full-Time Teachers</b>
1.	Tamil	11
2.	English	12
3.	Biochemistry	05
4.	Computer Science	05
5.	Mathematics	11
6.	Business Administration	04
7.	Commerce	11
8.	Computer Applications	05
9.	Information System Management	05
10.	Economics	04
11.	Physics With Computer Applications	02
12.	Tourism & Travel Management	02
13.	Psychology	01
14.	Corporate Secretaryship	03
15.	Computer Science	05
16.	Human Resource Management	02
17.	Social Work	01
18.	Accounting And Finance	01
19.	Historical Studies	01
20.	Sociology	NA
<b>TOTAL</b>		<b>91</b>



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

<b>S. No.</b>	<b>Name of the Full - time Teacher</b>	<b>Designation</b>	<b>Year of Appointment</b>
1	Dr. Meera Murugesan	Principal	23.08.2000
2	Dr. Kanmani Subramanian	Vice Principal	25.05.2005
<b>Department of Tamil</b>			
3	Dr.D.Rani Elizabeth	Head & Assistant Professor	11.06.2008
4	Dr.E.Geetha	Assistant Professor	03.12.2009
5	Dr. T.V. Chandrika	Assistant Professor	15.06.2010
6	Dr.C.Bharathi	Assistant Professor	14.07.2014
7	Dr.G.Daisy Maria Packiam	Assistant Professor	22.07.2014
8	Dr.AR. Abirami	Assistant Professor	11.06.2015
9	Ms.P.Parameswari	Assistant Professor	01.02.2017
10	Ms.A.Steffie Craf	Assistant Professor	29.11.2017
11	Dr.R.Sasikala	Assistant Professor	04.10.2021
12	Dr.K.Anuradha	Assistant Professor	01.04.2013
<b>Department of English</b>			
13	Dr.R.Sandhya Lakshmi	Head & Assistant Professor	16.06.2008
14	Ms.R.Suganthi	Assistant Professor	15.12.2008
15	Ms.K.Buji	Assistant Professor	16.06.2014
16	Ms.D.Deepa	Assistant Professor	10.06.2016
17	Ms.K.Kanthimathi	Assistant Professor	14.06.2017

18	Ms.B.Hemavathy	Assistant Professor	03.07.2017
19	Ms.P.Kavi Prabha	Assistant Professor	12.06.2019
20	Ms.R.Sharmila	Assistant Professor	01.07.2019
21	Ms.E.Jijitha Mary	Assistant Professor	09.03.2021
22	Dr.B.Uma Neela	Assistant Professor	04.10.2021
23	Ms.M.Ahamed Sadhiqua	Assistant Professor	18.10.2021
24	Ms.K.Jerry Elkha	Assistant Professor	25.10.2021
<b>Department of Biochemistry</b>			
25	Ms.D.Subhashini	Head & Assistant Professor	14.07.2008
26	Dr.C.Latha	Assistant Professor	01.08.2012
27	Dr.S.Sarada	Assistant Professor	21.11.2012
28	Ms.L.Anna Sheba	Assistant Professor	05.08.2019
<b>Department of Computer Science</b>			
29	Ms.N.S.Kiruthika	Head & Assistant Professor	20.04.2005
30	Ms.T.S.Helan Mabel	Assistant Professor	15.06.2009
31	Ms.V.Sivagama Sundari	Assistant Professor	21.06.2010
32	Ms.V.Thilagavathy	Assistant Professor	20.06.2013



33	Ms.P.Kalyani	Assistant Professor	08.07.2013
<b>Department of Mathematics</b>			
34	Ms.S.Gunachithra	Head & Assistant Professor	10.08.2000
35	Ms.M.Ramya Devi	Assistant Professor	11.06.2007
36	Ms.P.Dhanalakshmi	Assistant Professor	11.06.2007
37	Ms.J.Jacklin Dayana	Assistant Professor	14.06.2010
38	Ms.J.Chella Manorathi	Assistant Professor	21.06.2010
39	Ms.S.Anitha	Assistant Professor	01.07.2013
40	Ms.E.Praveena	Assistant Professor	02.12.2013
41	Ms.T.Sophia Beatrice	Assistant Professor	22.06.2015
42	Ms.R.Puspalatha	Assistant Professor	01.07.2015
43	Ms.R.Narmadha Devi	Assistant Professor	05.03.2021
44	Ms.R.Anitha	Assistant Professor	21.08.2019
<b>Department of Business Administration</b>			
45	Ms.M.Vijaya Sumathi	Head & Assistant Professor	03.04.2012
46	Ms.M. Kavitha	Assistant Professor	01.07.2013
47	Ms.P.Rajasubha	Assistant Professor	03.10.2013
48	Ms.V.Nagavalli	Assistant Professor	20.10.2021
<b>Department of Commerce</b>			
49	Dr.S.Mary Sujatha	Head & Assistant Professor	16.08.2000
50	Dr.N.Unnamalai Sangeetha	Assistant Professor	14.07.2004
51	Dr.M.Rajarajeswari	Assistant Professor	12.06.2006
52	Ms.T.Jeeva	Assistant Professor	26.06.2006
53	Dr.PL.Alamelu	Assistant Professor	03.07.2006
54	Ms.S.Ushadevi	Assistant Professor	11.06.2008

55	Dr.V.Premalatha	Assistant Professor	11.06.2008
56	Ms.S.Shobana	Assistant Professor	12.12.2012
57	Dr.R.Krishnaveni	Assistant Professor	01.07.2013
58	Ms.A.Yuvarani	Assistant Professor	05.03.2021
59	Ms.E.Shanmuga Priya	Assistant Professor	05.03.2021
<b>Department of Computer Applications</b>			
60	Ms.M.Grace	Head & Assistant Professor	03.04.2012
61	Ms.C.T. Ashita	Assistant Professor	16.07.2007
62	Ms.R.Mary Sheeba	Assistant Professor	16.08.2012
63	Ms.M.Anitha Devi	Assistant Professor	02.12.2013
64	Ms.R.Kiruthiga	Assistant Professor	04.10.2021
<b>Department of Information System Management</b>			
65	Ms.G.Vijaya Girija	Head & Assistant Professor	15.06.2009
66	Ms.K.Nirmala Devi	Assistant Professor	08.06.2011
67	Ms.P.Kalpana	Assistant Professor	18.07.2011
68	Ms.J.Parvathy	Assistant Professor	01.12.2011
69	Ms.D.Malathy	Assistant Professor	11.06.2018

<b>Department of Economics</b>			
70	Ms.S.Joseph Bency Prisca	Head & Assistant Professor	14.06.2017
71	Ms.T.Sasikala	Assistant Professor	10.6.2016
72	Ms.B.Deepa	Assistant Professor	14.06.2017
73	Dr.R.Bhavani	Assistant Professor	04.10.2021
<b>Department of Physics with Computer Applications</b>			
74	Dr.M.Abila Marselin	Head & Assistant Professor	11.06.2018
75	Dr.V.Padmavathy	Assistant Professor	04.10.2021
<b>Department of Tourism and Travel Management</b>			
76	Ms.A.Vaishnavi	Head & Assistant Professor	12.06.2019
77	Ms.S.Sundari	Assistant Professor	20.11.2017
<b>Department of Psychology</b>			
78	Ms. K. Maheswari	Assistant Professor	21.06.2021
<b>Department of Corporate Secretaryship</b>			
79	Ms.M. Bhuvaneswari	Head & Assistant Professor	03.04.2012
80	Ms.J.Jabamalai Priya	Assistant Professor	10.07.2013
81	Ms.S.Sivakalai	Assistant Professor	16.07.2015
<b>Department of Computer Science</b>			
82	Ms.J.Vimal Rosy	Head & Assistant Professor	04.12.2006
83	Ms.M.Mahboob Meera	Assistant Professor	11.06.2008
84	Ms.P.Hemalatha	Assistant Professor	01.07.2013
85	Ms.C.Rajeswari	Assistant Professor	11.06.2015
86	Dr.C.Thavamani	Assistant Professor	14.06.2017

