



SOKA IKEDA COLLEGE OF ARTS AND SCIENCE FOR WOMEN

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai 600 099.

**APPOINTMENT ORDERS OF FULL TIME
TEACHERS**

ACADEMIC YEAR 2022-2023



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 2022-2023

S. No.	Name of the Department	Number of Full-Time Teachers
1.	Tamil	11
2.	English	11
3.	Biochemistry	4
4.	Computer Science	5
5.	Mathematics	11
6.	Business Administration	4
7.	Commerce	13
8.	Computer Applications	5
9.	Information System Management	4
10.	Economics	4
11.	Psychology	4
12.	Physics	1
13.	Tourism And Travel Management	2
14.	Corporate Secretaryship	3
15.	Computer Science	5
16.	Human Resource Management	3
17.	Social Work	1
18.	Accounting And Finance	2
19.	Historical Studies	1
20.	Sociology	1
TOTAL		95




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

S. No.	Name of the Full-time Teacher	Designation	Year of Appointment
1	Dr. Meera Murugesan	Principal	23.08.2000
2	Dr..Kanmani Subramanian	Vice Principal	25.05.2005
Department of Tamil			
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.G. Daisy Maria Packiam	Assistant Professor	22.07.2014
7	Dr.Ar. Abirami	Assistant Professor	11.06.2015
8	Ms.P. Parameswari	Assistant Professor	01.02.2017
9	Ms.A. Steffie Craf	Assistant Professor	29.11.2017
10	Dr.R. Sasikala	Assistant Professor	04.10.2021
11	Ms.V.C. Chithra	Assistant Professor	01.11.2021
12	Dr.K. Anuradha	Assistant Professor	01.04.2013
Department of English			
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.K.Kanthimathi	Assistant Professor	14.06.2017

17	Ms.B.Hemavathy	Assistant Professor	03.07.2017
18	Ms.R.Sharmila	Assistant Professor	01.07.2019
19	Ms.E.Jijitha Mary	Assistant Professor	09.03.2021
20	Dr.B.Uma Neela	Assistant Professor	04.10.2021
21	Ms.M.Ahamed Sadhiqua	Assistant Professor	18.10.2021
22	Dr.B.Subhashini	Assistant Professor	01.09.2022
23	Ms.K.Jerry Elka	Assistant Professor	25.10.2021
Department of Biochemistry			
24	Ms.D.Subhashini	Head & Assistant Professor	14.07.2008
25	Dr.C.Latha	Assistant Professor	01.08.2012
26	Dr.L.Anna Sheba	Assistant Professor	05.08.2019
Department of Computer Science			
27	Ms.N.S.Kiruthika	Head & Assistant Professor	20.04.2005
28	Ms.T.S.Helan Mabel	Assistant Professor	15.06.2009
29	Ms.V.Sivagama Sundari	Assistant Professor	21.06.2010
30	Ms.V.Thilagavathy	Assistant Professor	20.06.2013
31	Ms.P.Kalyani	Assistant Professor	01.04.2013
Department of Mathematics			
32	Ms.P.Dhanalakshmi	Head & Assistant Professor	11.06.2007
33	Ms.M.Ramya Devi	Assistant Professor	11.06.2007

34	Ms.J.Jacklin Dayana	Assistant Professor	14.06.2010
35	Ms.J.Chella Manorathi	Assistant Professor	21.06.2010
36	Ms.S.Anitha	Assistant Professor	01.07.2013
37	Ms.E.Praveena	Assistant Professor	02.12.2013
38	Ms.T.Sophia Beatrice	Assistant Professor	22.06.2015
39	Ms.R.Puspalatha	Assistant Professor	01.07.2015
40	Ms.R.Narmadha Devi	Assistant Professor	05.03.2021
41	Ms.R.Sathya	Assistant Professor	02.03.2022
42	Ms.R.Anitha	Assistant Professor	21.08.2019
Department of Business Administration			
43	Ms.M.Vijaya Sumathi	Head & Assistant Professor	03.04.2012
44	Ms.P.Kalpana	Assistant Professor	18.07.2011
45	Ms.V.Nagavalli	Assistant Professor	20.10.2021
46	Ms.R.Jayaravitha	Assistant Professor	11.08.2022
Department of Commerce			
47	Dr.S.Mary Sujatha	Head & Assistant Professor	16.08.2000
48	Dr.N.Unnamalai Sangeetha	Assistant Professor	14.07.2004
49	Ms.T.Jeeva	Assistant Professor	26.06.2006
50	Dr.Pl.Alamelu	Assistant Professor	03.07.2006
51	Ms.S.Ushadevi	Assistant Professor	11.06.2008

52	Dr.V.Premalatha	Assistant Professor	11.06.2008
53	Ms.S.Shobana	Assistant Professor	12.12.2012
54	Dr.R.Krishnaveni	Assistant Professor	01.07.2013
55	Ms.A.Yuvarani	Assistant Professor	05.03.2021
56	Ms.N.Sasirekha	Assistant Professor	07.03.2022
57	Ms.S.Jayalakshmi	Assistant Professor	01.12.2021
58	Ms.Mutyala Sridurga	Assistant Professor	18.07.2022
59	Ms.T.Tamilarasi	Assistant Professor	01.09.2022
Department of Computer Applications			
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	Dr.R.Kiruthiga	Assistant Professor	04.10.2021
Department of Information System Management			
65	Ms.G.Vijaya Girija	Head & Assistant Professor	15.06.2009
66	Ms.K.Nirmala Devi	Assistant Professor	08.06.2011
67	Ms.J.Parvathy	Assistant Professor	01.12.2011
68	Ms.P.Rajasubha	Assistant Professor	03.10.2013

Department of Economics			
69	Ms.S.Joseph Bency Prisca	Head & Assistant Professor	14.06.2017
70	Ms.T.Sasikala	Assistant Professor	10.06.2016
71	Ms.B.Deepa	Assistant Professor	14.06.2017
72	Dr.P.Senthil Mathi	Assistant Professor	07.09.2022
Department of Physics			
73	Dr.V.Padmavathy	Head & Assistant Professor	04.10.2021
Department of Tourism & Travel Management			
74	Ms.N.Pardita	Head & Assistant Professor	01.08.2022
75	Ms.H.Shobana	Assistant Professor	01.08.2022
Department of Psychology			
76	Dr.Lydia Eric	Head & Assistant Professor	06.12.2021
77	Ms.D.Kanimozhi	Assistant Professor	18.07.2022
78	Ms.M.Mary Esther	Assistant Professor	11.08.2022
79	Ms.M.Thaarasri	Assistant Professor	11.08.2022
Department of Corporate Secretaryship			
80	Ms.M. Bhuvaneswari	Head & Assistant Professor	03.04.2012
81	Ms.S.Sivakalai	Assistant Professor	16.07.2015
82	Ms.S.T.Immaculate Lowara	Assistant Professor	11.10.2021
Department of Computer Science			

83	Ms.J.Vimal Rosy	Head & Assistant Professor	04.12.2006
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
87	Ms.D.Malathy	Assistant Professor	11.06.2018
Department of Human Resource Management			
88	Dr A.Vinnarasi	Head & Assistant Professor	01.08.2013
89	Ms.K.Amudhavalli	Assistant Professor	01.03.2021
90	Dr.M.Pramila Devi	Assistant Professor	05.09.2022
Department of Social Work			
91	Ms.R Dhanalakshmi	Head & Assistant Professor	01.07.2019
Department of Accounting and Finance			
92	Ms.J.Jabamalai Priya	Head & Assistant Professor	10.07.2013
93	Ms.G.Bhuvaneshwari	Assistant Professor	01.08.2022
Department of Sociology			
94	Ms.P.Srimathi	Assistant Professor	18.07.2022
Department of Historical Studies			
95	Dr.S.Mahadevi	Head & Assistant Professor	23.06.2021
TOTAL = 95			




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 - 600 006**

- 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 6th Cross Street,
Lenin Nagar,
Ambattur,
Chennai-53.

