

**Proceeding of the Directorate of College Education (FAC)**

**Chennai – 600 006.**

**Present. Thiru. K.Vivekanandan, I.A.S**

**D.D.No 23781/G1/2020**

**Dt. 07.11.2020**

**Sub:** Collegiate Education – Aided College- Dwaraka Doss Goverdhan Doss Vaishnav College, Chennai – 600 106. Dr. S. Santhosh Baboo, Principal – Appointment proposal – Approved – Reg.

**Ref:** 1. GO (Ms) No. 111, Higher Education (H1) Department dated 24.03.1999.  
2. GO (Ms) No. 345, Higher Education (H1) Department dated 03.10.2005.  
3. RJDCCE Chennai Region Letter RC No 3317/D2/2020/dated 14.10.2020.

Dr. R. Ganesan, Principal Dwaraka Doss Goverdhan Doss Vaishnav College, Chennai – 600 106. was retired on 04.09.2020 and consequent vacancy, Dr. S. Santhosh Baboo, Associate Professor Department of MCA was appointed as Principal, proposal was sent by the Secretary through Regional Joint Directorate of College Education, Chennai, was received.

Under ref. no.2. Dr. S. Santhosh Baboo, Associate Professor, Qualified for the post of Principal and his Qualification approval was given by University of Madras.


Dr. Dr. S. Santhosh Baboo, was fulfilled his qualification for the post of Principal, approval was given from the joining date i.e 09.09.2020. as Principal.

Directorate of College Education

To.

**The Secretary**

Dwaraka Doss Goverdhan Doss Vaishnav College,  
Chennai – 600 106.

  
**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106**

82

கல்லூரிக் கல்வி இயக்குநர்(மு.க.பொ.)அவர்களின் செயல்முறைகள், சென்னை-06.  
பிறப்பிப்பவர்: திரு.க.விவேகானந்தன், இ.ஆ.ப.,

மூ.மு.எண்.23781/ஜி1/2020, நாள்:07.11.2020.

பொருள்: கல்லூரிக் கல்வித்துறை - அரசு உதவிப் பெறும் கல்லூரி - சென்னை-106, து.கோ.வைணவக் கல்லூரி - முனைவர்.எஸ்.சந்தோஷ் பாபு என்பாரை கல்லூரி முதல்வராக நியமனம் செய்தமைக்கு ஒப்புதல் வழங்குதல் - தொடர்பாக.

பார்வை:

1. அரசாணை (நிலை) எண்:111 உயர்கல்வித் (எச்1) துறை, நாள்:24.03.1999.
2. அரசாணை (நிலை) எண்:345 உயர்கல்வித் (எச்1) துறை, நாள்:03.10.2005.
3. சென்னை மண்டல கல்லூரிக் கல்வி இணை இயக்குநரின் கடித ந.க.எண்.3317/ஈ2/2020, நாள்:14.10.2020.

சென்னை-106, து.கோ.வைணவக் கல்லூரியில், முதல்வராகப் பணிபுரிந்து வந்த முனைவர்.ரா.கணேசன் என்பார் 04.09.2020 அன்று ஓய்வு பெற்றதால், ஏற்பட்ட காலியப் பணியிடத்தில் கணினி அறிவியல் துறையின் இணைப்பேராசிரியர் முனைவர்.எஸ்.சந்தோஷ் பாபு என்பார் 09.09.2020 முதல் முதல்வராக கல்லூரி நிர்வாகத்தால் நியமனம் செய்யப்பட்டு, நியமன ஒப்புதல் கோரும் கல்லூரிச் செயலரின் கருத்துரு, பார்வை (3)-ல் காணும் சென்னை மண்டலக் கல்லூரிக் கல்வி இணை இயக்குநரின் கடிதத்துடன் பெறப்பட்டது.

பார்வை (2)-ல் காணும் அரசாணைப்படி, முனைவர்.எஸ்.சந்தோஷ் பாபு, இணைப்பேராசிரியர், முதல்வர் பதவி வகிப்பதற்குரிய கல்வித் தகுதியினைப் பெற்றுள்ளார். சென்னை பல்கலைக்கழகம் இவருடைய முதல்வர் பதவிக்கான கல்வித் தகுதிக்கு ஒப்புதல் வழங்கியுள்ளது.

முனைவர்.எஸ்.சந்தோஷ் பாபு என்பார், முதல்வர் பதவி உயர்வு பெறுவதற்கான கல்வி மற்றும் பிற தகுதிகளை நிறைவு செய்துள்ளதால், இவர் முதல்வராக பதவி உயர்வு பெற்ற 09.09.2020 முதல் நியமன ஒப்புதல் வழங்கப்படுகிறது.

இணைப்பு:  
பணிப்பதிவேடு மற்றும் அசல் கல்வி சான்றிதழ்கள்.

பெறுநர்:

செயலர்,  
து.கோ.வைணவக் கல்லூரி,  
சென்னை-106.

நகல்:

1. கல்லூரிக் கல்வி இணை இயக்குநர், சென்னை மண்டலம், சென்னை.

2. இருப்புக்கோப்பு-1.

கல்லூரிக் கல்வி இயக்குநருக்காக

9/11/2020

10/11/20

PRINCIPAL

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



5515/35/97 நாள்: 22.0.97

பார்வை: 1) கல்லூரி செயலரின் கடித எண் 307/97-98  
நாள் 25.7.97.

வ. எஸ். பெயரும், பதவியும் பணியிடம் ஏற்பட்ட நிகழ் நியமன காலம்

திரு. பி. சீனிவாசன்  
கனியப்பொறி வீதி, டி.கரையாளர்  
31.1.95 பின்பகல் முதல்  
பலிதரப்பு செய்த பணிபு.  
(20.12.95 நாளை 00-00.  
65037/எப்2/95 என்னென்ன  
உணவாய் செயல்முறைக்குக் கிடைக்க  
இதழ்மதிக்கப்பட்ட பணிபு.)

11.7.97  
முதல்

Spring  
2-6-87

PRINCIPAL  
S.S. VAISHNAV COLLEGE  
CHENNAI-105

**நிபந்தனைகள் :**

**நிபந்தனைகள்:**

1. செயலரால் கொடுக்கப்பட்ட நியமன விவரங்கள் சரியானவை அல்ல என்ற பீதிகை தெரியும்தால் இவ்வாறு துரிதச்செயாகவே இரக்காகும்.

21. இதன்மூலம் தனிக் கைக்கு உட்பட்டதாகி

அம்/-தி.மு.சக்கிரா பாடகர்

செய்வா :  
உ. கோ. சுவாமிநாதன்  
செய்வா : 106

ஒம்/-பி.மு.சக்ரீயா பாபசா  
கண்ணா நிக் கல்வி விவா  
லயக்குதர்.

கிணைப்பு :- ரெட்-காண்டிஷன்,  
பெ. 26897 ஹாஸ்பத்திரம்

6. બાંધકામના  
સાધનસામગ્રીના 26/4/77



# Dwaraka Doss Goverdhan Doss Vaishnav College

445, E. V. R. PERIYAR HIGH ROAD, ARUMBAKKAM, MADRAS-600 106  
(MANAGED BY SRI VALLABHACHARYA VIDYA SABHA, MADRAS)

MADRAS

Sl. No.

Ref: No. Rc No 356/90


PHONE: 4 22 1 1 7

Date: 28th June 90

## PROCEEDINGS

- Read:- 1. Director's Proceedings Rc. No.57234/ A4/89  
dt. 28-12-89 sanctioning an additional  
post of a Lecturer for the Department of  
Computer Applications consequent on the  
starting of Third Year Class during 1989-90
2. Application dt. 28-4-90 from Thiru T. Santhanam,  
for the post of a Lecturer in the Department  
of Computer Applications

Thiru T. Santhanam is appointed as Lecturer in the  
Department of Computer Applications on probation from the  
date of joining on Rs.2200 in the scale of Rs.2200-75-  
2800-100-4000 plus other allowances admissible subject  
to the approval of the higher authorities concerned. He  
will also produce a medical fitness certificate in the  
form prescribed.

  
SECRETARY

To  
Thiru T. Santhanam,  
41, West Chitra Street, Sriranganam, Tiruchi-6  
Copy submitted to the Dy. Director of Collegiate Education,  
Madras Region, Madras-2  
Copy to the Head, Dept. of Computer Applications  
" the Assistant in-charge of Service Registers  
" Accounts Section and file

ms/nr

  
Secretary

D.D.G.D. VAISHNAV COLLEGE  
Chennai - 600 106.

  
PRINCIPAL

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.





**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE**

"GOKUL BAGH"

445, E. V. R. PERIYAR HIGH ROAD, ARUMBAKKAM, MADRAS-600 106

(MANAGED BY SRI VALLABHACHARYA VIDYA SABHA, MADRAS)

PHONE : 4834349

Procs./Ref. No. 438/96-97

Date July 22, 96

**PROCEEDINGS OF THE SECRETARY**

**Thiru. S. R. DAMANI**

Read: Proceedings of the Commissioner of Collegiate Education, Madras K. Dis. No.65037/F2/95 dated 20.12.95 according permission to appoint two Lecturers in the Department of Computer Science

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Thiru T. Velmurugan, M.Sc., M.Phil., P.G.D.C.S., a candidate sponsored by the Professional and Executive Employment Exchange, is appointed as Lecturer in the Department of Computer Science on a monthly salary of Rs.2200/- in the scale of Rs.2200-75-2800-100-4000 and other allowance as permissible under rules subject to the approval of the authorities concerned.