<b>Department of Human Resource Management</b>			
87	Dr.A.Vinnarasi	Head & Assistant Professor	01.08.2013
88	Ms.K.Amudhavalli	Assistant Professor	01.03.2021
<b>Department Of Social Work</b>			
89	Ms.R.Dhanalakshmi	Head & Assistant Professor	01.07.2019
<b>Department Of Accounting and Finance</b>			
90	Dr.B.Anuradha	Head & Assistant Professor	12.06.2019
<b>Department Of Historical Studies</b>			
91	Dr.S.Mahadevi	Head & Assistant Professor	23.06.2021
<b>TOTAL=91</b>			



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



# SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

*(Affiliated to the University of Madras)*

18-11-2021

To

The Registrar,  
University of Madras,  
Chepauk,  
Chennai- 600 005

Sir

As the Principal Dr. M.Samshath has relinquished her post and service with effect from the After Noon of Nov 17, 2021 and handed over the charges as Principal to the Vice-Principal.

The Vice-Principal **Dr. B.Meera Murugesan**, M.Sc.,M.Phil.,Ph.D, Head, Department of Bio-Chemistry, has been appointed as the **Principal in-charge** with effect from **Nov 18, 2021.**

The Management will initiate steps to appoint a regular Principal at the earliest.

Thanking you ,



Yours sincerely

Mrs. Kogilam Kumanan  
Secretary

**Mrs. KOGILAM**  
**SECRETARY**  
**SOKA IKEDA COLLEGE OF ARTS**  
**AND SCIENCE FOR WOMEN**  
CHENNAI - 600 005

- Copy To: 1) The Director of Collegiate Education, College Road,  
2) The Regional Director of Collegiate Education, Chennai Region,  
Chennai - 600 015



# 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 6<sup>th</sup> Cross Street,  
Lenin Nagar,  
Ambattur,  
Chennai-53.

Dear Madam,

Sub: Confirmation of Appointment.

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


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

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

Thanking you,

Yours truly,

For SOKE IKEDA COLLEGE OF ARTS & SCIENCE  
FOR WOMEN,

  
Sethu Kumanan  
Chairman.





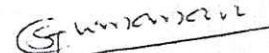
**SOKA IKEDA COLLEGE**  
**OF ARTS AND SCIENCE FOR WOMEN**  
(Affiliated to the University of Madras)

23.05.2005.


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

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

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

  
Chairman.

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

  
18.11.10

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

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



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

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

27.05.2008.

To

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

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

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

Chairman.





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

01.12.2009.

To

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

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

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

Chairman.

Chairman

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





# SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

11.03.2010.

To

Ms. Chandrika,

No. 195 / 5 FF, Tejas Flat,

Raja Raja Cholan Street,

Kumaran Nagar,


Padi,

Chennai- 600 050

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

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

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

  
Chairman.

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





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

12.7.2014

To  
Mrs. C. Bharathi, M.A., M.Phil., Ph.D.  
9-1, Thayagam Illam,  
Kumaran Street,  
JP Estate  
Avadi,  
Chennai- 600 054.

Srty: **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 2<sup>nd</sup> Street,

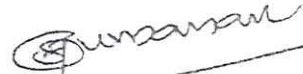
Villivakkam,

Chennai - 49

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

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

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

  
Chairman.

Chairman

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

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai - 600 099

Cell : 9150008813 Tel : 044-2903 3707.

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

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# SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

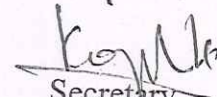
(Affiliated to the University of Madras)

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



# SETHU VALLIAMMAL EDUCATIONAL TRUST

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

## SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

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

Chennai- 600 099  
Date: 01.02.2017



### LETTER OF APPOINTMENT

Dear Madam,

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

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

Continued in page 2.

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

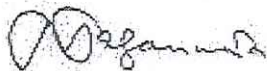


5. That, after having served the appointment order, if you do not join duty on the date specified by the Management, you are liable to pay one month salary to the Management as a prerequisite condition to release the certificates submitted by you.
6. That, you shall be entitled to any salary for the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

Continued in page 3.

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


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



PRESIDENT



SECRETARY



CHAIRMAN

P.P

Signature of the candidate

1.2.2017

Date

Name of the candidate in CAPITALS : P. Parameshwari





# SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

To

Chennai – 600 099,

Date: 27-11-2017

Ms. Steffie Craf

No. 54/2, Padasalai Street

Ayanambakkam

Chennai- 600 095

Phone: 9841644031

Email: steffiemani@gmail.com

## LETTER OF APPOINTMENT

Dear Madam,

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

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

Continued in page 2.

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai-600 099.

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

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

29.11.2017

Date

Name of the candidate in CAPITALS : A. STEFFIE CRAF



# SETHU VALLIAMMAL EDUCATIONAL TRUST

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

## SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

Chennai - 600 099,

Date: 29-09-2021

To

Dr. R. Sasikala M.A., M.Phil., Ph.D

530, Quide Millath Nagar,

Vilaar Road,

Thanjavur-613006

Mobile: 8220760641

Mail: sasibasnika@gmail.com

### LETTER OF APPOINTMENT

Dear Madam,

With reference to your application dated 26-08-2021 and subsequent interview you had with us on 15-09-2021 we have the pleasure in appointing you as Assistant Professor in the Department of Tamil, Soka Ikeda College of Arts and Science for Women, Sethu Bhaskara Nagar, Madhanangkuppam, Chennai - 600 099 with effect from 04-10-2021 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.

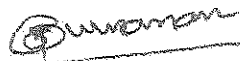
Phone : 044-2686 3177 / 9677717456

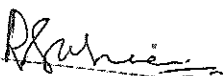
Email: sokaikeda@rediffmail.com, Website: www.sokaikedacollege.in

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 1<sup>st</sup> of April (of an academic year) and effective till completion of the same academic year.
11. That, your appointment will be subject to termination at any time by one month notice in written by the Management or by payment of one month salary in lieu of such a notice.
12. That, you will be responsible for the safe keeping and return in good condition of all the records and property which may be in your use, custody or charge.
13. That you should obtain prior permission from the Management for any further study through Distance Education Programme or by any other means.
14. That, you are expected to be punctual and regular in attendance of your duties and shall not absent yourself from 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.
- 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 order is given to you in duplicate for your perusal. If the terms and conditions of this order are acceptable to you, you are expected to return to us the duplicate copy of the same, after writing as All the terms are understood and accepted and signing it with date.

  
CHAIRMAN



Signature of the candidate

4.10.21

Date

Name of the candidate in CAPITALS : R. Sasikala





# SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

28.03.2013

To

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

38, Jeeva Nagar III street,

Lakshmi Koil.,

T.H. Road,

New Wahsermenpet,

Chennai- 600 081

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

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

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

  
Chairman.



# SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)


13.06.2008.

To

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

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

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

  
Chairman.

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





# SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN


(Affiliated to the University of Madras)

10.12.2008.

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

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

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

  
Chairman.

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

  
18-11-10  
Principal

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



# SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)


14.5.2014

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

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

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

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

  
Chairman.

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



# SETHU VALLIAMMAL EDUCATIONAL TRUST

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

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

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

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

Founder :

Mr. Sethu Bhaskaran

Managing Trustee :

Dr. Sethu Kumanan

Trustee :

Mrs. Sethu Irani

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

Sethu Bhaskara Industrial  
Training Centre  
Recognised by Govt. of India)  
Kandaramanickam  
Vaganga 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.  
Secondary School  
Kandaramanickam,  
Vaganga District-630204.

