




## TAMIL



### IDHAYA COLLEGE FOR WOMEN

(Accredited with 'B' Grade by NAAC)  
(Recognized under 2(f) & 12(B) of the UGC Act 1956)  
(Affiliated to Alagappa University, Karaikudi)  
AROCKIA NAGAR, SARUGANI - 630411.

**Ref:** ICW / Tamil / 2021 / 22

**To**

Dr.K.Lakshmi B.Litt.,M.A.,B.Ed.,M.Phil.,Ph.D. NET  
D/o K.Karuppaiah,  
711, Anand Nagar, Athanoor Road,  
Kelapasalai Road, Manamadurai via,  
Sivagangai - 630606. Ph : 99786067152.

**Dear Madam,**

**Sub:** Appointment order in the Department of Tamil- reg.



With reference to your application and the subsequent interview you had with us on 15.07.2021, we are pleased to appoint you, for the post of Lecturer in the Department of Tamil in this institution.

Dr.L.Lakshmi, Daughter of Mr.K.Karuppaiah is appointed temporarily on probation as 02.08.21 w.e.f 01.08.22 under the Corporate Management of the Religious Congregation and now posted at Idhaya College for women. The appointment is governed by the Terms & Conditions of Employment framed by the Management. She shall report for duty before the Principal & Secretary of Idhaya College for women on 03.08.22 FN. She shall be on probation for a period of two years from the date of joining.

At any time during the probationary period, your service may be terminated, if unsatisfied. After your probation period, the management will confirm it. If you are not confirmed, your services stand automatically terminated. During this period of probation, you will be paid with a consolidated payment of Rs. 15,000/- per month.

**Terms and Conditions to be followed during your service**

1. You must be in the College Campus before 9.10 A.M.,
2. Special attention and care to be given on weak students of your subject.
3. Special and extra classes to be conducted, whenever the Head of the Institution or the Head of Department asks.

<https://www.idhayasarugani.in>  [Idhayawomenscollege@gmail.com](mailto:Idhayawomenscollege@gmail.com)  8610805102, 85262



4. Students are to be motivated to participate in all the activities.
5. Need to work hard in up building the works of College and mould the students to attain their personality development.
6. Need to encourage and prepare your students to take active participation in paper presentation.
7. As it is a growing institution, you need to render your time to go for canvassing the students from various higher secondary schools.
8. Common works and responsibilities of the Institution should be shared with generosity.
9. When you are asked to take the students outside to attend seminars, camps or tour etc., avoid any kind of excuse.
10. You are to be member in anyone of the extra-curricular activities of club of the College.
11. You ought to update your knowledge skill of web, Multimedia and try to complete UGC Exams of NET or SLET.
12. Special allowances Rs.1000 given to those who have completed Ten years of experience in our college. Experience in other colleges will not be taken into consideration for special allowance.

Please fill up the joining report as a acceptance of the above terms and conditions of service. We wish that the period of your service with us will be both happy and Fruitful.

**You will not be permitted to leave the institution in the middle of the academic year. You will be relieved, on request, only at the end of the academic year, other than that you are required to give three – month notice (in the month of march) or three-month salary.**

**You are requested to submit the following original certificates / documents.**

- |   |   |
|---|---|
| <10 <sup>th</sup> Mark Sheet – Age Proof                  | < Transfer Certificate                                      |
| < 12 <sup>th</sup> Mark Sheet                             | < P.G Degree, Provisional & Consolidated Pass Certificate   |
| < U.G Degree, Provisional & Consolidated Pass Certificate | < M.Phil Degree, Provisional, Consolidated Pass Certificate |

SEAL



*[Signature]*  
PRINCIPAL

*[Signature]*  
Idhaya College For Women  
Arookia Nagar, Sivagangai  
Sivagangai Dist, Pin: 630 41

**IDHAYA COLLEGE FOR WOMEN**

(Accredited with 'B' Grade by NAAC)  
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(Affiliated to Alagappa University, Karaikal)  
AROCKIA NAGAR, SARUGANI - 630411.

Ref: ICW / Tamil / 2021 / 21

To

Mrs.AL.Amutha B.Litt.,M.A.,B.Ed.,M.Phil.,  
D/o P.Alagappan,  
13/8, Anna Salai  
Devakottai tk, Sivagangai - 630302.  
Ph : 9994621084.

Dear Madam,

**Sub:** Appointment order in the Department of Tamil- reg.

With reference to your application and the subsequent interview you had with us on 15.07.2021, we are pleased to appoint you, for the post of Lecturer in the Department of Tamil in this institution.

Ms.AL.Amutha, Daughter of Mr.P.Alagappan is appointed temporarily on probation as 02.08.21 w.e.f 01.08.22 under the Corporate Management of the Religious Congregation and now posted at Idhaya College for women. The appointment is governed by the Terms & Conditions of Employment framed by the Management. She shall report for duty before the Principal & Secretary of Idhaya College for women on 03.08.22 FN. She shall be on probation for a period of two years from the date of joining.

At any time during the probationary period, your service may be terminated, if unsatisfied. After your probation period, the management will confirm it. If you are not confirmed, your services stand automatically terminated. During this period of probation, you will be paid with a consolidated payment of Rs. 10,000/- per month.

**Terms and Conditions to be followed during your service**

1. You must be in the College Campus before 9.10 A.M.,
2. Special attention and care to be given on weak students of your subject.
3. Special and extra classes to be conducted, whenever the Head of the Institution or the Head of Department asks.



4. Students are to be motivated to participate in all the activities.
5. Need to work hard in up building the works of College and mould the students to attain their personality development.
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7. As it is a growing institution, you need to render your time to go for canvassing the students from various higher secondary schools.
8. Common works and responsibilities of the Institution should be shared with generosity.
9. When you are asked to take the students outside to attend seminars, camps or tour etc., avoid any kind of excuse.
10. You are to be member in anyone of the extra-curricular activities of club of the College.
11. You ought to update your knowledge skill of web, Multimedia and try to complete UGC Exams of NET or SLET.
12. Special allowances Rs.1000 given to those who have completed Ten years of experience in our college. Experience in other colleges will not be taken into consideration for special allowance.

Please fill up the joining report as a acceptance of the above terms and conditions of service. We wish that the period of your service with us will be both happy and Fruitful.

**You will not be permitted to leave the institution in the middle of the academic year. You will be relieved, on request, only at the end of the academic year, other than that you are required to give three – month notice (in the month of march) or three-month salary.**

You are requested to submit the following original certificates / documents.

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SEAL



*[Handwritten Signature]*  
PRINCIPAL

Idhaya College For Women  
Arockia Nagar, Sarugan  
Sivagangai Dist, Pin: 630 41

*[Handwritten Signature]*





**Principal**  
Idhaya College for Women  
(Affiliated to Alagappa University)  
Arockia Nagar, Sarugani  
Sivagangai Dt.  
Pin: 630 411.

Phone : 04561 - 276272 (Off)  
276370 (Res)

Date : 7.06.10

APPOINTMENT ORDER

Dear Madam, *R. Rameswari*

Sub: Sending appointment order – reg.

I am happy to inform you that you have been appointed as Lecturer in Tamil with effect from 16.06.10. You are requested to submit all your original certificates.



*Jatima Parule*  
Principal 7/6/10

Idhaya College for Women  
Sarugani.



**Principal**

Idhaya College for Women  
(Affiliated to Alagappa University)  
Arockia Nagar, Sarugani  
Sivagangai Dt.  
Pin: 630 411.

Phone : 04561 - 276272 (Off)  
276370 (Res)

Date 01.02.2013.

**APPOINTMENT ON PROBATION**

Madam M.Sonia, M.A., M.Phil.,

**Sub: Appointment on Probation – Lecturer in Tamil - regarding.**

You were appointed on probation for a period of one year from 01.02.2013 onwards.

You will be paid a consolidated sum of Rs. 8,000/- per month. You will not be eligible for any other allowances. You will be governed by the norms and rules laid down by the Management for the staff of the Institution.

Once you have joined the job you have to complete that academic year. In case of dissatisfaction on the part of the management about your service, you will be relieved at any time and if you want to resign the job at the end of the academic year, you have to give resignation letter at least one month ahead. **If there is a need to resign the job in between the academic year, you have to repay three months salary to receive your relieving order and your original certificates.**

Your appointment on probation does not automatically imply that you will be confirmed. The Management also reserves its right to terminate your services at any time during this period.

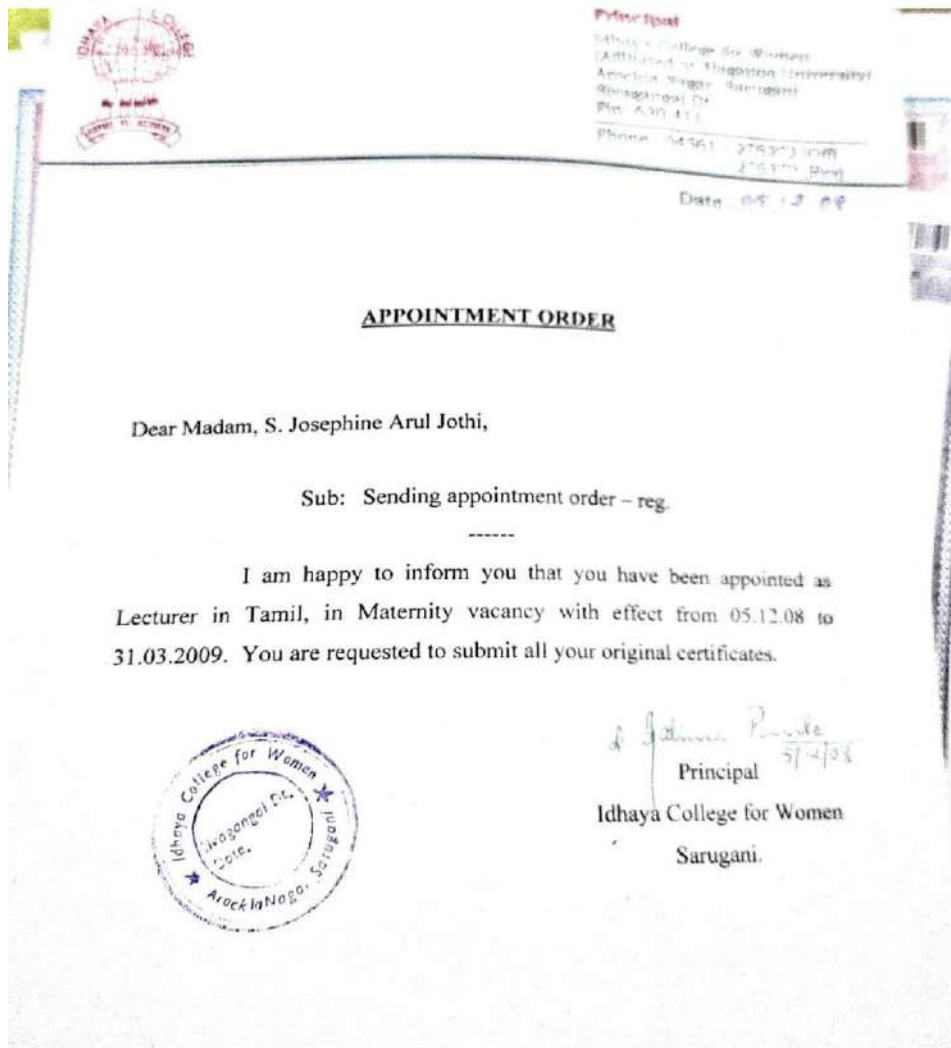
If the above norms and conditions are acceptable kindly sign and return the duplicate.

Yours sincerely,

Principal  
Idhaya College for women  
Sarugani.

/ACKNOWLEDGED/

M. Sonia 17/02/13  
Signature of the candidate with date





## ENGLISH

Principal  
Idhaya College for Women  
(Affiliated to Alagappa University)  
Arockia Nagar, Sarugani  
Sivagangai Dt.  
Pin: 630 411.  
Phone : 04561 - 276272 (Off)  
276370 (Res)

Date : 16.06.2022


**APPOINTMENT ORDER**

Dear Madam, SP. Visalakshi,

Sub: Sending appointment order – reg.

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I am happy to inform you that you have been appointed as Lecturer in English with effect from 16.06.08. You are requested to bring all your original certificates.



S. Jathina Pauls  
Principal 16/06/22  
Idhaya College for Women  
Sarugani.



**IDHAYA COLLEGE FOR WOMEN**

(Accredited by NAAC with "A" Grade (CGPA:3.15) & ISO 9001:2015 Certified Institution)  
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AROCKIA NAGAR, SARUGANI - 630 411, Sivagangai Dt. - 630 411.

Date: 10.08.2022

Ref: ICW / English / 2022 / 47

To

Ms.A.Josephine Prakasi M.A.,  
D/o Mr.S.Alphonse,  
Leve Nagar, Sarugani,  
Sivagangai – 630 411.  
Ph : 9080239929.

Dear Madam,

**Sub:** Appointment order in the Department of English Application– reg.

With reference to your application and the subsequent interview you had with us on 27.07.2022, we are pleased to appoint you, for the post of Lecturer in the Department of English in this institution.

Ms.A.Josephine Prakasi, Daughter of Mr.S.Alphonse is appointed temporarily on probation as 10.08.2022 w.e.f 09.08.2023 under the Corporate Management of the Religious Congregation and now posted at Idhaya College for women. The appointment is governed by the Terms & Conditions of Employment framed by the Management. She shall report for duty before the Principal & Secretary of Idhaya College for women on 11.08.2023 FN. She shall be on probation for a period of two years from the date of joining.

At any time during the probationary period, your service may be terminated, if unsatisfied. After your probation period, the management will confirm it. If you are not confirmed, your services stand automatically terminated. During this period of probation, you will be paid with a consolidated payment of Rs. 8,000/- per month.

**Terms and Conditions to be followed during your service**

1. You must be in the College Campus before 9.10 A.M.,
2. Special attention and care to be given on weak students of your subject.
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11. You ought to update your knowledge skill of web, Multimedia and try to complete UGC Exams of NET or SLET.
12. Special allowances Rs.1000 given to those who have completed Ten years of experience in our college. Experience in other colleges will not be taken into consideration for special allowance.

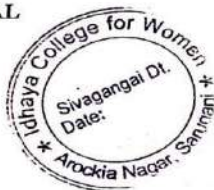
Please fill up the joining report as a acceptance of the above terms and conditions of service. We wish that the period of your service with us will be both happy and Fruitful.

**You will not be permitted to leave the institution in the middle of the academic year. You will be relieved, on request, only at the end of the academic year, other than that you are required to give three – month notice (in the month of march) or three-month salary.**

**You are requested to submit the following original certificates / documents.**

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SEAL



A. Josephine Prakash.

  
PRINCIPAL

Idhaya College For Women  
Arockia Nagar, Sarugani,  
Sivagangai Dist, Pin: 630 411

**IDHAYA COLLEGE FOR WOMEN**

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AROCKIA NAGAR, SARUGANI - 630 411, Sivagangal Dt. - 630 411.

Date: 12.01.2023

Ref: ICW / English / 2022 / 48

To

Ms.T.Anitha M.A.,

D/o Mr.R.Thiruselvam,

384, Kamarajar Street, Kurunthampattu post, Kallal Via,

Sivagangai - 630305.

Ph : 9003505377.

Dear Madam,

**Sub:** Appointment order in the Department of English Application – reg.

With reference to your application and the subsequent interview you had with us on 05.01.2023, we are pleased to appoint you, for the post of Lecturer in the Department of English in this institution.

Ms.T.Anitha Daughter of Mr.R.Thiruselvam is appointed temporarily on probation as 18.01.2023 w.e.f 17.01.2024 under the Corporate Management of the Religious Congregation and now posted at Idhaya College for women. The appointment is governed by the Terms & Conditions of Employment framed by the Management. She shall report for duty before the Principal & Secretary of Idhaya College for women on 19.01.2024 FN. She shall be on probation for a period of two years from the date of joining.

At any time during the probationary period, your service may be terminated, if unsatisfied. After your probation period, the management will confirm it. If you are not confirmed, your services stand automatically terminated. During this period of probation, you will be paid with a consolidated payment of Rs. 8,000/- per month.

**Terms and Conditions to be followed during your service**

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12. Special allowances Rs.1000 given to those who have completed Ten years of experience in our college. Experience in other colleges will not be taken into consideration for special allowance.

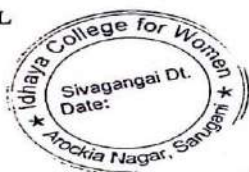
Please fill up the joining report as a acceptance of the above terms and conditions of service. We wish that the period of your service with us will be both happy and Fruitful.

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SEAL



T. Anitha

  
PRINCIPAL

Idhaya College For Women  
Arockia Nagar, Sarugani,  
Sivagangai Dist, Pin: 630 411



**IDHAYA COLLEGE FOR WOMEN**

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(Recognized by UGC with 2(f) & 12(B), Affiliated to Alagappa University, Karaikudi)

AROCKIA NAGAR, SARUGANI - 630 411, Sivagangai Dt. - 630 411.

Date : 10.08.2022

Ref: ICW / English / 2022 / 46

To

Mrs.G.Abirami M.A., M.Phil.,  
W/o Mr.A.Chokkalingam,  
117/3, Kallankudi, Periyakarai post,  
Devakottai, Sivagangai.  
Ph : 9360976501.

Dear Madam,

**Sub:** Appointment order in the Department of English- reg.

With reference to your application and the subsequent interview you had with us on 20.07.2022, we are pleased to appoint you, for the post of Lecturer in the Department of English in this institution.

Mrs.G.Abirami, Wife of Mr.A.Chokkalingam is appointed temporarily on probation as 10.08.2022 w.e.f 09.08.2023 under the Corporate Management of the Religious Congregation and now posted at Idhaya College for women. The appointment is governed by the Terms & Conditions of Employment framed by the Management. She shall report for duty before the Principal & Secretary of Idhaya College for women on 11.08.2023 FN. She shall be on probation for a period of two years from the date of joining.

At any time during the probationary period, your service may be terminated, if unsatisfied. After your probation period, the management will confirm it. If you are not confirmed, your services stand automatically terminated. During this period of probation, you will be paid with a consolidated payment of Rs. 10,000/- per month.