He should join duty on 22nd July 1996

To


✓ Sri T. Velmurugan, M.Sc., M.Phil. P.G.D.C.A.,  
Madras

Copy to

1. The Head, Department of Computer Science, D.G.V. College Madras
2. The Joint Director of Collegiate Education, Madras Region, Ms.2
3. The Assistant incharge of S.Rs
4. The Assistant, Establishment Section
5. The Attendance Section
6. File

ms/nr

1  
8 S. R. Damani  
SECRETARY

  
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



# DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE

(Managed by Shri Vallabhacharya Vidya Sabha, Chennai)

Accredited "A" Grade by NAAC

"GOKUL BAGH"

No. 833, PERIYAR E.V.R. SALAI, ARUMBAKKAM, CHENNAI - 600 106.

**Bharat Kumar K. Shah**

Jt. Secretary

Phone : 044 - 2475 6655

Date  
**04-01-2010**

## PROCEEDINGS

Sub: Appointment of Full Time Staff

The Management is pleased to offer appointment to **Ms.R. ANANDHI. M.C.A., M.Phil., M.E** Lecturer in the Department of **COMPUTER SCIENCE**

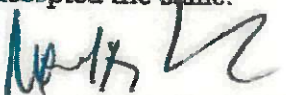
The offer of appointment is purely on a contractual basis and is for a period of Five month from 04-01-2010 or from the date of joining of the department whichever is later and lasts upto 31-05-2010 only on which date the appointment will automatically come to an end, subject to the following terms and conditions :

1. Your Working hours are **42** per week out of which **18** hours minimum is Classroom teaching. You will be paid a consolidated sum of **Rs.12,000/-** p.m.
2. Salary paid is subject to Income Tax and other statutory provisions wherever applicable.
3. He/She shall abide by the time table and handle classes allotted regularly and carry out any other work as may be assigned to him/her from time to time by the Principal or other authorities of the college.
4. He/She shall abide by the code of conduct, discipline and rules of the institution.
5. He/She shall apply himself/herself honestly, efficiently and discharge his/her duties diligently.
6. He/She shall not normally or on any pretext absent himself/herself from his/her duties without the prior permission of the authorities.
7. The Management of the College reserves the right to determine the services of the said lecturer without assigning any reasons during the period of contract as he/she has been engaged only on contract basis. In such an eventuality he/she will be given one month's notice or one month's salary in lieu thereof.
8. He/She is entitled to relinquish his/her appointment at any time during the period of contract by giving one month notice in writing or paying the college one month's salary in lieu of such notice.
9. Enrollment/Participation in any Union /Association Activity will entail Termination of the contract.

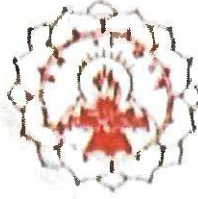
This letter of appointment is sent to you in duplicate. You are requested to return the duplicate copy duly signed in token of having accepted the same.

  
**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss**  
Vaishnav College  
Arumbakkam, Chennai - 600106.

  
**JOINT SECRETARY**





Phone : 4834349

## DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE

'Gokul Bagh'

445, E.V.R. PERIYAR HIGH ROAD, ARUMBAKKAM, MADRAS-600 106

Sri S.R. Damani,  
SECRETARY.

Date..... 18 - 7 - 1996

Re no. 437/96-97

### PROCEEDINGS.

Ref: Appointment of K. Angayarkanni, M.Sc.,  
Lecturer in the Dept. of Computer  
Science - Evening College - regd.

--X--

Miss K. Angarkanni, M.Sc., is appointed temporarily as lecturer in the Dept. of Computer Science of the Evening College, on a consolidated salary of Rs.2,500/- p.m. until further orders, from 18-7-1996. (Forenoon).

1  
2  
S. R. Damani  
SECRETARY.

To  
Miss K. Angayarkanni,  
C/O Dr. V. Dhanaraj,  
No.10, Kalai Nagar,  
Arumbakkam, Madras-106.

B. S. V.  
PRINCIPAL

Copy to the M.C.A. Dept./office file. Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



## Dwaraka Doss Goverdhan Doss Vaishnav College

"GOKUL BAGH"

445, Periyar E.V.R. High Road, Arumbakkam, Chennai - 600106.

(Managed by Sri Vallabhacharya Vidya Sabha, Chennai)

Shri. SURAJ RATAN DAMANI  
Secretary

Date: 01/07/1999

### PROCEEDINGS

Sub: Appointment of Full Time/Part Time Staff.

The Management is pleased to offer appointment to  
Ms/Mr. T. Sridevi  
Lecturer in the Department of Computer Science

1. He/She will be allotted 16 hours of work and paid a consolidated sum of Rs. 6,500/- p.m
2. Salary paid is subject to Income Tax and other statutory provisions wherever applicable
3. He/She shall abide by the time table and handle classes allotted regularly and carry out any other work as may be assigned to him/her from time to time by the Principal or other authorities of the college
4. He/She shall abide by the time table and handle classes allotted regularly and carry out any other work as may be assigned to him/her from time to time by the Principal or other authorities of the college
5. He/She shall apply himself/herself honestly, efficiently and discharge his/her duties diligently.
6. He/She shall not normally or on any pretext absent himself/herself from his/her duties without the prior permission of the authorities.
7. The Management of the college reserves the right to determine the services of the said lecturer without assigning any reasons during the period of contract as he/she has been engaged only on contract basis. In such an eventuality he/she will be given one month's notice or one month's salary in lieu thereof.
8. He/She is entitled to relinquish his/her appointment at any time during the period of contract by giving one month notice in writing or paying the college one month's salary in lieu of such notice.

This letter of appointment is sent to you in duplicate. You are requested to return the duplicate copy duly signed in token of having accepted the same.

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

Secretary





# DWARAKA DOSS GOVERDHAN DOSS VAISHNAV EVENING COLLEGE

"GOKUL BAGH"

833, PERIYAR E.V.R. SALAI, ARUMBAKKAM, CHENNAI - 600 106.  
[MANAGED BY SRI VALLABHACHARYA VIDYA SABHA, CHENNAI]

SRI. SURAJ RATAN DAMANI  
Secretary

Proc. / Ref. No. ....

Phone: 475 4349

Date : 8.8.02

## PROCEEDINGS

### Sub: Appointment of Full Time/Part Time Staff

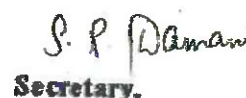
The Management is pleased to offer appointment to Mr/Ms M.P.Sukastini  
Lecturer in the Department of Computer Sciences

The offer of appointment is purely on a contractual basis and is for a period of one year from 08.08.2002 or from the date of joining of the department whichever is later and lasts upto 31.05.2003 only, on which date the appointment will automatically come to an end, subject to the following terms and conditions.

- (1) He/She will be allotted 16 hours of work and paid a consolidated sum of Rs 7000.p.m.
- (2) Salary paid is subject to Income Tax and other statutory provisions wherever applicable
- (3) He/She shall abide by the time table and handle classes allotted regularly and carry out any other work as may be assigned to him/her from time to time by the Principal or other authorities.
- (4) He/She shall abide by the code of conduct, discipline and rules of the institution.
- (5) He/She shall apply himself/herself honestly, efficiently and discharge his/her duties diligently.
- (6) He/She shall not normally or on any pretext absent himself/herself from his/her duties without the prior permission of the authorities.
- (7) The Management of the College reserves the right to determine the services of the said lecturer without assigning any reasons during the period of contract as he/she has been engaged only on contract basis. In such an eventuality he/she will be given one month's salary in lieu thereof.
- (8) He/She is entitled to relinquish his/her appointment at any time during the period of contract by giving one month notice in writing or paying the college one month's salary in lieu of such notice.

This letter of appointment is sent to you in duplicate. You are requested to return the duplicate copy duly signed in token of having accepted the same.

  
PRINCIPAL

  
Secretary.

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.





# Dwaraka Doss Goverdhan Doss Vaishnav Evening College

" GOKUL BAGH "

445, PERIYAR E. V. R. HIGH ROAD, ARUMBAKKAM, MADRAS - 600 106.  
(MANAGED BY SRI VALLABHACHARYA VIDYA SABHA, MADRAS)

PHONE : 4834349

Date 01-08-2001

S.R. DAMANI  
SECRETARY

## PROCEEDINGS

Sub: D.G. Vaishnav Evening College - Chennai - 106  
Appointment of Staff - ordered.

The Secretary, D.G. Vaishnav Evening College, is pleased to <sup>appoint</sup> ~~continue~~ your services as ~~Part-time~~ Lecturer in the Department of ~~.....Comm. Science.....~~ in the Evening College w.e.f. 1-08-2001 till the end of the academic year i.e. 31-5-2002 or till your services are no longer required which ever is earlier.