Sethu Bhaskara  
Cultural College and  
Research Foundation  
Alam Kavi Grammam,  
Yankottai, Karaikudi Taluk,  
Vaganga District - 630 306.

Chennai- 600 099

Date: 11.05.2016



To

Ms. D. Deepa

1/37, Pillaiyar Kovil Street

Periya Mathur

Chennai- 600 068

Phone : 9962930148

E-mail: divyakutty6@gmail.com

## LETTER OF APPOINTMENT

Dear Madam,

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

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

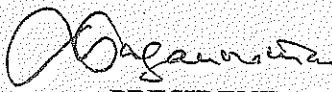
Continued in page 2.

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

Continued in page 3.


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

4<sup>th</sup> 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)

To

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

No. 9/34, Pushpa Nagar Main Road

Iyyappanthangal

Chennai- 600 056

Ph.: 9884991151

E.Mail.L: kanthu01@gmail.com

Chennai – 600 099,

Date: 09-06-2017



### LETTER OF APPOINTMENT

Dear Madam,

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

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

Continued in page 2.

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai-600 099.

Phone : 044-29033707 / 9677717456

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

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


Continued in page 3.

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

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

  
SECRETARY

  
CHAIRMAN

.....  
  
Signature of the candidate

14.06.2017  
Date

Name of the candidate in CAPITALS : K. KANTHIMATHI



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



To

**Ms.B. Hemavathy, M.A., M.Phil**  
No. 33, Thiruvalluvar Street  
Puthagaram, Kolathur  
Chennai- 600099  
Ph.: 9710601733  
E.Mail: hemabalan04@yahoo.com

Chennai – 600 099,  
Date: 09-06-2017



**LETTER OF APPOINTMENT**

Dear Madam,

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

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

Continued in page 2.

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

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

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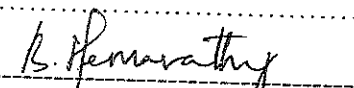
16. That, you shall take an abiding interest in the students career both inside and outside the college and shall promote physical, intellectual and moral welfare of pupils.
17. That, you are not allowed to use corporal punishment by any means to correct the erring student. Administering such method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

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

  
PRESIDENT

  
SECRETARY

  
CHAIRMAN

  
Signature of the candidate

3.7.17  
Date

Name of the candidate in CAPITALS : B. HEMAVATHY



# SETHU VALLIAMMAL EDUCATIONAL TRUST

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

## SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

Chennai – 600 099,  
Date: 10-06-2019

To  
Ms. P. Kaviprabha  
No. 90, Kalaingar Nagar Extn.  
Kovilpadagai  
Avadi  
Chennai- 600 062  
Email: [rkprabhapandian1610@gmail.com](mailto: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](mailto:sokaikeda@rediffmail.com), Website: [www.sokaikedacollege.in](http://www.sokaikedacollege.in)




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

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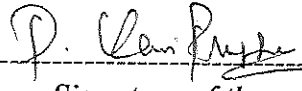
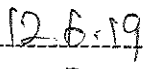
16. That, you shall take an abiding interest in the students career both inside and outside the college and shall promote physical, intellectual and moral welfare of pupils.
17. That, you are not allowed to use corporal punishment by any means to correct the erring student. Administering such method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

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

  
SECRETARY

  
CHAIRMAN

.....

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

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



# SETHU VALLIAMMAL EDUCATIONAL TRUST

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

## SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

Chennai – 600 099,  
Date:10-06-2019

To

Ms. R. 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 1<sup>st</sup> of April (of an academic year) and effective till completion of the same academic year.
11. That, your appointment will be subject to termination at any time by one month notice in written by the Management or by payment of one month salary in lieu of such a notice.
12. That, you will be responsible for the safe keeping and return in good condition of all the records and property which may be in your use, custody or charge.
13. That you should obtain prior permission from the Management for any further study through Distance Education Programme or by any other means.
14. That, you are expected to be punctual and regular in attendance of your duties and shall not absent yourself with our prior permission of the Principal and the Management. If you remain absent for a consecutive or continuous period of three days or over stay for three days after the expiry of leave period, without leave or permission from the Management, it will be deemed that you have voluntarily abandoned or resigned your service without any notice and you are liable to pay 2 months salary to the Management.
15. That, you must be willing to participate in the in-service training programme / seminar / workshop organized by the Management / outside agency from time to time to upgrade your teaching methodology / enrich your knowledge and skills to upgrade your teaching methodology / enrich your knowledge and skills to upgrade the quality of education delivered.

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

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

  
SECRETARY

  
CHAIRMAN

.....  
R. Sharmila                      21/8/2019  
Signature of the candidate                      Date

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



# SETHU VALLIAMMAL EDUCATIONAL TRUST

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

## SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

Chennai – 600 099,  
Date:09-03-2021

To

E.Jijitha Mary M.A.,M.Phil,  
No.199/35, V.O.C II Street,  
Pnniammanmedu,  
Chennai 600 110  
Mobile No: 9841669954  
E-mail:jijithamary@gmail.com

### LETTER OF APPOINTMENT

Dear Madam,

With reference to your application dated 08-03-2021 and subsequent interview you had with us on 08-03-2021 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 09-03-2021 on probationary basis, on the following terms and conditions:

1. That, you will be paid a salary of Rs. 19,500/=(Rupees Nineteen Thousand Five Hundred ) per month.
2. That, this appointment is made subject to the approval of the University of Madras.
3. That, initially you will be on probation for a period of two years, from the date of your joining duty which may be extended to or terminated earlier at the sole discretion of the Management unless and until confirmed in writing by the Management, your service shall be deemed to be on probation even after the expiry of the probation period or the extended period, if any of such probation.
4. That, you are requested to produce all your original certificates and service certificates.

Continued in page 2.

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

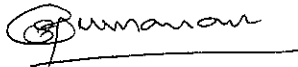


Continued in page 3.



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

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CHAIRMAN

  
SECRETARY



# SETHU VALLIAMMAL EDUCATIONAL TRUST

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

## SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

Chennai – 600 099,  
Date: 29-09-2021

To

Dr.B.Uma Neela, M.A.,M.Phil.,Ph.D

F3,Akashya Apartments,

No:19,First Main Road,

Ram Nagar,

Chennai-600 082

Mobile: 7395950225

Mail: umaneela2006@gmail.com

### LETTER OF APPOINTMENT

Dear Madam,

With reference to your application dated 27-08-2021 and subsequent interview you had with us on 15-09-2021 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 04-10-2021 on probationary basis, on the following terms and conditions:

1. That, you will be paid a salary of Rs. 27,250/- (Rupees Twenty Seven 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.

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai-600 099.

Phone : 044-2686 3177 / 9677717456

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

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

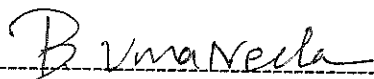
Continued in page 3.

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

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

  
SECRETARY

  
CHAIRMAN

.....  
 29.9.2021  
Signature of the candidate Date

Name of the candidate in CAPITALS : MS. B. UMANELLA.....





# 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: 13-10-2021

To

Ms.M.Ahamed Sadhiqua. M.A.,

No:70 Sanmdhariya Nagar,

4<sup>th</sup> Street, Al Madina Manazil,

Ambattur,

Chennai-600 053.

Mobile:9094490259

Mail: sadhiquaclg21@gmail.com

### LETTER OF APPOINTMENT

Dear Madam,

With reference to your application dated 06-10-2021 and subsequent interview you had with us on 06-10-2021 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 18-10-2021 on probationary basis, on the following terms and conditions:

1. That, you will be paid a salary of Rs. 22,750/- (Rupees Twenty Two Thousand Seven Hundred and Fifty) per month.
2. That, this appointment is made subject to the approval of the University of Madras.
3. That, initially you will be on probation for a period of two years, from the date of your joining duty which may be extended to or terminated earlier at the sole discretion of the Management unless and until confirmed in writing by the Management, your service shall be deemed to be on probation even after the expiry of the probation period or the extended period, if any of such probation.
4. That, you are requested to produce all your original certificates and service certificates.