Dear Madam,

Sub: Confirmation of Appointment.

Ref: Your Application dated 18th July 2000.


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

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

Thanking you,

Yours truly,

For SOKE IKEDA COLLEGE OF ARTS & SCIENCE
FOR WOMEN,


Sethu Kumanan
Chairman.



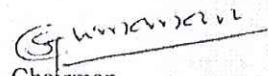
SOKA IKEDA COLLEGE
OF ARTS AND SCIENCE FOR WOMEN
(Affiliated to the University of Madras)

23.05.2005.


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

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

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


Chairman.

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


18.11.10

Principal

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

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai-600 099.

Tel : (044) 2686 4847, 2501 4252

E-mail : sokaikeda@rediffmail.com



SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

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

27.05.2008.

To

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

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

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

Chairman.



SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

01.12.2009.

To

Ms. E. Geetha,

No. 4/118, A Type,
43rd Street, Sidco Nagar,
Villivakkam,
Chennai - 600 049

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

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

Chairman.

Chairman

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



SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

11.03.2010.

To


Ms. Chandrika,

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

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

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

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


Chairman.

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



SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

19.7.2014

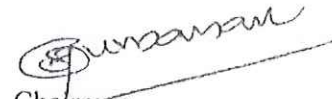
To

Dr. G. Daisy Mariya Packiam, M.A., Ph.D.
4, Narayana Mestri 2nd Street,
Villivakkam,
Chennai - 49

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

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

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


Chairman.

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

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



SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

29.04.2015

To

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

38, O.V.M. Street

Triplicane

Chennai- 600 005

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

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


Secretary

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

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai - 600 099.

Cell: 9677717456 Tel: 044-2903 3707

E-mail: sokaikeda@rediffmail.com

Web: sokaikedacollege.in

SETHU VALLIAMMAL EDUCATIONAL TRUST

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



SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

Chennai- 600 099

Date: 01.02.2017

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



LETTER OF APPOINTMENT

Dear Madam,

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

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

Continued in page 2.

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai-600 099.

Phone : 044-29033707 / 9677717456

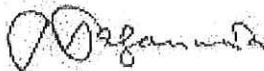
Email:sokaikeda@rediffmail.com, Website: www.sokaikedacollege.in

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

Continued in page 3.

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

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



PRESIDENT



SECRETARY



CHAIRMAN

P.P

Signature of the candidate

1.2.2017

Date

Name of the candidate in CAPITALS : P. Parameshwari



SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

To

Chennai – 600 099,
Date: 27-11-2017

Ms. Steffie Craf
No. 54/2, Padasalai Street
Ayanambakkam
Chennai- 600 095
Phone: 9841644031
Email: steffiemani@gmail.com

LETTER OF APPOINTMENT

Dear Madam,

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

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

Continued in page 2.

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai-600 099.

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

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

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

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


SECRETARY


CHAIRMAN

.....

Signature of the candidate

.....
29.11.2017
Date

Name of the candidate in CAPITALS : A. STEFFLE CRAF



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

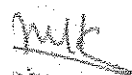
Email: sokaikeda@rediffmail.com, Website: www.sokaikedacollege.in

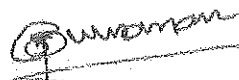
5. That, after having served the appointment order, if you do not join duty on the date specified by the Management, you are liable to pay one month salary to the Management as a prerequisite condition to release the certificates submitted by you.
6. That, you shall be entitled to any salary for the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


Continued in page 3.

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

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


SECRETARY


CHAIRMAN



Signature of the candidate

4.10.21

Date

Name of the candidate in CAPITALS : R. 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)

Chennai – 600 099,

Date:30-10-2021

To

Ms.V.C.Chithra,M.A.,M.Phil.

No:1,Gandhi Nagar.

Oragadam ,Ambattur.

Chennai-53

Mobile: 8939432990

Mail: chithrajeewa96@gmail.com

LETTER OF APPOINTMENT

Dear Madam,

With reference to your application dated 04-10-2021 and subsequent interview you had with us on 6-10-2021 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 01-11-2021 on probationary basis, on the following terms and conditions:

1. That, you will be paid a salary of Rs. 23,750/= (Rupees Twenty Three Thousand Seven Hundred and Fifty) per month.
2. That, this appointment is made subject to the approval of the University of Madras.
3. That, initially you will be on probation for a period of two years, from the date of your joining duty which may be extended to or terminated earlier at the sole discretion of the Management unless and until confirmed in writing by the Management, your service shall be deemed to be on probation even after the expiry of the probation period or the extended period, if any of such probation.
4. That, you are requested to produce all your original certificates and service certificates.

Continued in page 2.

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai-600 099.

Phone : 044-2686 3177 / 9677717456

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

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

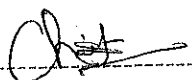
Continued in page 3.

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

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


SECRETARY


CHAIRMAN

.....

Signature of the candidate

1.11.2011
Date

Name of the candidate in CAPITALS : V. C. CHITHRA.....



SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)


28.03.2013

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

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

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

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


Chairman.



SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

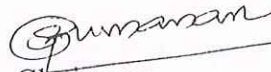
(Affiliated to the University of Madras)

13.06.2008.

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

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

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


Chairman.

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



SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN


(Affiliated to the University of Madras)

10.12.2008.

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

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

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


Chairman.

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


Principal

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)

SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

To

Chennai – 600 099,
Date: 09-06-2017

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

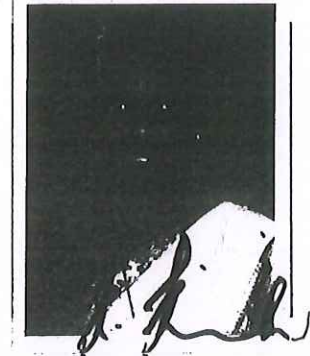
No. 9/34, Pushpa Nagar Main Road

Iyyappanthangal

Chennai- 600 056

Ph.: 9884991151

E.Mail.L: kanthu01@gmail.com



LETTER OF APPOINTMENT

Dear Madam,

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

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

Continued in page 2.

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai-600 099.

Phone : 044-29033707 / 9677717456

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


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


Continued in page 3.

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

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


SECRETARY


CHAIRMAN

.....

Signature of the candidate

14.06.2017
Date

Name of the candidate in CAPITALS : K. KANTHIMATHI



SETHU VALLIAMMAL EDUCATIONAL TRUST

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

SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

To

Chennai – 600 099,

Date: 09-06-2017

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

No. 33, Thiruvalluvar Street

Puthagaram, Kolathur

Chennai- 600099

Ph.: 9710601733

E.Mail: hemabalan04@yahoo.com



LETTER OF APPOINTMENT

Dear Madam,

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

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

Continued in page 2.

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai-600 099.

Phone : 044-29033707 / 9677717456

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

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

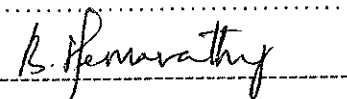
16. That, you shall take an abiding interest in the students career both inside and outside the college and shall promote physical, intellectual and moral welfare of pupils.
17. That, you are not allowed to use corporal punishment by any means to correct the erring student. Administering such method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

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


PRESIDENT


SECRETARY


CHAIRMAN


Signature of the candidate

3.7.17
Date

Name of the candidate in CAPITALS : B. HEMAVATHY



SETHU VALLIAMMAL EDUCATIONAL TRUST

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

SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

Chennai – 600 099,
Date: 10-06-2019

To
Ms. 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.sokalkedacollege.in

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

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

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

Will
SECRETARY


CHAIRMAN

R. Sharmila.
Signature of the candidate

2/8/2019
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.

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai-600 099.