You will be given not less than 16 Hours of work per week and paid consolidated amount ~~in the Social of Rs.2000-275x13500x per month/~~ at Rs.6500/- per month/ at Rs. Per month. No other allowances are admissible.

You should abide by the time table and handle classes regularly. You should also carry out all such other work as may be assigned from time to time or under the direction of the Head of the Institution. You should abide by the code of conduct, discipline and the rules of the Institution.

The salary drawn is subject to Income Tax as per provisions of the Act as applicable.

The appointment will automatically terminate on 31-5-2002 unless renewed or extended.

In the case of persons who do not possess the qualification prescribed by U.G.C., their continuance will depend upon their acquiring the said qualification.

Vce S. R. Damani  
SECRETARY

To

Mrs. A. S. Thenmozhi,  
11/36-A, Janakiammal Estate,  
Kaladipet, Chennai 600 019.

CC: H.O.D.  
CC: Evening College.

PRINCIPAL

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.





# Dwaraka Doss Goverdhan Doss Vaishnav Evening College

"GOKUL BAGH"

833. PERIYAR E.V.R. SALAI, ARUMBAKKAM, CHENNAI - 600 106.

(Managed by Shri Vallabhacharya Vidya Sabha, Chennai)

☎ : 2475 4349

Date: 13/09/2004

BHARAT KUMAR K SHAH, B.A., B.L., P.G.Dip.in Foreign Trade  
JOINT SECRETARY

## PROCEEDINGS

Sub: Appointment of Full Time/ Part Time Staff.

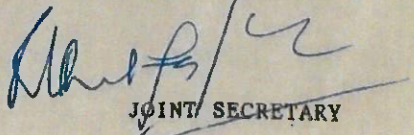
The Management is pleased to offer appointment to  
Mr./Ms. S. Deepalakshmi MCA ✓  
Lecturer in the Department of Computer Science.

The offer of appointment is purely on a contractual basis and is for a period of one year from 01.06.2004 or from the date of joining of the department whichever is later and lasts upto 31.05.2005 only on which date the appointment will automatically come to an end, subject to the following terms and conditions :

1. He/She shall pass SLET/NET and qualify as stipulated by U.G.C./University of Madras Vide Lette. No.A-III/2/Pres. Qln/2002/2016 dt.19.8.2002 for the post.
2. He/She will be allotted 16 hours of work and paid a consolidated sum of Rs. 7000/- p.m. ✓
3. Salary paid is subject to Income Tax and other statutory provisions wherever applicable
4. He/She shall abide by the time table and handle classes allotted regularly and carry out any other work as may be assigned to him/her from time to time by the Principal or other authorities of the college.
5. He/She shall abide by the code of conduct, discipline and rules of the institution.
6. He/She shall apply himself/herself honestly, efficiently and discharge his/her duties diligently.
7. He/She shall not normally or on any pretext absent himself/herself from his/her duties without the prior permission of the authorities.
8. The Management of the College reserves the right to determine the services of the said lecturer without assigning any reasons during the period of contract as he/she has been engaged only on contract basis. In such an eventuality he/she will be given one month's notice or one month's salary in lieu thereof.
9. He/she is entitled to relinquish his/her appointment at any time during the period of contract by giving one month notice in writing or paying the college one month's salary in lieu of such notice.

This letter of appointment is sent to you in duplicate. You are requested to return the duplicate copy duly signed in token of having accepted the same.

  
PRINCIPAL

  
JOINT SECRETARY

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



# DWARAKA DOSS GOVERDHAN DOSS VAISHNAV EVENING COLLEGE

"GOKUL BAGH"

833, PERIYAR E.V.R. SALAI, ARUMBAKKAM, CHENNAI - 600 106.  
(MANAGED BY SRI VALLABHACHARYA VIDYA SAHIA, CHENNAI)

Shri. SURAJ RATAN DAMANI  
Secretary

Phone: 4764340

Procs. / Ref. No. ....

Date : 11.8.03

## PROCEEDINGS

Sub: Appointment of Full Time/ Part Time Staff.

The Management is pleased to offer appointment to  
Mr./Ms. P. Suganya MCA

Lecturer in the Department of Computer Science.

The offer of appointment is purely on a contractual basis and is for a period of one year from 01.08.2003 or from the date of joining of the department whichever is later and lasts upto 31.05.2004 only on which date the appointment will automatically come to an end, subject to the following terms and conditions :

1. He/She shall pass SLET/NET and qualify as stipulated by U.G.C./University of Madras Vide Letter No.A-111/2/Pres. Qln/2002/2016 dt.19.6.2002 for the post.
2. He/She will be allotted 16 hours of work and paid a consolidated sum of Rs. 7000/- p.m.
3. Salary paid is subject to Income Tax and other statutory provisions wherever applicable
4. He/She shall abide by the time table and handle classes allotted regularly and carry out any other work as may be assigned to him/her from time to time by the Principal or other authorities of the college.
5. He/She shall abide by the code of conduct, discipline and rules of the institution.
6. He/She shall apply himself/herself honestly, efficiently and discharge his/her duties diligently.
7. He/She shall not normally or on any pretext absent himself/herself from his/her duties without the prior permission of the authorities.
8. The Management of the College reserves the right to determine the services of the said lecturer without assigning any reasons during the period of contract as he/she has been engaged only on contract basis. In such an eventuality he/she will be given one month's notice or one month's salary in lieu thereof.
9. He/she is entitled to relinquish his/her appointment at any time during the period of contract by giving one month notice in writing or paying the college one month's salary in lieu of such notice.

This letter of appointment is sent to you in duplicate. You are requested to return the duplicate copy duly signed in token of having accepted the same.

 PRINCIPAL

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

3/2003/proces

  
SECRETARY



# Dwaraka Doss Goverdhan Doss Vaishnav Evening College

"GOKUL BAGH"

833, PERIYAR E.V.R. SALAI, ARUMBAKKAM, CHENNAI - 600 106.

[Managed by Shri Vallabhacharya Vidya Sabha, Chennai]

JOINT SECRETARY  
KUMAR K SHAH, B.A., B.L., P.G.Dip. in Foreign Trade

2475 4349

Date: .....

## PROCEEDINGS

Sub: Appointment of Full Time/ Part-Time Staff

The Management is pleased to offer appointment to

Ms. M. Kalayani MCA

Lecturer in the Department of Computer Science.

The offer of appointment is purely on a contractual basis and for a period of one year from 04.07.2005 or from the date of opening of the department whichever is later and lasts upto 03.06.2006 only on which date the appointment will automatically come to an end, subject to the following terms and conditions :

1. He/She shall pass SLET/NET and qualify as stipulated by U.G.C./University of Madras Vide Letter No.A-III/2/Pres. Qln/2002/2016 dt.19.8.2002 for the post.

2. He/She will be allotted 16 hours of work and paid a consolidated sum of Rs. 7000/- p.m.

3. Salary paid is subject to Income Tax and other statutory provisions wherever applicable

4. He/She shall abide by the time table and handle classes allotted regularly and carry out any other work as may be assigned to him/her from time to time by the Principal or other authorities of the college.

5. He/She shall abide by the code of conduct, discipline and rules of the institution.

6. He/She shall apply himself/herself honestly, efficiently and discharge his/her duties diligently.

7. He/She shall not normally or on any pretext absent himself/herself from his/her duties without the prior permission of the authorities.

8. The Management of the College reserves the right to determine the services of the said lecturer without assigning any reasons during the period of contract as he/she has been engaged only on contract basis. In such an eventuality he/she will be given one month's notice or one month's salary in lieu thereof.

9. He/she is entitled to relinquish his/her appointment at any time during the period of contract by giving one month notice in writing or paying the college one month's salary in lieu of such notice.

This letter of appointment is sent to you in duplicate. You are requested to return the duplicate copy duly signed in token of having accepted the same.

Received  
Original copy

10.10.2005

JOINT SECRETARY

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.





# Dwaraka Doss Goverdhan Doss Vaishnav College

"GOKUL BAGH"

#833, PERIYAR E.V.R. HIGH ROAD, ARUMBAKKAM, CHENNAI - 600 106.  
(MANAGED BY SRI VALLABHACHARYA VIDYA SABHA, CHENNAI)

**Bharat Kumar K. Shah**

Jt. Secretary

☎ : 2475 6655

**12-02-2009**.....

## PROCEEDINGS

Sub: Appointment of Full Time Staff

The Management is pleased to offer appointment to **Ms. ANITHA A M.Sc., M.Phil.,** Lecturer in the Department of **COMPUTER SCIENCE.**

The offer of appointment is purely on a contractual basis and is for a period of four month from 12-02-2009 or from the date of joining of the department whichever is later and lasts upto 31-05-2009 only on which date the appointment will automatically come to an end, subject to the following terms and conditions :

1. He/She will be allotted **18** hours of work and paid a consolidated sum of **Rs.8000/-** p.m.

2. Salary paid is subject to Income Tax and other statutory provisions wherever applicable.

3. He/She shall abide by the time table and handle classes allotted regularly and carry out any other work as may be assigned to him/her from time to time by the Principal or other authorities of the college.