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Sethu Bhaskara Nagar, Madhanangkuppam, Chennai-600 099.

Phone : 044-2686 3177 / 9677717456

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

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

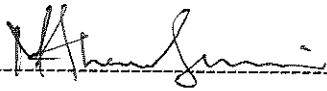
  
Continued in page 3.

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

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

  
SECRETARY

  
CHAIRMAN

.....  
  
Signature of the candidate

13.10.2021  
Date

Name of the candidate in CAPITALS : ...M.AHMED..SADHANA.

# 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:22-10-2021

To

Ms.K.Jerry Elkha,M.A.,M.Phil.

No:18/4,Annai Illam,First Floor,  
Thiruvallur Street,Kamban Nagar,  
Madhavaram Milk Colony,

Chennai-600 051

Mobile: 9841268968

Mail: jerryelkha86@gmail.com

### LETTER OF APPOINTMENT

Dear Madam,

With reference to your application dated 21-10-2021 and subsequent interview you had with us on 21-10-2021 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 25-10-2021 on probationary basis, on the following terms and conditions:

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

Continued in page 2.


Sethu Bhaskara Nagar, Madhanangkuppam, Chennai-600 099.

Phone : 044-2686 3177 / 9677717456

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



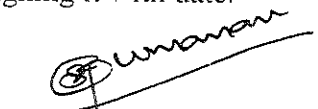
5. That, after having served the appointment order, if you do not join duty on the date specified by the Management, you are liable to pay one month salary to the Management as a prerequisite condition to release the certificates submitted by you.
6. That, you shall be entitled to any salary for the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

  
Continued in page 3.


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

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

  
SECRETARY

  
CHAIRMAN

**Mrs. KOGILAM**  
**SECRETARY**  
SOKA IKEDA COLLEGE OF ARTS  
AND SCIENCE FOR WOMEN  
CHENNAI - 600 099

  
Signature of the candidate

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

Date

Name of the candidate in CAPITALS : Ms. JERRY ELKHA



# 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,  
Vijayalakshmiapuram,  
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. DASH 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](mailto: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 1<sup>st</sup> of April (of an academic year) and effective till completion of the same academic year.
11. That, your appointment will be subject to termination at any time by one month notice in written by the Management or by payment of one month salary in lieu of such a notice.
12. That, you will be responsible for the safe keeping and return in good condition of all the records and property which may be in your use, custody or charge.
13. That you should obtain prior permission from the Management for any further study through Distance Education Programme or by any other means.
14. That, you are expected to be punctual and regular in attendance of your duties and shall not absent yourself with our prior permission of the Principal and the Management. If you remain absent for a consecutive or continuous period of three days or over stay for three days after the expiry of leave period, without leave or permission from the Management, it will be deemed that you have voluntarily abandoned or resigned your service without any notice and you are liable to pay 2 months salary to the Management.
15. That, you must be willing to participate in the in-service training programme / seminar / workshop organized by the Management / outside agency from time to time to upgrade your teaching methodology / enrich your knowledge and skills to upgrade your teaching methodology / enrich your knowledge and skills to upgrade the quality of education delivered.

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

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

  
SECRETARY

  
CHAIRMAN

.....  
  
Signature of the candidate

05/8/19  
Date

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





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

20.04.2005.

To

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

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


Ref: Your application dated 11.04.2005.

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

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

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

Thanking you.

  
Sethu Kumanan,  
Chairman.

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

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai-600 099.

Tel : (044) 2686 4847, 2501 4252

E-mail : sokaikeda@rediffmail.com



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

06.05.2009


To

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

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

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

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

  
Chairman.

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





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

17.06.2010

To

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

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

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

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

Chairman.

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



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

17.06.2013

To

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

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

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

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

  
Chairman.

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





# SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

28.03.2013.

To

Ms. P. Kalyani,

73, Sivaprakasam Nagar,

Surapet,


Ambattur,

Chennai - 600 053.

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

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

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

  
Chairman.

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



# SOKA IKEDA WOMEN'S COLLEGE

For Arts and Science, Madras University

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

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

Madam,

Sub: Confirmation of Appointment.

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

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

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

Thanking you,

For SOKA IKEDA COLLEGE OF ARTS &  
SCIENCE FOR WOMEN.

Sethu Kumanan,  
Managing Trustee,



# SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

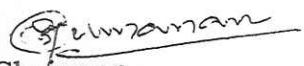
18.04.2007

To

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

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

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

  
Chairman.

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



# SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

16.04.2007

To

Ms. P. Dhanalakshmi,

57 – I Murugappareddi St.,


Venkatapuram,

Ambattur,

Chennai – 600 053

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

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

  
Chairman.





# SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

14.6.2010

To

Ms. J. Jacklin Dayana,

N0. 22, Annai Sivasakthi Nagar,  
Kolathur,  
Chennai- 600 099

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

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

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

  
Chairman.

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



# SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

14.06.2010

To

Ms. J. Chella Mano Rathi,

28, Perumal Koil Street,

Mannurpet,


Padi,

Chennai- 600 050.

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

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

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

  
Chairman.

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



# SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

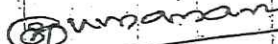
17.06.2013

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

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

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

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

  
Chairman.

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





## SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

25.11.2013

To

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

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

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

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

  
Chairman.

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

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





# SOKA IKEDA COLLEGE OF ARTS AND SCIENCE FOR WOMEN


(Affiliated to the University of Madras)

15.06.2015

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

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

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

  
Chairman

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

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



# SOKA IKEDA COLLEGE OF ARTS AND SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

To

Ms. R. Puspalaatha, M.Sc., M.Phil.

10, F-1, Krtheyen Enclave

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

Pudur


Ambattur

Chennai- 600 053

24.06.2015

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

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

  
Chairman

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

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai- 600 099.

Cell : 96777 17456 / Phone: 044-2903 3707

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

# SETHU VALLIAMMAL EDUCATIONAL TRUST

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

## SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)



Chennai – 600 099

Date: 03-03-2021

To

R. Narmadha Devi, M.Sc., M.Phil.,

No.122, Thiru Vi Ka Nagar 7<sup>th</sup> Street

Sembiam

Chennai- 600 011

Mobile: 7299103522

Email: narmir95@gmail.com

### LETTER OF APPOINTMENT

Dear Madam,

With reference to your application dated 13-02-2020 and subsequent interview you had with us on 07-03-2020 we have the pleasure in appointing you for the post of Assistant Professor in the Department of Mathematics of Soka Ikeda College of Arts and Science for Women, Sethu Bhaskara Nagar, Madhanangkuppam, Chennai – 600 099 with effect from 05-03-2021 on probationary basis, on the following terms and conditions:

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

Continued in page 2.

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai-600 099.