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SEAL



PRINCIPAL

**Idhaya College For Women  
Arockia Nagar, Sarugani,  
Sivagangai Dist, Pin: 630 411.**

**IDHAYA COLLEGE FOR WOMEN***(Affiliated to Alagappa University)***Accredited with 'B' Grade by NAAC**Arockia Nagar, Sarugani, Sivagangai - 630 411  
Phone : 04561 - 276272, 9751430537

Email id : idhayawomenscollege@gmail.com

Website : idhayasarugani.in

Ref: ICW / English/ 2018 /39

Date : 18.06.18

To

Ms. C. Priya M.A.,  
D/O S.P. Chandra Sekaran,  
Door No. 101/A, Savari Nagar,  
Auxilium School opposite,  
Puliyadithammam,  
Sarugani (Via), Sivagangai Dist.

Dear Madam,

**Sub:** Appointment order in the Department of English– reg.

With reference to your application and the subsequent interview you had with us on 19.04.2018, we are pleased to appoint you, for the post of Lecturer in the Department of English in this institution.

Ms. C. Priya, Daughter of **Mr. S.P. Chandra Sekaran** is appointed temporarily on probation as 18.06.18 w.e.f 16.06.18 under the Corporate Management of the Religious Congregation and now posted at **Idhaya College for Women**. The appointment is governed by the Terms & Conditions of Employment framed by the Management. She shall report for duty before the Principal & Secretary of Idhaya College for women on 18.06.18 FN. She shall be on probation for a period of two years from the date of joining.

At any time during the probationary period, your service may be terminated, if unsatisfied. After your probation period, the management will confirm it. If you are not confirmed, your services stand automatically terminated. During this period of probation, you will be paid with a consolidated payment of Rs. 8,000/- per month.

**Terms and Conditions to be followed during your service**

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4. Students are to be motivated to participate in all the activities.
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| <12 <sup>th</sup> Mark Sheet             | Consolidated Pass Certificate      |
| <U.G Degree, Provisional &               | < Experience Certificate from last |
| Consolidated Pass Certificate            | Institution                        |
| <P.G Degree, Provisional &               | < Relieving order from last        |
| Consolidated Pass Certificate            | Institution                        |

SEAL



  
PRINCIPAL

**Idhaya College For Women  
Arockia Nagar, Sarugani,  
Sivagangai Dist, Pin: 630 411.**



**IDHAYA COLLEGE FOR WOMEN***( Affiliated to Akagappa University )***Accredited with 'B' Grade by NAAC**Arockia Nagar, Sarugani, Sivagangai - 630 411  
Phone : 04561 - 276272, 9751430537

Email id : idhayawomenscollege@gmail.com

Website : idhayasarugani.in

Ref: ICW / English / 2020 / 44

Date : 18.09.2020

To

Ms.B.Manjula M.A.,  
D/o R.Balasubramaniyan,  
27, Lakshmipuram East Street,  
Devakottai, Sivagangai - 630302

Dear Madam,

**Sub:** Appointment order in the Department of English- reg.

With reference to your application and the subsequent interview you had with us on 15.09.2020, we are pleased to appoint you, for the post of Lecturer in the Department of English in this institution.

**Ms.B.Manjula**, Daughter of **Mr. R.Balasubramaniyan** is appointed temporarily on probation as 18.09.20 w.e.f 17.09.21 under the Corporate Management of the Religious Congregation and now posted at **Idhaya College for women**. The appointment is governed by the Terms & Conditions of Employment framed by the Management. She shall report for duty before the Principal & Secretary of Idhaya College for women on **19.09.21** FN. She shall be on probation for a period of two years from the date of joining.

At any time during the probationary period, your service may be terminated, if unsatisfied. After your probation period, the management will confirm it. If you are not confirmed, your services stand automatically terminated. During this period of probation, you will be paid with a consolidated payment of Rs. 8,000/- per month.

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11. You ought to update your knowledge skill of web, Multimedia and try to complete UGC Exams of NET or SLET.
12. Special allowances Rs.1000 given to those who have completed Ten years of experience in our college. Experience in other colleges will not be taken into consideration for special allowance.

Please fill up the joining report as a acceptance of the above terms and conditions of service. We wish that the period of your service with us will be both happy and Fruitful.

**You will not be permitted to leave the institution in the middle of the academic year. You will be relieved, on request, only at the end of the academic year, other than that you are required to give three – month notice (in the month of march) or three-month salary.**

**You are requested to submit the following original certificates / documents.**

- |  |  |
|--|--|
| <10 <sup>th</sup> Mark Sheet – Age Proof                     | < Transfer Certificate   |
| < 12 <sup>th</sup> Mark Sheet                                | < P.G Degree, Provisional &<br>Consolidated Pass Certificate   |
| < U.G Degree, Provisional &<br>Consolidated Pass Certificate | < M.Phil Degree, Provisional,<br>Consolidated Pass Certificate |

SEAL



*B. Manjula*

*B. Manjula*  
PRINCIPAL

Idhaya College For Women  
Arookia Nagar, Sarugani,  
Sivagangai Dist. Pin: 630 411

**IDHAYA COLLEGE FOR WOMEN**

(Accredited with 'B' Grade by NAAC)  
(Recognized under 2(f) & 12(B) of the UGC Act 1956)  
(Affiliated to Alagappa University, Karaikudi)  
AROCKIA NAGAR, SARUGANI - 630411.

Ref: ICW / English / 2021 / 45

To

**Dr.M.Indumathi M.A.,M.Phil.,SET.,Ph.D**  
W/o M.Balasubramanian,  
102, Durai Apartment,  
Near bharath Gas Godown, Ramnagar, Devakottai,  
Sivagangai . Ph : 8870685137.

Dear Madam,

**Sub:** Appointment order in the Department of English – reg.

With reference to your application and the subsequent interview you had with us on 30.06.2021 we are pleased to appoint you, for the post of Lecturer in the Department of English in this institution.

**Dr.M.Indumathi** Wife of **Mr.M.Balasubramanian** is appointed temporarily on probation as **02.08.21** w.e.f **01.08.22** under the Corporate Management of the Religious Congregation and now posted at **Idhaya College for women**. The appointment is governed by the Terms & Conditions of Employment framed by the Management. She shall report for duty before the Principal & Secretary of Idhaya College for women on **03.08.22** FN. She shall be on probation for a period of two years from the date of joining.

At any time during the probationary period, your service may be terminated, if unsatisfied. After your probation period, the management will confirm it. If you are not confirmed, your services stand automatically terminated. During this period of probation, you will be paid with a consolidated payment of Rs. 15,000/- per month.

**Terms and Conditions to be followed during your service**

1. You must be in the College Campus before 9.10 A.M.,
2. Special attention and care to be given on weak students of your subject.



3. Special and extra classes to be conducted, whenever the Head of the Institution or the Head of Department asks.
4. Students are to be motivated to participate in all the activities.
5. Need to work hard in up building the works of College and mould the students to attain their personality development.
6. Need to encourage and prepare your students to take active participation in paper presentation.
7. As it is a growing institution, you need to render your time to go for canvassing the students from various higher secondary schools.
8. Common works and responsibilities of the Institution should be shared with generosity.
9. When you are asked to take the students outside to attend seminars, camps or tour etc., avoid any kind of excuse.
10. You are to be member in anyone of the extra-curricular activities of club of the College.
11. You ought to update your knowledge skill of web, Multimedia and try to complete UGC Exams of NET or SLET.
12. Special allowances Rs.1000 given to those who have completed Ten years of experience in our college. Experience in other colleges will not be taken into consideration for special allowance.

Please fill up the joining report as a acceptance of the above terms and conditions of service. We wish that the period of your service with us will be both happy and Fruitful.

**You will not be permitted to leave the institution in the middle of the academic year. You will be relieved, on request, only at the end of the academic year, other than that you are required to give three – month notice (in the month of march) or three-month salary.**

**You are requested to submit the following original certificates / documents.**

- |  |  |
|--|--|
| <10 <sup>th</sup> Mark Sheet – Age Proof                     | < Transfer Certificate   |
| < 12 <sup>th</sup> Mark Sheet                                | < P.G Degree, Provisional &<br>Consolidated Pass Certificate   |
| < U.G Degree, Provisional &<br>Consolidated Pass Certificate | < M.Phil Degree, Provisional,<br>Consolidated Pass Certificate |

SEAL



*D. Indurathi*

*[Signature]*  
PRINCIPAL

Idhaya College For Women  
Arockia Nagar, Sarugani,  
Sivagangal Dist, Pin: 630 41





## BUSINESS ADMINISTRATION



**Principal**  
Idhaya College for women  
(Affiliated to Alagappa University)  
Arockia Nagar, Sarugani  
Sivangani Dt  
Pincode -- 630411  
Phone 04561-276272 (off)  
-276370 (Res)

### Appointment order

Dear Madam, SP.Sigappi

Sub: sending appointment order – Reg.

I am happy to inform you that you have been appointed as lecturer in Business Administration with effect from 07.07.1997 you are requested to bring all you original certificates.



*J.P. [Signature]*  
Principal,  
Idhaya College for Women,  
Arockia Nagar, Sarugani,  
Ramanath District - 622 405



## IDHAYA COLLEGE FOR WOMEN

(Accredited with 'B' Grade by NAAC)  
(Recognized under 2(f) & 12(B) of the UGC Act 1956)  
(Affiliated to Alagappa University, Karaikudi)  
AROCKIA NAGAR, SARUGANI - 630411.

Ref: ICW / BBA / 2020 / 32

To

Ms. V. Sasireka MBA.,  
D/o M. Vellaisamy,  
Irumpuvayal, Sarugani (Post),  
Sivagangai Dist- 630 411.

Dear Madam,

**Sub:** Appointment order in the Department of BBA – reg.

With reference to your application and the subsequent interview you had with us on 15.12.2020, we are pleased to appoint you, for the post of Lecturer in the Department of BBA in this institution.

Ms. V. Sasireka, Daughter of Mr. M. Vellaisamy is appointed temporarily on probation as 09.02.21 w.e.f 08.02.22 under the Corporate Management of the Religious Congregation and now posted at Idhaya College for women. The appointment is governed by the Terms & Conditions of Employment framed by the Management. She shall report for duty before the Principal & Secretary of Idhaya College for women on 10.02.22 FN. She shall be on probation for a period of two years from the date of joining.

At any time during the probationary period, your service may be terminated, if unsatisfied. After your probation period, the management will confirm it. If you are not confirmed, your services stand automatically terminated. During this period of probation, you will be paid with a consolidated payment of Rs. 8,000/- per month.

**Terms and Conditions to be followed during your service**

1. You must be in the College Campus before 9.10 A.M.,
2. Special attention and care to be given on weak students of your subject.
3. Special and extra classes to be conducted, whenever the Head of the Institution or the Head of Department asks.



4. Students are to be motivated to participate in all the activities.
5. Need to work hard in up building the works of College and mould the students to attain their personality development.
6. Need to encourage and prepare your students to take active participation in paper presentation.
7. As it is a growing institution, you need to render your time to go for canvassing the students from various higher secondary schools.
8. Common works and responsibilities of the Institution should be shared with generosity.
9. When you are asked to take the students outside to attend seminars, camps or tour etc., avoid any kind of excuse.
10. You are to be member in anyone of the extra-curricular activities of club of the College.
11. You ought to update your knowledge skill of web, Multimedia and try to complete UGC Exams of NET or SLET.
12. Special allowances Rs.1000 given to those who have completed Ten years of experience in our college. Experience in other colleges will not be taken into consideration for special allowance.

Please fill up the joining report as a acceptance of the above terms and conditions of service. We wish that the period of your service with us will be both happy and Fruitful.

**You will not be permitted to leave the institution in the middle of the academic year. You will be relieved, on request, only at the end of the academic year, other than that you are required to give three – month notice (in the month of march) or three-month salary.**


**You are requested to submit the following original certificates / documents.**

- |  |                               |
|--|-------------------------------|
| <10 <sup>th</sup> Mark Sheet – Age Proof | < Transfer Certificate        |
| < 12 <sup>th</sup> Mark Sheet            | < P.G Degree, Provisional &   |
| < U.G Degree, Provisional &              | Consolidated Pass Certificate |
| Consolidated Pass Certificate            | < M.Phil Degree, Provisional, |
|  | Consolidated Pass Certificate |

SEAL



V. Sasi reba.

  
PRINCIPAL

**Idhaya College For Women**  
Arockia Nagar, Sarugani,  
Sivagangai Dist. Pin: 630 411



**COMMERCE**





**Principal**

Idhaya College for women  
(Affiliated to Alagappa University)  
Arockia Nagar, Sarugani  
Sivangani Dt  
Pincode -- 630411

Phone 04561-276272 (off)  
-276370 (Res)

## Appointment order


Dear Madam, S.Selvarani

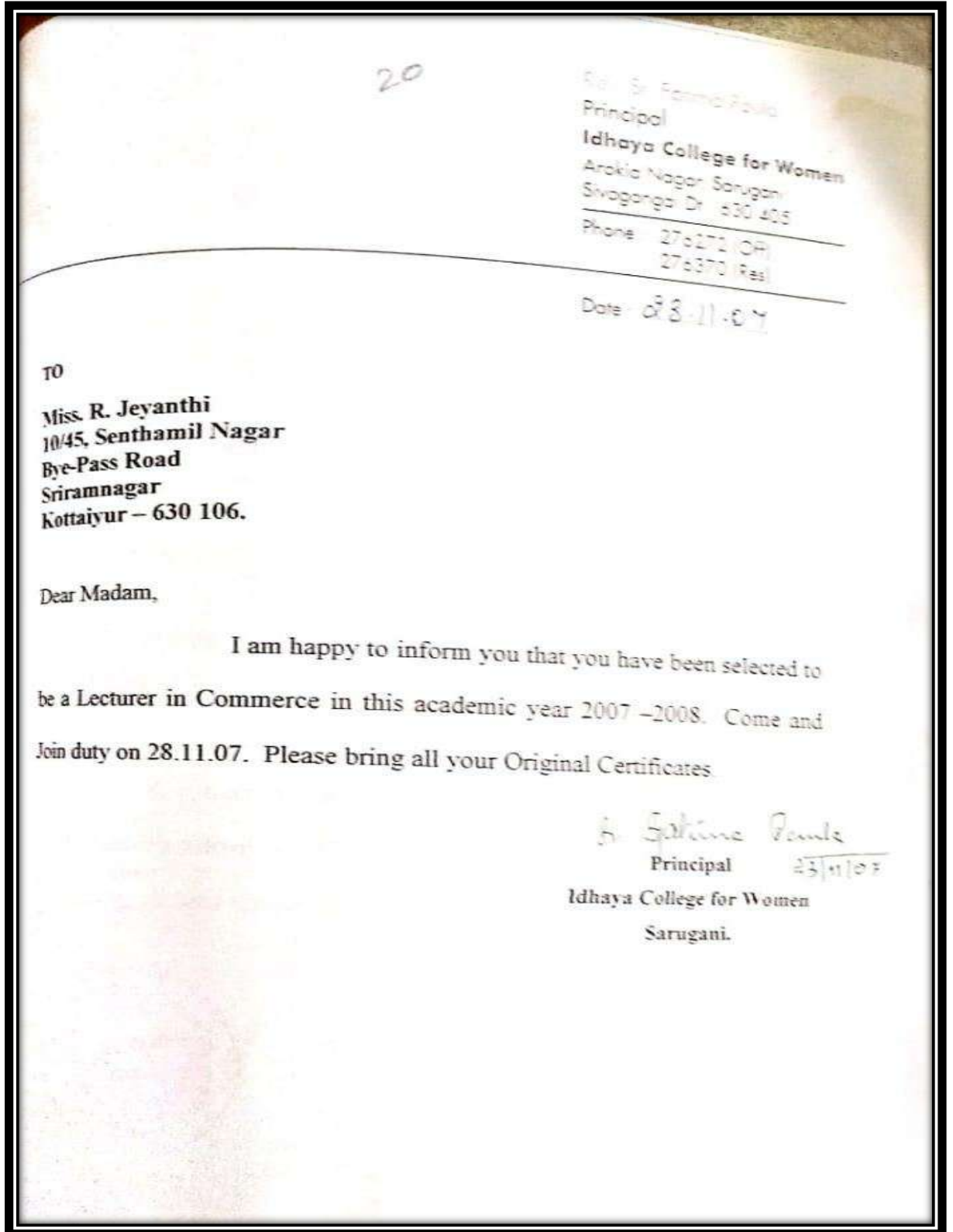
Sub: sending appointment order – Reg.

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I am happy to inform you that you have been appointed as lecturer in Commerce with effect from 12.02.2002 you are requested to bring all you original certificates.



  
Principal,  
Idhaya College for Women,  
Arockia Nagar, Sarugani,  
Ramanad District - 623 405





20

Rev. Sr. Fatima Paula  
Principal  
**Idhaya College for Women**  
Arokiya Nagar, Sarugani,  
Sivagangai Dt, 630 405  
Phone : 276272 (Off)  
276370 (Res)

Date: 23.11.07

TO

**Mrs. S. Sobitha**  
D/O. S. Sethu  
Puliadithammam post  
Sarugani Via, Sivagangai Dt

Dear Madam,

I am happy to inform you that you have been selected to be a Lecturer in Commerce in this academic year 2007 –2008. Come and Join duty on 28.11.07. Please bring all your Original Certificates

*Sr. Fatima Paula*  
Principal 23/11/07  
Idhaya College for Women  
Sarugani.



**Principal**

Idhaya College for women

(Affiliated to Alagappa University)

Arockia Nagar, Sarugani

Sivangani Dt

Pincode -- 630411

Phone 04561-276272 (off)

-276370 (Res)


## Appointment order

Dear Madam, S.Mercy

Sub: sending appointment order – Reg.

-----

I am happy to inform you that you have been appointed as lecturer in Commerce with effect from 12.06.2006 you are requested to bring all your original certificates.

  
**Principal**  
Idhaya College for Women  
sarugani





## COMMERCE WITH COMPUTER APPLICATIONS



**Principal**

Idhaya College for women  
(Affiliated to Alagappa University)  
A rockia Nagar, Sarugani  
Sivangani Dt  
Pincode -- 630411  
Phone 04561-276272 (off)  
-276370 (Res)


### Appointment order

Dear Madam, R.Vijayalakshmi

Sub: sending appointment order – Reg.

-----

I am happy to inform you that you have been appointed as lecturer in Commerce with effect from 22.06.1998 you are requested to bring all your original certificates.