4. He/She shall abide by the code of conduct, discipline and rules of the institution.

5. He/She shall apply himself/herself honestly, efficiently and discharge his/her duties diligently.

6. He/She shall not normally or on any pretext absent himself/herself from his/her duties without the prior permission of the authorities.

7. The Management of the College reserves the right to determine the services of the said lecturer without assigning any reasons during the period of contract as he/she has been engaged only on contract basis. In such an eventuality he/she will be given one month's notice or one month's salary in lieu thereof.

8. He/She is entitled to relinquish his/her appointment at any time during the period of contract by giving one month notice in writing or paying the college one month's salary in lieu of such notice.

9. Enrollment \ Participation in any Union \ Association Activity will entail Termination of the contract.

This letter of appointment is sent to you in duplicate. You are requested to return the duplicate copy duly signed in token of having accepted the same.

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

  
**JOINT SECRETARY**





## Dwaraka Doss Goverdhan Doss Vaishnav College

(Autonomous-Affiliated to the University of Madras-Re-Accredited at 'A' Grade by NAAC)

Gokul Bagh-233, Periyar E.V.R. High Road, Arumbakkam, Chennai - 600 106

Phone: 044 - 2363 5101, 2363 5102 Fax: 044 - 2363 5103

E-mail: secretary@dgvaishnavcollege.edu.in Website: www.dgvaishnavcollege.edu.in

**Shri. Ashok Kumar Mundhra**

Secretary

Establishment/Staff Appt./No.62/Year 2016-17


Date: 11.01.2017

### PROCEEDINGS OF THE SECRETARY

#### TERMS AND CONDITIONS OF SERVICE

1. Dr. A. Kavitha M.C.A., Ph.D appointed as Assistant Professor in the Department of Computer Science with effect from 11.01.2017 for a period of 1 year on probation. You are required to join duty on or before 11.01.2017 along with the joining report and all Original certificates.
2. He / She will be paid a consolidated salary of Rs.25,000/- (Twenty Five Thousand Only) per month during the period. You are not entitled to any other benefit/privileges which are normally available to the regular employees of this institution.
3. He / She will be working for 42 hrs per week, out of which minimum 18 hrs will be classroom teaching.
4. The Teacher so appointed shall be placed on probation for two years of service and approval of his/her qualifications by the University of Madras, or till such time his/her qualification is approved by the University of Madras.
5. During probation period, if the said teacher wants to leave the service, he/she shall give 3 months notice or one month pay in lieu of notice.
6. The teacher whose qualification has been approved and who has completed one full year of service shall be placed on probation.
7. The said teacher shall continue to be a probationer till such time; the Management decides to make his/her a permanent teacher. For this purpose, the Management will review the performance of the teacher and his/her commitment to the mission and goals of the Institution from time to time.
8. The Teacher agrees to execute all the work assigned to his/her by the Head of the Institution and the Head of the Department from time to time honestly and sincerely and carry out all the orders of the superiors.

Managed by: SHRI VALLABHACHARYA VIDYA SABHA

  
**PRINCIPAL**  
 Dwaraka Doss Goverdhan Doss  
 Vaishnav College  
 Arumbakkam, Chennai - 600106.



# Dwaraka Doss Goverdhan Doss Vaishnav College

(Autonomous-Affiliated to the University of Madras)

Gokul Bagh, 833 Periyar E.V.R. High Road, Arumbakkam, Chennai-600 106  
Phone: 044-23635101, 23635102 Fax: 044-23635103  
E-mail: secretary@dgvaishnavcollege.edu.in website: www.dgvaishnavcollege.edu.in

01.06.2019

To **Ashok Kumar Mundhra**  
Secretary  
Ms.S.Shanmuga Priya,  
Assistant Professor  
Department of Computer Science.


Dear Sir/Madam

You were appointed with effect from 26.06.2013 on temporarily basis. Management is pleased to confirm you on the following terms w.e.f.01.06.2019. (Subject to the qualification approval from University of Madras)

1. You will be paid a total salary of Rs.25,000.00 (Rupees Twenty five thousand only) per month (inclusive of all allowances).
2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.
3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.
4. You will be entitled to ten days' Casual leave in an academic year and you shall avail the same after obtaining prior written sanction. Unavailed casual leave shall lapse and shall not be carried over to the next year. The grant of leave shall be at the discretion of the management keeping in view the exigencies of work.
5. You shall constantly upgrade your subject knowledge and teaching skills so as to achieve excellence for the benefit of the students/college.
6. You will sincerely work for the development and progress of the college and look after the interest of students of your Department with regard to teaching, seminars, project work, assignments, tests etc.
7. You shall be a whole time employee of the college and, therefore, shall not, without previous written permission of the Management, engage yourself in any full time or part time work/profession/assignment/private tuition etc., either on honorary basis or otherwise during the period of your employment with the college.
8. Management shall encourage you to publish books, present papers, undertake research work without hampering your regular academic work. But they shall be only under the banner of this college.
9. You shall not engage yourself in any outside activity which will either directly or indirectly affect satisfactory performance of the duties assigned to you from time to time.

Managed by SHRI VALLABHACHARYA VIDYA SABHA

P.T.O

  
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

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## Dwaraka Doss Goverdhan Doss Vaishnav College

(Autonomous-Affiliated to the University of Madras-Accredited at 'A' Grade by NAAC)

Gokul Bagh, 833 Periyar E.V.R. High Road, Arumbakkam, Chennai-600 106

Phone: 044-2363 5101, 2363 5102 Fax: 044-23635103

e-mail: principal@dgvaishnavcollege.edu.in website: www.dgvaishnavcollege.edu.in

**Ashok Kumar Mundhra**  
Secretary


09.08.2018

To  
Ms.A.Sindhuja

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of Computer Science with effect from 09.08.2018 on the following terms.

1. You will be paid a total salary of Rs.30000 (Rupees Thirty thousand only) per month (inclusive of all allowances).
2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.
3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.
4. You will be entitled to ten days' Casual leave in an academic year and you shall avail the same after obtaining prior written sanction. Unavailed casual leave shall lapse and shall not be carried over to the next year. The grant of leave shall be at the discretion of the management keeping in view the exigencies of work.
5. You shall constantly upgrade your subject knowledge and teaching skills so as to achieve excellence for the benefit of the students/college.
6. You will sincerely work for the development and progress of the college and look after the interest of students of your Department with regard to teaching, seminars, project work, assignments, tests etc.
7. You shall be a whole time employee of the college and, therefore, shall not, without previous written permission of the Management, engage yourself in any full time or part time work/profession/assignment/private tuition etc., either on honorary basis or otherwise during the period of your employment with the college.
8. Management shall encourage you to publish books, present papers, undertake research work without hampering your regular academic work. But they shall be only under the banner of this college.
9. You shall not engage yourself in any outside activity which will either directly or indirectly affect satisfactory performance of the duties assigned to you from time to time.
10. You will not enter into any monetary transactions or collection of any money, gratis or otherwise, from students, their parents/guardians nor misuse your position for any personal gains.

  
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106. VIDYA SABHA

PTO



# Dwaraka Doss Goverdhan Doss Vaishnav College

(Autonomous-Affiliated to the University of Madras-Accredited at 'A' Grade by NAAC)

Gokul Bagh, 833 Periyar E.V.R. High Road, Arumbakkam, Chennai-600 106

Phone: 044-24756655, 24754349 Fax: 044-24753008

e-mail: principal@dgvaishnavcollege.com website: www.dgvaishnavcollege.com

**Shri P.Haridas**  
**Secretary**

**30.07.2012**

Staff Appt.FT / Dept. Computer sci. /No.68/ Year 2012

## PROCEEDINGS OF THE SECRETARY

**Sub :** Your application for the Post of LECTURER

**Ms.ANITHA.S M.Sc., M.Phil., (2006)** is selected and appointed temporarily as a LECTURER IN COMPUTER SCIENCE for the period up to 31<sup>st</sup> May 2013 subject to her satisfying the Madras University norms as regards her qualifications. She will be paid a Consolidated salary of Rs.14000/- (Rupees Fourteen thousand only) per month.

She shall produce all certificates in respect of her qualification in original. She shall abide by the code of conduct, discipline and rules of the institution. The appointee will abide by the time table and handle classes allotted to her regularly without any default.

She should carry out all such other work as may be assigned to her from time to time by or under the direction of the principal. This order will take effect from her date of joining.

ER/PH

**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**

**SECRETARY**





# Dwaraka Doss Goverdhan Doss Vaishnav College

(Autonomous-Affiliated to the University of Madras)

Gokul Bagh, 833 Periyar E.V.R. High Road, Arumbakkam, Chennai-600 106

Phone: 044-2363 5101, 2363 5102 Fax: 044-23635103

e-mail: principal@dgvaishnavcollege.edu.in website: www.dgvaishnavcollege.edu.in

**P.Haridas**  
**Secretary**

01.08.2014

To  
Mr.P.S.Laxmi Rajah

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of Computer Science with effect from 01.08.2014 on the following terms.