Phone : 044-2686 3177 / 9677717456

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



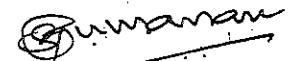
5. That, after having served the appointment order, if you do not join duty on the date specified by the Management, you are liable to pay one month salary to the Management as a prerequisite condition to release the certificates submitted by you.
6. That, you shall be entitled to any salary for the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

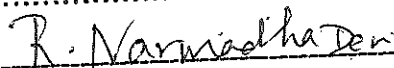


16. That, you shall take an abiding interest in the students career both inside and outside the college and shall promote physical, intellectual and moral welfare of pupils.
17. That, you are not allowed to use corporal punishment by any means to correct the erring student. Administering such method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

5.3.2021  
Date

Name of the candidate in CAPITALS: R. NARMADHA DEVI



# SETHU VALLIAMMAL EDUCATIONAL TRUST

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

## SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

Chennai – 600 099,

Date: 21-08-2019

To

Ms. R. Anitha

No.86, 9<sup>th</sup> 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 1<sup>st</sup> of April (of an academic year) and effective till completion of the same academic year.
11. That, your appointment will be subject to termination at any time by one month notice in written by the Management or by payment of one month salary in lieu of such a notice.
12. That, you will be responsible for the safe keeping and return in good condition of all the records and property which may be in your use, custody or charge.
13. That you should obtain prior permission from the Management for any further study through Distance Education Programme or by any other means.
14. That, you are expected to be punctual and regular in attendance of your duties and shall not absent yourself with our prior permission of the Principal and the Management. If you remain absent for a consecutive or continuous period of three days or over stay for three days after the expiry of leave period, without leave or permission from the Management, it will be deemed that you have voluntarily abandoned or resigned your service without any notice and you are liable to pay 2 months salary to the Management.
15. That, you must be willing to participate in the in-service training programme / seminar / workshop organized by the Management / outside agency from time to time to upgrade your teaching methodology / enrich your knowledge and skills to upgrade your teaching methodology / enrich your knowledge and skills to upgrade the quality of education delivered.

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

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

  
SECRETARY

  
PRINCIPAL  
SOKAIKEDA 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.





# SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

01.10.2013

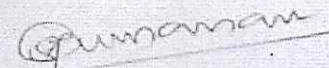
To

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

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

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

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

  
Chairman.

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



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

Chennai - 600 099,  
Date: 18-10-2021

To

Mrs V Nagavalli, MBA, M.COM., M Phil

No: 4/153, First Main Road,

East Balaji Nagar, Kallikuppam

Ambattur,

Chennai-600 053

Mobile: 9952044783

Mail: nagavalli2008a@gmail.com

**LETTER OF APPOINTMENT**

Dear Madam,

With reference to your application dated 04-10-2021 and subsequent interview you had with us on 04-10-2021 we have the pleasure in appointing you as Assistant Professor in the Department of Business Administration, Soka Ikeda College of Arts and Science for Women, Sethu Bhaskara Nagar, Madhanangkuppam, Chennai - 600 099 with effect from 20-10-2021 on probationary basis, on the following terms and conditions:

1. That, you will be paid a salary of Rs. 24,250/- (Rupees Twenty Four 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



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

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

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

**W/o. KOGILAM**  
SECRETARY  
SOKA IKEDA COLLEGE  
AND SCIENCE FOR WOMEN  
CHENNAI

**FARTO**  
**MEN**

  
Signature of the candidate

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

Date 18-10-2021



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

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

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

Dear Madam,

Sub: **Confirmation of Appointment.**

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

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

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

Thanking you,

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

*S. Padmanabhan Ramaswami*

*for* Chairman.



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

12.07.2004.

To

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

Sub: Appointment Order for the post of Lecturer in the  
Department of Commerce - reg.  
Ref: Your application dated 10.06. 2004.

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

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

Thanking you,

Masanobu Takahashi  
Educational Advisor.

Principal

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

Sethu Kumaran,  
Chairman.

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





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


07.06.2006

To

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

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

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

  
Chairman.

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



SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai- 600 099

23.6.2006

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

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

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

Chairman.



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


30.06.2006

To

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

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

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

  
Chairman.



# SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

24.04.2008


To

Ms. S. Ushadevi,

No.12, Vanchinathan Main Street,  
Sembium,  
Perambur,  
Chennai- 600 011.

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

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

  
Chairman.





# SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN


(Affiliated to the University of Madras)

24.04.2008

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

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

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

  
Chairman.



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

(Affiliated to the University of Madras)

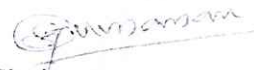
11.12.2012

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

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

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

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

  
Chairman.

Chairman  
SOKA IKEDA COLLEGE OF ARTS  
AND SCIENCE FOR WOMEN  
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  
& 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:03-03-2021

To

A.Yuvarani. M.Com.,M.Phil.

No.585/d Veeran Alaghu Muthu Street,

Thandal kalani, Chandra Bose nagar,

Redhills, Chennai – 600066.

Phone No:9790816689.

### LETTER OF APPOINTMENT

Dear Madam,

With reference to your application dated 14-08-2020 and subsequent interview you had with us on 14-08-2020 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 05-03-2021 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 1<sup>st</sup> of April ( of an academic year) and effective till completion of the same academic year.
11. That, your appointment will be subject to termination at any time by one month notice in written by the Management or by payment of one month salary in lieu of such a notice.
12. That, you will be responsible for the safe keeping and return in good condition of all the records and property which may be in your use, custody or charge.
13. That you should obtain prior permission from the Management for any further study through Distance Education Programme or by any other means.
14. That, you are expected to be punctual and regular in attendance of your duties and shall not absent yourself with our prior permission of the Principal and the Management. If you remain absent for a consecutive or continuous period of three days or over stay for three days after the expiry of leave period, without leave or permission from the Management, it will be deemed that you have voluntarily abandoned or resigned your service without any notice and you are liable to pay 2 months salary to the Management.
15. That, you must be willing to participate in the in-service training programme / seminar / workshop organized by the Management / outside agency from time to time to upgrade your teaching methodology / enrich your knowledge and skills to upgrade your teaching methodology / enrich your knowledge and skills to upgrade the quality of education delivered.

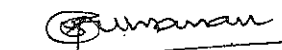


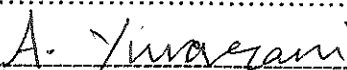
Continued in page 3.

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

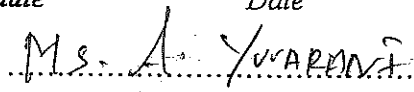
This appointment order is given to you in duplicate for your perusal. If the terms and conditions given in this order are acceptable to you, you are expected to return to us the duplicate copy of this order, after writing as **All the terms are understood and accepted** and signing it with date.

  
SECRETARY

  
CHAIRMAN

.....  
  
Signature of the candidate

.....  
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:03-03-2021

To

E.Shanmugapriya, M.Com.,M.Phil.

No 2,Main Road,Bharathi Nagar,

Thirumullaivoyal,

Chennai-600 062,

Mobile No: 9042283186/9789000269

### LETTER OF APPOINTMENT

Dear Madam,

With reference to your application dated 04-11-2019 and subsequent interview you had with us on 20-11-2019 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 05-03-2021 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 1<sup>st</sup> of April ( of an academic year) and effective till completion of the same academic year.
11. That, your appointment will be subject to termination at any time by one month notice in written by the Management or by payment of one month salary in lieu of such a notice.
12. That, you will be responsible for the safe keeping and return in good condition of all the records and property which may be in your use, custody or charge.
13. That you should obtain prior permission from the Management for any further study through Distance Education Programme or by any other means.
14. That, you are expected to be punctual and regular in attendance of your duties and shall not absent yourself with our prior permission of the Principal and the Management. If you remain absent for a consecutive or continuous period of three days or over stay for three days after the expiry of leave period, without leave or permission from the Management, it will be deemed that you have voluntarily abandoned or resigned your service without any notice and you are liable to pay 2 months salary to the Management.
15. That, you must be willing to participate in the in-service training programme / seminar / workshop organized by the Management / outside agency from time to time to upgrade your teaching methodology / enrich your knowledge and skills to upgrade your teaching methodology / enrich your knowledge and skills to upgrade the quality of education delivered.



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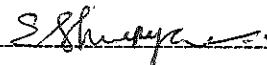


16. That, you shall take an abiding interest in the students career both inside and outside the college and shall promote physical, intellectual and moral welfare of pupils.
17. That, you are not allowed to use corporal punishment by any means to correct the erring student. Administering such method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

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

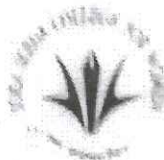
  
SECRETARY

  
CHAIRMAN

.....  
  
