



SENGUNTHAR ARTS AND SCIENCE COLLEGE
(Affiliated to Periyar University, Salem and Approved by AICTE, New Delhi)
An ISO 9001:2015 Certified Institution
Recognized under section 2(f) and 12(B) of the UGC Act 1956
Accredited by NAAC, Tiruchengode - 637 205.



6.3.1 Welfare measures for teaching and non-teaching staff members.

S.NO	WELFARE MEASURES	PAGE NO
1	Leave facilities i. CL (Casual Leave) ii. EL (Earned Leave) iii. OD (On Duty) iv. ML (Medical Leave)	1
2	Bonus for Non-teaching staff members	5
3	Festival advance for teaching staff members	7
4	Group Insurance	9
5	Provident Fund	13

ATTESTED

PRINCIPAL
SENGUNTHAR ARTS AND SCIENCE COLLEGE
TIRUCHENGODE - 637 205



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1. Leave Facilities

(i) . CL (Casual Leave) :



SENGUNTHAR ARTS AND SCIENCE COLLEGE (CO-EDUCATION) TIRUCHENGODE.

APPLICATION FOR LEAVE (TEACHING STAFF)

Name : **RATAPANNICKAM . T**
Designation : **ASSISTANT PROFESSOR**
Department : **COMMERCE (CA)**

Date **24 . 05 . 2023**

Please grant me leave as follows:

Casual / Vacation ☒

Category : Leave

Earned / Medical / on Duty

No. of days **01**

From To

Period :
On **22 . 05 . 2023**

Purpose : **I want to hospital**

Alternative arrangements to be indicated on the other side.

* Previous Leave availed (days) 02		* Leave eligible for (days) 10	
Casual ☒	Vacation ☐	Privilege ☐	Medical ☐
* Fill in the category as applied for			
Forwarded T. Ratapannickam 24/5/2023 HOD / Principal		Sanctioned 24.5.2023 24/5/23 Principal / Secretary	

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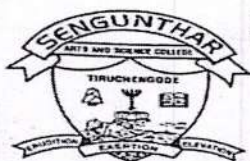
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(ii) . EL (Earned Leave) :



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(CO-EDUCATION)
TIRUCHENGODE.

APPLICATION FOR LEAVE (TEACHING STAFF)

Name : *P. Gayathri* Date : *23.05.23*
Designation : *Asst. professor*
Department : *PG-Comp. Science*

Please grant me leave as follows:

Casual / Vacation

Category : ☒ Leave

☒ Earned / Medical / on Duty

No. of days *2 days*
From *24.05.23* To *25.5.23*

Period : _____
On _____

Purpose :

going to attend my Brother wedding.

Alternative arrangements to be indicated on the other side.

[Signature]
Signature

* Previous Leave availed (days) <i>54</i>		* Leave eligible for (days) <i>17 1/2</i>	
Casual	Vacation	Privilege	Medical
* Fill in the category as applied for			
Forwarded <i>[Signature]</i> HOD / Principal		Sanctioned <i>[Signature]</i> Principal / Secretary	

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[Signature]
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(iii). OD (On Duty) :



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(CO-EDUCATION)
TIRUCHENGODE.

APPLICATION FOR LEAVE (TEACHING STAFF)

Name : **MOHANAPRIYA . S** Date : **26/5/2023**
Designation : **ASSISTANT PROFESSOR**
Department : **COMMERCE (CA)**

Please grant me leave as follows:

Casual / Vacation

Category : Leave

Earned / Medical / on Duty

No. of days **TWO DAYS**

From **24.5.2023** To **25.5.2023**

Period :

On -

Purpose : **EXTERNAL EXAM DUTY**

Alternative arrangements to be indicated on the other side.

[Signature]
Signature

* Previous Leave availed (days)		* Leave eligible for (days)	
—		—	
Casual	Vacation	Privilege	Medical
—	—	—	—
* Fill in the category as applied for			
Forwarded		Sanctioned	
<i>[Signature]</i> HOD / Principal		<i>[Signature]</i> Principal / Secretary	

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[Signature]
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(iv) . ML (Medical Leave) :

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(CO-EDUCATION)
TIRUCHENGODE.

APPLICATION FOR LEAVE (TEACHING STAFF)

Name : R. Rupa Date : 08.11.2023
Designation : Asst. Professor
Department : B.B.A.