1. You will be paid a total salary of Rs.18000 (Rupees Eighteen thousand only) per month (inclusive of all allowances).

2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.

3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.

4. You will be entitled to ten days' Casual leave in an academic year and you shall avail the same after obtaining prior written sanction. Unavailed casual leave shall lapse and shall not be carried over to the next year. The grant of leave shall be at the discretion of the management keeping in view the exigencies of work.

5. You shall constantly upgrade your subject knowledge and teaching skills so as to achieve excellence for the benefit of the students/college.

6. You will sincerely work for the development and progress of the college and look after the interest of students of your Department with regard to teaching, seminars, project work, assignments, tests etc.

7. You shall be a whole time employee of the college and, therefore, shall not, without previous written permission of the Management, engage yourself in any full time or part time work/profession/assignment/private tuition etc., either on honorary basis or otherwise during the period of your employment with the college.

8. Management shall encourage you to publish books, present papers, undertake research work without hampering your regular academic work. But they shall be only under the banner of this college.

9. You shall not engage yourself in any outside activity which will either directly or indirectly affect satisfactory performance of the duties assigned to you from time to time.

10. You will not enter into any monetary transactions or collection of any money, gratis or otherwise, from students, their parents/guardians nor misuse your position for any personal gains.

**PRINCIPAL**

**PTO**

Managed by SHRI VALLABHACHARYA VIDYA SABHA

**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**

Arumbakkam, Chennai - 600106.



# DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE

(Managed by Shri Vallabhacharya Vidya Sabha, Chennai)

Accredited "A" Grade by NAAC

"GOKUL BAGH"

No. 833, PERIYAR E.V.R. SALAI, ARUMBAKKAM, CHENNAI - 600 106.

**Bharat Kumar K. Shah**

Jt. Secretary

Phone : 044 - 2475 6655

**23-6-2008**

Date : .....

## PROCEEDINGS

Sub: Appointment of Part Time Staff

The Management is pleased to offer appointment to Ms.R.Lalitha, M.Sc., M.Phil. Lecturer in the Department of Computer Science.

The offer of appointment is purely on a contractual basis and is for a period of one year from 23-06-2008 or from the date of joining of the department whichever is later and lasts upto 31-05-2009 only on which date the appointment will automatically come to an end, subject to the following terms and conditions :

1. He/She will be allotted **16** hours of work and paid a consolidated sum of **Rs.11000/-** p.m.

2. Salary paid is subject to Income Tax and other statutory provisions wherever applicable.

3. He/She shall abide by the time table and handle classes allotted regularly and carry out any other work as may be assigned to him/her from time to time by the Principal or other authorities of the college.

4. He/She shall abide by the code of conduct, discipline and rules of the institution.

5. He/She shall apply himself/herself honestly, efficiently and discharge his/her duties diligently.

6. He/She shall not normally or on any pretext absent himself/herself from his/her duties without the prior permission of the authorities.

7. The Management of the College reserves the right to determine the services of the said lecturer without assigning any reasons during the period of contract as he/she has been engaged only on contract basis. In such an eventuality he/she will be given one month's notice or one month's salary in lieu thereof.

8. He/She is entitled to relinquish his/her appointment at any time during the period of contract by giving one month notice in writing or paying the college one month's salary in lieu of such notice.

*R. S. K.* 8/6/08 This letter of appointment is sent to you in duplicate. You are requested to return the duplicate copy duly signed in token of having accepted the same.

ENROLMENT / PARTICIPATION IN ANY UNION  
ASSOCIATION ACTIVITY WILL ENTAIL TERMINATION OF  
THE CONTRACT

*[Signature]*  
JOINT SECRETARY.





# DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE

(Managed by Shri Vallabhacharya Vidya Sabha, Chennai)  
Accredited "A" Grade by NAAC  
"GOKUL BAGH"

No. 833, PERIYAR E.V.R. SALAI, ARUMBAKKAM, CHENNAI - 600 106.

**Bharat Kumar K. Shah**

Jt. Secretary

Phone : 044 - 2475 6655

**07-7-2008**

Date : .....

## PROCEEDINGS

Sub: Appointment of Full Time Staff

The Management is pleased to offer appointment to **Mg.P.J.Rajam,**  
**M.Sc., M.Phil.,** Lecturer in the Department of **Computer science,**

The offer of appointment is purely on a contractual basis and is for a period of one year from 07-07-2008 or from the date of joining of the department whichever is later and lasts upto 31-05-2009 only on which date the appointment will automatically come to an end, subject to the following terms and conditions :

1. He/She will be allotted **16** hours of work and paid a consolidated sum of **Rs.9500/-** p.m.
2. Salary paid is subject to Income Tax and other statutory provisions wherever applicable.
3. He/She shall abide by the time table and handle classes allotted regularly and carry out any other work as may be assigned to him/her from time to time by the Principal or other authorities of the college.
4. He/She shall abide by the code of conduct, discipline and rules of the institution.
5. He/She shall apply himself/herself honestly, efficiently and discharge his/her duties diligently.
6. He/She shall not normally or on any pretext absent himself/herself from his/her duties without the prior permission of the authorities.
7. The Management of the College reserves the right to determine the services of the said lecturer without assigning any reasons during the period of contract as he/she has been engaged only on contract basis. In such an eventuality he/she will be given one month's notice or one month's salary in lieu thereof.
8. He/She is entitled to relinquish his/her appointment at any time during the period of contract by giving one month notice in writing or paying the college one month's salary in lieu of such notice.
9. Enrollment \Participation in any Union \Association Activity will entail Termination of the contract.

This letter of appointment is sent to you in duplicate. You are requested to return the duplicate copy duly signed in token of having accepted the same.

**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

**JOINT SECRETARY.**



# Dwaraka Doss Goverdhan Doss Vaishnav College

"GOKUL BAGH"

#833, PERIYAR E.V.R. HIGH ROAD, ARUMBAKKAM, CHENNAI - 600 106.  
(MANAGED BY SRI VALLABHACHARYA VIDYA SABHA, CHENNAI)

**Bharat Kumar K. Shah**  
Jt. Secretary

☎ : 2475 6655

01.09.2008.....

## PROCEEDINGS

Sub: Appointment of Full Time Staff

The Management is pleased to offer appointment to Ms.K.Durgadevi,  
M.C.A., M.Phil., Lecturer in the Department of Computer Science.

The offer of appointment is purely on a contractual basis and is for a period of one year from 01-09-2008 or from the date of joining of the department whichever is later and lasts upto 30-04-2009 only on which date the appointment will automatically come to an end, subject to the following terms and conditions :

1. He/She will be allotted **16** hours of work and paid a consolidated sum of **Rs.9000/-** p.m.

2. Salary paid is subject to Income Tax and other statutory provisions wherever applicable.

3. He/She shall abide by the time table and handle classes allotted regularly and carry out any other work as may be assigned to him/her from time to time by the Principal or other authorities of the college.

4. He/She shall abide by the code of conduct, discipline and rules of the institution.

5. He/She shall apply himself/herself honestly, efficiently and discharge his/her duties diligently.


6. He/She shall not normally or on any pretext absent himself/herself from his/her duties without the prior permission of the authorities.

7. The Management of the College reserves the right to determine the services of the said lecturer without assigning any reasons during the period of contract as he/she has been engaged only on contract basis. In such an eventuality he/she will be given one month's notice or one month's salary in lieu thereof.

8. He/She is entitled to relinquish his/her appointment at any time during the period of contract by giving one month notice in writing or paying the college one month's salary in lieu of such notice.

9. Enrollment \ Participation in any Union \ Association Activity will entail Termination of the contract.

This letter of appointment is sent to you in duplicate. You are requested to return the duplicate copy duly signed in token of having accepted the same.

  
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

  
**JOINT SECRETARY.**





## Dwaraka Doss Goverdhan Doss Vaishnav College

(Autonomous-Affiliated to the University of Madras-Accredited at 'A' Grade by NAAC)

Gokul Bagh, 833 Periyar E.V.R. High Road, Arumbakkam, Chennai-600 106  
Phone: 044-24756655, 24754349 Fax: 044-24753008  
e-mail: principal@dgvaishnavcollege.com website: www.dgvaishnavcollege.com

**Shri P.Haridas**  
**Secretary**

**13.07.2012**

Staff Appt.FT / Dept. Comp.Science. /No.55/ Year 2012

### **PROCEEDINGS OF THE SECRETARY**

**Sub : Your application for the Post of LECTURER**

**Ms. VIJAYALAKSHMI. A M.C.A., M.Phil.,(2009)** selected and appointed temporarily as a LECTURER IN COMPUTER SCIENCE for the period up to 31<sup>st</sup> May 2013 subject to her satisfying the Madras University norms as regards her qualifications. She will be paid a Consolidated salary of Rs.17250/- (Rupees Seventeen thousand two hundred and fifty only) per month.

She shall produce all certificates in respect of her qualification in original. She shall abide by the code of conduct, discipline and rules of the institution. The appointee will abide by the time table and handle classes allotted to her regularly without any default.