  
Principal,  
Idhaya College for Women,  
Arockia Nagar, Sarugani,  
Kannad District - 622 405



Principal  
Idhaya College for women,  
(Affiliated to Alagappa University  
Arockia Nagar, Sarugani,  
Sivagangai Dt., 630 405.  
Phone: 04561-276272 (Off)  
04561-276370 (Res)

Date:

TO  
Miss. R. KANMALAR,  
SENGAR KOVIL,  
S. CHOKKANATHAPURAM (Post),  
SIVAGANGAI.

Dear Madam,

I am happy to inform you that your renewal application was considered favorably. You will join the job on 12.06.06 if you show your willingness to abide with the rules and regulations of the Management of Idhaya College.

S. R. Sarani  
Principal  
Idhaya College for Women  
sarugani



Principal  
Idhaya College for women,  
(Affiliated to Alagappa University  
Arockia Nagar, Sarugani,  
Sivagangai Dt., 630 405.  
Phone: 04561-276272 (Off)  
04561-276370 (Res)

Date: \_\_\_\_\_


TO  
MISS. S. VIMALA  
D/O K. SWAMIKANNU  
SOORANAM (Post),  
SIVAGANGAI -Dist

Dear Madam,

I am happy to inform you that your renewal application was considered favorably. You will join the job on 12.06.06 if you show your willingness to abide with the rules and regulations of the Management of Idhaya College.

*Si. Rowari*  
Principal  
Idhaya College for Women  
sarugani



**IDHAYA COLLEGE FOR WOMEN**  
(Affiliated to Akgappa University)  
Accredited with 'B' Grade by NAAC  
Arockia Nagar, Sarugani, Sivagangai - 630 411  
Phone : 04561 - 276272, 9751430537  
Email id : idhayawomenscollege@gmail.com  
Website : idhayasarugani.in

Ref: ICW / Commerce with CA / 2019 / 21  
Date : 01.08.19

To  
Mrs.M.Janaki M.Com., M.Phil.,  
W/o M.Venkadeshwaran  
Pallithammam, Pallithammam Post  
Kalayarkoil Via  
Sivagangai.

Dear Madam,

**Sub:** Appointment order in the Department of Commerce with CA- reg.

With reference to your application and the subsequent interview you had with us on 30.07.19, we are pleased to appoint you, for the post of Lecturer in the Department of Commerce with CA in this institution.

**Mrs.M.Janaki** Wife of **Mr. M.Venkadeshwaran** is appointed temporarily on probation as 01.08.19 w.e.f 02.08.20 under the Corporate Management of the Religious Congregation and now posted at **Idhaya College for women**. The appointment is governed by the Terms & Conditions of Employment framed by the Management. She shall report for duty before the Principal & Secretary of Idhaya College for women on 01.08.20 FN. She shall be on probation for a period of two years from the date of joining.

At any time during the probationary period, your service may be terminated, if unsatisfied. After your probation period, the management will confirm it. If you are not confirmed, your services stand automatically terminated. During this period of probation, you will be paid with a consolidated payment of Rs. 10,000/- per month.

**Terms and Conditions to be followed during your service**

1. You must be in the College Campus before 9.10 A.M.,
2. Special attention and care to be given on weak students of your subject.
3. Special and extra classes to be conducted, whenever the Head of the Institution or the Head of Department asks.





4. Students are to be motivated to participate in all the activities.
5. Need to work hard in up building the works of College and mould the students to attain their personality development.
6. Need to encourage and prepare your students to take active participation in paper presentation.
7. As it is a growing institution, you need to render your time to go for canvassing the students from various higher secondary schools.
8. Common works and responsibilities of the institution should be shared with generosity.
9. When you are asked to take the students outside to attend seminars, camps or tour etc., avoid any kind of excuse.
10. You are to be member in anyone of the extra-curricular activities of club of the College.
11. You ought to update your knowledge skill of web, Multimedia and try to complete UGC Exams of NET or SLET.
12. Special allowances Rs.1000 given to those who have completed Ten years of experience in our college. This effect comes from 29.11.2027. Experience in other colleges will not be taken into consideration for special allowance.

Please fill up the joining report as a acceptance of the above terms and conditions of service. We wish that the period of your service with us will be both happy and Fruitful.

**You will not be permitted to leave the institution in the middle of the academic year. You will be relieved, on request, only at the end of the academic year, other than that you are required to give three – month notice (in the month of march) or three-month salary.**

**You are requested to submit the following original certificates / documents.**

- |  |   |
|--|---|
| < 10 <sup>th</sup> Mark Sheet – Age Proof                    | < M.Phil Degree, Provisional &                    |
| < 12 <sup>th</sup> Mark Sheet                                | Consolidated Pass Certificate                     |
| < U.G Degree, Provisional &<br>Consolidated Pass Certificate | < Experience Certificate from last<br>Institution |
| < P.G Degree, Provisional &<br>Consolidated Pass Certificate | < Relieving order from last<br>Institution        |

SEAL





  
PRINCIPAL

**Isha College for Women  
Azotkia Nagar-Sivagangai  
Sivagangai Dt-630 411.**



## BIOCHEMISTRY

	<p><b>IDHAYA COLLEGE FOR WOMEN</b> (Affiliated to Alagappa University) <b>Accredited with 'B' Grade by NAAC</b> Arockia Nagar, Sarugani, Sivagangai - 630 411 Phone : 04561 - 276272, 9751430537</p>	
Email id : idhayawomenscollege@gmail.com		Website : idhayasarugani.in
		Date : 06.06.16.....
<p>Ref: ICW / Biochemistry / 2016 / 35</p> <p>To</p> <p>Dr. S. Usha Rani M.Sc., M.Phil., Ph.D. D/o Mr. M. Saminathan No.11, Dr.Sundaram Illam Sahayamatha Church Opp. Karaikudi.</p> <p>Dear Madam,</p> <p><b>Sub:</b> Appointment order for the Post of Lecturer in the Department of Biochemistry – reg.</p> <p>With reference to your application and the subsequent interview you had with us on 09.04.2016, we are pleased to appoint you, for the post of Lecturer in the Department of Biochemistry in this institution.</p> <p><b>Dr. S. Usha Rani</b> Daughter of <b>Mr. M. Saminathan</b> is appointed temporarily on probation as <b>06.06.16</b> w.e.f <b>05.06.16</b> under the Corporate Management of the Religious Congregation and now posted at <b>Idhaya College for women</b>. The appointment is governed by the Terms &amp; Conditions of Employment framed by the Management. She shall report for duty before the Principal &amp; Secretary of Idhaya College for women on <b>06.06.16 FN</b>. She shall be on probation for a period of two years from the date of joining.</p> <p>At any time during the probationary period, your service may be terminated, if unsatisfied. After your probation period, the management will confirm it. If you are not confirmed, your services stand automatically terminated. During this period of probation, you will be paid with a consolidated payment of Rs.10000/- per month.</p> <p><b>Terms and Conditions to be followed during your service</b></p> <ol style="list-style-type: none"><li>1. You must be in the College Campus before 9.10 A.M.,</li><li>2. Special attention and care to be given on weak students of your subject.</li><li>3. Special and extra classes to be conducted, whenever the Head of the Institution or the Head of Department asks.</li></ol>		



4. Students are to be motivated to participate in all the activities.
5. Need to work hard in up building the works of College and mound the students to attain their personality development.
6. Need to encourage and prepare your students to take active participation in paper presentation.
7. As it is a growing institution, you need to render your time to go for canvassing the students from various higher secondary schools.
8. Common works and responsibilities of the Institution should be shared with generosity.
9. When you are asked to take the students outside to attend seminars, camps or tour etc., avoid any kind of excuse.
10. You are to be member in anyone of the extra-curricular activities of club of the College.
11. You ought to update your knowledge skill of web, Multimedia and try to complete UGC Exams of NET or SLET.
12. Special allowances Rs.1000 given to those who have completed Ten years of experience in our college. This effect comes from 06.06.2026. Experience in other colleges will not be taken into consideration for special allowance.

Please fill up the joining report as a acceptance of the above terms and conditions of service. We wish that the period of your service with us will be both happy and Fruitful.

You will not be permitted to leave the institution in the middle of the academic year. You will be relieved, on request, only at the end of the academic year, other than that you are required to give three – month notice (in the month of march) or three-month salary.

You are requested to submit the following original certificates / documents.

<10 <sup>th</sup> Mark Sheet – Age Proof	<M.Phil Degree, Provisional &
<12 <sup>th</sup> Mark Sheet	Consolidated Pass Certificate
<U.G Degree, Provisional &	< Experience Certificate from last
Consolidated Pass Certificate	Institution
<P.G Degree, Provisional &	< Relieving order from last
Consolidated Pass Certificate	Institution

SEAL



S.vesha Rami

PRINCIPAL

Idhaya College for women  
Arockia Nagar - Sarugani  
Sivagangai Dt. - 630 411

Sr. Jeyaraj  
06/06/16



**Principal**

Idhaya College for Women  
(Affiliated to Alagappa University)  
Arockia Nagar, Sarugani  
Sivagangai Dt.  
Pin: 630 411.

Phone : 04561 - 276272 (Off)  
276370 (Res)

**APPOINTMENT ON PROBATION**

Date : 18.08.2014.

Madam S.Jothi M.Sc.,

**Sub: Appointment on Probation – Lecturer in Biochemistry – regarding.**

You were appointed on probation for a period of one year from 18.08.2014 onwards.  
(2014 – 2015)

You will be paid a consolidated sum of Rs.7000/- per month. You will not be eligible for any other allowances. You will be governed by the norms and rules laid down by the Management for the staff of the Institution.

One you have joined the job you have to complete that academic year. In case of dissatisfaction on the part of the management about your service, you will be relieved at any time and If you want to resign the job at the end of the academic year, you have to give resignation letter at least two months ahead. **If there is a need to resign the job in between the academic year, you have to repay three months salary to receive your reliving order and your original certificates.**

Your appointment on probation does not automatically imply that you will be confirmed. The Management also reserves its right to terminate your services at any time during this period.

If the above norms and conditions are acceptable kindly sign and return the duplicate.

Yours sincerely,

Principal

Idhaya College for Women  
Sarugani.

/ACKNOWLEDGED/

Signature of the candidate with date



**IDHAYA COLLEGE FOR WOMEN***(Affiliated to Alagappa University)***Accredited with 'B' Grade by NAAC**Arockia Nagar, Sarugani, Sivagangai - 630 411  
Phone : 04561 - 276272, 9751430537

Email id : idhayawomenscollege@gmail.com

Website : idhayasarugani.in

Date : 20.07.2017

Ref: ICW / Bio - Chemistry / 2017 / 37

To

Mrs. S.Mumthaj Begam M.Sc.,M.Phil.,  
D/O. S.N.Shahul Hameed,  
2/3 Thondi Road 3<sup>rd</sup> Cross Street,  
Sivagangai,  
Sivagangai Dt.

Dear Madam,

**Sub:** Appointment order in the Department of Bio-Chemistry – reg.

With reference to your application and the subsequent interview you had with us on 02.04.2017, we are pleased to appoint you, for the post of Lecturer in the Department of Bio-Chemistry in this institution.

Mrs. S.Mumthaj Begam, Daughter of Mr.S.N.Shahul Hameed is appointed temporarily on probation as 20.07.17 w.e.f 19.07.17 under the Corporate Management of the Religious Congregation and now posted at Idhaya College for women. The appointment is governed by the Terms & Conditions of Employment framed by the Management. She shall report for duty before the Principal & Secretary of Idhaya College for women on 20.07.17 FN. She shall be on probation for a period of two years from the date of joining.

At any time during the probationary period, your service may be terminated, if unsatisfied. After your probation period, the management will confirm it. If you are not confirmed, your services stand automatically terminated. During this period of probation, you will be paid with a consolidated payment of Rs. 10,000/- per month.

**Terms and Conditions to be followed during your service**

1. You must be in the College Campus before 9.10 A.M.,
2. Special attention and care to be given on weak students of your subject.
3. Special and extra classes to be conducted, whenever the Head of the Institution or the Head of Department asks.
4. Students are to be motivated to participate in all the activities.



5. Need to work hard in up building the works of College and mould the students to attain their personality development.
  6. Need to encourage and prepare your students to take active participation in paper presentation.
  7. As it is a growing institution, you need to render your time to go for canvassing the students from various higher secondary schools.
  8. Common works and responsibilities of the Institution should be shared with generosity.
  9. When you are asked to take the students outside to attend seminars, camps or tour etc., avoid any kind of excuse.
  10. You are to be member in anyone of the extra-curricular activities of club of the College.
  11. You ought to update your knowledge skill of web, Multimedia and try to complete UGC Exams of NET or SLET.
  12. Special allowances Rs.1000 given to those who have completed Ten years of experience in our college. This effect comes from 20.07.2027. Experience in other colleges will not be taken into consideration for special allowance.
- Please fill up the joining report as a acceptance of the above terms and conditions of service. We wish that the period of your service with us will be both happy and Fruitful.

**You will not be permitted to leave the institution in the middle of the academic year. You will be relieved, on request, only at the end of the academic year, other than that you are required to give three – month notice (in the month of march) or three-month salary.**

**You are requested to submit the following original certificates / documents.**

- |  |                                    |
|--|------------------------------------|
| <10 <sup>th</sup> Mark Sheet – Age Proof | <M.Phil Degree, Provisional &      |
| <12 <sup>th</sup> Mark Sheet             | Consolidated Pass Certificate      |
| <U.G Degree, Provisional &               | < Experience Certificate from last |
| Consolidated Pass Certificate            | Institution                        |
| <P.G Degree, Provisional &               | < Relieving order from last        |
| Consolidated Pass Certificate            | Institution                        |

SEAL



*[Handwritten Signature]*  
PRINCIPAL  
Idhaya College for Women  
Aroclia Nagar-Sarugani  
Sivagangal Dt-630 411.

**IDHAYA COLLEGE FOR WOMEN**

(Accredited by NAAC with "A" Grade (CGPA:3.15) & ISO 9001:2015 Certified Institution)  
(Recognized by UGC with 2(f) & 12(B), Affiliated to Alagappa University, Karaikudi)

AROCKIA NAGAR, SARUGANI - 630 411, Sivagangai Dt. - 630 411.

Date: 20.01.2023

Ref: ICW / Biochemistry / 2022 / 45

To

Mrs.V.Banupriya M.Sc.,  
W/o K.Manoj,  
No.2/87, Vellarendhal, Govindhamangalam post,  
R.S.Mangalam (T.K), Ramnad.  
Ph : 7094582779.

Dear Madam,

**Sub:** Appointment order in the Department of Biochemistry Application – reg.

With reference to your application and the subsequent interview you had with us on 19.01.2023, we are pleased to appoint you, for the post of Lecturer in the Department of Biochemistry in this institution.

Mrs.V.Banupriya Wife of Mr.K.Manoj is appointed temporarily on probation as 20.01.2023 w.e.f 19.01.2024 under the Corporate Management of the Religious Congregation and now posted at Idhaya College for women. The appointment is governed by the Terms & Conditions of Employment framed by the Management. She shall report for duty before the Principal & Secretary of Idhaya College for women on 21.01.2024 FN. She shall be on probation for a period of two years from the date of joining.

At any time during the probationary period, your service may be terminated, if unsatisfied. After your probation period, the management will confirm it. If you are not confirmed, your services stand automatically terminated. During this period of probation, you will be paid with a consolidated payment of Rs. 8,000/- per month.

**Terms and Conditions to be followed during your service**

1. You must be in the College Campus before 9.10 A.M.,
2. Special attention and care to be given on weak students of your subject.







3. Special and extra classes to be conducted, whenever the Head of the Institution or the Head of Department asks.
4. Students are to be motivated to participate in all the activities.
5. Need to work hard in up building the works of College and mould the students to attain their personality development.
6. Need to encourage and prepare your students to take active participation in paper presentation.
7. As it is a growing institution, you need to render your time to go for canvassing the students from various higher secondary schools.
8. Common works and responsibilities of the Institution should be shared with generosity.
9. When you are asked to take the students outside to attend seminars, camps or tour etc., avoid any kind of excuse.
10. You are to be member in anyone of the extra-curricular activities of club of the College.
11. You ought to update your knowledge skill of web, Multimedia and try to complete UGC Exams of NET or SLET.
12. Special allowances Rs.1000 given to those who have completed Ten years of experience in our college. Experience in other colleges will not be taken into consideration for special allowance.

Please fill up the joining report as a acceptance of the above terms and conditions of service. We wish that the period of your service with us will be both happy and Fruitful.

**You will not be permitted to leave the institution in the middle of the academic year. You will be relieved, on request, only at the end of the academic year, other than that you are required to give three – month notice (in the month of march) or three-month salary.**

**You are requested to submit the following original certificates / documents.**

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|--|-------------------------------|
| <10 <sup>th</sup> Mark Sheet – Age Proof | < Transfer Certificate        |
| < 12 <sup>th</sup> Mark Sheet            | < P.G Degree, Provisional &   |
| < U.G Degree, Provisional &              | Consolidated Pass Certificate |
| Consolidated Pass Certificate            | < M.Phil Degree, Provisional, |
|  | Consolidated Pass Certificate |

SEAL



*U. Bandhujya*

*[Signature]*  
PRINCIPAL

Idhaya College For Women  
Arockia Nagar, Sarugani,  
Sivagangal Dist, Pin: 630 411



**IDHAYA COLLEGE FOR WOMEN**

(Accredited by NAAC with "A" Grade (CGPA:3.15) & ISO 9001:2015 Certified Institution)  
(Recognized by UGC with 2(f) & 12(B), Affiliated to Alagappa University, Karaikudi)

**AROCKIA NAGAR, SARUGANI - 630 411, Sivagangai Dt. - 630 411.**

Date: 18.07.2022.

Ref: ICW / Biochemistry / 2022 / 44

To

Mrs.M.Anis Fathima M.Sc.,M.Phil.,M.A.,PGDCA.,  
W/o Mr.N.Syed Bawa,  
4/6, Pallivasal Street, Rajagambiram post,  
Manamadurai via, Sivagangai.  
Ph : 9677900142.

Dear Madam,

**Sub:** Appointment order in the Department of Biochemistry– reg.

With reference to your application and the subsequent interview you had with us on 09.07.2022, we are pleased to appoint you, for the post of Lecturer in the Department of Biochemistry in this institution.