Please grant me leave as follows: M.L.
Casual / Vacation
Category : Leave
.....
.....
.....
No. of days 60 days
From 20.01.2023 To 21.03.2023
Period :
On.....

Purpose : I have been diagnosed with Microcytic Anemia and Hospitalised, due to acid reflux problem
Alternative arrangements to be indicated on the other side.

[Signature]
Signature

* Previous Leave availed (days)		* Leave eligible for (days)	
Casual	Vacation	Privilege	Medical
—	—	—	✓

* Fill in the category as applied for

Forwarded	Sanctioned
<u>[Signature]</u> HOD / Principal	<u>[Signature]</u> Principal / Secretary

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2. Bonus for Non-teaching staff members

1. 6 months bonus 47. DEEPAWALI BONUS - 2022 18.10.2022 15

2. 6 months bonus 67. SENGUNTHAR ARTS AND SCIENCE COLLEGE

3. 1 to 11, 12 months bonus 8337. BONUS 2022 20.10.2022

SNO.	NAME	DESIGNATION	AMOUNT (RS)	SIGNATURE
1.	MR. R. RAJAVELU	Peon	10000/-	R. Rajavelu
2.	MR. K. KARTHI	BUS IN-CHARGE	10000/-	K. Karthi
3.	MR. G. ANANDHAN	DRIVER	10000/-	G. Anandhan
4.	MR. C. ANBAZHAGAN	DRIVER	10000/-	C. Anbazhagan
5.	MR. N. SARAVANAN	DRIVER	10000/-	N. Saravanan
6.	MR. R. PERIYASAMY	DRIVER	10,000/-	R. Periyasamy
7.	MR. M. PERIYASAMY	"	10,000/-	M. Periyasamy
8.	MR. N. MUTHUSAMY	"	10,000/-	N. Muthusamy
9.	MR. A. RATMOHAN	"	9,310/-	A. Ratmohan
10.	MR. S. NATARAJAN	"	9,310/-	S. Natarajan
11.	MR. M. MUTHUKUMAR	"	9,045/-	M. Muthukumar
12.	MR. M. BALASUBRAMANIAM	"	9,045/-	M. Balasubramaniam
13.	MR. M. BALASUBRAMANIAM - 2	"	9,030/-	M. Balasubramaniam - 2
14.	MR. M. THANGIAVELU	"	8,788/-	M. Thangiaavelu
15.	MR. V. GOKULCHANDRAN	"	8,788/-	V. Gokulchandran
16.	MR. V. SELVARASU	"	8,788/-	V. Selvarasu
17.	MR. M. DHANAPAI	"	8,788/-	M. Dhanapai
18.	MR. R. KUMAR	CONDUCTOR	5693/-	R. Kumar
19.	MR. K. PARAMASIVAM	DRIVER	4,290/-	K. Paramasivam
20.	MR. M. GOWRISHANKAR	"	4,125/-	M. Gowrishankar
21.	MR. S. RASU	"	2,102/-	S. Rasu

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16

Sl. NO	NAME	DESIGNATION	AMOUNT (RS)	SIGNATURE
22	MR. K. VIJAYA KUMAR	DRIVER	1196/-	H. V. K.
23	MRS. G. SARASWATHI	SWEeper	7541/-	B. D. D.
24	MRS. R. KAVITHA	"	7091/-	B. D. D.
25	MRS. S. CHINTHAMANI	"	5,919/-	S. Chintamani
26	Mrs. S. SELVI	"	3,639/-	S. Selvi
27	MRS. S. MANI	"	5,625/-	S. Mani
28	MRS. M. CHANDRA	"	5,448/-	M. Chandra
29	MRS. M. MALIKA	"	6,020/-	M. Malika
30	Mrs. KUDPAYEE	"	5,301/-	K. Kudpayee
31	Mrs. G. MATHAMMAL	"	4,589/-	G. Mathammal
32	MR. KANDASAMY	GARDENER	5,701/-	K. Kandasamy
33	MR. PERUMAL	"	4,241/-	P. Perumal
34	MR. KANDASAMY - 2	"	3,955/-	K. Kandasamy
35	MR. MANI	"	3,186/-	M. Mani
36	MR. RAMASAMY	"	4,232/-	R. Ramasamy
37	MR. RAMASAMY - 2	"	960/-	R. Ramasamy
38	MR. P. RAMALINGAM	SECURITY	6,752/-	P. Ramalingam
39	MR. S. SARAVANAN	"	6,695/-	S. Saravanan
40	MR. S. TAMILARASU	"	6,914/-	S. Tamilarasu
41	MR. P. K. MANI	"	9,313/-	P. K. Mani
42	MR. C. RAMA MOORTHY	"	3,006/-	C. Ramamurthy