She should carry out all such other work as may be assigned to her from time to time by or under the direction of the principal. This order will take effect from her date of joining.

**SECRETARY**

E.Ravi /Sri.PH

**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**



**Dwaraka Doss Goverdhan Doss Vaishnav College**  
(Autonomous-Affiliated to the University of Madras-Accredited at 'A' Grade by NAAC)

Gokul Bagh, 833 Periyar E.V.R. High Road, Arumbakkam, Chennai-600 106  
Phone: 044-24756655, 24754349 Fax: 044-24753008  
e-mail: principal@dgvaishnavcollege.com website: www.dgvaishnavcollege.com

**Shri P.Haridas**  
**Secretary**

**04.07.2011**

Staff Appt.FT / Dept. Computer Science /No.28 / Year 2011

**PROCEEDINGS OF THE SECRETARY**

**Sub : Your application for the Post of LECTURER**

**Ms. SRILATHA.G. M.C.A.,M.Phil.,** is selected and appointed temporarily as a **LECTURER IN COMPUTER SCIENCE** for the period up to 31<sup>st</sup> May 2012 subject to her satisfying the Madras University norms as regards her qualifications. She will be paid a Consolidated salary of **Rs. 17,250** - (Rupees ~~Twelve thousand only~~ *SEVENTEEN THOUSAND TWO HUNDRED FIFTY ONLY*) per month.

She shall produce all certificates in respect of her qualification in original.  
★ She shall abide by the code of conduct, discipline and rules of the institution.  
The appointee will abide by the time table and handle classes allotted to her regularly without any default.

She should carry out all such other work as may be assigned to her from time to time by or under the direction of the principal. This order will take effect from her date of joining.

E.Ravi/M.S/Sri.PH

*P. Haridas*  
**SECRETARY**

*[Signature]*

**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**





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e-mail: principal@dgvaishnavcollege.com website: www.dgvaishnavcollege.com

**Shri P.Haridas**  
**Secretary**

**11.07.2011**

Staff Appt.FT / Dept. Computer Science /No.31 / Year 2011


**PROCEEDINGS OF THE SECRETARY**

**Sub:** Your application for the Post of TEACHING ASSISTANT

**Ms.SUDHA.M.P. M.Sc.IT.,** is selected and appointed temporarily as a TEACHING ASSISTANT IN COMPUTER SCIENCE for the period up to 31<sup>st</sup> May 2012 subject to her satisfying the Madras University norms as regards her qualifications. She will be paid a Consolidated salary of Rs.7500/- (Rupees Seven thousand five hundred only) per month.

She shall produce all certificates in respect of her qualification in original. She shall abide by the code of conduct, discipline and rules of the institution. The appointee will abide by the time table and handle classes allotted to her regularly without any default.

She should carry out all such other work as may be assigned to her from time to time by or under the direction of the principal. This order will take effect from her date of joining.

  
**SECRETARY**

E.Ravi/M.S/Sri.PH



**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**



# Dwaraka Doss Goverdhan Doss Vaishnav College

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E-mail : principal@dgvaishnavcollege.com Website : www.dgvaishnavcollege.com

**Shri. P. Haridas**

Secretary  
Establishment/Teaching/Appointment/46/ 2016

Date: 04.07.2016

## **PROCEEDINGS OF THE SECRETARY**

To

Ms.M.Dharani  
Computer Science

Dear Sir/Madam

1. You are appointed as Assistant Professor in the Department of Physics with effect from 04.07.2016 for a period of 1 year on probation. You are required to join duty on or before 04.07.2016 along with the joining report and all Original Certificates.
2. You will be paid a consolidated salary of Rs.18,000/- (Eighteen Thousand Only) per month during the period. You are not entitled to any other benefit/privileges which are normally available to the regular employees of this institution.
3. You will be working for 42 hrs per week, out of which minimum 18 hrs will be classroom teaching.
4. You shall abide by the code of conduct, discipline and rules of the institution. You shall also abide by the time-table and handle classes allotted to you regularly without any default.
5. You shall carry out any other work as may be assigned to you from time to time by the Principal or any other authority under his direction.
6. You shall discharge your duties efficiently, diligently and should not misuse your position for any personal goal.
7. The Management of the college reserves the right to terminate the services of the said Assistant Professor without assigning any reasons during the period of probation as he/she has been engaged only on probation. In such an eventuality he/she will be given three months notice or one month's salary in lieu thereof.

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

**P.T.O**





# Dwaraka Doss Goverdhan Doss Vaishnav College

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e-mail: principal@dgvaishnavcollege.edu.in website: www.dgvaishnavcollege.edu.in

**Ashok Kumar Mundhra**  
Secretary

01.07.2019

To  
Dr.T.N.Aruna

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of Computer Science with effect from 01.07.2019 on the following terms.

1. You will be paid a total salary of Rs.25000 (Rupees Twenty five thousand only) per month (inclusive of all allowances).

2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.

3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.

4. You will be entitled to ten days' Casual leave in an academic year and you shall avail the same after obtaining prior written sanction. Unavailed casual leave shall lapse and shall not be carried over to the next year. The grant of leave shall be at the discretion of the management keeping in view the exigencies of work.

5. You shall constantly upgrade your subject knowledge and teaching skills so as to achieve excellence for the benefit of the students/college.

6. You will sincerely work for the development and progress of the college and look after the interest of students of your Department with regard to teaching, seminars, project work, assignments, tests etc.

7. You shall be a whole time employee of the college and, therefore, shall not, without previous written permission of the Management, engage yourself in any full time or part time work/profession/assignment/private tuition etc., either on honorary basis or otherwise during the period of your employment with the college.

8. Management shall encourage you to publish books, present papers, undertake research work without hampering your regular academic work. But they shall be only under the banner of this college.

9. You shall not engage yourself in any outside activity which will either directly or indirectly affect satisfactory performance of the duties assigned to you from time to time.

10. You will not enter into any monetary transactions or collection of any money, gratis or otherwise, from students, their parents/guardians nor misuse your position for any personal gains.

PTO

Managed by SHRI VALLABHACHARYA VIDYA SABHA

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.





## Dwaraka Doss Goverdhan Doss Vaishnav College

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e-mail: principal@dgvaishnavcollege.edu.in website: www.dgvaishnavcollege.edu.in

**Ashok Kumar Mundhra**  
Secretary

11.12.2019

To  
Ms.T.M.Umapriya

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of Computer Science with effect from 11.12.2019 on the following terms.

1. You will be paid a total salary of Rs.25000 (Rupees Twenty five thousand only) per month (inclusive of all allowances).

2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.

3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.

4. You will be entitled to ten days' Casual leave in an academic year and you shall avail the same after obtaining prior written sanction. Unavailed casual leave shall lapse and shall not be carried over to the next year. The grant of leave shall be at the discretion of the management keeping in view the exigencies of work.

5. You shall constantly upgrade your subject knowledge and teaching skills so as to achieve excellence for the benefit of the students/college.

6. You will sincerely work for the development and progress of the college and look after the interest of students of your Department with regard to teaching, seminars, project work, assignments, tests etc.

7. You shall be a whole time employee of the college and, therefore, shall not, without previous written permission of the Management, engage yourself in any full time or part time work/profession/assignment/private tuition etc., either on honorary basis or otherwise during the period of your employment with the college.

8. Management shall encourage you to publish books, present papers, undertake research work without hampering your regular academic work. But they shall be only under the banner of this college.

9. You shall not engage yourself in any outside activity which will either directly or indirectly affect satisfactory performance of the duties assigned to you from time to time.

10. You will not enter into any monetary transactions or collection of any money, gratis or otherwise, from students, their parents/guardians nor misuse your position for any personal gains.

**PRINCIPAL**

Managed by SHRI VALLABHACHARYA VIDYA SABHA

Dwaraka Doss Goverdhan Doss

Vaishnav College

Arumbakkam, Chennai - 600106.

PTO





# Dwaraka Doss Goverdhan Doss Vaishnav College

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e-mail: principal@dgvaishnavcollege.edu.in website: www.dgvaishnavcollege.edu.in

**Ashok Kumar Mundhra**  
**Secretary**

20.01.2020

To  
Ms.P.Revathi

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of Computer Science with effect from 20.01.2020 on the following terms.

1. You will be paid a total salary of Rs.25000 (Rupees Twenty five thousand only) per month (inclusive of all allowances).
2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.
3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.
4. You will be entitled to ten days' Casual leave in an academic year and you shall avail the same after obtaining prior written sanction. Unavailed casual leave shall lapse and shall not be carried over to the next year. The grant of leave shall be at the discretion of the management keeping in view the exigencies of work.
5. You shall constantly upgrade your subject knowledge and teaching skills so as to achieve excellence for the benefit of the students/college.
6. You will sincerely work for the development and progress of the college and look after the interest of students of your Department with regard to teaching, seminars, project work, assignments, tests etc.
7. You shall be a whole time employee of the college and, therefore, shall not, without previous written permission of the Management, engage yourself in any full time or part time work/profession/assignment/private tuition etc., either on honorary basis or otherwise during the period of your employment with the college.
8. Management shall encourage you to publish books, present papers, undertake research work without hampering your regular academic work. But they shall be only under the banner of this college.
9. You shall not engage yourself in any outside activity which will either directly or indirectly affect satisfactory performance of the duties assigned to you from time to time.
10. You will not enter into any monetary transactions or collection of any money, gratis or otherwise, from students, their parents/guardians nor misuse your position for any personal gains.