Mrs.M.Anis Fathima, Wife of Mr.N.Syed Bawa is appointed temporarily on probation as 18.07.2022 w.e.f 17.07.2023 under the Corporate Management of the Religious Congregation and now posted at Idhaya College for women. The appointment is governed by the Terms & Conditions of Employment framed by the Management. She shall report for duty before the Principal & Secretary of Idhaya College for women on 19.07.2023 FN. She shall be on probation for a period of two years from the date of joining.

At any time during the probationary period, your service may be terminated, if unsatisfied. After your probation period, the management will confirm it. If you are not confirmed, your services stand automatically terminated. During this period of probation, you will be paid with a consolidated payment of Rs. 10,000/- per month.

**Terms and Conditions to be followed during your service**

1. You must be in the College Campus before 9.10 A.M.,
2. Special attention and care to be given on weak students of your subject.
3. Special and extra classes to be conducted, whenever the Head of the Institution or the Head of Department asks.





4. Students are to be motivated to participate in all the activities.
5. Need to work hard in up building the works of College and mould the students to attain their personality development.
6. Need to encourage and prepare your students to take active participation in paper presentation.
7. As it is a growing institution, you need to render your time to go for canvassing the students from various higher secondary schools.
8. Common works and responsibilities of the Institution should be shared with generosity.
9. When you are asked to take the students outside to attend seminars, camps or tour etc., avoid any kind of excuse.
10. You are to be member in anyone of the extra-curricular activities of club of the College.
11. You ought to update your knowledge skill of web, Multimedia and try to complete UGC Exams of NET or SLET.
12. Special allowances Rs.1000 given to those who have completed Ten years of experience in our college. Experience in other colleges will not be taken into consideration for special allowance.

Please fill up the joining report as a acceptance of the above terms and conditions of service. We wish that the period of your service with us will be both happy and Fruitful.

**You will not be permitted to leave the institution in the middle of the academic year. You will be relieved, on request, only at the end of the academic year, other than that you are required to give three – month notice (in the month of march) or three-month salary.**

**You are requested to submit the following original certificates / documents.**

- |  |                               |
|--|-------------------------------|
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| < 12 <sup>th</sup> Mark Sheet            | < P.G Degree, Provisional &   |
| < U.G Degree, Provisional &              | Consolidated Pass Certificate |
| Consolidated Pass Certificate            | < M.Phil Degree, Provisional, |
|  | Consolidated Pass Certificate |

SEAL




*M. Anis*

*A. Anand*  
PRINCIPAL

**Idhaya College For Women  
Arockia Nagar, Sarugani,  
Sivagangai Dist. Pin: 630 411.**



## CHEMISTRY



### IDHAYA COLLEGE FOR WOMEN

(Accredited with 'B' Grade by NAAC)  
(Recognized under 2(f) & 12(B) of the UGC Act 1956)  
(Affiliated to Alagappa University, Karaikudi)  
AROCKIA NAGAR, SARUGANI - 630411.

Ref: ICW / Chemistry / 2020 / 13

To

Dr.K.Bama M.Sc., B.Ed., Ph.D.  
W/o S.Karthikeyan,  
19, Jeeva Nagar, 3<sup>rd</sup> Street,  
Kalanivasal New Road, Karaikudi. Ph : 9042853494

Dear Madam,

**Sub:** Appointment order in the Department of Chemistry– reg.




With reference to your application and the subsequent interview you had with us on 25.09.2020, we are pleased to appoint you, for the post of Lecturer in the Department of Chemistry in this institution.

Dr.K.Bama, Wife of Mr. S.Karthikeyan is appointed temporarily on probation as 01.10.20 w.e.f 30.09.21 under the Corporate Management of the Religious Congregation and now posted at Idhaya College for women. The appointment is governed by the Terms & Conditions of Employment framed by the Management. She shall report for duty before the Principal & Secretary of Idhaya College for women on 02.10.21 FN. She shall be on probation for a period of two years from the date of joining.

At any time during the probationary period, your service may be terminated, if unsatisfied. After your probation period, the management will confirm it. If you are not confirmed, your services stand automatically terminated. During this period of probation, you will be paid with a consolidated payment of Rs. 15,000/- per month.

**Terms and Conditions to be followed during your service**

1. You must be in the College Campus before 9.10 A.M.,
2. Special attention and care to be given on weak students of your subject.
3. Special and extra classes to be conducted, whenever the Head of the Institution or the Head of Department asks.

<https://www.idhayasarugani.in>[idhayawomenscollege@gmail.com](mailto:idhayawomenscollege@gmail.com)8610805102, 8526286433



4. Students are to be motivated to participate in all the activities.
5. Need to work hard in up building the works of College and mould the students to attain their personality development.
6. Need to encourage and prepare your students to take active participation in paper presentation.
7. As it is a growing institution, you need to render your time to go for canvassing the students from various higher secondary schools.
8. Common works and responsibilities of the Institution should be shared with generosity.
9. When you are asked to take the students outside to attend seminars, camps or tour etc., avoid any kind of excuse.
10. You are to be member in anyone of the extra-curricular activities of club of the College.
11. You ought to update your knowledge skill of web, Multimedia and try to complete UGC Exams of NET or SLET.
12. Special allowances Rs.1000 given to those who have completed Ten years of experience in our college. Experience in other colleges will not be taken into consideration for special allowance.

Please fill up the joining report as a acceptance of the above terms and conditions of service. We wish that the period of your service with us will be both happy and Fruitful.

**You will not be permitted to leave the institution in the middle of the academic year. You will be relieved, on request, only at the end of the academic year, other than that you are required to give three – month notice (in the month of march) or three-month salary.**

**You are requested to submit the following original certificates / documents.**

- |  |  |
|--|--|
| <10 <sup>th</sup> Mark Sheet – Age Proof                     | < Transfer Certificate   |
| < 12 <sup>th</sup> Mark Sheet                                | < P.G Degree, Provisional &<br>Consolidated Pass Certificate   |
| < U,G Degree, Provisional &<br>Consolidated Pass Certificate | < M.Phil Degree, Provisional,<br>Consolidated Pass Certificate |

SEAL

*B. Manjula**A. Manjula*  
PRINCIPAL

**Idhaya College For Women**  
Arockia Nagar, Sarugani,  
Sivagangai Dist, Pin: 630 411



**IDHAYA COLLEGE FOR WOMEN**

(Accredited by NAAC with "A" Grade (CGPA-3.15) & ISO 9001:2015 Certified Institution)  
(Recognized by UGC with 2(f) & 12(B), Affiliated to Akigappa University, Karakkudi)

AROCKIA NAGAR, SARUGANI - 630 411, Sivagangai Dt. - 630 411.

Date 18.07.2022.

Ref: ICW / Chemistry / 2022 / 15

To

Mrs.S.Christina Joycee M.Sc.,M.Phil.,  
W/o A.Sales Amalraj,  
26A, Ulagampatti, Agaram post,  
Thadicoombu via, Dindigul – 624 709.  
Ph : 9698942353.

Dear Madam,

**Sub:** Appointment order in the Department of Chemistry– reg.

With reference to your application and the subsequent interview you had with us on 25.04.2022, we are pleased to appoint you, for the post of Lecturer in the Department of Chemistry in this institution.

Mrs.S.Christina Joycee, Wife of Mr.A.Sales Amalraj is appointed temporarily on probation as 18.07.2022 w.e.f 17.07.2023 under the Corporate Management of the Religious Congregation and now posted at Idhaya College for women. The appointment is governed by the Terms & Conditions of Employment framed by the Management. She shall report for duty before the Principal & Secretary of Idhaya College for women on 19.07.2023 FN. She shall be on probation for a period of two years from the date of joining.

At any time during the probationary period, your service may be terminated, if unsatisfied. After your probation period, the management will confirm it. If you are not confirmed, your services stand automatically terminated. During this period of probation, you will be paid with a consolidated payment of Rs. 10,000/- per month.

**Terms and Conditions to be followed during your service**

1. You must be in the College Campus before 9.10 A.M.,
2. Special attention and care to be given on weak students of your subject.
3. Special and extra classes to be conducted, whenever the Head of the Institution or the Head of Department asks.





4. Students are to be motivated to participate in all the activities.
5. Need to work hard in up building the works of College and mould the students to attain their personality development.
6. Need to encourage and prepare your students to take active participation in paper presentation.
7. As it is a growing institution, you need to render your time to go for canvassing the students from various higher secondary schools.
8. Common works and responsibilities of the Institution should be shared with generosity.
9. When you are asked to take the students outside to attend seminars, camps or tour etc., avoid any kind of excuse.
10. You are to be member in anyone of the extra-curricular activities of club of the College.
11. You ought to update your knowledge skill of web, Multimedia and try to complete UGC Exams of NET or SLET.
12. Special allowances Rs.1000 given to those who have completed Ten years of experience in our college. Experience in other colleges will not be taken into consideration for special allowance.

Please fill up the joining report as a acceptance of the above terms and conditions of service. We wish that the period of your service with us will be both happy and Fruitful.

**You will not be permitted to leave the institution in the middle of the academic year. You will be relieved, on request, only at the end of the academic year, other than that you are required to give three – month notice (in the month of march) or three-month salary.**

**You are requested to submit the following original certificates / documents.**

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| < U.G Degree, Provisional &              | Consolidated Pass Certificate |
| Consolidated Pass Certificate            | < M.Phil Degree, Provisional, |
|  | Consolidated Pass Certificate |

SEAL



PRINCIPAL  
Idhaya College For Women  
Arockia Nagar, Sarugani,  
Sivagangai Dist, Pin: 630 411

**IDHAYA COLLEGE FOR WOMEN***(Affiliated to Akagappa University)***Accredited with 'B' Grade by NAAC**

Arockia Nagar, Sarugani, Sivagangai - 630 411

Phone : 04561 - 276272, 9751430537



Email id : idhayawomenscollege@gmail.com

Website : idhayasarugani.in

Ref: ICW/ Chemistry / 2019 / 11

To

Date: 09.12.19

Mrs.M.Kalaiselvi M.Sc., M.Phil., B.Ed.,  
W/o G.Sivanathan,  
2561, Thuthi Nagar,  
Kalayarkoil.

Dear Madam,

**Sub:** Appointment order in the Department of Chemistry– reg.

With reference to your application and the subsequent interview you had with us on 06.12.2019, we are pleased to appoint you, for the post of Lecturer in the Department of Chemistry in this institution.

Mrs.M.Kalaiselvi, Wife of Mr.G.Sivanathan is appointed temporarily on probation as 09.12.2019 w.e.f 08.12.2020 under the Corporate Management of the Religious Congregation and now posted at Idhaya College for Women. The appointment is governed by the Terms & Conditions of Employment framed by the Management. She shall report for duty before the Principal & Secretary of Idhaya College for women on 09.12.2020 FN. She shall be on probation for a period of two years from the date of joining.

At any time during the probationary period, your service may be terminated, if unsatisfied. After your probation period, the management will confirm it. If you are not confirmed, your services stand automatically terminated. During this period of probation, you will be paid with a consolidated payment of Rs. 10,000/- per month.

**Terms and Conditions to be followed during your service**

1. You must be in the College Campus before 9.10 A.M.,
2. Special attention and care to be given on weak students of your subject.
3. Special and extra classes to be conducted, whenever the Head of the Institution or the Head of Department asks.
4. Students are to be motivated to participate in all the activities.







5. Need to work hard in up building the works of College and mould the students to attain their personality development.
6. Need to encourage and prepare your students to take active participation in paper presentation.
7. As it is a growing institution, you need to render your time to go for canvassing the students from various higher secondary schools.
8. Common works and responsibilities of the Institution should be shared with generosity.
9. When you are asked to take the students outside to attend seminars, camps or tour etc., avoid any kind of excuse.
10. You are to be member in anyone of the extra-curricular activities of club of the College.
11. You ought to update your knowledge skill of web, Multimedia and try to complete UGC Exams of NET or SLET.
12. Special allowances Rs.1000 given to those who have completed Ten years of experience in our college. This effect comes from 09.12.2029. Experience in other colleges will not be taken into consideration for special allowance.

Please fill up the joining report as a acceptance of the above terms and conditions of service. We wish that the period of your service with us will be both happy and Fruitful.

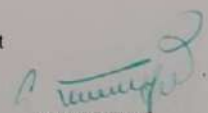
**You will not be permitted to leave the institution in the middle of the academic year. You will be relieved, on request, only at the end of the academic year, other than that you are required to give three – month notice (in the month of march) or three-month salary.**

**You are requested to submit the following original certificates / documents.**

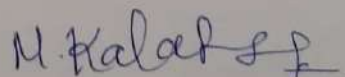
<10 <sup>th</sup> Mark Sheet – Age Proof	<M.Phil Degree, Provisional &
< 12 <sup>th</sup> Mark Sheet	Consolidated Pass Certificate
< U.G Degree, Provisional & Consolidated Pass Certificate	< Experience Certificate from last Institution
< P.G Degree, Provisional & Consolidated Pass Certificate	< Relieving order from last Institution

SEAL



  
PRINCIPAL

Idhaya College For Women  
Arockia Nagar, Sarugani,  
Sivagangai Dist. Pin: 630411.



**IDHAYA COLLEGE FOR WOMEN***(Affiliated to Alagappa University)***Accredited with 'B' Grade by NAAC**Arockia Nagar, Sarugani, Sivagangai - 630 411  
Phone : 04561 - 276272, 9751430537

Email id : idhayawomenscollege@gmail.com

Website : idhayasarugani.in

Date : 06.06.16

Ref: ICW / BCA / 2016 / 5

To

Ms. K. Seethalakshmi MCA., B.Ed., M.Phil.,  
D/o Mr. V. Kathiresan  
Kanthasamy Rice Mill  
Puliyadithammam post, Sarugani via  
Sivagangai Dist.

Dear Madam,

**Sub:** Appointment order for the Post of Lecturer in the Department of BCA – reg.

With reference to your application and the subsequent interview you had with us on 09.04.2016, we are pleased to appoint you, for the post of Lecturer in the Department of BCA in this institution.

Ms. K. Seethalakshmi Daughter of Mr. V. Kathiresan is appointed temporarily on probation as 06.06.16 w.e.f 05.06.16 under the Corporate Management of the Religious Congregation and now posted at Idhaya College for women. The appointment is governed by the Terms & Conditions of Employment framed by the Management. She shall report for duty before the Principal & Secretary of Idhaya College for women on 06.06.16 FN. She shall be on probation for a period of two years from the date of joining.

At any time during the probationary period, your service may be terminated, if unsatisfied. After your probation period, the management will confirm it. If you are not confirmed, your services stand automatically terminated. During this period of probation, you will be paid with a consolidated payment of Rs.8000/- per month.

**Terms and Conditions to be followed during your service**

1. You must be in the College Campus before 9.10 A.M.,
2. Special attention and care to be given on weak students of your subject.



3. Special and extra classes to be conducted, whenever the Head of the Institution or the Head of Department asks.
4. Students are to be motivated to participate in all the activities.
5. Need to work hard in up building the works of College and mould the students to attain their personality development.
6. Need to encourage and prepare your students to take active participation in paper presentation.
7. As it is a growing institution, you need to render your time to go for canvassing the students from various higher secondary schools.
8. Common works and responsibilities of the Institution should be shared with generosity.
9. When you are asked to take the students outside to attend seminars, camps or tour etc., avoid any kind of excuse.
10. You are to be member in anyone of the extra-curricular activities of club of the College.
11. You ought to update your knowledge skill of web, Multimedia and try to complete UGC Exams of NET or SLET.
12. Special allowances Rs.1000 given to those who have completed Ten years of experience in our college. This effect comes from 06.06.2026. Experience in other colleges will not be taken into consideration for special allowance.

Please fill up the joining report as a acceptance of the above terms and conditions of service. We wish that the period of your service with us will be both happy and Fruitful.

You will not be permitted to leave the institution in the middle of the academic year. You will be relieved, on request, only at the end of the academic year, other than that you are required to give three – month notice (in the month of march) or three-month salary.

You are requested to submit the following original certificates / documents.

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| <10 <sup>th</sup> Mark Sheet – Age Proof                     | <M.Phil Degree, Provisional &                     |
| <12 <sup>th</sup> Mark Sheet                                 | Consolidated Pass Certificate                     |
| < U.G Degree, Provisional &<br>Consolidated Pass Certificate | < Experience Certificate from last<br>Institution |
| < P.G Degree, Provisional &<br>Consolidated Pass Certificate | < Relieving order from last<br>Institution        |

SEAL



PRINCIPAL

*Se. Jeyaraj*  
06/06/16  
Idhaya College for women  
Arockia Nagar - Sarugani  
Sivagangai Dt. - 630 411



**Principal**

Idhaya College for women  
(Affiliated to Alagappa University)  
Arockia Nagar, Sarugani  
Sivangani Dt  
Pincode -- 630411  
Phone 04561-276272 (off)  
-276370 (Res)


## Appointment order

Dear Madam, K.S.Rajeswari

Sub: sending appointment order – Reg.

-----

I am happy to inform you that you have been appointed as lecturer in  
Computer science with effect from 19.06.2013 you are requested to bring all you  
original certificates.

  
The Principal  
Idhaya College for Women  
Arockia Nagar-Sarugani  
Sivangani Dt - 630 411.



**Principal**

Idhaya College for Women  
(Affiliated to Alagappa University)  
Arockia Nagar, Sarugani  
Sivagangai Dt.  
Pin: 630 411.

Phone : 04561 - 276272 (Off)  
276370 (Res)

Ref: ICW / Computer Science/ 2017 /56

Date : 11.12.2017.

To

Mrs. S.Nasrin M.Sc.,  
D/O S.Samsudeen  
No – 12 –A/5, Market East Street,  
Devakottai,  
Sivagangai (Dist). – 630 302.

Dear Madam,

**Sub:** Appointment order in the Department of Computer Science–reg.

With reference to your application and the subsequent interview you had with us on 04.12.2017, we are pleased to appoint you, for the post of Lecturer in the Department of Computer Science in this institution.

Mrs.S.Nasrin, Daughter of Mr.S.Samsudeen is appointed temporarily on probation as 11.12.17 w.e.f 08.12.17 under the Corporate Management of the Religious Congregation and now posted at **Idhaya College for women**. The appointment is governed by the Terms & Conditions of Employment framed by the Management. She shall report for duty before the Principal & Secretary of Idhaya College for women on 11.12.17 FN. She shall be on probation for a period of two years from the date of joining.