Phone : 044-2686 3177 / 9677717456

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

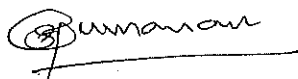
5. That, after having served the appointment order, if you do not join duty on the date specified by the Management, you are liable to pay one month salary to the Management as a prerequisite condition to release the certificates submitted by you.
6. That, you shall be entitled to any salary for the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


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

Continued in page 3.

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

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


SECRETARY


CHAIRMAN

.....

 29.9.2021
Signature of the candidate Date

Name of the candidate in CAPITALS : Ms. B. UMANEELA



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,

4th 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.

Continued in page 2.

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai-600 099.

Phone : 044-2686 3177 / 9677717456

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

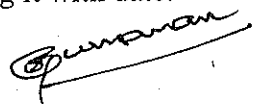
5. That, after having served the appointment order, if you do not join duty on the date specified by the Management, you are liable to pay one month salary to the Management as a prerequisite condition to release the certificates submitted by you.
6. That, you shall be entitled to any salary for the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

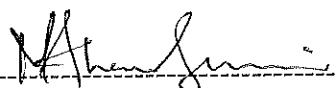
Continued in page 3.

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

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


SECRETARY


CHAIRMAN

.....

Signature of the candidate

13.10.2021
Date

Name of the candidate in CAPITALS : ...M. AHAMED..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: 23-09-2022

To

Dr.B.Subhashini

S-3, No.13, Kaveri Nagar,

Kaddappa Road,

Chennai-600 099

Mobile: 9566066553

Mail: subha_apsara@yahoo.co.in

LETTER OF APPOINTMENT

Dear Madam,

With reference to your application dated 24-08-2022 and subsequent interview you had with us on 24-08-2022 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 01-09-2022 on probationary basis, on the following terms and conditions:

1. That, you will be paid a salary of Rs. 33,250/= (Rupees Thirty Three 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 1st of April (of an academic year) and effective till completion of the same academic year.
11. That, your appointment will be subject to termination at any time by one month notice in written by the Management or by payment of one month salary in lieu of such a notice.
12. That, you will be responsible for the safe keeping and return in good condition of all the records and property which may be in your use, custody or charge.
13. That you should obtain prior permission from the Management for any further study through Distance Education Programme or by any other means.
14. That, you are expected to be punctual and regular in attendance of your duties and shall not absent yourself with our prior permission of the Principal and the Management. If you remain absent for a consecutive or continuous period of three days or over stay for three days after the expiry of leave period, without leave or permission from the Management, it will be deemed that you have voluntarily abandoned or resigned your service without any notice and you are liable to pay 2 months salary to the Management.
15. That, you must be willing to participate in the in-service training programme / seminar / workshop organized by the Management / outside agency from time to time to upgrade your teaching methodology / enrich your knowledge and skills to upgrade your teaching methodology / enrich your knowledge and skills to upgrade the quality of education delivered.

Continued in page 3.

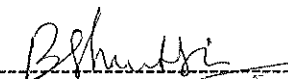
16. That, you shall take an abiding interest in the students career both inside and outside the college and shall promote physical, intellectual and moral welfare of pupils.
17. That, you are not allowed to use corporal punishment by any means to correct the erring student. Administering such method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

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


SECRETARY


CHAIRMAN

.....

 1.9.22
Signature of the candidate Date

Name of the candidate in CAPITALS : B. Subhashini

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

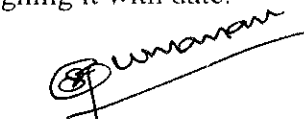
5. That, after having served the appointment order, if you do not join duty on the date specified by the Management, you are liable to pay one month salary to the Management as a prerequisite condition to release the certificates submitted by you.
6. That, you shall be entitled to any salary for the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


Continued in page 3.

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

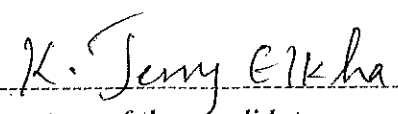
This appointment order is given to you in duplicate for your perusal. If the terms and conditions given in this order are acceptable to you, you are expected to return to us the duplicate copy of this order, after writing as **All the terms are understood and accepted** and signing it with date.


SECRETARY


CHAIRMAN

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

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


Signature of the candidate

Date

Name of the candidate in CAPITALS : Ms. K. JERRY ELKH



SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN


(Affiliated to the University of Madras)

10.07.2008.

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

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

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


Chairman.

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



SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

19.7.2012


To

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

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

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

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


Chairman.

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

SETHU VALLIAMMAL EDUCATIONAL TRUST

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



SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

Chennai – 600 099,
Date:30-07-2019

To

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

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

Villivakkam

Chennai- 600 049

Mobile: 9940032617

E-Mail: lawrencesheeba@gmail.com

LETTER OF APPOINTMENT

Dear Madam,

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

1. That, you will be paid a salary of Rs. 25,250/= (Rupees Twenty Five Thousand Two Hundred and Fifty) per month.
2. That, this appointment is made subject to the approval of the University of Madras.
3. That, initially you will be on probation for a period of two years, from the date of your joining duty which may be extended to or terminated earlier at the sole discretion of the Management unless and until confirmed in writing by the Management, your service shall be deemed to be on probation even after the expiry of the probation period or the extended period, if any of such probation.
4. That, you are requested to produce all your original certificates and service certificates.

Continued in page 2.

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



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

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


SECRETARY


CHAIRMAN

.....


Signature of the candidate

05/8/19

Date

Name of the candidate in CAPITALS : ANNA SHEBA L



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

20.04.2005.

To

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

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


Ref: Your application dated 11.04.2005.

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

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

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

Thanking you.


Sethu Kumanan,
Chairman.

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

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai-600 099.

Tel : (044) 2686 4847, 2501 4252

E-mail : sokaikeda@rediffmail.com



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

(Affiliated to the University of Madras)

06.05.2009


To

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

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

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

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


Chairman.

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



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

17.06.2010

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.

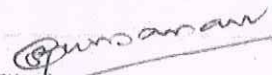
To

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 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)

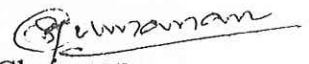
18.04.2007

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)

14.6.2010


To

Ms. J. Jacklin Dayana,
NO. 22, Annai Sivasakthi Nagar,
Kolathur,
Chennai- 600 099

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

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

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


Chairman.

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



SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

14.06.2010

To

Ms. J. Chella Mano Rathi,

28, Perumal Koil Street,

Mannurpet,


Padi,

Chennai- 600 050.

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

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

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


Chairman.

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



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

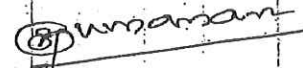
17.06.2013

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

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

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

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


Chairman.

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



SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

25.11.2013

To

Ms. E. Praveena, M.Sc., M.Phil.,

33, Ranganathan Nagar,

Teacher's Colony,

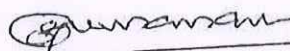
Kolathur,

Chennai- 600 099

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

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

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


Chairman.

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

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai - 600 099

Cell : 9150008813 Tel : 044-2903 3707.

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



SOKA IKEDA COLLEGE OF ARTS AND SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

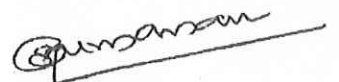
15.06.2015

To

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

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

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


Chairman

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

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



SOKA IKEDA COLLEGE OF ARTS AND SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

To

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

10, F-1, Krttheyen Enclave

3rd Street, Rajiv Nagar

Pudur


Ambattur

Chennai- 600 053

24.06.2015

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

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


Chairman

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

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai- 600 099.