**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
Chennai-600106.



# Dwaraka Doss Goverdhan Doss Vaishnav College

"GOKUL BAGH"

#863, PERIYAR E.V.R. HIGH ROAD ARUMBAKKAM, CHENNAI - 600 106.  
(MANAGED BY SRIVALLABHACHARYA VIDYA SABHA, CHENNAI)

16-02-2009 2475 6655

Bharat Kumar K. Shah  
Jt. Secretary

## PROCEEDINGS

Date : .....

Sub: Appointment of Full Time Staff

The Management is pleased to offer appointment to Ms. SIVARANJANI S  
M.C.A., M.B.A., M.Phil., Lecturer in the Department of COMPUTER  
APPLICATION.

The offer of appointment is purely on a contractual basis and is for a period of four month from 16-02-2009 or from the date of joining of the department whichever is later and lasts upto 31-05-2009 only on which date the appointment will automatically come to an end, subject to the following terms and conditions :

1. He/She will be allotted 18 hours of work and paid a consolidated sum of Rs.9500/- p.m.

2. Salary paid is subject to Income Tax and other statutory provisions wherever applicable.

3. He/She shall abide by the time table and handle classes allotted regularly and carry out any other work as may be assigned to him/her from time to time by the Principal or other authorities of the college.

4. He/She shall abide by the code of conduct, discipline and rules of the institution.

5. He/She shall apply himself/herself honestly, efficiently and discharge his/her duties diligently.

6. He/She shall not normally or on any pretext absent himself/herself from his/her duties without the prior permission of the authorities.

7. The Management of the College reserves the right to determine the services of the said lecturer without assigning any reasons during the period of contract as he/she has been engaged only on contract basis. In such an eventuality he/she will be given one month's notice or one month's salary in lieu thereof.

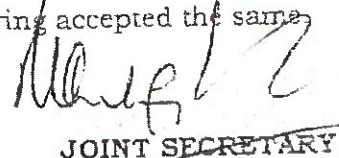
8. He/She is entitled to relinquish his/her appointment at any time during the period of contract by giving one month notice in writing or paying the college one month's salary in lieu of such notice.

9. Enrollment/Participation in any Union /Association Activity will entail Termination of the contract.

This letter of appointment is sent to you in duplicate. You are requested to return the duplicate copy duly signed in token of having accepted the same.

  
PRINCIPAL

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

  
JOINT SECRETARY





**Dwaraka Doss Goverdhan Doss Vaishnav College**  
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E-mail : principal@dgvaishnavcollege.com Website : www.dgvaishnavcollege.com

**Shri. P. Haridas**  
Secretary

Establishment/Teaching/Appointment/05/ 2014

Date: 01.08.2014

**PROCEEDINGS OF THE SECRETARY**

To

**Ms. S. Kavitha**  
**Computer Science**

Dear Sir/Madam

1. You are hereby appointed on probation as Lecture in the Department of Computer Science. You are required to join on or before 01.08.2014 along with the joining report.
2. You will be paid a consolidated salary of Rs.12,500/- (Twelve Thousand Five Hundred Only) per month during the period. You are not entitled to any other benefit/privileges which are normally available to the regular employees of this institution.
3. You will be working for 42 hrs per week, out of which minimum 18 hrs will be classroom teaching.
4. You shall abide by the code of conduct, discipline and rules of the institution. You shall also abide by the time-table and handle classes allotted to you regularly without any default.
5. You shall carry out any other work as may be assigned to you from time to time by the Principal or any other authority under his direction.
6. You shall discharge your duties efficiently, diligently and should not misuse your position for any personal goal.

**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**

P.T.O



## Dwaraka Doss Goverdhan Doss Vaishnav College

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**Shri. P. Haridas**  
Secretary

Establishment/Teaching/Appointment/03/ 2014

Date: 08.10.2014

### PROCEEDINGS OF THE SECRETARY

To

**Ms. L. Meena**  
**Computer Science**

Dear Sir/Madam

1. You are hereby appointed on probation as Lecture in the Department of Computer Science. You are required to join on or before 08.10.2014 along with the joining report.
2. You will be paid a consolidated salary of Rs.12,500/- (Twelve Thousand Five Hundred Only) per month during the period. You are not entitled to any other benefit/privileges which are normally available to the regular employees of this institution.
3. You will be working for 42 hrs per week, out of which minimum 18 hrs will be classroom teaching.
4. You shall abide by the code of conduct, discipline and rules of the institution. You shall also abide by the time-table and handle classes allotted to you regularly without any default.
5. You shall carry out any other work as may be assigned to you from time to time by the Principal or any other authority under his direction.
6. You shall discharge your duties efficiently, diligently and should not misuse your position for any personal goal.

**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**

**P.T.O**





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**Shri. P. Haridas**  
Secretary

Establishment/Teaching/Appointment/03/ 2015

Date: 13.08.2015


**PROCEEDINGS OF THE SECRETARY**

To

**Ms. K. Ramya**  
**BCA**

Dear Sir/Madam

1. You are hereby appointed on probation as Lecture in the Department of BCA. You are required to join on or before 13.08.2015 along with the joining report.
2. You will be paid a consolidated salary of Rs.18,000/- (Eighteen Thousand Only) per month during the period. You are not entitled to any other benefit/privileges which are normally available to the regular employees of this institution.
3. You will be working for 42 hrs per week, out of which minimum 18 hrs will be classroom teaching.
4. You shall abide by the code of conduct, discipline and rules of the institution. You shall also abide by the time-table and handle classes allotted to you regularly without any default.
5. You shall carry out any other work as may be assigned to you from time to time by the Principal or any other authority under his direction.
6. You shall discharge your duties efficiently, diligently and should not misuse your position for any personal goal.

  
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

**P.T.O**



# DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE

(Managed by Shri Vallabhacharya Vidya Sabha, Chennai)

Accredited "A" Grade by NAAC

"GOKUL BAGH"

No. 833, PERIYAR E.V.R. SALAI, ARUMBAKKAM, CHENNAI - 600 106.

Harat Kumar K. Shah

Secretary

Phone : 044 - 2475 6655

01-10-2009

Date : .....

## PROCEEDINGS

Sub: Appointment of Full Time Staff

The Management is pleased to offer appointment to Mr.N.JAGADEESAN.  
M.Sc.,M.Phil., Lecturer in the Department of COMPUTER SCIENCE.

The offer of appointment is purely on a contractual basis and is for a period of Eight month from 01-10-2009 or from the date of joining of the department whichever is later and lasts upto 31-05-2010 only on which date the appointment will automatically come to an end, subject to the following terms and conditions :

1. Your Working hours are 42 per week out of which 18 hours minimum is Classroom teaching. You will be paid a consolidated sum of Rs.9500/- p.m.

2. Salary paid is subject to Income Tax and other statutory provisions wherever applicable.

3. He/She shall abide by the time table and handle classes allotted regularly and carry out any other work as may be assigned to him/her from time to time by the Principal or other authorities of the college.

4. He/She shall abide by the code of conduct, discipline and rules of the institution.

5. He/She shall apply himself/herself honestly, efficiently and discharge his/her duties diligently.

6. He/She shall not normally or on any pretext absent himself/herself from his/her duties without the prior permission of the authorities.

7. The Management of the College reserves the right to determine the services of the said lecturer without assigning any reasons during the period of contract as he/she has been engaged only on contract basis. In such an eventuality he/she will be given one month's notice or one month's salary in lieu thereof.

8. He/She is entitled to relinquish his/her appointment at any time during the period of contract by giving one month notice in writing or paying the college one month's salary in lieu of such notice.

9. Enrollment/Participation in any Union /Association Activity will entail Termination of the contract.

This letter of appointment is sent to you in duplicate. You are requested to return the duplicate copy duly signed in token of having accepted the same.

  
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

  
JOINT SECRETARY

Received  
N. Jagadeesan  
23/10/09





**Dwaraka Doss Goverdhan Doss Vaishnav College**  
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**Shri P.Haridas**  
**Secretary**

**04.08.2011**

Staff Appt.FT / Dept. Computer Science /No.33 / Year 2011

**PROCEEDINGS OF THE SECRETARY**

**Sub:**Your application for the Post of TEACHING ASSISTANT

**Ms.ARCHANA M. M.Sc.IT.,** is selected and appointed temporarily as a TEACHING ASSISTANT IN COMPUTER SCIENCE for the period up to 31<sup>st</sup> May 2012 subject to her satisfying the Madras University norms as regards her qualifications. She will be paid a Consolidated salary of Rs.7500/- (Rupees Seven thousand five hundred only) per month.