Prepared by

Checked by

Principal

Correspondent

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[Signature]
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3. Festival advance for teaching staff members

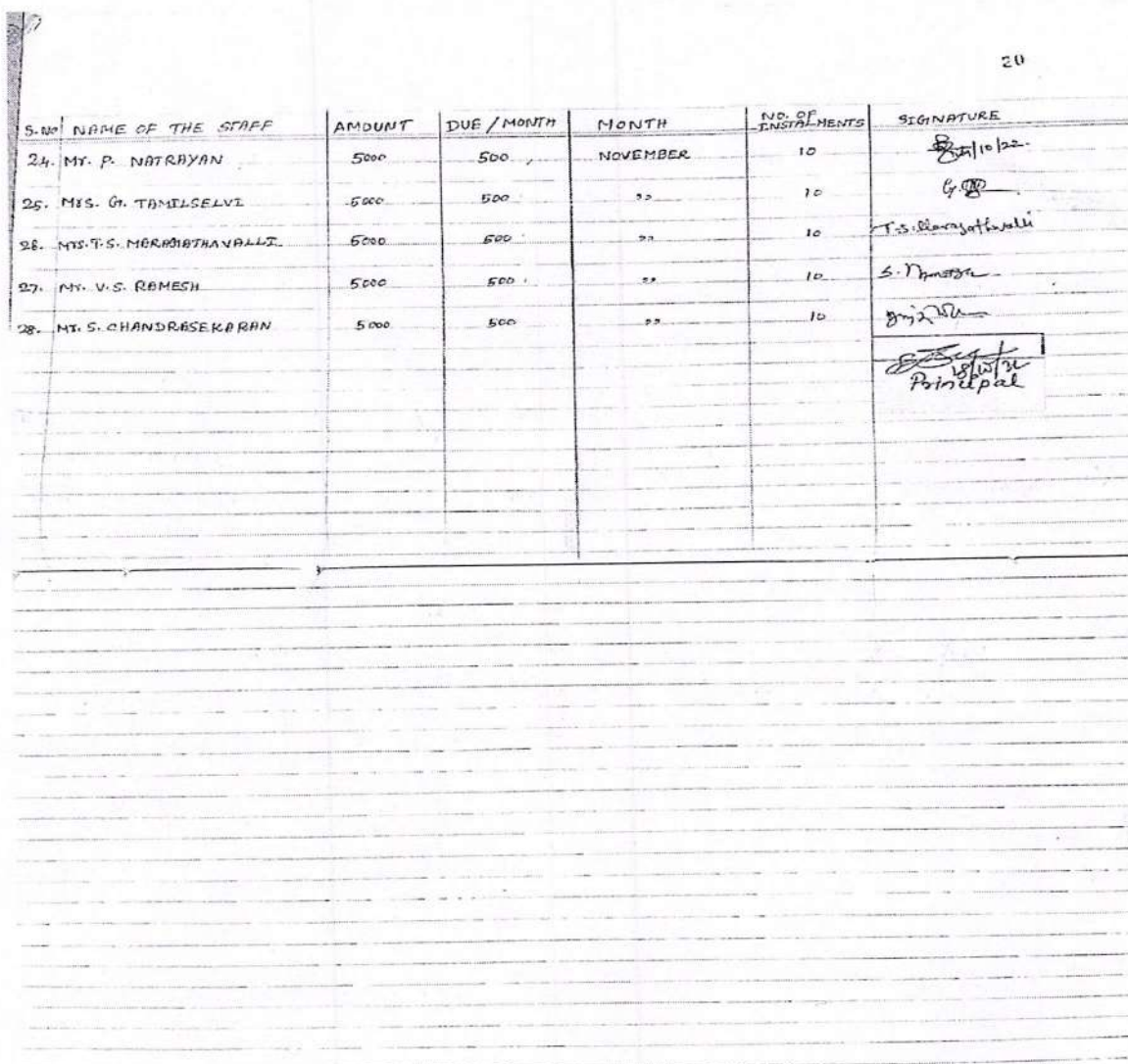
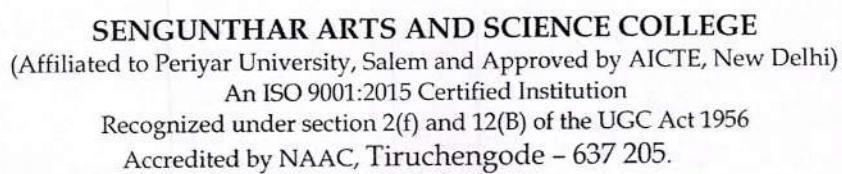
14.10.2022