Signature of the candidate

5.3.21  
Date

Name of the candidate in CAPITALS : E. Shanmugasamy



# SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

3.4.2012.

To

Ms. M. Grace,

173, 26<sup>th</sup> Avenue,

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



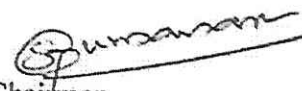
**SOKA IKEDA COLLEGE  
OF ARTS & SCIENCE FOR WOMEN**  
(Affiliated to the University of Madras)

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  
MANNARGUDDIPAM, CHENNAI-600 099





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

14.8.2012

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

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

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

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

Chairman.

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





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

(Affiliated to the University of Madras)


25.11.2013

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

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

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

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

  
Chairman.

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

# SETHU VALLIAMMAL EDUCATIONAL TRUST

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



## SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

Chennai – 600 099,  
Date: 29-09-2021

To

Mrs.R.Kiruthiga, MCA,M.Phil

Plot No:285A, Meenalshi School Street,

Gnanamoorthy Nagar,

Ambattur,

Chennai-600 053

Mobile: 9894675711

Mail: kirthimrk238@gmail.com

### LETTER OF APPOINTMENT

Dear Madam,

With reference to your application dated 14-09-2021 and subsequent interview you had with us on 15-09-2021 we have the pleasure in appointing you as Assistant Professor in the Department of Computer Applications, Soka Ikeda College of Arts and Science for Women, Sethu Bhaskara Nagar, Madhanangkuppam, Chennai – 600 099 with effect from 04-10-2021 on probationary basis, on the following terms and conditions:

1. That, you will be paid a salary of Rs. 21,250/- (Rupees Twenty One 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.

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai-600 099.

Phone : 044-2686 3177 / 9677717456

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

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

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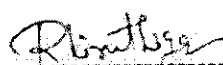
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2  
3  
3  
1

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

4.10.2021  
Date

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





# SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

29.05.2009.

To

Mrs. G. Vijaya Girija, M.Com, M.Phil, MBA

Flat No. 369/4, First Floor,


Kamaraj Nagar, Avadi,

Chennai- 600 071.

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

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

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

  
Chairman.

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



# SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

28.4.2011

To  
Ms. K. Nirmaladevi,  
No. 6, Vinayagar Koil Street,  
Madagachipet 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, 2<sup>nd</sup> Street

Moogambigai Nagar

Kallikuppam

Ambattur

Chennai- 600 053

Email:d.malathy@ymail.com

Mobile:9600272020

### LETTER OF APPOINTMENT

Dear Madam,

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

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

Continued in page 2.

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai-600 099.

Phone : 044-2686 3177 / 9677717456

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

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



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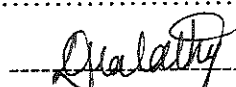
16. That, you shall take an abiding interest in the students career both inside and outside the college and shall promote physical, intellectual and moral welfare of pupils.
17. That, you are not allowed to use corporal punishment by any means to correct the erring student. Administering such method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

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

  
PRESIDENT

  
SECRETARY

  
CHAIRMAN

.....  
  
Signature of the candidate

.....  
11-6-18  
Date

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



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



To

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

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



**LETTER OF APPOINTMENT**

Dear Madam,

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

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

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

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

Continued in page 2.

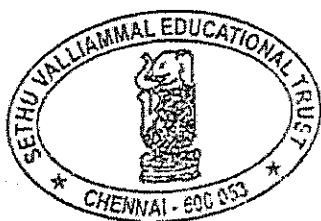
Sethu Bhaskara Nagar, Madhanangkuppam, Chennai-600 099.

Phone : 044-29033707 / 9677717456

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



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



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.

*Adagan*  
PRESIDENT

*Kojik*  
SECRETARY

*Gurumanan*  
CHAIRMAN

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

*[Signature]* 14.6.17.  
Signature of the candidate Date

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

NAME OF THE CANDIDATE 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,  
Sivagangal District - 630 306.

Chennai- 600 099  
Date: 05.05.2016

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



## LETTER OF APPOINTMENT

Dear Madam,

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

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

Continued in page 2.

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

Attested by  
B. N. Suresh

Continued in page 3.  
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.



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.

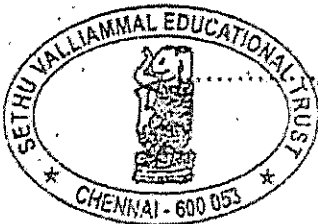
45/81

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.

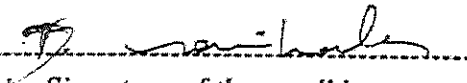
  
PRESIDENT

  
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 1<sup>st</sup> of April ( of an academic year) and effective till completion of the same academic year.
11. That, your appointment will be subject to termination at any time by one month notice in written by the Management or by payment of one month salary in lieu of such a notice.
12. That, you will be responsible for the safe keeping and return in good condition of all the records and property which may be in your use, custody or charge.
13. That you should obtain prior permission from the Management for any further study through Distance Education Programme or by any other means.
14. That, you are expected to be punctual and regular in attendance of your duties and shall not absent yourself with our prior permission of the Principal and the Management. If you remain absent for a consecutive or continuous period of three days or over stay for three days after the expiry of leave period, without leave or permission from the Management, it will be deemed that you have voluntarily abandoned or resigned your service without any notice and you are liable to pay 2 months salary to the Management.
15. That, you must be willing to participate in the in-service training programme / seminar / workshop organized by the Management / outside agency from time to time to upgrade your teaching methodology / enrich your knowledge and skills to upgrade your teaching methodology / enrich your knowledge and skills to upgrade the quality of education delivered.

Continued in page 3.


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

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

  
PRESIDENT

  
SECRETARY

  
CHAIRMAN

.....  
  
Signature of the candidate

.....  
14/06/2017  
Date

Name of the candidate in CAPITALS : ..... B. DEEPA .....





# SETHU VALLIAMMAL EDUCATIONAL TRUST

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

## SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

Chennai - 600 099,

Date: 29-09-2021

To

Dr.R.Bhavani, M.A.,M.Phil.,Ph.D

No:30, Sundaram Pillai Nagar,

III Main Road,

Tondiarpet,

Chennai-600 081

Mobile: 9176732735/8667744670

Mail: rajabhavani.87@gmail.com

### LETTER OF APPOINTMENT

Dear Madam,

With reference to your application dated 10-09-2021 and subsequent interview you had with us on 15-09-2021 we have the pleasure in appointing you as Assistant Professor in the Department of Economics, Soka Ikeda College of Arts and Science for Women, Sethu Bhaskara Nagar, Madhanangkuppam, Chennai 600 099 with effect from 04-10-2021 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 1<sup>st</sup> of April (of an academic year) and effective till completion of the same academic year.
11. That, your appointment will be subject to termination at any time by one month notice in written by the Management or by payment of one month salary in lieu of such a notice.
12. That, you will be responsible for the safe keeping and return in good condition of all the records and property which may be in your use, custody or charge.
13. That you should obtain prior permission from the Management for any further study through Distance Education Programme or by any other means.
14. That, you are expected to be punctual and regular in attendance of your duties and shall not absent yourself with our prior permission of the Principal and the Management. If you remain absent for a consecutive or continuous period of three days or over stay for three days after the expiry of leave period, without leave or permission from the Management, it will be deemed that you have voluntarily abandoned or resigned your service without any notice and you are liable to pay 2 months salary to the Management.
15. That, you must be willing to participate in the in-service training programme / seminar / workshop organized by the Management / outside agency from time to time to upgrade your teaching methodology / enrich your knowledge and skills to upgrade your teaching methodology / enrich your knowledge and skills to upgrade the quality of education delivered.