At any time during the probationary period, your service may be terminated, if unsatisfied. After your probation period, the management will confirm it. If you are not confirmed, your services stand automatically terminated. During this period of probation, you will be paid with a consolidated payment of Rs. 8,000/- per month.

**Terms and Conditions to be followed during your service**

1. You must be in the College Campus before 9.10 A.M.,
2. Special attention and care to be given on weak students of your subject.
3. Special and extra classes to be conducted, whenever the Head of the Institution or the Head of Department asks.



4. Students are to be motivated to participate in all the activities.
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6. Need to encourage and prepare your students to take active participation in paper presentation.
7. As it is a growing institution, you need to render your time to go for canvassing the students from various higher secondary schools.
8. Common works and responsibilities of the Institution should be shared with generosity.
9. When you are asked to take the students outside to attend seminars, camps or tour etc., avoid any kind of excuse.
10. You are to be member in anyone of the extra-curricular activities of club of the College.
11. You ought to update your knowledge skill of web, Multimedia and try to complete UGC Exams of NET or SLET.
12. Special allowances Rs.1000 given to those who have completed Ten years of experience in our college. This effect comes from 18.06.2028. Experience in other colleges will not be taken into consideration for special allowance.

Please fill up the joining report as a acceptance of the above terms and conditions of service. We wish that the period of your service with us will be both happy and Fruitful.

You will not be permitted to leave the institution in the middle of the academic year. You will be relieved, on request, only at the end of the academic year, other than that you are required to give three – month notice (in the month of march) or three-month salary.

You are requested to submit the following original certificates / documents.

<10 <sup>th</sup> Mark Sheet – Age Proof	<M.Phil Degree, Provisional &
< 12 <sup>th</sup> Mark Sheet	Consolidated Pass Certificate
< U.G Degree, Provisional & Consolidated Pass Certificate	< Experience Certificate from last Institution
< P.G Degree, Provisional & Consolidated Pass Certificate	< Relieving order from last Institution

SEAL



  
PRINCIPAL  
Idhaya College For Women  
Arockia Nagar, Sarugani,  
Sivagangai Dist, Pin: 630 411.

**IDHAYA COLLEGE FOR WOMEN**

(Affiliated to Alagappa University)

**Accredited with 'B' Grade by NAAC**

Arockia Nagar, Sarugani, Sivagangai - 630 411

Phone : 04561 - 276272, 9751430537



Email id : idhayawomenscollege@gmail.com

Website : idhayasarugani.in

Ref: ICW / Computer Science/ 2018 /58

Date : 18.08.18.....

To

Mrs.S. Vimala M.Sc., M.Phil.  
8/34, Stephen House,  
Bharathiyar Street,  
R.S. Mangalam,  
Ramnad Dist.

Dear Madam,

**Sub:** Appointment order in the Department of Computer Science- reg.

With reference to your application and the subsequent interview you had with us on 07.05.2018, we are pleased to appoint you, for the post of Lecturer in the Department of Computer Science in this institution.

Mrs. S. Vimala, Daughter of Mr.S. Sebastian is appointed temporarily on probation as 18.06.18 w.e.f 16.06.18 under the Corporate Management of the Religious Congregation and now posted at Idhaya College for women. The appointment is governed by the Terms & Conditions of Employment framed by the Management. She shall report for duty before the Principal & Secretary of Idhaya College for women on 18.06.18 FN. She shall be on probation for a period of two years from the date of joining.

At any time during the probationary period, your service may be terminated, if unsatisfied. After your probation period, the management will confirm it. If you are not confirmed, your services stand automatically terminated. During this period of probation, you will be paid with a consolidated payment of Rs. 10,000/- per month.

**Terms and Conditions to be followed during your service**

1. You must be in the College Campus before 9.10 A.M.,
2. Special attention and care to be given on weak students of your subject.
3. Special and extra classes to be conducted, whenever the Head of the Institution or the Head of Department asks.

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4. Students are to be motivated to participate in all the activities.
5. Need to work hard in up building the works of College and mould the students to attain their personality development.
6. Need to encourage and prepare your students to take active participation in paper presentation.
7. As it is a growing institution, you need to render your time to go for canvassing the students from various higher secondary schools.
8. Common works and responsibilities of the Institution should be shared with generosity.
9. When you are asked to take the students outside to attend seminars, camps or tour etc., avoid any kind of excuse.
10. You are to be member in anyone of the extra-curricular activities of club of the College.
11. You ought to update your knowledge skill of web, Multimedia and try to complete UGC Exams of NET or SLET.
12. Special allowances Rs.1000 given to those who have completed Ten years of experience in our college. This effect comes from 18.06.2028. Experience in other colleges will not be taken into consideration for special allowance.

Please fill up the joining report as a acceptance of the above terms and conditions of service. We wish that the period of your service with us will be both happy and Fruitful.

**You will not be permitted to leave the institution in the middle of the academic year. You will be relieved, on request, only at the end of the academic year, other than that you are required to give three – month notice (in the month of march) or three-month salary.**

**You are requested to submit the following original certificates / documents.**

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| <10 <sup>th</sup> Mark Sheet – Age Proof                     | <M.Phil Degree, Provisional &                     |
| < 12 <sup>th</sup> Mark Sheet                                | Consolidated Pass Certificate                     |
| < U.G Degree, Provisional &<br>Consolidated Pass Certificate | < Experience Certificate from last<br>Institution |
| < P.G Degree, Provisional &<br>Consolidated Pass Certificate | < Relieving order from last<br>Institution        |

SEAL




*h. ...*  
PRINCIPAL

**Idhaya College For Women**  
Arockia Nagar, Sarugani,  
Swargangal Dist. Pin: 630 411.





**IDHAYA COLLEGE FOR WOMEN**  
(Affiliated to Alagappa University)  
Accredited with 'B' Grade by NAAC  
Arockia Nagar, Sarugani, Sivagangai - 630 411  
Phone : 04561 - 276272, 9751430537  
Email id : idhayawomenscollege@gmail.com  
Website : idhayasarugani.in

Ref: ICW / Computer Science/ 2018 /57  
To  
Mrs. N. Gayathri M.Sc., M.Phil.  
W/O C. Vigneswaran,  
27, Mulakkottu Street,  
Keelakudieruppu, Devakottai,  
Sivagangai – 630 302.  
Date : 18.06.18

Dear Madam,

**Sub:** Appointment order in the Department of Computer Science–reg.

With reference to your application and the subsequent interview you had with us on 07.05.2018, we are pleased to appoint you, for the post of Lecturer in the Department of Computer Science in this institution.

Mrs. N. Gayathri, Daughter of Mr.M.Natesan is appointed temporarily on probation as 18.06.18 w.e.f 16.06.18 under the Corporate Management of the Religious Congregation and now posted at Idhaya College for women. The appointment is governed by the Terms & Conditions of Employment framed by the Management. She shall report for duty before the Principal & Secretary of Idhaya College for women on 18.06.18 FN. She shall be on probation for a period of two years from the date of joining.

At any time during the probationary period, your service may be terminated, if unsatisfied. After your probation period, the management will confirm it. If you are not confirmed, your services stand automatically terminated. During this period of probation, you will be paid with a consolidated payment of Rs. 10,000/- per month.

**Terms and Conditions to be followed during your service**

1. You must be in the College Campus before 9.10 A.M.,
2. Special attention and care to be given on weak students of your subject.
3. Special and extra classes to be conducted, whenever the Head of the Institution or the Head of Department asks.

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411.



4. Students are to be motivated to participate in all the activities.
5. Need to work hard in up building the works of College and mould the students to attain their personality development.
6. Need to encourage and prepare your students to take active participation in paper presentation.
7. As it is a growing institution, you need to render your time to go for canvassing the students from various higher secondary schools.
8. Common works and responsibilities of the Institution should be shared with generosity.
9. When you are asked to take the students outside to attend seminars, camps or tour etc., avoid any kind of excuse.
10. You are to be member in anyone of the extra-curricular activities of club of the College.
11. You ought to update your knowledge skill of web, Multimedia and try to complete UGC Exams of NET or SLET.
12. Special allowances Rs.1000 given to those who have completed Ten years of experience in our college. This effect comes from 18.06.2028. Experience in other colleges will not be taken into consideration for special allowance.

Please fill up the joining report as a acceptance of the above terms and conditions of service. We wish that the period of your service with us will be both happy and Fruitful.

**You will not be permitted to leave the institution in the middle of the academic year. You will be relieved, on request, only at the end of the academic year, other than that you are required to give three – month notice (in the month of march) or three-month salary.**

**You are requested to submit the following original certificates / documents.**

- |   |   |
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| <10 <sup>th</sup> Mark Sheet – Age Proof                    | <M.Phil Degree, Provisional &                     |
| <12 <sup>th</sup> Mark Sheet                                | Consolidated Pass Certificate                     |
| <U.G Degree, Provisional &<br>Consolidated Pass Certificate | < Experience Certificate from last<br>Institution |
| <P.G Degree, Provisional &<br>Consolidated Pass Certificate | < Relieving order from last<br>Institution        |

SEAL



  
PRINCIPAL  
Idhaya College For Women  
Arockia Nagar, Sarugani,  
Sivagangai Dist, Pin: 630 411

**IDHAYA COLLEGE FOR WOMEN**

(Accredited by NAAC with "A" Grade (CGPA:3.15) & ISO 9001:2015 Certified Institution)  
(Recognized by UGC with 2(f) & 12(B), Affiliated to Alagappa University, Karaikudi)

AROCKIA NAGAR, SARUGANI - 630 411, Sivagangai Dt. - 630 411.

Date : 10.02.2023

Ref: ICW / Computer Science / 2022 / 63

To

Mrs.MNK.Karthika Rajadevi M.Sc.,M.Phil.,  
W/o D.Kannan,  
Bastin Nagar, Kalayarkoil,  
Sivagangai – 630552.  
Ph : .9384334735.

Dear Madam,

**Sub:** Appointment order in the Department of Computer Science Application – reg.

With reference to your application and the subsequent interview you had with us on 10.02.2023, we are pleased to appoint you, for the post of Lecturer in the Department of Computer Science in this institution.

Mrs.MNK.Karthika Rajadevi Wife of Mr.D.Kannan is appointed temporarily on probation as 10.02.2023 w.e.f 09.02.2024 under the Corporate Management of the Religious Congregation and now posted at Idhaya College for women. The appointment is governed by the Terms & Conditions of Employment framed by the Management. She shall report for duty before the Principal & Secretary of Idhaya College for women on 11.02.2024 FN. She shall be on probation for a period of two years from the date of joining.

At any time during the probationary period, your service may be terminated, if unsatisfied. After your probation period, the management will confirm it. If you are not confirmed, your services stand automatically terminated. During this period of probation, you will be paid with a consolidated payment of Rs. 10,000/- per month.

**Terms and Conditions to be followed during your service**

1. You must be in the College Campus before 9.10 A.M.,
2. Special attention and care to be given on weak students of your subject.







3. Special and extra classes to be conducted, whenever the Head of the Institution or the Head of Department asks.
4. Students are to be motivated to participate in all the activities.
5. Need to work hard in up building the works of College and mould the students to attain their personality development.
6. Need to encourage and prepare your students to take active participation in paper presentation.
7. As it is a growing institution, you need to render your time to go for canvassing the students from various higher secondary schools.
8. Common works and responsibilities of the Institution should be shared with generosity.
9. When you are asked to take the students outside to attend seminars, camps or tour etc., avoid any kind of excuse.
10. You are to be member in anyone of the extra-curricular activities of club of the College.
11. You ought to update your knowledge skill of web, Multimedia and try to complete UGC Exams of NET or SLET.
12. Special allowances Rs.1000 given to those who have completed Ten years of experience in our college. Experience in other colleges will not be taken into consideration for special allowance.

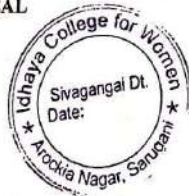
Please fill up the joining report as a acceptance of the above terms and conditions of service. We wish that the period of your service with us will be both happy and Fruitful.

**You will not be permitted to leave the institution in the middle of the academic year. You will be relieved, on request, only at the end of the academic year, other than that you are required to give three – month notice (in the month of march) or three-month salary.**

**You are requested to submit the following original certificates / documents.**

- |  |  |
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| <10 <sup>th</sup> Mark Sheet – Age Proof                     | < Transfer Certificate   |
| <12 <sup>th</sup> Mark Sheet                                 | < P.G Degree, Provisional &<br>Consolidated Pass Certificate   |
| < U.G Degree, Provisional &<br>Consolidated Pass Certificate | < M.Phil Degree, Provisional,<br>Consolidated Pass Certificate |

SEAL



MNL. Kathikoru

  
PRINCIPAL

Idhaya College For Women,  
Arockia Nagar, Sarugani,  
Sivagangai Dist, Pin: 630 411



**IDHAYA COLLEGE FOR WOMEN**

( Accredited by NAAC with "A" Grade (CGPA:3.15) & ISO 9001:2015 Certified Institution )  
(Recognized by UGC with 2(f) & 12(B), Affiliated to Alagappa University, Karaikudi)

AROCKIA NAGAR, SARUGANI - 630 411, Sivagangal Dt. - 630 411.

Date : 19.01.2022

Ref: ICW / Computer Science / 2022 / 62

To

Mrs. K. Thenmozhi M.Sc., M.Phil., SET  
W/o Mr. S.Saravanan,  
Uvarkulam, S.Sokkanathapuram post,  
Sarugani via, Devakottai tk,  
Sivagangai – 630 411. Ph : 8940039188.

Dear Madam,

**Sub:** Appointment order in the Department of Computer Science – reg.

With reference to your application and the subsequent interview you had with us on 19.07.2021 we are pleased to appoint you, for the post of Lecturer in the Department of Computer Science in this institution.

Mrs.K.Thenmozhi Wife of Mr.S.Saravanan is appointed temporarily on probation as 19.01.22 w.e.f 18.01.22 under the Corporate Management of the Religious Congregation and now posted at Idhaya College for women. The appointment is governed by the Terms & Conditions of Employment framed by the Management. She shall report for duty before the Principal & Secretary of Idhaya College for women on 20.01.22 FN. She shall be on probation for a period of two years from the date of joining.

At any time during the probationary period, your service may be terminated, if unsatisfied. After your probation period, the management will confirm it. If you are not confirmed, your services stand automatically terminated. During this period of probation, you will be paid with a consolidated payment of Rs. 12,000/- per month.

**Terms and Conditions to be followed during your service**

1. You must be in the College Campus before 9.10 A.M.,
2. Special attention and care to be given on weak students of your subject.





3. Special and extra classes to be conducted, whenever the Head of the Institution or the Head of Department asks.
  4. Students are to be motivated to participate in all the activities.
  5. Need to work hard in up building the works of College and around the students to attain their personality development.
  6. Need to encourage and prepare your students to take active participation in paper presentation.
  7. As it is a growing institution, you need to render your time to go for canvassing the students from various higher secondary schools.
  8. Common works and responsibilities of the Institution should be shared with generosity.
  9. When you are asked to take the students outside to attend seminars, camps or tour etc., avoid any kind of excuse.
  10. You are to be member in anyone of the extra-curricular activities of club of the College.
  11. You ought to update your knowledge skill of web, Multimedia and try to complete UGC Exams of NET or SLET.
  12. Special allowances Rs.1000 given to those who have completed Ten years of experience in our college. Experience in other colleges will not be taken into consideration for special allowance.
- Please fill up the joining report as a acceptance of the above terms and conditions of service. We wish that the period of your service with us will be both happy and Fruitful.

You will not be permitted to leave the institution in the middle of the academic year. You will be relieved, on request, only at the end of the academic year, other than that you are required to give three – month notice (in the month of march) or three-month salary.

You are requested to submit the following original certificates / documents.

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| <10 <sup>th</sup> Mark Sheet – Age Proof                     | < Transfer Certificate   |
| < 12 <sup>th</sup> Mark Sheet                                | < P.G Degree, Provisional &<br>Consolidated Pass Certificate   |
| < U.G Degree, Provisional &<br>Consolidated Pass Certificate | < M.Phil Degree, Provisional,<br>Consolidated Pass Certificate |

SEAL



*R. Manoj*  
PRINCIPAL

Idhaya College For Women  
Arockia Nagar, Sarugani,  
Sivagangai Dist. Pin: 630 41 1



## Computer Application



**Principal**

Idhaya College for women  
(Affiliated to Alagappa University)  
Arockia Nagar, Sarugani  
Sivangani Dt  
Pincode -- 630411

Phone 04561-276272 (off)  
-276370 (Res)

### Appointment order

Dear Madam, S.Punithamary

Sub: sending appointment order – Reg.

-----

I am happy to inform you that you have been appointed as lecturer in Computer Science with effect from 12.06.2006 you are requested to bring all you original certificates.



*S. Sankari*  
Principal  
Idhaya College for Women  
sarugani



## IDHAYA COLLEGE FOR WOMEN

(Accredited with 'B' Grade by NAAC)  
(Recognized under 2(f) & 12(B) of the UGC Act 1956)  
(Affiliated to Alagappa University, Karaikudi)  
AROCKIA NAGAR, SARUGANI - 630411.

Ref: ICW / BCA / 2020 / 10

To

Mrs.Y.Krishnaveni M.Sc.,  
W/o T.Sakthi Vikram,  
Ponnalikkottai, Sarugani post,  
Sivagangai – 630411.

Dear Madam,

**Sub:** Appointment order in the Department of BCA– reg.

With reference to your application and the subsequent interview you had with us on 19.12.2020, we are pleased to appoint you, for the post of Lecturer in the Department of BCA in this institution.

Mrs.Y.Krishnaveni, Wife of Mr.T.Sakthivikram is appointed temporarily on probation as 04.01.21 w.e.f 03.01.22 under the Corporate Management of the Religious Congregation and now posted at Idhaya College for women. The appointment is governed by the Terms & Conditions of Employment framed by the Management. She shall report for duty before the Principal & Secretary of Idhaya College for women on 05.01.22 FN. She shall be on probation for a period of two years from the date of joining.

At any time during the probationary period, your service may be terminated, if unsatisfied. After your probation period, the management will confirm it. If you are not confirmed, your services stand automatically terminated. During this period of probation, you will be paid with a consolidated payment of Rs. 8,000/- per month.