19

FESTIVAL ADVANCE FOR THE ACADEMIC YEAR - 2022-2023						
S.No	NAME OF THE STAFF	AMOUNT	DUE MONTH	MONTH	NO. OF INSTALLMENTS	SIGNATURE
01.	DT. S. RAVIKUMAR	7000	7000	NOVEMBER	10	[Signature]
02.	MYS. U. KANNEESWARAR	7000	7000	"	10	[Signature]
03.	MT. K. SANKAR	7000	7000	"	10	[Signature]
04.	MT. S. DEEPAN	7000	7000	"	10	[Signature]
05.	MT. S. RAMASAMY	7000	7000	"	10	[Signature]
06.	MT. P. DINESH	7000	7000	"	10	[Signature]
07.	DT. N. SANTHI	7000	7000	"	10	[Signature]
08.	MYS. R. RUPA	7000	7000	"	10	[Signature]
09.	MT. S. SUNDARAVADIVELU	7000	7000	"	10	[Signature]
10.	MT. A. KUMARASAN	7000	7000	"	10	[Signature]
11.	MT. P. RAMESHKUMAR	7000	7000	"	10	[Signature]
12.	MT. P. BALAMURUGIAN	7000	7000	"	10	[Signature]
13.	MT. M. CHINNUSAMY	7000	7000	"	10	[Signature]
14.	MYS. A. SUGANTHI	7000	7000	"	10	[Signature]
15.	MYS. R. BHARATHI	7000	7000	"	10	[Signature]
16.	MYS. T. GAYATHRI	7000	7000	"	10	[Signature]
17.	MYS. P. GAYATHRI DEVI	7000	7000	"	10	[Signature]
18.	MT. P. SENITHI KUMARAN	7000	7000	"	10	[Signature]
19.	MYS. J. MALIKA	7000	7000	"	10	[Signature]
20.	MT. R. SHANMUGARAJA	7000	7000	"	10	[Signature]
21.	MYS. T. JAYACHITRA	5000	5000	NOVEMBER	10	[Signature]
22.	MT. K. P. GOPAL	5000	5000	"	10	[Signature]
23.	MT. K. RASIKUMAR	5000	5000	"	10	[Signature]

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[Signature]
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4. Group Insurance

15 40

Sengunthar Arts and Science College Mail - RE: Insured Person: M Nandhini / Corporate Name: Sengunthar Arts and Science College

 Gmail

Sengunthar Arts & Science College

Insured Person: M Nandhini / Corporate Name: Sengunthar Arts and Science College / Policy No: AG00056492000105 / Claim No: AG00027817

message

Vinodh Rajan <Vinodh.Rajan@royalsundaram.in>
 info@seaguard.co.in" <info@seaguard.co.in>

"info@senguarts.co.in" <info@senguarts.co.in>

Muthubharathi Ramachandran <Dr.Muthubharathi@royalsundaram.in>, Bharathi Thanabal

Dr. Mohanaraj, Thanabal@royalsundaram.in>, "Insurecare365@gmail.com" <insurecare365@gmail.com>, Yuvaraj Mohan
(yuvaraj.Mohan@royalsundaram.in)

27 February 2023 at 14:55

Classification: Public

Dear Sir / Madam,

Greeting from Royal Sundaram,

We wish to inform you that the subject claim settled for Rs.52260/- find the UTR details CITIN23324445412 dated on 24.02.2023

Hereby enclosed settlement details. Kindly check and confirm for further clarification