Continued in page 3.



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

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

  
SECRETARY

Burman  
CHAIRMAN

All the terms are understood and accepted.

P. 2y  
Signature of the candidate

22-10-21  
Date

Name of the candidate in CAPITALS : R. BHAVANI



# SETHU VALLIAMMAL EDUCATIONAL TRUST

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

## SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

Chennai – 600 099,  
Date :23-04-2018

To  
Dr. M. Abila Marselin  
No.46/51, First Floor  
Ponnankinaru Street  
Villivakkam  
Chennai- 600 049  
Mobile: 9444852538  
Email: gejaylenin@gmail.com

### LETTER OF APPOINTMENT

Dear Madam,

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

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

Continued in page 2.

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



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



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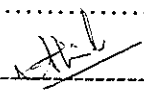
16. That, you shall take an abiding interest in the students career both inside and outside the college and shall promote physical, intellectual and moral welfare of pupils.
17. That, you are not allowed to use corporal punishment by any means to correct the erring student. Administering such method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



# SETHU VALLIAMMAL EDUCATIONAL TRUST

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

## SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

Chennai – 600 099,

Date: 29-09-2021

To

Dr.V.Padmavathy, M.Sc.,M.Phil.,Ph.D

Plot No:2&3,S1, Vijaya Manor Apartments,

Kakkan Street,Haridossapuram Main Road.

Chitlapakkam,

Chennai-600 064

Mobile: 9952091695

Mail: gpadmavathy123@gmail.com

### LETTER OF APPOINTMENT

Dear Madam,

With reference to your application dated 14-09-2021 and subsequent interview you had with us on 15-09-2021 we have the pleasure in appointing you as Assistant Professor in the Department of Physics with Computer Applications, Soka Ikeda College of Arts and Science for Women, Sethu Bhaskara Nagar, Madhanangkuppam, Chennai – 600 099 with effect from 04-10-2021 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 1<sup>st</sup> of April (of an academic year) and effective till completion of the same academic year.
11. That, your appointment will be subject to termination at any time by one month notice in written by the Management or by payment of one month salary in lieu of such a notice.
12. That, you will be responsible for the safe keeping and return in good condition of all the records and property which may be in your use, custody or charge.
13. That you should obtain prior permission from the Management for any further study through Distance Education Programme or by any other means.
14. That, you are expected to be punctual and regular in attendance of your duties and shall not absent yourself with our prior permission of the Principal and the Management. If you remain absent for a consecutive or continuous period of three days or over stay for three days after the expiry of leave period, without leave or permission from the Management, it will be deemed that you have voluntarily abandoned or resigned your service without any notice and you are liable to pay 2 months salary to the Management.
15. That, you must be willing to participate in the in-service training programme / seminar / workshop organized by the Management / outside agency from time to time to upgrade your teaching methodology / enrich your knowledge and skills to upgrade your teaching methodology / enrich your knowledge and skills to upgrade the quality of education delivered.

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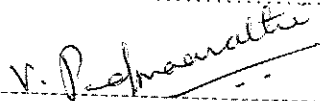


16. That, you shall take an abiding interest in the students career both inside and outside the college and shall promote physical, intellectual and moral welfare of pupils.
17. That, you are not allowed to use corporal punishment by any means to correct the erring student. Administering such method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

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

  
SECRETARY

  
CHAIRMAN



Signature of the candidate

Date

Name of the candidate in CAPITALS : D.Y. V. Padmanabhi, M.Sc., M.Phil., Ph.D.,





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



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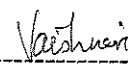
  
Continued in page 3.

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

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

  
SECRETARY

  
CHAIRMAN

.....  
  
Signature of the candidate

10-6-19  
Date

Name of the candidate in CAPITALS : A. VAISHNAV





# SETHU VALLIAMMAL EDUCATIONAL TRUST

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

## SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

To

Chennai – 600 099,

Date: 04-11-2017

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

17, Priya Apartments

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

Banu Nagar

Pudur, Ambattur

Chennai – 600 053

Ph: 8085062229

### LETTER OF APPOINTMENT

Dear Madam,

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

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

Continued in page 2.

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai-600 099.

Phone : 044-2686 3177 / 9677717456

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


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

Continued in page 3.


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

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

  
SECRETARY

  
CHAIRMAN

.....

 \_\_\_\_\_ 20-11-17 \_\_\_\_\_  
Signature of the candidate Date

Name of the candidate in CAPITALS : S. Sundari



# SETHU VALLIAMMAL EDUCATIONAL TRUST

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

## SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

Chennai – 600 099,

Date:21-06-2021

To

K.Maheswari, M.A.,M.Phil.

No:6,Ragavendra Mutt Road,  
4<sup>th</sup> Main Street,Indian Bank Colony,  
Ambattur,Chennai-600 053  
Mobile No: 9282323334

### LETTER OF APPOINTMENT

Dear Madam,

With reference to your application dated 23-12-2020 and subsequent interview you had with us on 23-12-2020 we have the pleasure in appointing you for the post of Assistant Professor in the Department of Psychology of Soka Ikeda College of Arts and Science for Women, Sethu Bhaskara Nagar, Madhanangkuppam, Chennai – 600 099 with effect from 21-06-2021 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 1<sup>st</sup> of April (of an academic year) and effective till completion of the same academic year.
11. That, your appointment will be subject to termination at any time by one month notice in written by the Management or by payment of one month salary in lieu of such a notice.
12. That, you will be responsible for the safe keeping and return in good condition of all the records and property which may be in your use, custody or charge.
13. That you should obtain prior permission from the Management for any further study through Distance Education Programme or by any other means.
14. That, you are expected to be punctual and regular in attendance of your duties and shall not absent yourself with our prior permission of the Principal and the Management. If you remain absent for a consecutive or continuous period of three days or over stay for three days after the expiry of leave period, without leave or permission from the Management, it will be deemed that you have voluntarily abandoned or resigned your service without any notice and you are liable to pay 2 months salary to the Management.
15. That, you must be willing to participate in the in-service training programme / seminar / workshop organized by the Management / outside agency from time to time to upgrade your teaching methodology / enrich your knowledge and skills to upgrade your teaching methodology / enrich your knowledge and skills to upgrade the quality of education delivered.

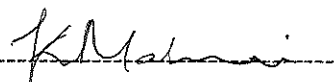
Continued in page 3.

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

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

  
SECRETARY

  
CHAIRMAN

.....  
  
Signature of the candidate

21.06.2024  
Date

Name of the candidate in CAPITALS : K. MAHESWARI



# SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

03.04.2012.


To

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

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

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

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

  
Chairman.

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



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

08.07.2013

To

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

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

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

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

*Kajal K.*  
Secretary.

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

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

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





# SOKA IKEDA COLLEGE OF ARTS AND SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

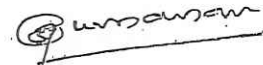
15.07.2015

To

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

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

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

  
Chairman

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

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai- 600 099.

Cell : 96777 17456 / Phone: 044-2903 3707

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



# 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



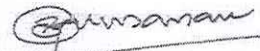
**SOKA IKEDA COLLEGE  
OF ARTS & SCIENCE FOR WOMEN**  
(Affiliated to the University of Madras)

17.04.2008.

To  
Mrs. M. Mahboob Meera,  
6, 22<sup>nd</sup> Avenue,  
Banu Nagar,  
Ambattur,  
Chebbai- 600 053

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

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

  
Chairman.

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





# SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

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 4<sup>th</sup> Street  
Opp. Telephone Exchange  
Padi  
Chennai- 600 050

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

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

  
Secretary

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

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai - 600 099.