**Terms and Conditions to be followed during your service**

1. You must be in the College Campus before 9.10 A.M.,
2. Special attention and care to be given on weak students of your subject.
3. Special and extra classes to be conducted, whenever the Head of the Institution or the Head of Department asks.





4. Students are to be motivated to participate in all the activities.
5. Need to work hard in up building the works of College and mould the students to attain their personality development.
6. Need to encourage and prepare your students to take active participation in paper presentation.
7. As it is a growing institution, you need to render your time to go for canvassing the students from various higher secondary schools.
8. Common works and responsibilities of the Institution should be shared with generosity.
9. When you are asked to take the students outside to attend seminars, camps or tour etc., avoid any kind of excuse.
10. You are to be member in anyone of the extra-curricular activities of club of the College.
11. You ought to update your knowledge skill of web, Multimedia and try to complete UGC Exams of NET or SLET.
12. Special allowances Rs.1000 given to those who have completed Ten years of experience in our college. Experience in other colleges will not be taken into consideration for special allowance.

Please fill up the joining report as a acceptance of the above terms and conditions of service. We wish that the period of your service with us will be both happy and Fruitful.

**You will not be permitted to leave the institution in the middle of the academic year. You will be relieved, on request, only at the end of the academic year, other than that you are required to give three – month notice (in the month of march) or three-month salary.**

**You are requested to submit the following original certificates / documents.**

- |  |  |
|--|--|
| <10 <sup>th</sup> Mark Sheet – Age Proof                     | < Transfer Certificate   |
| <12 <sup>th</sup> Mark Sheet                                 | < P.G Degree, Provisional &<br>Consolidated Pass Certificate   |
| < U.G Degree, Provisional &<br>Consolidated Pass Certificate | < M.Phil Degree, Provisional,<br>Consolidated Pass Certificate |

SEAL



PRINCIPAL

Idhaya College For Women  
Arockia Nagar, Sarugani,  
Sivagangai Dist, Pin: 630 411



## IDHAYA COLLEGE FOR WOMEN

(Accredited with 'B' Grade by NAAC)  
(Recognized under 2(f) & 12(B) of the UGC Act 1956)  
(Affiliated to Alagappa University, Karaikudi)  
AROCKIA NAGAR, SARUGANI - 630411.

Ref: ICW / BCA / 2020 / 11

To

Mrs.M.Gayatri M.C.A.,M.Phil.,  
W/o K.Rajakumar,  
Nallendhal, Silukkapatti post,  
Sivagangai.

Dear Madam,

**Sub:** Appointment order in the Department of BCA– reg.

With reference to your application and the subsequent interview you had with us on 19.12.2020, we are pleased to appoint you, for the post of Lecturer in the Department of BCA in this institution.

Mrs.M.Gayatri, Wife of Mr.K.Rajakumar is appointed temporarily on probation as 08.02.21 w.e.f 07.02.22 under the Corporate Management of the Religious Congregation and now posted at Idhaya College for women. The appointment is governed by the Terms & Conditions of Employment framed by the Management. She shall report for duty before the Principal & Secretary of Idhaya College for women on 09.02.22 FN. She shall be on probation for a period of two years from the date of joining.

At any time during the probationary period, your service may be terminated, if unsatisfied. After your probation period, the management will confirm it. If you are not confirmed, your services stand automatically terminated. During this period of probation, you will be paid with a consolidated payment of Rs. 10,000/- per month.

**Terms and Conditions to be followed during your service**

1. You must be in the College Campus before 9.10 A.M.,
2. Special attention and care to be given on weak students of your subject.
3. Special and extra classes to be conducted, whenever the Head of the Institution or the Head of Department asks.



4. Students are to be motivated to participate in all the activities.
5. Need to work hard in up building the works of College and mould the students to attain their personality development.
6. Need to encourage and prepare your students to take active participation in paper presentation.
7. As it is a growing institution, you need to render your time to go for canvassing the students from various higher secondary schools.
8. Common works and responsibilities of the Institution should be shared with generosity.
9. When you are asked to take the students outside to attend seminars, camps or tour etc., avoid any kind of excuse.
10. You are to be member in anyone of the extra-curricular activities of club of the College.
11. You ought to update your knowledge skill of web, Multimedia and try to complete UGC Exams of NET or SLET.
12. Special allowances Rs.1000 given to those who have completed Ten years of experience in our college. Experience in other colleges will not be taken into consideration for special allowance.

Please fill up the joining report as a acceptance of the above terms and conditions of service. We wish that the period of your service with us will be both happy and Fruitful.

**You will not be permitted to leave the institution in the middle of the academic year. You will be relieved, on request, only at the end of the academic year, other than that you are required to give three – month notice (in the month of march) or three-month salary.**

**You are requested to submit the following original certificates / documents.**

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| <10 <sup>th</sup> Mark Sheet – Age Proof                     | < Transfer Certificate   |
| < 12 <sup>th</sup> Mark Sheet                                | < P.G Degree, Provisional &<br>Consolidated Pass Certificate   |
| < U.G Degree, Provisional &<br>Consolidated Pass Certificate | < M.Phil Degree, Provisional,<br>Consolidated Pass Certificate |

SEAL

  
PRINCIPAL

Idhaya College For Women  
Arockia Nagar, Sarugani,  
Sivagangai Dist. Pin: 630 411



## MATHEMATICS



Principal

Idhaya College for Women

(Affiliated to Aiyappa University)

Arockia Nagar, Sarugani

Sivagangai Dt.

Pin: 630 411.

Phone : 04561 - 276272 (Off)

276370 (Res)

### APPOINTMENT ON PROBATION

Date : 08.07.2014.

Madam P.Arockiavimala M.Sc.,B.Ed.,

**Sub: Appointment on Probation – Lecturer in Mathematics - regarding.**

You were appointed on probation for a period of one year from 08.07.2014 onwards. (2014 – 2015)

You will be paid a consolidated sum of Rs. 7,000/- per month. You will not be eligible for any other allowances. You will be governed by the norms and rules laid down by the Management for the staff of the Institution.

Once you have joined the job you have to complete that academic year. In case of dissatisfaction on the part of the management about your service, you will be relieved at any time and if you want to resign the job at the end of the academic year, you have to give resignation letter at least two months ahead. **If there is a need to resign the job in between the academic year, you have to repay three months salary to receive your reliving order and your original certificates.**

Your appointment on probation does not automatically imply that you will be confirmed. The Management also reserves its right to terminate your services at any time during this period.

If the above norms and conditions are acceptable kindly sign and return the duplicate.

Yours sincerely,

Principal

Idhaya College for women  
Sarugani.

/ACKNOWLEDGED/

Signature of the candidate with date





**Principal**

Idhaya College for Women  
(Affiliated to Alagappa University)  
Arockia Nagar, Sarugani  
Sivagangai Dt.  
Pin: 630 411.

Phone : 04561 - 276272 (Off)  
276370 (Res)

**APPOINTMENT ON PROBATION**

Date : 16.12.2014 . . .

Madam M.Jamima Banu M.Sc.,M.Phil.,

**Sub: Appointment on Probation – Lecturer in Mathematics– regarding.**

You were appointed on probation for a period of one year from 16.12.2014 onwards.  
(2014 – 2015)

You will be paid a consolidated sum of Rs.8000/- per month. You will not be eligible for any other allowances. You will be governed by the norms and rules laid down by the Management for the staff of the Institution.

Once you have joined the job you have to complete that academic year. In case of dissatisfaction on the part of the management about your service, you will be relieved at any time and If you want to resign the job at the end of the academic year, you have to give resignation letter at least three months ahead. **If there is a need to resign the job in between the academic year, you have to repay three months salary to receive your reliving order and your original certificates.**

Your appointment on probation does not automatically imply that you will be confirmed. The Management also reserves its right to terminate your services at any time during this period.

If the above norms and conditions are acceptable kindly sign and return the duplicate.

Yours sincerely,

*Dr. Jeyaraj*  
Principal 16/12/14

Idhaya College for Women  
Sarugani.

/ACKNOWLEDGED/

*M. Jany* 16.12.2014 .  
Signature of the candidate with date

**IDHAYA COLLEGE FOR WOMEN***(Affiliated to Alagappa University)***Accredited with 'B' Grade by NAAC**

Arockia Nagar, Sarugani, Sivagangai - 630 411

Phone : 04561 - 276272, 9751430537



Email id : idhayawomenscollege@gmail.com

Website : idhayasarugani.in

Ref: ICW / Maths / 2015 / 42

Date : 25.04.2015.

To

Mrs.B.Deeba M.Sc.,M.Phil.,B.Ed.,  
D/o R.Bose  
Puliyadithammam  
Sarugani Via  
Sivagangai Dist – 630 411.

Dear Madam,

**Sub:** Appointment order for the Post of Lecturer in the Department of Maths – reg.

With reference to your application and the subsequent interview you had with us on 22.04.2015, we are pleased to appoint you, for the post of Lecturer in the Department of Maths in this institution.

You are required to convey your acceptance immediately, and join duty on or before 03.06.2015. You should not engage yourself in any other employment, either full time or part time basis; during your tenure in this institution.

You will be on probation for a period of two years from the date of joining. In this connection, you will have to give an undertaking in your joining report, to the effect that you will work in this institution as a faculty, for a minimum period of 2 (two) years without break.

At any time during the probationary period, your service may be terminated, if unsatisfied. After your probation period, the management will confirm it. If you are not confirmed, your services stand automatically terminated. During this period of probation, you will be paid with a consolidated payment of Rs.8000/- per month.

**Terms and Conditions to be followed during your service**

1. You must be in the College Campus before 9.10 A.M.,
2. Special attention and care to be given on weak students of your subject.
3. Special and extra classes to be conducted, whenever the Head of the Institution or the Head of Department asks.



4. Students are to be motivated to participate in all the activities.
5. Need to work hard in up building the works of College and mould the students to attain their personality development.
6. Need to encourage and prepare your students to take active participation in paper presentation.
7. As it is a growing institution, you need to render your time to go for canvassing the students from various higher secondary schools.
8. Common works and responsibilities of the Institution should be shared with generosity.
9. When you are asked to take the students outside to attend seminars, camps or tour etc., avoid any kind of excuse.
10. You are to be member in anyone of the extra-curricular activities of club of the College.
11. You ought to update your knowledge skill of web, Multimedia and try to complete UGC Exams of NET or SLET.
12. Special allowances Rs.1000 given to those who have completed Ten years of experience in our college. This effect comes from 03.06.2025. Experience in other colleges will not be taken into consideration for special allowance.

Please fill up the joining report as a acceptance of the above terms and conditions of service. We wish that the period of your service with us will be both happy and Fruitful.

**You will not be permitted to leave the institution in the middle of the academic year. You will be relieved, on reques, only at the end of the academic year, other than that you are required to give three – month notice (in the month of march) or three-month salary.**

**You are requested to submit the following original certificates / documents.**

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| < 10 <sup>th</sup> Mark Sheet – Age Proof | < M.Phil Degree, Provisional &     |
| < 12 <sup>th</sup> Mark Sheet             | Consolidated Pass Certificate      |
| < U.G Degree, Provisional &               | < Experience Certificate from last |
| Consolidated Pass Certificate             | Institution                        |
| < P.G Degree, Provisional &               | < Relieving order from last        |
| Consolidated Pass Certificate             | Institution                        |

SEAL



B. Deba.

*S. Jeyanth*  
25/04/15

PRINCIPAL

**Idhaya College for women  
Arockia Nagar - Sarugani  
Sivagangai Dt. - 630 411**





**IDHAYA COLLEGE FOR WOMEN**

(Affiliated to Akagappa University)

Accredited with 'B' Grade by NAAC

Arockia Nagar, Sarugani, Sivagangai - 630 411

Phone : 04561 - 276272, 9751430537



Email id : idhayawomenscollege@gmail.com

Website : idhayasarugani.in

Date : 21.06.2015

Ref: ICW / Mathematics / 2015 / 43

To

Mrs.N.Sathya Bama M.Sc., M.Phil., D.T.Ed.,

D/o Mr.A.Nagasamy

476, North Street, Kongampatti Via

Ilayangudi Post, Sivagangai Dist.

Dear Madam,

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

We are pleased to appoint you, for the post of Lecturer in the Department of Mathematics in this institution.

You are required to convey your acceptance immediately, and join duty on or before 19.06.2015

You should not engage yourself in any other employment, either full time or part time basis; during your tenure of this institution.

You will be on probation for a period of two years from the date of joining. In this connection, you will have to give an undertaking in your joining report, to the effect that you will work in this institution as a faculty, for a minimum period of 2 (two) years without break.

At any time during the probationary period, your service may be terminated, if unsatisfied. After your probation period, the management will confirm it. If you are not confirmed, your services stand automatically terminated. During this period of probation, you will be paid with a consolidated payment of Rs.8000/- per month.

**Terms and Conditions to be followed during your service**

1. You must be in the College Campus before 8.30 A.M. and close at 5.30 P.M.,
2. Special attention and care to be given on weak students of your subject.
3. Special and extra classes to be conducted, whenever the Head of the Institution or the Head of Department asks.
4. Students are to be motivated to participate in all the activities.



3. Special and extra classes to be conducted, whenever the Head of the Institution or the Head of Department asks.
4. Students are to be motivated to participate in all the activities.
5. Need to work hard in up building the works of College and mould the students to attain their personality development.
6. Need to encourage and prepare your students to take active participation in paper presentation.
7. As it is a growing institution, you need to render your time to go for canvassing the students from various higher secondary schools.
8. Common works and responsibilities of the Institution should be shared with generosity.
9. When you are asked to take the students outside to attend seminars, camps or tour etc., avoid any kind of excuse.
10. You are to be member in anyone of the extra-curricular activities of club of the College.
11. You ought to update your knowledge skill of web, Multimedia and try to complete UGC Exams of NET or SLET.
12. Special allowances Rs.1000 given to those who have completed Ten years of experience in our college. This effect comes from 29.06.2025 Experience in other colleges will not be taken into consideration for special allowance.

Please fill up the joining report as a acceptance of the above terms and conditions of service. We wish that the period of your service with us will be both happy and Fruitful.

**You will not be permitted to leave the institution in the middle of the academic year. You will be relieved, on request, only at the end of the academic year, other than that you are required to give three – month notice (in the month of march) or three-month salary.**

**You are requested to submit the following original certificates / documents.**

- |  |   |
|--|---|
| < 10 <sup>th</sup> Mark Sheet – Age Proof                    | < M.Phil Degree, Provisional &                    |
| < 12 <sup>th</sup> Mark Sheet                                | Consolidated Pass Certificate                     |
| < U.G Degree, Provisional &<br>Consolidated Pass Certificate | < Experience Certificate from last<br>Institution |
| < P.G Degree, Provisional &<br>Consolidated Pass Certificate | < Relieving order from last<br>Institution        |

SEAL



*N. Sathyabama.*

*Dr. Jany*  
26/06/15  
PRINCIPAL

**Idhaya College for women  
Arockia Nagar - Sarugani  
Sivagangai Dt. - 630 411**

**IDHAYA COLLEGE FOR WOMEN**

(Accredited with 'B' Grade by NAAC)  
(Recognized under 2(F) & 2(B) of the UGC Act 1956)  
(Affiliated to Adangya University Karaikal)  
AROCKIA NAGAR, SARUGANI - 605011

Ref: ICW / Mathematics / 2021 / 51

To

Ms.K.Suriya Prabha M.Sc.,  
D/o K.Kalimuthu,  
Paruthiyoor, Puliyal post,  
Devakottai tk, Sivagangai.  
Ph : 9715950899.

Dear Madam,

**Sub:** Appointment order in the Department of Mathematics- reg.

With reference to your application and the subsequent interview you had with us on 15.07.2021, we are pleased to appoint you, for the post of Lecturer in the Department of Mathematics in this institution.

Ms.K.Suriya Prabha, Daughter of Mr.K.Kalimuthu is appointed temporarily on probation as 01.09.2021 w.e.f 30.08.2022 under the Corporate Management of the Religious Congregation and now posted at Idhaya College for women. The appointment is governed by the Terms & Conditions of Employment framed by the Management. She shall report for duty before the Principal & Secretary of Idhaya College for women on 02.09.2022 FN. She shall be on probation for a period of two years from the date of joining.

At any time during the probationary period, your service may be terminated, if unsatisfied. After your probation period, the management will confirm it. If you are not confirmed, your services stand automatically terminated. During this period of probation, you will be paid with a consolidated payment of Rs. 8,000/- per month.

**Terms and Conditions to be followed during your service**

1. You must be in the College Campus before 9.10 A.M.,
2. Special attention and care to be given on weak students of your subject.
3. Special and extra classes to be conducted, whenever the Head of the Institution or the Head of Department asks.



4. Students are to be motivated to participate in all the activities.
5. Need to work hard in up building the works of College and mould the students to attain their personality development.
6. Need to encourage and prepare your students to take active participation in paper presentation.
7. As it is a growing institution, you need to render your time to go for canvassing the students from various higher secondary schools.
8. Common works and responsibilities of the Institution should be shared with generosity.
9. When you are asked to take the students outside to attend seminars, camps or tour etc., avoid any kind of excuse.
10. You are to be member in anyone of the extra-curricular activities of club of the College.
11. You ought to update your knowledge skill of web, Multimedia and try to complete UGC Exams of NET or SLET.
12. Special allowances Rs.1000 given to those who have completed Ten years of experience in our college. Experience in other colleges will not be taken into consideration for special allowance.

Please fill up the joining report as a acceptance of the above terms and conditions of service. We wish that the period of your service with us will be both happy and Fruitful.

You will not be permitted to leave the institution in the middle of the academic year. You will be relieved, on request, only at the end of the academic year, other than that you are required to give three – month notice (in the month of march) or three-month salary.

You are requested to submit the following original certificates / documents.