Cell : 96777 17456 / Phone: 044-2903 3707

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



SETHU VALLIAMMAL EDUCATIONAL TRUST

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

SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

Chennai – 600 099

Date: 03-03-2021

To

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

No.122, Thiru Vi Ka Nagar 7th 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

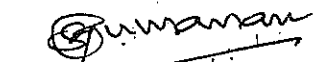
Email: sokaikeda@rediffmail.com, Website: www.sokaikedacollege.in

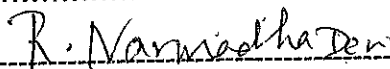
5. That, after having served the appointment order, if you do not join duty on the date specified by the Management, you are liable to pay one month salary to the Management as a prerequisite condition to release the certificates submitted by you.
6. That, you shall be entitled to any salary for the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

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

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


SECRETARY


CHAIRMAN


Signature of the candidate

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: 01-03-2022

To
Ms. R. Sathya, M.Sc., M.Phil.,
S2, Sree Senthamarai,
No: 30, South Street,
V.P. Colony, Ayanavaram,
Chennai-600 023
Mobile: 9176985853
Email: sathya208@gmail.com

LETTER OF APPOINTMENT

Dear Madam,

With reference to your application dated 23-02-2022 and subsequent interview you had with us on 23-02-2022, 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, Setu Bhaskara Nagar, Madhanangkuppam, Chennai - 600 099 with effect from 02-03-2022 on a temporary basis, on the following terms and conditions:

1. That, you will be paid a salary of Rs. 19,750/- (Rupees Nineteen Thousand Seven Hundred and Fifty) per month.
2. That, this appointment is made subject to the approval of the University of Madras.
3. That, you are requested to produce all your original certificates and service certificates.

Continued in page

Chennai-600 099.

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

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

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


SECRETARY


CHAIRMAN

.....

Signature of the candidate

01.03.2022
Date

Name of the candidate in CAPITALS : R. SATHYA



SETHU VALLIAMMAL EDUCATIONAL TR

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

SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR V

(Affiliated to the University of Madras)

Chennai – 600 099,
Date: 21-08-2019

To
Ms. R. Anitha
No. 86, 9th Street, Babanagar
Villivakkam
Chennai-600 049
Mobile: 9500016476
Email: anithardas@gmail.com

LETTER OF APPOINTMENT

Dear Madam,

With reference to your application dated 21-08-2019 and subsequent interview you had with us on 21-08-2019 we have the pleasure in appointing you for the post of Assistant Professor in the Department of Mathematics – Shift II of Soka Ikeda College of Arts and Science for Women, Sethu Bhaskara Nagar, Madhanangkuppam, Chennai – 600 099 with effect from 21-08-2019 on a 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 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 will be deemed to be on probation even after the expiry of the probation period or the extension period, if any of such probation.
4. That, you are requested to produce all your original certificates and service certificates.


Continued in

5. That, after having served the appointment order, if you do not join duty on the 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 get 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 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 is accepted only on the 1st of April (of an academic year) and effective till completion of the same academic year.
11. That, your appointment will be subject to termination at any time by one month notice in writing 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 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 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 more than three days after the expiry of leave period, without leave or permission from the Management, you will be deemed that you have voluntarily abandoned or resigned your service with immediate effect 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 / 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 your teaching.

16. That, you shall take an abiding interest in the students career both inside and outside 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 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 the method of correction is banned in Tamilnadu in June 2003 through amendment of Rules of Tamilnadu Education Rules prohibiting the infliction of physical / mental pain due to 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, honorarium remunerative, job / assignment in any college / business concern during the period of 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, if you are found guilty of dishonesty, disobedience, disorderly behavior, negligence, indiscretion 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 discontinued 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 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 the 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

21-08-2019



**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 Depart
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



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 ART
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: 47153, First Main Road,

East Balaji Nagar, Kallikuppam

Ambattur,

Chennai-600 053

Mobile: 9952044783

Mail: nagavalli2008@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 Bhaskar 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 extended period, if any of such probation.
4. That, you are requested to produce all your original certificates and service certificate

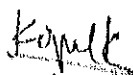
That, after having served the appointment order, if you do not join duty on the date specified by the Management, you are liable to pay one month salary to the Management as a prerequisite condition to release the certificates submitted by you.

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

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

Chairman
SOKA IKEDA COLLEGE



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: 22.08.2022

To

Mrs.R.Jayaravitha
No:15A, 6th Cross Street,
TNEB Colony Extension,
Menambedu, Ambattur,
Chennai -600 053.

LETTER OF APPOINTMENT

Dear Madam,

With reference to your application dated 05-08-2022 and subsequent interview you had with us on 05-08-2022 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, Setu Bhaskara Nagar, Madhanangkuppam, Chennai – 600 099 with effect from 11-08-2022 on a probationary basis, on the following terms and conditions:

1. That, you will be paid a salary of Rs.23,100/- (Rupees Twenty Three Thousand One 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 claiming the benefit of the May salary, you must have joined the duty on the re-opening 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 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 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 shall be liable to pay two months salary to the Management and the notice for the resignation shall be accepted only on the 1st of April (of an academic year) and effective till completion of the same academic year.
11. That, your appointment will be subject to termination at any time by one month notice in writing 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 school 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 absence from school 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 without 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 more than 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 the 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 punishment 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 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 years or earlier if you are found to be medically unfit.
22. 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



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

16th August 2000.

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

Dear Madam,

Sub: **Confirmation of Appointment.**

Ref: Your Application dated 18th July 2000.

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

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

Thanking you,

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

S. Padmasarani Ramaswami



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

Sethu Kumaran,
Chairman.

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

SOKA IKEDA COLLEGE OF AR
AND SCIENCE FOR WOMEN
MADHANAGKUPPAM, CHENNAI-6000



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, 13th Avenue,
Banu Nagar,
Pudur,
Ambattur,
Chennai- 600 053.

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

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

Chairman.



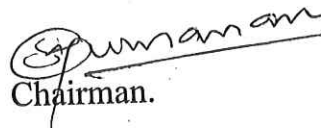
SOKA IKEDA COLLEGE
OF ARTS AND SCIENCE FOR WOMEN
(Affiliated to the University of Madras)

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.



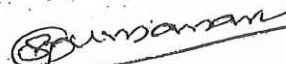
**SOKA IKEDA COLLEGE
OF ARTS & SCIENCE FOR WOMEN**
(Affiliated to the University of Madras)

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)

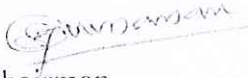
11.12.2012

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
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
16, CHANGRUPPAM, CHENNAI - 600 053



**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
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
VIJAYANGUPPAM, CHENNAI - 600095

SETHU VALLIAMMAL EDUCATIONAL TR

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



SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR W

(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 on 14-08-2020 we have the pleasure in appointing you for the post of Assistant Professor in Department of Commerce of Soka Ikeda College of Arts and Science for Women, Se Bhaskara Nagar, Madhanangkuppam, Chennai – 600 099 with effect from 05-03-2021 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 extended period, if any of such probation.
4. That, you are requested to produce all your original certificates and service certificates

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

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

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


SECRETARY


CHAIRMAN

.....
A. Yuvaremi
Signature of the candidate

.....
Date

Name of the candidate in CAPITALS : M. S. A. YUVAREMI

— 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: 04-03-2022

To

Mrs. N. Sasirekha., M.Com., MBA., M.Phil.,
56, Madhava Nagar Fourth Street,
Vinayagapuram,
Lakshmipuram Post,
Chennai-600 099
Mobile: 9840670708
Email: sasirekhaemail@gmail.com

LETTER OF APPOINTMENT

Dear Madam,

With reference to your application dated 04-03-2022 and subsequent interview you had with us on 04-03-2022 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 **07-03-2022** on a temporary basis, on the following terms and conditions:

1. That, you will be paid a salary of Rs. 18,750/- (Rupees Eighteen Thousand Seven Hundred and Fifty) per month.
2. That, this appointment is made subject to the approval of the University of Madras.
3. That, you are requested to produce all your original certificates and service certificates.

Continued in page 2.


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

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

This appointment order is given to you in duplicate for your perusal. If the terms and condition 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

.....
4/3/2022
Date

Name of the candidate in CAPITALS :

 N. SASIREKHA



SETHU VALLIAMMAL EDUCATIONAL TR

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

SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR W

(Affiliated to the University of Madras)

Chennai – 600 099,

Date:01.12.2021

To

Ms.S.Jayalakshmi. M.com., M.Phil

No:17, Lal Bahadur Sasthri Street

Kavangarai, Puzhal,

Chennai 600066.