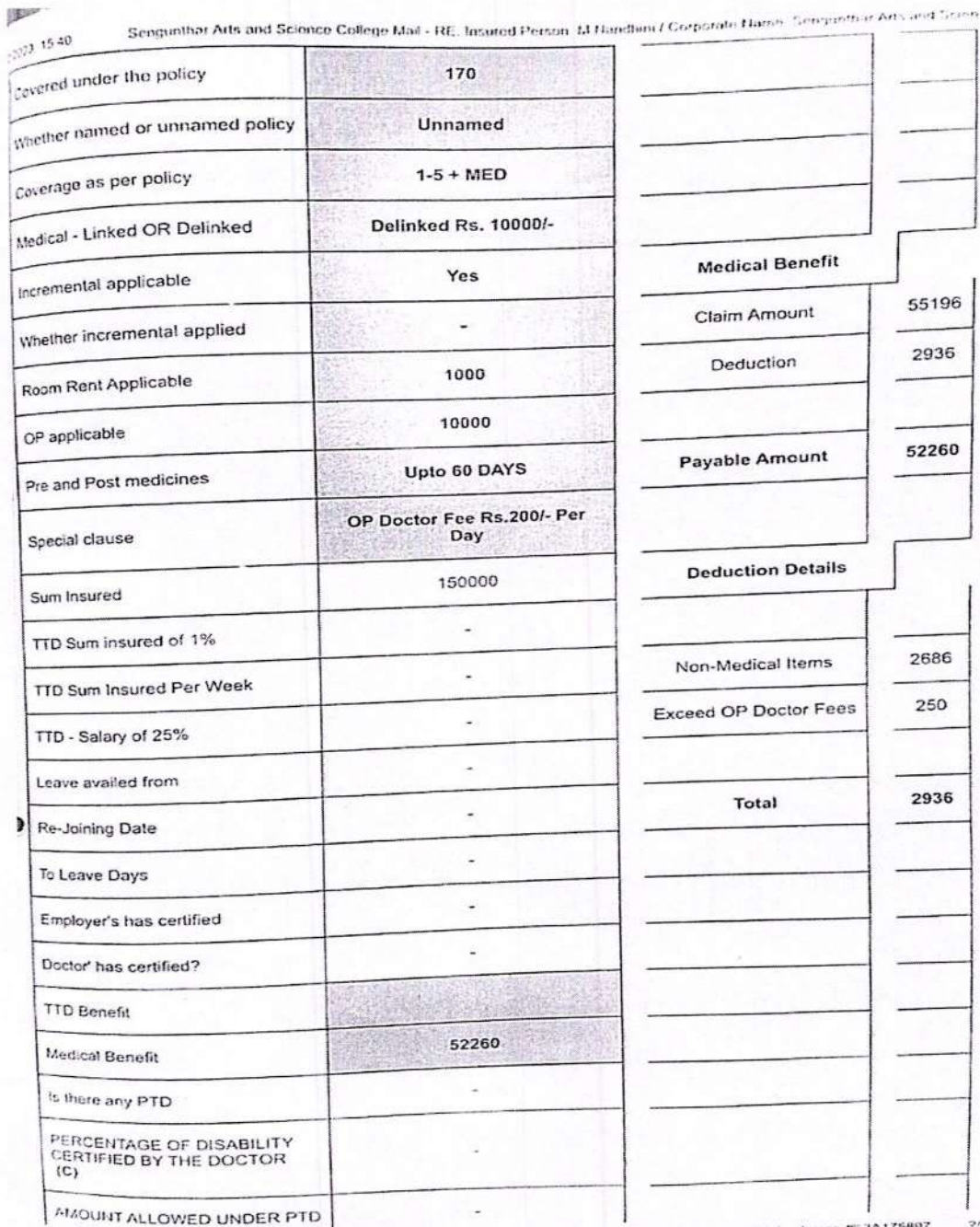
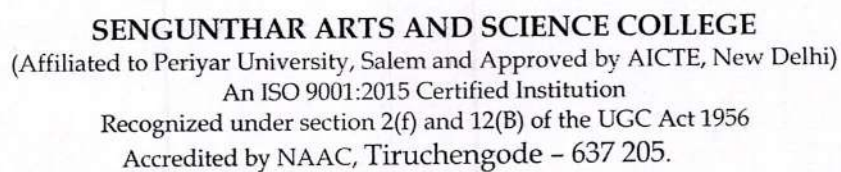
Royal Sundaram General Insurance Co. Limited	
Southern Regional Office	
Claim No	AG00027817
Insured	Sengunthar Arts and Science College
Policy No	AG00056492000105
Policy Period	27-01-2022 to 26-01-2023
Insured Person	M Nandhini
Designation/age	
Employee No	
Date of Accident	08-11-2022
Nature of illness	RTA / Clavicle Fracture
No of persons on rolls	161