- |   |   |
|---|---|
| <10 <sup>th</sup> Mark Sheet – Age Proof                  | < Transfer Certificate                                      |
| < 12 <sup>th</sup> Mark Sheet                             | < P.G Degree, Provisional & Consolidated Pass Certificate   |
| < U.G Degree, Provisional & Consolidated Pass Certificate | < M.Phil Degree, Provisional, Consolidated Pass Certificate |

SEAL




*J. Sujaya Prabha*

*A. Muneer*  
PRINCIPAL

Idhaya College For Women  
Arockia Nagar, Sarugani  
Sivagangai Dist, Pin: 630 41





 **IDHAYA COLLEGE FOR WOMEN**  
(Affiliated to Akagappa University)  
Accredited with 'B' Grade by NAAC  
Arockia Nagar, Sarugani, Sivagangai - 630 411  
Phone : 04561 - 276272, 9751430537  
Website : idhayasarugani.in  
Email id : idhayawomenscollege@gmail.com

Ref: ICW / Mathematics/ 2020 / 50 Date : 19.08.2020

To  
Mrs.AR.Pandipriya M.Sc.,M.Phil.,SLET.,  
W/o S.Naganathan,  
1A1, Nattarajapuram 3<sup>rd</sup> Street,  
Devakottai, Sivagangai.

Dear Madam,

**Sub:** Appointment order in the Department of Mathematics-- reg.

With reference to your application and the subsequent interview you had with us on 17.06.2020, we are pleased to appoint you, for the post of Lecturer in the Department of Mathematics in this institution.

Mrs.AR.Pandipriya, Wife of Mr. S.Naganathan is appointed temporarily on probation as 19.08.20 w.e.f 18.08.21 under the Corporate Management of the Religious Congregation and now posted at **Idhaya College for women**. The appointment is governed by the Terms & Conditions of Employment framed by the Management. She shall report for duty before the Principal & Secretary of Idhaya College for women on **20.08.21** FN. She shall be on probation for a period of two years from the date of joining.

At any time during the probationary period, your service may be terminated, if unsatisfied. After your probation period, the management will confirm it. If you are not confirmed, your services stand automatically terminated. During this period of probation, you will be paid with a consolidated payment of Rs. 12,000/- per month.

**Terms and Conditions to be followed during your service**

1. You must be in the College Campus before 9.10 A.M.,
2. Special attention and care to be given on weak students of your subject.
3. Special and extra classes to be conducted, whenever the Head of the Institution or the Head of Department asks.



4. Students are to be motivated to participate in all the activities.
5. Need to work hard in up building the works of College and mould the students to attain their personality development.
6. Need to encourage and prepare your students to take active participation in paper presentation.
7. As it is a growing institution, you need to render your time to go for canvassing the students from various higher secondary schools.
8. Common works and responsibilities of the Institution should be shared with generosity.
9. When you are asked to take the students outside to attend seminars, camps or tour etc., avoid any kind of excuse.
10. You are to be member in anyone of the extra-curricular activities of club of the College.
11. You ought to update your knowledge skill of web, Multimedia and try to complete UGC Exams of NET or SLET.
12. Special allowances Rs.1000 given to those who have completed Ten years of experience in our college. Experience in other colleges will not be taken into consideration for special allowance.

Please fill up the joining report as a acceptance of the above terms and conditions of service. We wish that the period of your service with us will be both happy and Fruitful.

**You will not be permitted to leave the institution in the middle of the academic year. You will be relieved, on request, only at the end of the academic year, other than that you are required to give three – month notice (in the month of march) or three-month salary.**

**You are requested to submit the following original certificates / documents.**

- |   |   |
|---|---|
| <10 <sup>th</sup> Mark Sheet – Age Proof                  | < Transfer Certificate                                      |
| < 12 <sup>th</sup> Mark Sheet                             | < P.G Degree, Provisional & Consolidated Pass Certificate   |
| < U.G Degree, Provisional & Consolidated Pass Certificate | < M.Phil Degree, Provisional, Consolidated Pass Certificate |



SEAL

  
PRINCIPAL

Idhaya College For Women  
Aroorka Nagar, Sarugani,  
Sivagangai Dist, Pin: 630 411



## PHYSICS

	<p><b>IDHAYA COLLEGE FOR WOMEN</b> (Affiliated to Alagappa University) Accredited with 'B' Grade by NAAC Arockia Nagar, Sarugani, Sivagangai - 630 411 Phone : 04561 - 276272, 9751430537</p>	
Email id : idhayawomenscollege@gmail.com		Website : idhayasarugani.in
Ref: ICW / Physics/ 2018 / 30		Date : 18.06.18
To Mrs. S.J. Helen M.Sc., B.Ed., Ph.D., 76 Sivagangai Raja Road, Ramnagar, Devakottai, Sivagangai Dist – 630 303.		
Dear Madam,		
<b>Sub:</b> Appointment order in the Department of Physics– reg.		
With reference to your application and the subsequent interview you had with us on 07.05.2018, we are pleased to appoint you, for the post of Lecturer in the Department of Physics in this institution.		
Mrs. S.J. Helen Daughter of Mr. S. Joseph is appointed temporarily on probation as 18.06.18 w.e.f 16.06.18 under the Corporate Management of the Religious Congregation and now posted at Idhaya College for Women. The appointment is governed by the Terms & Conditions of Employment framed by the Management. She shall report for duty before the Principal & Secretary of Idhaya College for women on 18.06.18 FN. She shall be on probation for a period of two years from the date of joining.		
At any time during the probationary period, your service may be terminated, if unsatisfied. After your probation period, the management will confirm it. If you are not confirmed, your services stand automatically terminated. During this period of probation, you will be paid with a consolidated payment of Rs. 15,000/- per month.		
<b>Terms and Conditions to be followed during your service</b>		
1. You must be in the College Campus before 9.10 A.M.,		
2. Special attention and care to be given on weak students of your subject.		
3. Special and extra classes to be conducted, whenever the Head of the Institution or the Head of Department asks.		





4. Students are to be motivated to participate in all the activities.
5. Need to work hard in up building the works of College and mould the students to attain their personality development.
6. Need to encourage and prepare your students to take active participation in paper presentation.
7. As it is a growing institution, you need to render your time to go for canvassing the students from various higher secondary schools.
8. Common works and responsibilities of the Institution should be shared with generosity.
9. When you are asked to take the students outside to attend seminars, camps or tour etc., avoid any kind of excuse.
10. You are to be member in anyone of the extra-curricular activities of club of the College.
11. You ought to update your knowledge skill of web, Multimedia and try to complete UGC Exams of NET or SLET.
12. Special allowances Rs.1000 given to those who have completed Ten years of experience in our college. This effect comes from 18.06.2028. Experience in other colleges will not be taken into consideration for special allowance.

Please fill up the joining report as a acceptance of the above terms and conditions of service. We wish that the period of your service with us will be both happy and Fruitful.

**You will not be permitted to leave the institution in the middle of the academic year. You will be relieved, on request, only at the end of the academic year, other than that you are required to give three – month notice (in the month of march) or three-month salary.**

**You are requested to submit the following original certificates / documents.**

<10 <sup>th</sup> Mark Sheet – Age Proof	<M.Phil Degree, Provisional &
<12 <sup>th</sup> Mark Sheet	Consolidated Pass Certificate
<U.G Degree, Provisional & Consolidated Pass Certificate	< Experience Certificate from last Institution
<P.G Degree, Provisional & Consolidated Pass Certificate	< Relieving order from last Institution

SEAL



  
PRINCIPAL

Idhaya College For Women  
Arockia Nagar, Sarugani,  
Sivagangai Dist, Pin: 630 411.



**IDHAYA COLLEGE FOR WOMEN**

(Accredited by NAAC with "A" Grade (CGPA:3.15) & ISO 9001:2015 Certified Institution)  
(Recognized by UGC with 2(f) & 12(B), Affiliated to Alagappa University, Karaikudi)

AROCKIA NAGAR, SARUGANI - 630 411, Sivagangai Dt. - 630 411.

Date: 18.07.2022.

Ref: ICW / Physics / 2022 / 36

To

Ms.M.Meenakshi Sundari M.Sc.,  
D/o Mr.M.Mariyappan,  
No.7, Kailasanathapuram, Devakottai,  
Sivagangai.  
Ph : 6381116841.

Dear Madam,

**Sub:** Appointment order in the Department of Physics– reg.

With reference to your application and the subsequent interview you had with us on 04.07.2022, we are pleased to appoint you, for the post of Lecturer in the Department of Physics in this institution.

Ms.M.Meenakshi Sundari, Daughter of Mr.M.Mariyappan is appointed temporarily on probation as 18.07.2022 w.e.f 17.07.2023 under the Corporate Management of the Religious Congregation and now posted at Idhaya College for women. The appointment is governed by the Terms & Conditions of Employment framed by the Management. She shall report for duty before the Principal & Secretary of Idhaya College for women on 19.08.2023 FN. She shall be on probation for a period of two years from the date of joining.

At any time during the probationary period, your service may be terminated, if unsatisfied. After your probation period, the management will confirm it. If you are not confirmed, your services stand automatically terminated. During this period of probation, you will be paid with a consolidated payment of Rs. 8,000/- per month.

**Terms and Conditions to be followed during your service**

1. You must be in the College Campus before 9.10 A.M.,
2. Special attention and care to be given on weak students of your subject.
3. Special and extra classes to be conducted, whenever the Head of the Institution or the Head of Department asks.





4. Students are to be motivated to participate in all the activities.
5. Need to work hard in up building the works of College and mould the students to attain their personality development.
6. Need to encourage and prepare your students to take active participation in paper presentation.
7. As it is a growing institution, you need to render your time to go for canvassing the students from various higher secondary schools.
8. Common works and responsibilities of the Institution should be shared with generosity.
9. When you are asked to take the students outside to attend seminars, camps or tour etc., avoid any kind of excuse.
10. You are to be member in anyone of the extra-curricular activities of club of the College.
11. You ought to update your knowledge skill of web, Multimedia and try to complete UGC Exams of NET or SLET.
12. Special allowances Rs.1000 given to those who have completed Ten years of experience in our college. Experience in other colleges will not be taken into consideration for special allowance.

Please fill up the joining report as a acceptance of the above terms and conditions of service. We wish that the period of your service with us will be both happy and Fruitful.

**You will not be permitted to leave the institution in the middle of the academic year. You will be relieved, on request, only at the end of the academic year, other than that you are required to give three – month notice (in the month of march) or three-month salary.**

**You are requested to submit the following original certificates / documents.**

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|--|--|
| <10 <sup>th</sup> Mark Sheet – Age Proof                     | < Transfer Certificate   |
| < 12 <sup>th</sup> Mark Sheet                                | < P.G Degree, Provisional &<br>Consolidated Pass Certificate   |
| < U.G Degree, Provisional &<br>Consolidated Pass Certificate | < M.Phil Degree, Provisional,<br>Consolidated Pass Certificate |

SEAL




*M. Abir*

*A. Suresh*  
PRINCIPAL

**Idhaya College For Women  
Arockia Nagar, Sarugani,  
Sivagangai Dist, Pin: 630 411**



**IDHAYA COLLEGE FOR WOMEN**  
(Affiliated to Akappa University)  
Accredited with 'B' Grade by NAAC  
Arockia Nagar, Sarugani, Sivagangai - 630 411  
Phone : 04561 - 276272, 9751430537  
Email id : idhayawomenscollege@gmail.com  
Website : idhayasarugani.in

Date: 02.01.2019

Ref: ICW / Physics/ 2018 / 33

To  
Ms. B. Sankavi M.Sc., M.Phil.,  
D/o VR. Balasubramaniyan,  
19/6, Keela oorani South,  
Karaikudi Dist – 630 001.

Dear Madam,

**Sub:** Appointment order in the Department of Physics– reg.

With reference to your application and the subsequent interview you had with us on 07.12.2018, we are pleased to appoint you, for the post of Lecturer in the Department of Physics in this institution.

Ms. B. Sankavi, Daughter of Mr. VR. Subramaniyan is appointed temporarily on probation as 02.01.19 w.e.f 22.12.18 under the Corporate Management of the Religious Congregation and now posted at Idhaya College for women. The appointment is governed by the Terms & Conditions of Employment framed by the Management. She shall report for duty before the Principal & Secretary of Idhaya College for women on 01.01.19 FN. She shall be on probation for a period of two years from the date of joining.

At any time during the probationary period, your service may be terminated, if unsatisfied. After your probation period, the management will confirm it. If you are not confirmed, your services stand automatically terminated. During this period of probation, you will be paid with a consolidated payment of Rs. 8,000/- per month.

**Terms and Conditions to be followed during your service**

1. You must be in the College Campus before 9.10 A.M.,
2. Special attention and care to be given on weak students of your subject.
3. Special and extra classes to be conducted, whenever the Head of the Institution or the Head of Department asks.



4. Students are to be motivated to participate in all the activities.
5. Need to work hard in up building the works of College and mould the students to attain their personality development.
6. Need to encourage and prepare your students to take active participation in paper presentation.
7. As it is a growing institution, you need to render your time to go for canvassing the students from various higher secondary schools.
8. Common works and responsibilities of the Institution should be shared with generosity.
9. When you are asked to take the students outside to attend seminars, camps or tour etc., avoid any kind of excuse.
10. You are to be member in anyone of the extra-curricular activities of club of the College.
11. You ought to update your knowledge skill of web, Multimedia and try to complete UGC Exams of NET or SLET.
12. Special allowances Rs.1000 given to those who have completed Ten years of experience in our college. This effect comes from 02.01.2029. Experience in other colleges will not be taken into consideration for special allowance.

Please fill up the joining report as a acceptance of the above terms and conditions of service. We wish that the period of your service with us will be both happy and Fruitful.

You will not be permitted to leave the institution in the middle of the academic year. You will be relieved, on request, only at the end of the academic year, other than that you are required to give three – month notice (in the month of march) or three-month salary.

You are requested to submit the following original certificates / documents.

<10<sup>th</sup> Mark Sheet – Age Proof  
<12<sup>th</sup> Mark Sheet  
<U.G Degree, Provisional &  
Consolidated Pass Certificate

<P.G Degree, Provisional &  
Consolidated Pass Certificate  
<M.Phil Provisional,  
Consolidated Pass Certificate

SEAL





  
PRINCIPAL

**Idhaya College For Women**  
Arockia Nagar, Sarugani,  
Sivagangai Dist, Pin: 630 411.





**IDHAYA COLLEGE FOR WOMEN**  
( Affiliated to Akagappa University )  
**Accredited with 'B' Grade by NAAC**  
Arockia Nagar, Sarugani, Sivagangai - 630 411  
Phone : 04561 - 276272, 9751430537  


Email id : idhayawomenscollege@gmail.com Website : idhayasarugani.in

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Ref: ICW / Physics / 2020 / 34 Date : 04.01.2021

To

Mrs.M.Ramya M.Sc.,B.Ed.,  
W/o K.Senthil,  
12/338, K.Thiruvalluvar Nagar,  
Paramakudi, Ramnad – 623707.

Dear Madam,

**Sub:** Appointment order in the Department of Physics– reg.

With reference to your application and the subsequent interview you had with us on 24.12.2020, we are pleased to appoint you, for the post of Lecturer in the Department of Physics in this institution.

Mrs.M.Ramya, Wife of Mr.K.Senthil is appointed temporarily on probation as 04.01.21 w.e.f 03.01.22 under the Corporate Management of the Religious Congregation and now posted at Idhaya College for women. The appointment is governed by the Terms & Conditions of Employment framed by the Management. She shall report for duty before the Principal & Secretary of Idhaya College for women on 05.01.22 FN. She shall be on probation for a period of two years from the date of joining.

At any time during the probationary period, your service may be terminated, if unsatisfied. After your probation period, the management will confirm it. If you are not confirmed, your services stand automatically terminated. During this period of probation, you will be paid with a consolidated payment of Rs. 8,000/- per month.

**Terms and Conditions to be followed during your service**

1. You must be in the College Campus before 9.10 A.M.,
2. Special attention and care to be given on weak students of your subject.
3. Special and extra classes to be conducted, whenever the Head of the Institution or the Head of Department asks.



4. Students are to be motivated to participate in all the activities.
5. Need to work hard in up building the works of College and mound the students to attain their personality development.
6. Need to encourage and prepare your students to take active participation in paper presentation.
7. As it is a growing institution, you need to render your time to go for canvassing the students from various higher secondary schools.
8. Common works and responsibilities of the Institution should be shared with generosity.
9. When you are asked to take the students outside to attend seminars, camps or tour etc., avoid any kind of excuse.
10. You are to be member in anyone of the extra-curricular activities of club of the College.
11. You ought to update your knowledge skill of web, Multimedia and try to complete UGC Exams of NET or SLET.
12. Special allowances Rs.1000 given to those who have completed Ten years of experience in our college. Experience in other colleges will not be taken into consideration for special allowance.

Please fill up the joining report as a acceptance of the above terms and conditions of service. We wish that the period of your service with us will be both happy and Fruitful.

**You will not be permitted to leave the institution in the middle of the academic year. You will be relieved, on request, only at the end of the academic year, other than that you are required to give three – month notice (in the month of march) or three-month salary.**

**You are requested to submit the following original certificates / documents.**

- |  |                               |
|--|-------------------------------|
| <10 <sup>th</sup> Mark Sheet – Age Proof | < Transfer Certificate        |
| < 12 <sup>th</sup> Mark Sheet            | < P.G Degree, Provisional &   |
| < U.G Degree, Provisional &              | Consolidated Pass Certificate |
| Consolidated Pass Certificate            | < M.Phil Degree, Provisional, |
|  | Consolidated Pass Certificate |

SEAL




M. Laxmya

  
PRINCIPAL

Idhaya College For Women  
Arockia Nagar, Sarugani,  
Sivagangai Dist. Pin: 630 411



## Fashion Technology and Costume Design

**IDHAYA COLLEGE FOR WOMEN**  
(Accredited by NAAC with "A" Grade (CGPA: 3.15) & ISO 9001:2015 Certified Institution)  
(Recognized by UGC with 2(I) & 12(B). Affiliated to Akapappa University, Karaikal)  
AROCKIA NAGAR, SARUGANI - 630 411, Sivagangai Dt. - 630 411.

Date: 04.01.2023

Ref: ICW / FT & CD / 2022 / 13

To  
Ms.M.Divyasri B.Sc (FT),  
D/o Mr.K.Murugan,  
924,V.O.C Street, Kalayarkoil,  
Sivagangai.  
Ph : 9150924137.

Dear Madam,

**Sub:** Appointment order in the Department of Fashion Technology & Costume Designing – reg.

With reference to your application and the subsequent interview you had with us on 06.12.2022, we are pleased to appoint you, for the post of Lecturer in the Department of FT & CD in this institution.