Mobile: 9940663423

Mail: jaya.deepak07@gmail.com

LETTER OF APPOINTMENT

Dear Madam,

With reference to your application dated 01-12-2021 and subsequent interview you had with on 01-12-2021 we have the pleasure in appointing you as Assistant Professor in the Department of Commerce, Soka Ikeda College of Arts and Science for Women, Sethu Bhaskara Nagar, Madhanangkuppam, Chennai – 600 099 with effect from 01-12-2021 on probationary basis, 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 extended period, if any of such probation.
4. That, you are requested to produce all your original certificates and service certificates

Continued in page

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 date of the ensuing academic year as declared by the Management.
7. That, you can be considered for yearly increment after the successful completion of the probationary period. The conditionality of increment purely rests with on the discretion of the Management.
8. That, you shall work under the general guidance, supervision and direction of the Principal and Management.
9. That, it is mandatory on the part of the incumbent not to leave the institution during in the middle of an academic year.
10. That, in the event of your resignation after having served an appointment order during the probationary period you shall have to give two months notice, failing which, you are liable to pay two months salary to the Management and the notice for the resignation will be accepted only on the 1st of April (of an academic year) and effective till completion of the same academic year.
11. That, your appointment will be subject to termination at any time by one month notice in writing 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 the method of correction is banned in Tamilnadu in June 2003 through amendment of Rule 51 of Tamilnadu Education Rules prohibiting the infliction of physical / mental pain during corrective measures. You are liable to be dismissed from service in case you have resorted to the corporal punishment to use as corrective method.
18. That, you shall not undertake any part-time or full-time, direct or indirect, honorary or remunerative, job / assignment in any college / business concern during the period of your service. If found so, your service shall be terminated without notice. You shall not undertake private tuition either in the college or at your residence / residence of the student without the written permission of the Management. If the rule is violated, your service shall be liable to be terminated without any notice.
19. That, at any time in the opinion of the Management which will be final in the matter, you are found guilty of dishonesty, disobedience, disorderly behavior, negligence, indiscipline or any other act considered by the Management as detrimental to its interest or of violation of one or more terms of this appointment, your service may be terminated or dismissed without notice and without compensation.
20. That, your service conditions shall be governed by this contract and also by the Management's standing orders, rules and regulations which are being in force for the time being or may be framed from time to time according to law.
21. That, you will retire automatically without notice on your attaining the age of 58 or earlier if you are found to be medically unfit.

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


SECRETARY


CHAIRMAN



Signature of the candidate

01.12.2021

Date

Name of the candidate in CAPITALS : S. JAYALAKSHMI



SETHU VALLIAMMAL EDUCATIONAL TR

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

SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR W

(Affiliated to the University of Madras)

Chennai – 600 099,

Date: 18-07-2022

To

Mrs. Mutyala Sridurga, M.Com

Nö:36 Ambedkar Main Street,

Puzhal,

Chennai-600 066

LETTER OF APPOINTMENT

Dear Madam,

With reference to your application dated 27-06-2022 and subsequent interview you had with us on 27-06-2022 we have the pleasure in appointing you as Assistant Professor in the Department of Commerce, Soka Ikeda College of Arts and Science for Women, Sethu Bhaskara Nagar, Madhanangkuppam, Chennai – 600 099 with effect from 18-07-2022 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.


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

16. That, you shall take an abiding interest in the students career both inside and outside 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 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 method of correction is banned in Tamilnadu in June 2003 through amendment of 51. of Tamilnadu Education Rules prohibiting the infliction of physical / mental during corrective measures. You are liable to be dismissed from service in case you 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, honorarium 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 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 if 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 from 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 60 years 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


SECRETARY


CHAIRMAN



18.07.2022

SETHU VALLIAMMAL EDUCATIONAL TR

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



SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR W

(Affiliated to the University of Madras)

Chennai – 600 099,

Date: 23-09-2022

To

T.Tamilarasi, M.Com.,M.Phil.

33/5B,Perumal Koil Street,

Lakshmipuram,

Chennai-600 099.

Mobile No: 9489033808

LETTER OF APPOINTMENT

Dear Madam,

With reference to your application dated 29-08-2022 and subsequent interview you had with us on 29-08-2022 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 Bhaskar Nagar, Madhanangkuppam, Chennai – 600 099 with effect from 01-09-2022 on probationary basis, on the following terms and conditions:

1. That, you will be paid a salary of Rs. 25,750/= (Rupees Twenty Five 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

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

16. That, you shall take an abiding interest in the students career both inside and outside 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 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 the method of correction is banned in Tamilnadu in June 2003 through amendment of 51 of Tamilnadu Education Rules prohibiting the infliction of physical / mental during corrective measures. You are liable to be dismissed from service in case you 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, honorarium 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, if 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 from 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 your name.


SECRETARY


CHAIRMAN

TS

22.09.2002



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

3.4.2012.

To
Ms. M. Grace,
123, 26th Avenue,
Banu Nagar,
Ambattur,
Chennai- 53.

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

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

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


Chairman

Chairman
SOKA IKEDA COLLEGE OF ARTS
AND SCIENCE FOR WOMEN
MADHANAGIRIPAM, CHENNAI - 6000



**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
WANDRANSAKKUPPAM, CHENNAI-600 030



SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

14.8.2012

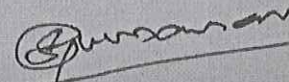
To

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 - 6000



SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

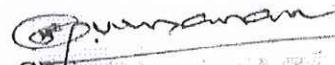
25.11.2013

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**
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 - 600090

SETHU VALLIAMMAL EDUCATIONAL T

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



SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR

(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 Bhaskar 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.

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 of the ensuing academic year as declared by the Management.
7. That, you can be considered for yearly increment after the successful completion of the probationary period. The conditionality of increment purely rests with on the discretion of the Management.
8. That, you shall work under the general guidance, supervision and direction of the Principal and Management.
9. That, it is mandatory on the part of the incumbent not to leave the institution during in the middle of an academic year.
10. That, in the event of your resignation after having served an appointment order during the probationary period you shall have to give two months notice, failing which, you are liable to pay two months salary to the Management and the notice for the resignation will be accepted only on the 1st of April (of an academic year) and effective till completion of the same academic year.
11. That, your appointment will be subject to termination at any time by one month notice in writing 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.

②

16. That, you shall take an abiding interest in the students career both inside and outside 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 err 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 method of correction is banned in Tamilnadu in June 2003 through amendment of R 51 of Tamilnadu Education Rules prohibiting the infliction of physical / mental 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 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 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, if 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 from 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 years 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



4.10.2021



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
MADHANAKORUPPAM, CHENNAI - 600099.



SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

28.4.2011

To
Ms. K. Nirmaladevi,
No. 6, Vinayagar Koil Street,
Madagadipet palayam
Palayam post,
Poducherry 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
WADHANANGALUPPAM, 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.



SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

01.10.2013

To

Ms. P. Rajasubha, MBA., M.Com., M.Phil., B.Ed.,

1/995A, Gandhi Street,

Bhavani Nagar,

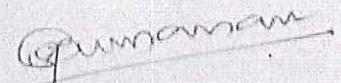
Redhills,

Chennai- 600 052.

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

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

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


Chairman.

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



SETHU VALLIAMMAL EDUCATIONAL TRUST

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

SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

To

Chennai – 600 099,
Date: 09-06-2017

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



LETTER OF APPOINTMENT

Dear Madam,

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

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

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

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

Continued in page 2.