MNC - VQ/melhin
22/03/23

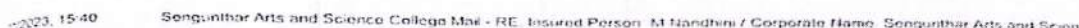
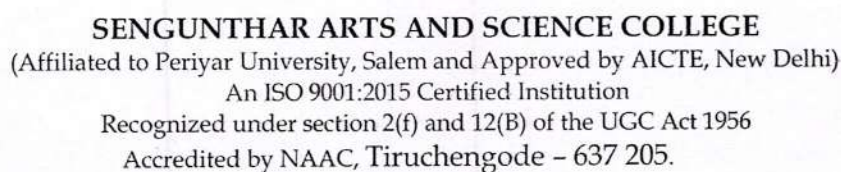
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SENGUNTHAR ARTS AND SCIENCE COLLEGE
TIRUCHENGODE - 637 205.**



Thanks & Regards,
N Vinodhraj

From: VRajan@royalsundaram.in <VRajan@royalsundaram.in>
Sent: Monday, January 23, 2023 7:45 PM
To: 'info@senguarts.co.in' <info@senguarts.co.in>
Cc: 'Dr.muthubharathi@royalsundaram.in' <Dr.muthubharathi@royalsundaram.in>; 'Bharathi Thanabal' <Bharathi.Thanabal@royalsundaram.in>; 'insurecare365@gmail.com' <insurecare365@gmail.com>; 'yuvaraj.mohan@royalsundaram.in' <yuvaraj.mohan@royalsundaram.in>
Subject: Insured Person: M Nandhini / Corporate Name: Sengunthar Arts and Science College / Policy No: AG00055492000105 / Claim No: AG00027817

Dear Sir / Madam,

Without Prejudice

Greetings from Royal Sundaram.

We have scrutinized the documents and from the information gathered during the course, we observe that following documents/ information necessary for further processing.

0. Total no of staffs on rolls on date of accident – MANDATORY
1. Need break up details of Medicine charges for Rs.48730/-
2. Need copy of Implant invoice for Rs.9860/-

On receipt of the above said documents, we shall proceed further.

Thanks & Regards

N Vinodhraj

Senior Executive - SRO – A & H Claims

Royal Sundaram General Insurance Co Ltd

Vishranthi Melaram Tower.

No: 2/319, Rajiv Gandhi Salai (OMR)

Karapakkam, Chennai – 600097

Board No: 7117 7117 - Extn : 6013.

Filmmail account

XXXXXXXXXXXXXmelamco-0936174807 3/4

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023, 15:40

Sengunthar Arts and Science College Mail - RE: Insured Person: M Nandhini / Corporate Name: Sengunthar Arts and Science College

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Royal Sundaram General Insurance Co. Limited.

=====

This message has been scanned as per Royal Sundaram Email Security Policy.

to: mail@nanda.com/mail/00/02/ke5201a755d1&view=at&search=at&normal=at&thread.P%3A1758075722780002002&send=at.P%3A175807 4/4

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5. Provident Fund



कर्मचारी भविष्य निधि संगठन
Employees' Provident Fund Organization
भविष्य निधि भवन, ए०, भिकोजी कामा प्लेस, नई दिल्ली - 110056
Bhau-shya Nidhi Bhawan, 14, Bhikaji Cama Place, New Delhi - 110056

Generated On 12/01/2023 16:01:

Payment Confirmation Receipt

TRRN No :	4132301006466
Challan Status :	Payment Confirmed
Challan Generated On :	12-JAN-2023 12:43:58
Establishment ID :	CBSLM0034677000
Establishment Name :	SENGUNTHAR ARTS AND SCIENCE COLLEGE
Challan Type :	Monthly Contribution Challan
Total Members :	127
Wage Month :	DEC-2022
Total Amount (Rs) :	2,64,466
Account-1 Amount (Rs) :	1,69,959
Account-2 Amount (Rs) :	5,289
Account-10 Amount (Rs) :	83,929
Account-21 Amount (Rs) :	5,289
Account-22 Amount (Rs) :	0
Payment Confirmation Bank :	State Bank of India
CRN :	002120123617022
Payment Date :	12-JAN-2023
Payment Confirmation Date :	12-JAN-2023
Total PMRPY Benefit :	0



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