Cell: 9677717456 Tel: 044-2903 3707

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



# SETHU VALLIAMMAL EDUCATIONAL TRUST

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

## SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

To

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

Chennai – 600 099

Date: 09-06-2017



### LETTER OF APPOINTMENT

Dear Madam,

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

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

Continued in page 2.

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai-600 099.

Phone : 044-29033707 / 9677717456

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

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

Continued in page 3.

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

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



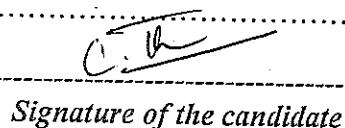
PRESIDENT



SECRETARY



CHAIRMAN

  
Signature of the candidate

09.6.2017  
Date

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





# SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

29.07.2013


To

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

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

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

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

  
Chairman.

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



# 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:03-03-2021

To

Lt.K.Amudhavalli, M.A.,M.Phil.,  
59/C Indra Street, Sathya Sai Nagar,  
Thirumangalam,  
Chennai-600 040  
Mobile:9840899165  
E-Mail ID:amudhakannan3012@gmail.com

### LETTER OF APPOINTMENT

Dear Madam,

With reference to your application dated 28-01-2021 and subsequent interview you had with us on 03-02-2021 we have the pleasure in appointing you for the post of Assistant Professor in the Department of Human Resource Management cum Associate NCC Officer of Soka Ikeda College of Arts and Science for Women, Sethu Bhaskara Nagar, Madhanangkuppam, Chennai – 600 099 with effect from 01-03-2021 on probationary basis, on the following terms and conditions:

1. That, you will be paid a salary of Rs. 25.000/= (Rupees Twenty Five Thousand ) per month.
2. That, this appointment is made subject to the approval of the University of Madras.
3. That, initially you will be on probation for a period of two years, from the date of your joining duty which may be extended to or terminated earlier at the sole discretion of the Management unless and until confirmed in writing by the Management, your service shall be deemed to be on probation even after the expiry of the probation period or the extended period, if any of such probation.
4. That, you are requested to produce all your original certificates and service certificates.

Continued in page 2.

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai-600 099.

Phone : 044-2686 3177 / 9677717456

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

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

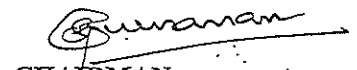


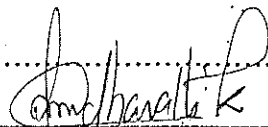
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16. That, you shall take an abiding interest in the students career both inside and outside the college and shall promote physical, intellectual and moral welfare of pupils.
17. That, you are not allowed to use corporal punishment by any means to correct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





# SETHU VALLIAMMAL EDUCATIONAL TRUST

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

## SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

Chennai – 600 099,  
Date:24-06-2019

To

Ms. Dhanalakshmi MSW

No.11, Gandhi Nagar VII St.,

Kodungaiyur

Chennai-600 118

Mobile: 9962390478

Email: dhana.stella@gmail.com

### LETTER OF APPOINTMENT

Dear Madam,

With reference to your application dated 24-06-2019 and subsequent interview you had with us on 24-06-2019 we have the pleasure in appointing you for the post of Assistant Professor in the Department of Social Work of Soka Ikeda College of Arts and Science for Women, Sethu Bhaskara Nagar, Madhanangkuppam, Chennai – 600 099 with effect from 01-07-2019 on probationary basis, on the following terms and conditions:

1. That, you will be paid a salary of Rs. 23,000/= (Rupees Twenty Three Thousand) per month.
2. That, this appointment is made subject to the approval of the University of Madras.
3. That, initially you will be on probation for a period of two years, from the date of your joining duty which may be extended to or terminated earlier at the sole discretion of the Management unless and until confirmed in writing by the Management, your service shall be deemed to be on probation even after the expiry of the probation period or the extended period, if any of such probation.
4. That, you are requested to produce all your original certificates and service certificates.

Continued in page 2.

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai-600 099.

Phone : 044-2686 3177 / 9677717456

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

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

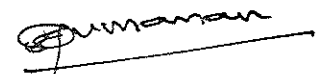


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16. That, you shall take an abiding interest in the students career both inside and outside the college and shall promote physical, intellectual and moral welfare of pupils.
17. That, you are not allowed to use corporal punishment by any means to correct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

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

  
SECRETARY

  
CHAIRMAN



Signature of the candidate

Date

Name of the candidate in CAPITALS : R. DHANALAKSHMI

# 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

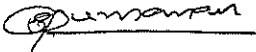


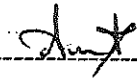
5. That, after having served the appointment order, if you do not join duty on the date specified by the Management, you are liable to pay one month salary to the Management as a prerequisite condition to release the certificates submitted by you.
6. That, you shall be entitled to any salary for the 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 1<sup>st</sup> of April (of an academic year) and effective till completion of the same academic year.
11. That, your appointment will be subject to termination at any time by one month notice in written by the Management or by payment of one month salary in lieu of such a notice.
12. That, you will be responsible for the safe keeping and return in good condition of all the records and property which may be in your use, custody or charge.
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14. That, you are expected to be punctual and regular in attendance of your duties and shall not absent yourself with our prior permission of the Principal and the Management. If you remain absent for a consecutive or continuous period of three days or over stay for three days after the expiry of leave period, without leave or permission from the Management, it will be deemed that you have voluntarily abandoned or resigned your service without any notice and you are liable to pay 2 months salary to the Management.
15. That, you must be willing to participate in the in-service training programme / seminar / workshop organized by the Management / outside agency from time to time to upgrade your teaching methodology / enrich your knowledge and skills to upgrade your teaching methodology / enrich your knowledge and skills to upgrade the quality of education delivered.

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

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

  
SECRETARY

  
CHAIRMAN



Signature of the candidate

Date

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

# SETHU VALLIAMMAL EDUCATIONAL TRUST

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

## SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)



Chennai -- 600 099,  
Date: 22-06-2021

To  
Ms. S.Mahadevi,  
No:14-28 Ayya Pillai Street,  
Triplicane,  
Chennai-600 005.  
Mobile: 7639286633

### LETTER OF APPOINTMENT

Dear Madam,

With reference to your application dated 19-06-2021 and subsequent interview you had with us on 21-06-2021 we have the pleasure in appointing you for the post of Assistant Professor in the **Department of Historical Studies** of Soka Ikeda College of Arts and Science for Women, Sethu Bhaskara Nagar, Madhanangkuppam, Chennai - 600 099 with effect from **23-06-2021** 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.
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9. That, it is mandatory on the part of the incumbent not to leave the institution during in the middle of an academic year.
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11. That, your appointment will be subject to termination at any time by one month notice in written by the Management or by payment of one month salary in lieu of such a notice.
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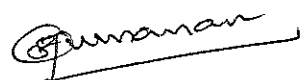
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16. That, you shall take an abiding interest in the students career both inside and outside the college and shall promote physical, intellectual and moral welfare of pupils.
17. That, you are not allowed to use corporal punishment by any means to correct the erring student. Administering such method will affect the student both physically and mentally, which in turn cause unnecessary difficulties to the Heads and the Management as this method of correction is banned in Tamilnadu in June 2003 through amendment of Rule 51 of Tamilnadu Education Rules prohibiting the infliction of physical / mental pain during corrective measures. You are liable to be dismissed from service in case you have resorted to the corporal punishment to use as corrective method.
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SECRETARY

  
CHAIRMAN

**Mrs. KOGILAM**  
**SECRETARY**  
SOKA IKEDA COLLEGE OF ARTS  
AND SCIENCE FOR WOMEN  
CHENNAI - 600 089

**Chairman**  
**SOKA IKEDA COLLEGE OF ARTS**  
**AND SCIENCE FOR WOMEN**  
P. T. JARJUTPAM, CHENNAI - 600089.