5. That, after having served the appointment order, if you do not join duty on the day specified by the Management, you are liable to pay one month salary to the Management as a prerequisite condition to release the certificates submitted by you.
6. That, you shall be entitled to any salary for the month of May, during the probationary period, provided, you must have completed 8 months of service satisfactorily from the date of joining duty and are willing to continue your service in our college. Besides, to claim the benefit of the May salary, you must have joined the duty on the re-opening day of the ensuing academic year as declared by the Management.
7. That, you can be considered for yearly increment after the successful completion of the probationary period. The conditionality of increment purely rests with on the discretion of the Management.
8. That, you shall work under the general guidance, supervision and direction of the Principal and Management.
9. That, it is mandatory on the part of the incumbent not to leave the institution during in the middle of an academic year.
10. That, in the event of your resignation after having served an appointment order during the probationary period you shall have to give two months notice, failing which, you are liable to pay two months salary to the Management and the notice for the resignation will be accepted only on the 1st of April (of an academic year) and effective till completion of the same academic year.
11. That, your appointment will be subject to termination at any time by one month notice in writing 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, you will be deemed that you have voluntarily abandoned or resigned your service without a 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.

Abagam

PRESIDENT

Kjlk

SECRETARY

Gumman

CHAIRMAN

Attested by

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

[Signature]

14-6-17-

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 : 91-44-26
Telex : 91-44-26

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 Kovi Grammam

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

Chennai- 600 099
Date: 05.05.2016



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 of 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 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 or terminated earlier at the sole discretion of the Management and until confirmed in writing by the Management, your service shall be deemed to be on probation even after the expiry of 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

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

Attested by

16. That, you shall take an abiding interest in the students career both inside and outside 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 student. Administering such method will affect the student both physically and mentally which in turn cause unnecessary difficulties to the Heads and the Management and a method of correction is banned in Tamilnadu in June 2003 through amendment of Rules of Tamilnadu Education Rules prohibiting the infliction of physical / mental pain or 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, honorarium remunerative, job / assignment in any college / business concern during the period of 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, if 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.

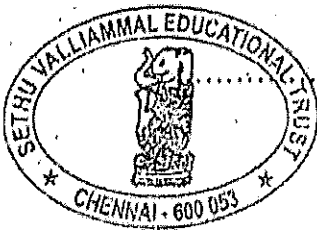
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This appointment order is given to you in duplicate for your perusal. If the terms and conditions given in this order are acceptable to you, you are expected to return to us the duplicate copy of the order, after writing as All the terms are understood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

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



To

Chennai – 600 099,
Date: 09-06-2017

Ms. B. Deepa

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

LETTER OF APPOINTMENT

Dear Madam,

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

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

Continued in page 2.

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

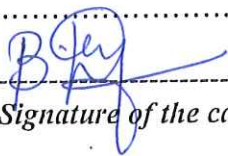
16. That, you shall take an abiding interest in the students career both inside and outside the college and shall promote physical, intellectual and moral welfare of pupils.
17. That, you are not allowed to use corporal punishment by any means to correct the erring student. Administering such method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

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



SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR W

(Affiliated to the University of Madras)

Chennai -- 600 099,

Date:23-09-2022

To

Mrs.P.Senthilmathi

No:A.P:621, 17th Main Road,

7th Main Road, M.K.B Nagar,

Chennai-600 039

LETTER OF APPOINTMENT

Dear Madam,

With reference to your application dated 05-09-2022 and subsequent interview you had with on 05-09-2022 we have the pleasure in appointing you as Assistant Professor in the Department of Commerce, Soka Ikeda College of Arts and Science for Women, Sethu Bhaskara Nag Madhanangkuppam, Chennai – 600 099 with effect from 07-09-2022 on probationary basis, 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

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 date of the ensuing academic year as declared by the Management.
7. That, you can be considered for yearly increment after the successful completion of the probationary period. The conditionality of increment purely rests with on the discretion of the Management.
8. That, you shall work under the general guidance, supervision and direction of the Principal and Management.
9. That, it is mandatory on the part of the incumbent not to leave the institution during in the middle of an academic year.
10. That, in the event of your resignation after having served an appointment order during the probationary period you shall have to give two months notice, failing which, you are liable to pay two months salary to the Management and the notice for the resignation will be accepted only on the 1st of April (of an academic year) and effective till completion of the same academic year.
11. That, your appointment will be subject to termination at any time by one month notice in writing 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 without 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.

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 the 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 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

.....



23/9/22

Signature of the candidate

Date

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.

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

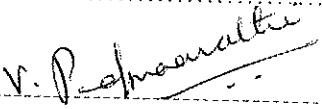


16. That, you shall take an abiding interest in the students career both inside and outside the college and shall promote physical, intellectual and moral welfare of pupils.
17. That, you are not allowed to use corporal punishment by any means to correct the erring student. Administering such method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

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


SECRETARY


CHAIRMAN

.....


Signature of the candidate

Date



SETHU VALLIAMMAL EDUCATIONAL TRUST

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

SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

Chennai – 600 099,
Date: 28-06-2022

To
Ms. Pardita Ningthoujam., M.A.,
Chennai,
Mobile: 8939538547
Email: parditaaningthoujam@gmail.com

LETTER OF APPOINTMENT

Dear Madam,

With reference to your application dated 27-06-2022 and subsequent interview you had with us on 27-06-2022 we have the pleasure in appointing you as Assistant Professor in the Department of Tourism and Travel Management, Soka Ikeda College of Arts and Science for Women, Sethu Bhaskara Nagar, Madhanangkuppam, Chennai – 600 099 with effect from 01-08-2022 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.

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

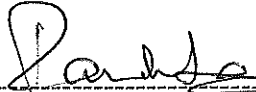
Continued in page 3.

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

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


SECRETARY


CHAIRMAN

.....

Signature of the candidate

1.8.22
Date

Name of the candidate in CAPITALS : PARDITA.....



SETHU VALLIAMMAL EDUCATIONAL TRUST

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

SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

Chennai – 600 099,

Date: 28-06-2022

To

Ms.H.Shobana., M.A.,

18A/43, Jambuli Street,

Kodungaiyur,

Chennai-600 118

Mobile: 7299083641

Email: shobanahari11@gmail.com

LETTER OF APPOINTMENT

Dear Madam,

With reference to your application dated 27-06-2022 and subsequent interview you had with us on 27-06-2022 we have the pleasure in appointing you as Assistant Professor in the Department of Tourism and Travel Management, Soka Ikeda College of Arts and Science for Women, Sethu Bhaskara Nagar, Madhanangkuppam, Chennai – 600 099 with effect from 01-08-2022 on probationary basis, on the following terms and conditions:

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

Continued in page 2.

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai-600 099.

Phone : 044-2686 3177 / 9677717456

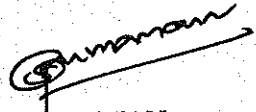
Email: sokaikeda@rediffmail.com, Website: www.sokaikedacollege.in

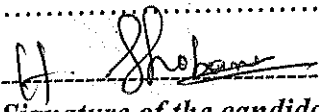
5. That, after having served the appointment order, if you do not join duty on the date specified by the Management, you are liable to pay one month salary to the Management as a prerequisite condition to release the certificates submitted by you.
6. That, you shall be entitled to any salary for the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

Continued in page 3.