Ms.M.Divyasri Daughter of Mr.K.Murugan is appointed temporarily on probation as 04.01.2023 w.e.f 03.01.2024 under the Corporate Management of the Religious Congregation and now posted at Idhaya College for women. The appointment is governed by the Terms & Conditions of Employment framed by the Management. She shall report for duty before the Principal & Secretary of Idhaya College for women on 05.01.2024 FN. She shall be on probation for a period of two years from the date of joining.

At any time during the probationary period, your service may be terminated, if unsatisfied. After your probation period, the management will confirm it. If you are not confirmed, your services stand automatically terminated. During this period of probation, you will be paid with a consolidated payment of Rs. 7,500/- per month.

**Terms and Conditions to be followed during your service**

1. You must be in the College Campus before 9.10 A.M.,
2. Special attention and care to be given on weak students of your subject.







3. Special and extra classes to be conducted, whenever the Head of the Institution or the Head of Department asks.
4. Students are to be motivated to participate in all the activities.
5. Need to work hard in up building the works of College and mould the students to attain their personality development.
6. Need to encourage and prepare your students to take active participation in paper presentation.
7. As it is a growing institution, you need to render your time to go for canvassing the students from various higher secondary schools.
8. Common works and responsibilities of the Institution should be shared with generosity.
9. When you are asked to take the students outside to attend seminars, camps or tour etc., avoid any kind of excuse.
10. You are to be member in anyone of the extra-curricular activities of club of the College.
11. You ought to update your knowledge skill of web, Multimedia and try to complete UGC Exams of NET or SLET.
12. Special allowances Rs.1000 given to those who have completed Ten years of experience in our college. Experience in other colleges will not be taken into consideration for special allowance.

Please fill up the joining report as a acceptance of the above terms and conditions of service. We wish that the period of your service with us will be both happy and Fruitful.

**You will not be permitted to leave the institution in the middle of the academic year. You will be relieved, on request, only at the end of the academic year, other than that you are required to give three – month notice (in the month of march) or three-month salary.**

**You are requested to submit the following original certificates / documents.**

- |  |                               |
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| <10 <sup>th</sup> Mark Sheet – Age Proof | < Transfer Certificate        |
| < 12 <sup>th</sup> Mark Sheet            | < P.G Degree, Provisional &   |
| < U.G Degree, Provisional &              | Consolidated Pass Certificate |
| Consolidated Pass Certificate            | < M.Phil Degree, Provisional, |
|  | Consolidated Pass Certificate |

SEAL



H. Divyasri

PRINCIPAL

Idhaya College For Women  
Arockia Nagar, Sarugani,  
Sivagangai Dist, Pin: 630 411



**IDHAYA COLLEGE FOR WOMEN**

(Accredited by NAAC with "A" Grade (CGPA:3.15) & ISO 9001:2015 Certified Institution)  
(Recognized by UGC with 2(f) & 12(B), Affiliated to Alagappa University, Karaikudi)

AROCKIA NAGAR, SARUGANI - 630 411, Sivagangai Dt. - 630 411.

Date : 04.01.2023

Ref: ICW / FT & CD / 2022 / 14

To

Ms.R.Punitha B.Sc (FT).,  
D/o Mr.Radhakrishnan,  
2/34, Usilankulam, Kalayarkoil,  
Sivagangai.  
Ph : 8525808531.

Dear Madam,

**Sub:** Appointment order in the Department of Fashion Technology & Costume Designing – reg.

With reference to your application and the subsequent interview you had with us on 06.12.2022, we are pleased to appoint you, for the post of Lecturer in the Department of FT & CD in this institution.

**Ms.R.Punitha** Daughter of **Mr.Radhakrishnan** is appointed temporarily on probation as **04.01.2023** w.e.f **03.01.2024** under the Corporate Management of the Religious Congregation and now posted at **Idhaya College for women**. The appointment is governed by the Terms & Conditions of Employment framed by the Management. She shall report for duty before the Principal & Secretary of Idhaya College for women on **05.01.2024** FN. She shall be on probation for a period of two years from the date of joining.

At any time during the probationary period, your service may be terminated, if unsatisfied. After your probation period, the management will confirm it. If you are not confirmed, your services stand automatically terminated. During this period of probation, you will be paid with a consolidated payment of Rs. 7,500/- per month.

**Terms and Conditions to be followed during your service**

1. You must be in the College Campus before 9.10 A.M.,
2. Special attention and care to be given on weak students of your subject.





3. Special and extra classes to be conducted, whenever the Head of the Institution or the Head of Department asks.
4. Students are to be motivated to participate in all the activities.
5. Need to work hard in up building the works of College and mould the students to attain their personality development.
6. Need to encourage and prepare your students to take active participation in paper presentation.
7. As it is a growing institution, you need to render your time to go for canvassing the students from various higher secondary schools.
8. Common works and responsibilities of the Institution should be shared with generosity.
9. When you are asked to take the students outside to attend seminars, camps or tour etc., avoid any kind of excuse.
10. You are to be member in anyone of the extra-curricular activities of club of the College.
11. You ought to update your knowledge skill of web, Multimedia and try to complete UGC Exams of NET or SLET.
12. Special allowances Rs.1000 given to those who have completed Ten years of experience in our college. Experience in other colleges will not be taken into consideration for special allowance.

Please fill up the joining report as a acceptance of the above terms and conditions of service. We wish that the period of your service with us will be both happy and Fruitful.

**You will not be permitted to leave the institution in the middle of the academic year. You will be relieved, on request, only at the end of the academic year, other than that you are required to give three – month notice (in the month of march) or three-month salary.**

**You are requested to submit the following original certificates / documents.**

- |  |                               |
|--|-------------------------------|
| <10 <sup>th</sup> Mark Sheet – Age Proof | < Transfer Certificate        |
| < 12 <sup>th</sup> Mark Sheet            | < P.G Degree, Provisional &   |
| < U.G Degree, Provisional &              | Consolidated Pass Certificate |
| Consolidated Pass Certificate            | < M.Phil Degree, Provisional, |
|  | Consolidated Pass Certificate |

SEAL



R. P. .

R. . .  
PRINCIPALIdhaya College For Women  
Arockia Nagar, Sarugani,  
Sivagangai Dist. Pin: 630 411

**IDHAYA COLLEGE FOR WOMEN**

(Accredited by NAAC with "A" Grade (CGPA:3.15) & ISO 9001:2015 Certified Institution)  
(Recognized by UGC with 2(f) & 12(B), Affiliated to Alagappa University, Karaikudi)

AROCKIA NAGAR, SARUGANI - 630 411, Sivagangai Dt. - 630 411.

Date : 05.01.2023

Ref: ICW / Library / 2022 / 5

To

Mrs.A.Tamilarasi M.Lisc.,M.Phil.,  
W/o Mr.A.Suman,  
Therkku Seiyanthal,Maviduthekkottai Post,  
Devakottai, Sivagangai.  
Ph : 8489648983.

Dear Madam,

**Sub:** Appointment order in the Department of Library – reg.

With reference to your application and the subsequent interview you had with us on 05.12.2022, we are pleased to appoint you, for the post of Librarian in this institution.

Mrs.A.Tamilarasi, Wife of Mr.A.Suman is appointed temporarily on probation as 05.01.2023 w.e.f 04.01.2024 under the Corporate Management of the Religious Congregation and now posted at Idhaya College for women. The appointment is governed by the Terms & Conditions of Employment framed by the Management. She shall report for duty before the Principal & Secretary of Idhaya College for women on 06.01.2024 FN. She shall be on probation for a period of two years from the date of joining.

At any time during the probationary period, your service may be terminated, if unsatisfied. After your probation period, the management will confirm it. If you are not confirmed, your services stand automatically terminated. During this period of probation, you will be paid with a consolidated payment of Rs. 10,000/- per month.

**Terms and Conditions to be followed during your service**

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2. Special attention and care to be given on weak students of your subject.
3. Special and extra classes to be conducted, whenever the Head of the Institution or the Head of Department asks.









4. Students are to be motivated to participate in all the activities.
5. Need to work hard in up building the works of College and mould the students to attain their personality development.
6. Need to encourage and prepare your students to take active participation in paper presentation.
7. As it is a growing institution, you need to render your time to go for canvassing the students from various higher secondary schools.
8. Common works and responsibilities of the Institution should be shared with generosity.
9. When you are asked to take the students outside to attend seminars, camps or tour etc., avoid any kind of excuse.
10. You are to be member in anyone of the extra-curricular activities of club of the College.
11. You ought to update your knowledge skill of web, Multimedia and try to complete UGC Exams of NET or SLET.
12. Special allowances Rs.1000 given to those who have completed Ten years of experience in our college. Experience in other colleges will not be taken into consideration for special allowance.

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| < U.G Degree, Provisional &<br>Consolidated Pass Certificate | < M.Phil Degree, Provisional,<br>Consolidated Pass Certificate |

SEAL



A. J.

  
PRINCIPAL

**Idhaya College For Women**  
Arockia Nagar, Sarugani,  
Sivagangai Dist. Pin: 630 411

**IDHAYA COLLEGE FOR WOMEN**

(Accredited by NAAC with "A" Grade (CGPA:3.15) & ISO 9001:2015 Certified Institution)  
(Recognized by UGC with 2(f) & 12(B), Affiliated to Akgappa University, Karaikudi)

AROCKIA NAGAR, SARUGANI - 630 411, Sivagangai Dt. - 630 411.

Date 15/04/2024

**SANCTION ORDER FOR APPOINTMENT OF TEACHING FACULTY**

The management sanctions the following number of posts for the academic year 2022 - 2023

S.NO	DEPARTMENTS	NO.OF POST SANCTIONED
1.	TAMIL	05
2.	ENGLISH	07
3.	COMMERCE WITH COMPUTER APPLICATION	05
4.	BUSINESS ADMINISTRATION	02
5.	COMMERCE	04
6.	BIOCHEMISTRY	05
7.	CHEMISTRY	03
8.	COMPUTER SCIENCE	07
9.	COMPUTER APPLICATION	04
10.	MATHEMATICS	06
11.	PHYSICS	04
12.	FASHION TECHNOLOGY AND COSTUME DESIGNING	02
	<b>TOTAL</b>	<b>54</b>

The principal is conducted interview for the Eligible candidates and appoint the faculty before the beginning of the academic year.

The Principal  
Idhaya College for Women  
Arockia Nagar - Sarugani  
Sivagangai Dt - 630 411



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AROCKIA NAGAR, SARUGANI - 630 411, Sivagangai Dt. - 630 411.

Date: 15/04/2024

**STAFF NAME LIST - 2022 - 2023****DEPARTMENT OF TAMIL**

S.NO	NAME OF THE FULL TIME TEACHER	DESIGNATION	YEAR OF APPOINTMENT	TOTAL YEAR OF EXPERIENCE
1.	Dr.R.RAMESWARI	Head & Asst. Professor	2010	13
2.	S.JOSEPHINE ARUL JOTHI	Assistant Professor	2011	12
3.	Mrs M.SONIYA	Assistant Professor	2013	10
4.	Dr.K.LAKSHMI	Assistant Professor	2021	02
5.	Dr.AL.AMUTHA	Assistant Professor	2021	02

**DEPARTMENT OF ENGLISH**

S.NO	NAME OF THE FULL TIME TEACHER	DESIGNATION	YEAR OF APPOINTMENT	TOTAL YEAR OF EXPERIENCE
1.	Mrs.SP.VISALAKSHI	Head & Asst. Professor	2008	15
2.	Ms.C.PRIYA	Assistant Professor	2018	05
3.	Ms.B.MANJULA	Assistant Professor	2020	03
4.	Dr.M.INDUMATHI	Assistant Professor	2021	02
5.	Mrs.G.ABIRAMI	Assistant Professor	2022	01
6.	Ms.A.JOSEPHINE PRAKASI	Assistant Professor	2022	01
7.	Ms.T.ANITHA	Assistant Professor	2022	01

**DEPARTMENT OF COMMERCE WITH COMPUTER APPLICATION**

S.NO	NAME OF THE FULL TIME TEACHER	DESIGNATION	YEAR OF APPOINTMENT	TOTAL YEAR OF EXPERIENCE
1.	Dr.R.VIJAYALAKSHMI	Head & Asst. Professor	1998	24
2.	Dr.R.KANMALAR	Assistant Professor	2005	18
3.	Dr.S.VIMALA	Assistant Professor	2006	18
4.	MRS.M.JANAKI	Assistant Professor	2019	04
5.	Mrs .K.SARANYA	Assistant Professor	2022	01





**DEPARTMENT OF COMPUTER SCIENCE**

S.NO	NAME OF THE FULL TIME TEACHER	DESIGNATION	YEAR OF APPOINTMENT	TOTAL YEAR OF EXPERIENCE
1.	Mrs.K.SEETHALAKSHMI	Head & Asst.Professor	2016	07
2.	Mrs.K.RAJESWARI	Assistant Professor	2015	08
3.	Mrs.S.NASRIN	Assistant Professor	2018	5 Years 6 Months
4.	Mrs.S.VIMALA	Assistant Professor	2018	05
5.	Mrs.N.GAYATHRI	Assistant Professor	2018	05
6.	Mrs.K.THENMOZHI	Assistant Professor	2021	02
7.	Mrs.M.N.KARTHIKA RAJADEVI	Assistant Professor	2022	01

**DEPARTMENT OF COMPUTER APPLICATION**

S.NO	NAME OF THE FULL TIME TEACHER	DESIGNATION	YEAR OF APPOINTMENT	TOTAL YEAR OF EXPERIENCE
1.	Mrs.S.PUNITHAMARY	Head & Assistant Professor	2004	19
2.	Mrs.S.SARANYA	Assistant Professor	2017	06
3.	Mrs. Y. KRISHNAVENI	Assistant Professor	2020	03
4.	Mrs. M. GAYATRI	Assistant Professor	2020	03

**DEPARTMENT OF MATHEMATICS**

S.NO	NAME OF THE FULL TIME TEACHER	DESIGNATION	YEAR OF APPOINTMENT	TOTAL YEAR OF EXPERIENCE
1.	Mrs.P.AROCKIA VIMALA	Head & Asst.Professor	2014	09
2.	Mrs.M.JAMIMA BANU	Assistant Professor	2014	7 Years 6 Months
3.	Mrs.B.DEEBA	Assistant Professor	2015	7 Years 6 Months
4.	MrsN.SATHYA BAMA	Assistant Professor	2015	08
5.	Dr. AR. PANDI PRIYA	Assistant Professor	2020	03
6.	Dr.K.SURIYA PRABA	Assistant Professor	2021	02



**DEPARTMENT OF BUSINESS ADMINISTRATION**

S.NO	NAME OF THE FULL TIME TEACHER	DESIGNATION	YEAR OF APPOINTMENT	TOTAL YEAR OF EXPERIENCE
1.	Mrs.SP. SIGAPPI	Head & Asst. Professor	1997	25
2.	MS.S.SASIREKA	Assistant Professor	2020	03

**DEPARTMENT OF COMMERCE**

S.NO	NAME OF THE FULL TIME TEACHER	DESIGNATION	YEAR OF APPOINTMENT	TOTAL YEAR OF EXPERIENCE
1.	Dr.S.SELVARANI	Head & Asst. Professor	2002	21
2.	Mrs.S.MERCY	Assistant Professor	2006	17
3.	Mrs.R.JAYANTHI	Assistant Professor	2007	14
4.	Dr.S.SOBITHA	Assistant Professor	2007	17

**DEPARTMENT OF BIOCHEMISTRY**

S.NO	NAME OF THE FULL TIME TEACHER	DESIGNATION	YEAR OF APPOINTMENT	TOTAL YEAR OF EXPERIENCE
1.	Dr.S.USSHARANI	Head & Asst. Professor	2016	07
2.	Mrs.S.MUMTHAJ BEGAM	Assistant Professor	2017	06
3.	Mrs. S. JOTHI	Assistant Professor	2020	03
4.	Mrs.M.ANIS FATIMA	Assistant Professor	2022	01
5.	Mrs.V.BANUPRIYA	Assistant Professor	2022	01

**DEPARTMENT OF CHEMISTRY**

S.NO	NAME OF THE FULL TIME TEACHER	DESIGNATION	YEAR OF APPOINTMENT	TOTAL YEAR OF EXPERIENCE
1.	Dr. K. BAMA	Head & Asst. Professor	2020	03
2.	Mrs. M. KALASELVI	Assistant Professor	2019	04
3.	Mrs.S.CHRISTINA JOYCEE	Assistant Professor	2022	01

**DEPARTMENT OF PHYSICS**

S.NO	NAME OF THE FULL TIME TEACHER	DESIGNATION	YEAR OF APPOINTMENT	TOTAL YEAR OF EXPERIENCE
1.	Dr.S.J.HELEN	Head & Asst.Professor	2018	05
2.	Ms.B.SANKAVI	Assistant Professor	2019	04
3.	Mrs. M. RAMYA	Assistant Professor	2020	02
4.	Ms.M.MEENAKSHI SUNDARI	Assistant Professor	2022	01

**DEPARTMENT OF FASHION TECHNOLOGY AND COSTUME DESIGNING**

S.NO	NAME OF THE FULL TIME TEACHER	DESIGNATION	YEAR OF APPOINTMENT	TOTAL YEAR OF EXPERIENCE
1.	Ms.M.DIVYASRI	Head & Asst.Professor	2022	01
2.	Ms.R.PUNITHA	Assistant Professor	2022	01

The Principal  
Idhaya College for Women  
Arockia Nagar - Sarugani  
Sivagangai Dt - 630 411



**STUDENTS ENROLMENT LIST**

Programme name	Programme Code	Number of seats sanctioned	Number of Students admitted
B.A TAMIL	101	40	20
B.A ENGLISH	103	60	10
M.A ENGLISH	301	20	0
BBA	153	50	7
B.COM CA	152	30	47
M.COM CA	355	20	8
B.COM	151	50	29
B.SC BIO CHEMISTRY	131	32	17
M.SC BIO CHEMISTRY	316	16	7
B.SC CHEMISTRY	123	40	9
B.SC COMPUTER SCIENCE	128	32	36
M.SC COMPUTER SCIENCE	315	16	9
BCA	127	40	40
B.SC MATHEMATICS	121	32	6
M.SC MATHEMATICS	311	20	4
B.SC PHYSICS	122	40	4
M.SC PHYSICS	312	25	1
B.SC FT&CD	144	30	9
Ph.D			
	<b>TOTAL</b>	<b>593</b>	<b>263</b>