16. That, you shall take an abiding interest in the students career both inside and outside the college and shall promote physical, intellectual and moral welfare of pupils.
17. That, you are not allowed to use corporal punishment by any means to correct the erring student. Administering such method will affect the student both physically and mentally, which in turn cause unnecessary difficulties to the Heads and the Management as this method of correction is banned in Tamilnadu in June 2003 through amendment of Rule 51 of Tamilnadu Education Rules prohibiting the infliction of physical / mental pain during corrective measures. You are liable to be dismissed from service in case you have resorted to the corporal punishment to use as corrective method.
18. That, you shall not undertake any part-time or full-time, direct or indirect, honorary or remunerative, job / assignment in any college / business concern during the period of your service. If found so, your service shall be terminated without notice. You shall not undertake private tuition either in the college or at your residence / residence of the student without the written permission of the Management. If the rule is violated, your service shall be liable to be terminated without any notice.
19. That, at any time in the opinion of the Management which will be final in the matter, you are found guilty of dishonesty, disobedience, disorderly behavior, negligence, indiscipline or any other act considered by the Management as detrimental to its interest or of violation of one or more terms of this appointment, your service may be terminated or dismissed without notice and without compensation.
20. That, your service conditions shall be governed by this contract and also by the Management's standing orders, rules and regulations which are being in force for the time being or may be framed from time to time according to law.
21. That, you will retire automatically without notice on your attaining the age of 58 or earlier if you are found to be medically unfit.
22.
This appointment order is given to you in duplicate for your perusal. If the terms and conditions given in this order are acceptable to you, you are expected to return to us the duplicate copy of this order, after writing as **All the terms are understood and accepted** and signing it with date.


SECRETARY


CHAIRMAN

.....

Signature of the candidate

.....
1.8.22
Date

Name of the candidate in CAPITALS : ..H. S. GOBANA.....

SETHU VALLIAMMAL EDUCATIONAL TRUST

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



SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

Chennai – 600 099,
Date:10-06-2019

To

Dr. Lydia Eric

2/733, B1, Sabari-3

Kazura Garden

6th Cross Street

Neelankarai Chennai- 600 115

Mobile:9884173273

Email:dr.lydiaeric@gmail.com

LETTER OF APPOINTMENT

Dear Madam,

With reference to your application dated 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 Psychology of Soka Ikeda College of Arts and Science for Women, Sethu Bhaskara Nagar, Madhanangkuppam, Chennai – 600 099 with effect from 12-06-2019 on the following terms and conditions:

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

Continued in page 2.

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai-600 099.

Phone : 044-2686 3177 / 9677717456

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

Continued in page 3.




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

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


SECRETARY


CHAIRMAN

.....

Signature of the candidate

10/6/2019
Date

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



SETHU VALLIAMMAL EDUCATIONAL TRUST

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

SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

Chennai – 600 099,
Date: 28-06-2022

To
Ms.D.Kanimozhi, M.Sc.,
No:22,Vallalar Koil Street,
Redhills,
Chennai-600 052
Mobile: 8939683329/9176343631
Email:kanitamiz@gmail.com

LETTER OF APPOINTMENT

Dear Madam,

With reference to your application dated 27-06-2022 and subsequent interview you had with us on 27-06-2022 we have the pleasure in appointing you as Assistant Professor in the Department of Psychology, Soka Ikeda College of Arts and Science for Women, Sethu Bhaskara Nagar, Madhanangkuppam, Chennai – 600 099 with effect from 18-07-2022 on probationary basis, on the following terms and conditions:

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

Continued in page 2..

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

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

Continued in page 3.

16. That, you shall take an abiding interest in the students career both inside and outside the college and shall promote physical, intellectual and moral welfare of pupils.
17. That, you are not allowed to use corporal punishment by any means to correct the erring student. Administering such method will affect the student both physically and mentally, which in turn cause unnecessary difficulties to the Heads and the Management as this method of correction is banned in Tamilnadu in June 2003 through amendment of Rule 51 of Tamilnadu Education Rules prohibiting the infliction of physical / mental pain during corrective measures. You are liable to be dismissed from service in case you have resorted to the corporal punishment to use as corrective method.
18. That, you shall not undertake any part-time or full-time, direct or indirect, honorary or remunerative, job / assignment in any college / business concern during the period of your service. If found so, your service shall be terminated without notice. You shall not undertake private tuition either in the college or at your residence / residence of the student without the written permission of the Management. If the rule is violated, your service shall be liable to be terminated without any notice.
19. That, at any time in the opinion of the Management which will be final in the matter, you are found guilty of dishonesty, disobedience, disorderly behavior, negligence, indiscipline or any other act considered by the Management as detrimental to its interest or of violation of one or more terms of this appointment, your service may be terminated or dismissed without notice and without compensation.
20. That, your service conditions shall be governed by this contract and also by the Management's standing orders, rules and regulations which are being in force for the time being or may be framed from time to time according to law.
21. That, you will retire automatically without notice on your attaining the age of 58 or earlier if you are found to be medically unfit.
22. 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

.....
D. Kanimozhi
Signature of the candidate Date

Name of the candidate in CAPITALS : D. KANIMOZHI



SETHU VALLIAMMAL EDUCATIONAL TRUST

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

SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

Chennai – 600 099,
Date: 28-06-2022

To

Ms. M. Mary Esther, M.Sc.,

Chennai,

Mobile: 9962677381

Email: maryester209@gmail.com

LETTER OF APPOINTMENT

Dear Madam,

With reference to your application dated 27-06-2022 and subsequent interview you had with us on 27-06-2022 we have the pleasure in appointing you as Assistant Professor in the Department of Psychology, Soka Ikeda College of Arts and Science for Women, Sethu Bhaskara Nagar, Madhanangkuppam, Chennai – 600 099 with effect from 11-08-2022 on probationary basis, on the following terms and conditions:

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

Continued in page 2.

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai-600 099.

Phone : 044-2686 3177 / 9677717456

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

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

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.

22.

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 : M. MARY ESTHER



SETHU VALLIAMMAL EDUCATIONAL TRUST

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

SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

Chennai – 600 099,
Date: 28-06-2022

To

Ms.M.A.Thaaarasri, M.Sc.,
No:243,3A,Awesome Orchard,
Kallikuppam,
Chennai-600 053
Mobile: 9940795040
Email: thaarasri1996@gmail.com

LETTER OF APPOINTMENT

Dear Madam,

With reference to your application dated 27-06-2022 and subsequent interview you had with us on 27-06-2022 we have the pleasure in appointing you as Assistant Professor in the Department of Psychology, Soka Ikeda College of Arts and Science for Women, Sethu Bhaskara Nagar, Madhanangkuppam, Chennai – 600 099 with effect from 11-08-2022 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

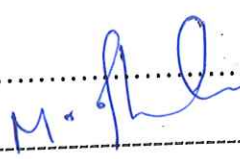
5. That, after having served the appointment order, if you do not join duty on the date specified by the Management, you are liable to pay one month salary to the Management as a prerequisite condition to release the certificates submitted by you.
6. That, you shall be entitled to any salary for the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



SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

03.04.2012.


To

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

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

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

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


Chairman.

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



SOKA IKEDA COLLEGE OF ARTS AND SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

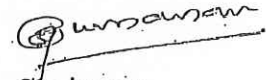
15.07.2015

To

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

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

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


Chairman

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

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai- 600 099.

Cell : 96777 17456 / Phone: 044-2903 3707

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



SETHU VALLIAMMAL EDUCATIONAL TRUST

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

SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

Chennai – 600 099,
Date:06-10-2021

To

Mrs.S.T.Immaculate Lowara,M.Com.,M.Phil,

1323, Magappair Road,

Golden Colony,

Anna Nagar West Extn,

Chennai -600 050

Mobile: 9790828774

Mail: immaculatelowara@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 Corporate Secretaryship, Soka Ikeda College of Arts and Science for Women, Sethu Bhaskara Nagar, Madhanangkuppam, Chennai – 600 099 with effect from 11-10-2021 on probationary basis, on the following terms and conditions:

1. That, you will be paid a salary of Rs. 18,750/- (Rupees Eighteen Thousand Seven Hundred and Fifty) per month.
2. That, this appointment is made subject to the approval of the University of Madras.
3. That, initially you will be on probation for a period of two years, from the date of your joining duty which may be extended to or terminated earlier at the sole discretion of the Management unless and until confirmed in writing by the Management, your service shall be deemed to be on probation even after the expiry of the probation period or the extended period, if any of such probation.
4. That, you are requested to produce all your original certificates and service certificates.

Continued in page 2.

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai-600 099.

Phone : 044-2686 3177 / 9677717456

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

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

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

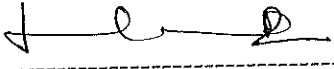
This appointment order is given to you in duplicate for your perusal. If the terms and conditions given in this order are acceptable to you, you are expected to return to us the duplicate copy of this order, after writing as **All the terms are understood and accepted** and signing it with date.


SECRETARY


CHAIRMAN

Mrs. KOGILAM
SECRETARY
SOKA IKEDA COLLEGE OF ARTS
AND SCIENCE FOR WOMEN

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


Signature of the candidate

11.10.21
Date

Name of the candidate in CAPITALS : S. T. Ponnasale Louara



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


04.12.2006

To

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

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

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


Chairman.

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

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



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


17.06.2013

To
Ms. P. Hemalatha,
Block NO. 18, TSP Police Quarters,
Avadi,
Chennai – 600054.

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

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

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


Chairman.

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



SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

29.04.2015

To

Ms. C. Rajeswari, MCA, M.Phil.
3/116, Moorthy Nagar 4th Street
Opp. Telephone Exchange
Padi
Chennai- 600 050

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

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


Secretary

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

Sethu 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

Chennai – 600 099

Date: 09-06-2017

Ms. C. Thavamani, MCA, M.Phil.

No. 93, Harikrishna Naidu Street

Vardharajapuram,

Ambattur

Chennai- 600 053



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.com

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

Continued in page 3.

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

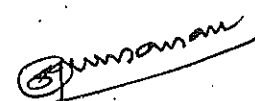
This appointment order is given to you in duplicate for your perusal. If the terms and conditions given in this order are acceptable to you, you are expected to return to us the duplicate copy of this order, after writing as **All the terms are understood and accepted** and signing it with date.



PRESIDENT



SECRETARY



CHAIRMAN



Signature of the candidate

09.6.2017

Date

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



SETHU VALLIAMMAL EDUCATIONAL TRUST

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

SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

Chennai – 600 099,
Date: 17-05-2018

To

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

No.84, 2nd Street

Moogambigai Nagar

Kallikuppam

Ambattur

Chennai- 600 053.

Email:d.malathy@ymail.com

Mobile:9600272020

LETTER OF APPOINTMENT

Dear Madam,

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

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

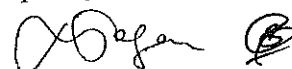
Continued in page 2.

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai-600 099.

Phone : 044-2686 3177 / 9677717456

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

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




Continued in page 3.

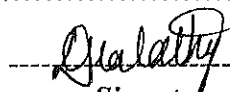
16. That, you shall take an abiding interest in the students career both inside and outside the college and shall promote physical, intellectual and moral welfare of pupils.
17. That, you are not allowed to use corporal punishment by any means to correct the erring student. Administering such method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

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


PRESIDENT


SECRETARY


CHAIRMAN

.....
 11. 6. 18
Signature of the candidate Date

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



SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

29.07.2013

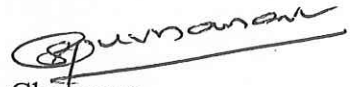
To

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

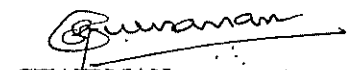


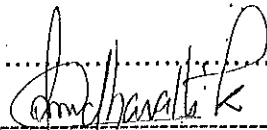
Continued in page 3.

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

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


SECRETARY


CHAIRMAN



Signature of the candidate

Date

Name of the candidate in CAPITALS :



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: 23-09-2022

To

Mrs. M. Pramila Devi

No: 50/4, CPWD Quarters,,

Anna Nagar,

Chennai-600 040

Mob: 7401201741

E-mail id: pramila974@gmail.com

LETTER OF APPOINTMENT

Dear Madam,

With reference to your application dated 24-08-2022 and subsequent interview you had with us on 24-08-2022 we have the pleasure in appointing you as Assistant Professor in the Department of Human Resource Management, Soka Ikeda College of Arts and Science for Women, Sethu Bhaskara Nagar, Madhanangkuppam, Chennai - 600099 with effect from 05-09-2022 on probationary basis, on the following terms and conditions:

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

Continued in page 2.

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai-600 099.

Phone : 044-2686 3177 / 9677717456

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

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

Continued in page 3.

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

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


SECRETARY


CHAIRMAN

.....

Signature of the candidate

23.09.2022
Date

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

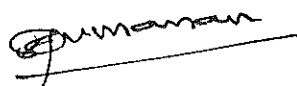


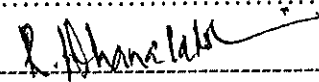
Continued in page 3.

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

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


SECRETARY


CHAIRMAN

.....


Signature of the candidate

Date

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



SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

08.07.2013

To

Ms. J. Jabamalai Priya, M.Com., M.Phil.,

No. 156/26, Annai Sathiya Nagar,
Anna Nagar Main Road,
Pattabiram, (Thiruvellore Dist)
Chennai- 600 072

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

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

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

K. J. K.
Secretary.

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

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

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai - 600 099.

Cell: 9677717456 Tel: 044-2903 3707

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



SETHU VALLIAMMAL EDUCATIONAL TRUST

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

SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

Chennai – 600 099,
Date: 01-08-2022

To
Mrs. G. Bhuvaneshwari, M.Com., M.Phil.,
Chennai.
Mobile: 7904640326
Email: bhuviniranjan95@gmail.com

LETTER OF APPOINTMENT

Dear Madam,

With reference to your application dated 07-07-2022 and subsequent interview you had with us on 07-07-2022 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 01-08-2022 on temporary 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, you are requested to produce all your original certificates and service certificates.

Continued in page 2.

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

Continued in page 3.



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

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


SECRETARY


CHAIRMAN

.....

Signature of the candidate

01-08-2022
Date

Name of the candidate in CAPITALS : GI. BHUVANESHWARI



SETHU VALLIAMMAL EDUCATIONAL TRUST

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

SOKA IKEDA COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Affiliated to the University of Madras)

Chennai – 600 099,
Date: 28-06-2022

To

Ms.K.Srimathi, M.A.,
No:23/685, Maarvadi Quarters,
Thiru Nagar, 1st Street,
Thiruvottiyur,
Chennai-600 019
Mobile:9176168619
Email:sugusri1996@gmail.com

LETTER OF APPOINTMENT

Dear Madam,

With reference to your application dated 27-06-2022 and subsequent interview you had with us on 27-06-2022 we have the pleasure in appointing you as Assistant Professor in the Department of Sociology, Soka Ikeda College of Arts and Science for Women, Sethu Bhaskara Nagar, Madhanangkuppam, Chennai – 600 099 with effect from 18-07-2022 on probationary basis, on the following terms and conditions:

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

Continued in page 2.

Sethu Bhaskara Nagar, Madhanangkuppam, Chennai-600 099.

Phone : 044-2686 3177 / 9677717456

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

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

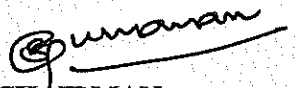
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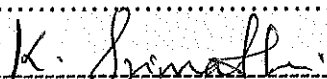
16. That, you shall take an abiding interest in the students career both inside and outside the college and shall promote physical, intellectual and moral welfare of pupils.
17. That, you are not allowed to use corporal punishment by any means to correct the erring student. Administering such method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

22.

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

18-07-2022
Date

Name of the candidate in CAPITALS : ...MS. K. SRIMATHI.....



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

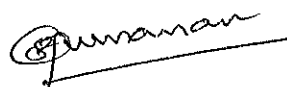
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16. That, you shall take an abiding interest in the students career both inside and outside the college and shall promote physical, intellectual and moral welfare of pupils.
17. That, you are not allowed to use corporal punishment by any means to correct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

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


SECRETARY

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


CHAIRMAN

Chairman
SOKA IKEDA COLLEGE OF ARTS
AND SCIENCE FOR WOMEN
K. P. JAYAKUPPAM, CHENNAI - 600099.