She shall produce all certificates in respect of her qualification in original. She shall abide by the code of conduct, discipline and rules of the institution. The appointee will abide by the time table and handle classes allotted to her regularly without any default.

She should carry out all such other work as may be assigned to her from time to time by or under the direction of the principal. This order will take effect from her date of joining.

E.Ravi/M.S/Sri.PH

**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

**SECRETARY**





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**Shri P.Haridas**  
**Secretary**

**08.08.2011**

Staff Appt.FT / Dept. Computer Science /No.35 / Year 2011

**PROCEEDINGS OF THE SECRETARY**

**Sub : Your application for the Post of LECTURER**

**Ms.ANBARASI.C. M.Sc.,M.Phil.,** is selected and appointed temporarily as a **LECTURER IN COMPUTER SCIENCE** for the period up to 31<sup>st</sup> May 2012 subject to her satisfying the Madras University norms as regards her qualifications. She will be paid a Consolidated salary of **Rs.17250/-** (Rupees Seventeen thousand two hundred and fifty only) per month.

She shall produce all certificates in respect of her qualification in original. She shall abide by the code of conduct, discipline and rules of the institution. The appointee will abide by the time table and handle classes allotted to her regularly without any default.

She should carry out all such other work as may be assigned to her from time to time by or under the direction of the principal. This order will take effect from her date of joining.

E.Ravi/M.S/Sri.PH

  
**SECRETARY**

  
**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**





# Dwaraka Doss Goverdhan Doss Vaishnav College

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e-mail: principal@dgvaishnavcollege.edu.in website: www.dgvaishnavcollege.edu.in

**Ashok Kumar Mundhra**  
**Secretary**

01.12.2020

To  
Mr.E.Paneerselvam

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of Computer Application with effect from 01.12.2020 on the following terms.

1. You will be paid a total salary of Rs.25000 (Rupees Twenty five thousand only) per month (inclusive of all allowances).

2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.

3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.

4. You will be entitled to ten days' Casual leave in an academic year and you shall avail the same after obtaining prior written sanction. Unavailed casual leave shall lapse and shall not be carried over to the next year. The grant of leave shall be at the discretion of the management keeping in view the exigencies of work.

5. You shall constantly upgrade your subject knowledge and teaching skills so as to achieve excellence for the benefit of the students/college.

6. You will sincerely work for the development and progress of the college and look after the interest of students of your Department with regard to teaching, seminars, project work, assignments, tests etc.

7. You shall be a whole time employee of the college and, therefore, shall not, without previous written permission of the Management, engage yourself in any full time or part time work/profession/assignment/private tuition etc., either on honorary basis or otherwise during the period of your employment with the college.

8. Management shall encourage you to publish books, present papers, undertake research work without hampering your regular academic work. But they shall be only under the banner of this college.

9. You shall not engage yourself in any outside activity which will either directly or indirectly affect satisfactory performance of the duties assigned to you from time to time.

10. You will not enter into any monetary transactions or collection of any money, gratis or otherwise, from students, their parents/guardians nor misuse your position for any personal gains.

**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College PTO**  
**Arumbakkam, Chennai - 600106.**





## Dwaraka Doss Goverdhan Doss Vaishnav College

(Autonomous-Affiliated to the University of Madras)

Gokul Bagh, 833 Periyar E.V.R. High Road, Arumbakkam, Chennai-600 106

Phone: 044-23635101, 23635102 Fax: 044-23635103

E-mail: dgvooffice@gmail.com website: www.dgvaishnavcollege.edu.in

**Shri. Ashok Kumar Mundhra,**  
**Secretary**

To  
Ms.G. Divya

18.01.2021

Dear Madam,

Sub: Offer Letter

Ref: Your application for the post of Assistant Professor.

This refers to the personal interview you had with us.

You are temporarily appointed for the academic year 2020-21 only as Assistant Professor in the department of BCA Department.

You will be paid a total consolidated salary of Rs.25,000/- (Rupees Twenty Five Thousand Only) Per month inclusive of all allowances.

You are requested to bring the following within seven days of receipt of this letter.

- |                                |  |
|--------------------------------|--|
| a. Qualification Certificates  | - Original & Photo Copies                      |
| b. Experience Certificates     | - Original & Photo Copies                      |
| c. Date of Birth               | - Original & Photo Copies                      |
| d. Fitness Certificate         | - Original from any Regd. Medical Practitioner |
| e. Pass Port Size Colour Photo | - 2 Nos.                                       |
| f. Relieving Orders            | - From Previous Employer, if any               |
| g. Qualification Approval      | - By University of Madras, if any              |

You will be issued suitable orders on verification of the above and subject to your satisfying the norms laid down by University of Madras as regards your qualification.

Please confirm the date of your joining us.

Yours faithfully,  
For D.G.Vaishnav College (Evening)

**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



**SECRETARY**





**Dwaraka Doss Goverdhan Doss Vaishnav Evening College**

"GOKUL BAGH"

833, PERIYAR E.V.R. SALAI, ARUMBAKKAM, CHENNAI - 600 106.

(Managed by Shri Vallabhacharya Vidya Sabha, Chennai)

☎ 2475 4349

**BHARAT KUMAR K SHAH, B.A., B.L., P.G.Dip. in Foreign Trade**  
**JOINT SECRETARY**

Date: 2.2.2006.....

PROCEEDINGS

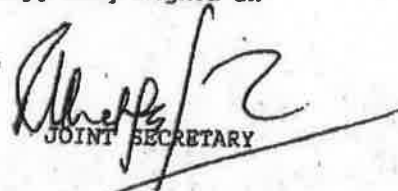
Sub: Appointment of ~~Full Time~~ / Part Time Staff

The Management is pleased to offer appointment to  
Mr./Ms. P. Manugan MA MPhil  
Lecturer in the Department of Tamil

The offer of appointment is purely on a contractual basis and is for a period of one year from 03.08.2005 or from the date of joining of the department whichever is later and lasts upto 31.05.2006 only on which date the appointment will automatically come to an end, subject to the following terms and conditions. :

1. He/She shall pass SLET/NET and qualify as stipulated by U.G.C./University of Madras Vide Letter No.A-III/2/Pres. Qln/2002/2016 dt.19.8.2002 for the post.
2. He/She will be allotted 12 hours of work and paid a consolidated sum of Rs. 5250/- p.m.
3. Salary paid is subject to Income Tax and other statutory provisions wherever applicable.
4. He/She shall abide by the time table and handle classes allotted regularly and carry out any other work as may be assigned to him/her from time to time by the Principal or other authorities of the college.
5. He/She shall abide by the code of conduct, discipline and rules of the institution.
6. He/She shall apply himself/herself honestly, efficiently and discharge his/her duties diligently.
7. He/She shall not normally or on any pretext absent himself/herself from his/her duties without the prior permission of the authorities.
8. The Management of the College reserves the right to determine the services of the said lecturer without assigning any reasons during the period of contract as he/she has been engaged only on contract basis. In such an eventuality he/she will be given one month's notice or one month's salary in lieu thereof.
9. He/she is entitled to relinquish his/her appointment at any time during the period of contract by giving one month notice in writing or paying the college one month's salary in lieu of such notice.

This letter of appointment is sent to you in duplicate. You are requested to return the duplicate copy duly signed in token of having accepted the same.

  
JOINT SECRETARY



**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Chennai - 600106**

R.C.No. No. 1232/2/2019

Date: 27. 10.2020

Subject: Aided Colleges - Chennai - 106, Dwaraka Doss Goverdhan Doss Vaishnav College - Dr.P.Murugan, Department of Tamil - Assistant Professor - Appointment under Aided -Approval - Regarding.

- Ref:1. Chennai - 600 006, Proceedings of the Directorate of Collegiate Education-48454/G1/1999 dated 28.10.1999.
2. Chennai - 600 006, Proceedings of the Directorate of Collegiate Education -R.C.No.46843/G1/2009 dated 07.09.2012 with Government Letter No.169 Education (E1) department dated 08.08.2012.
3. Chennai - 600 006, Proceedings of the Directorate of Collegiate Education, R.C.No.21663/G3/2011 dated 17.04.2017.
4. Letter from the Registrar, University of Madras No.A-II/JPR/A.P-Approval/D.G.Vaishnav College/2018/333 dated 20.12.2018.
5. College Secretary letter no 297/18-19 Dated 01.02.2019
6. Office letter Date 23.04.2019 and Interview letter No 218/2/2019 Dated 25.06.2019.
7. Chennai-600106, Dwaraka Doss Goverdhan Doss Vaishnav College Secretary Order latter dated 19.09.2019,27.07.2020 and letter Dated 08.10.2020.

\*\*\*\*\*

With reference first cited, In the proceedings of the Directorate of Collegiate education, under the sanctioned posts of 1999-2000 and based on the workload of Dwaraka Doss Goverdhan Doss Vaishnav College 03 posts of Assistant Professors for the Department of Tamil were sanctioned and given.

With reference fourth cited, In the proceedings of the Directorate of Collegiate education, it is mentioned that the posts fell vacant from 01.06.2008 to 31.05.2011, under the vacant of 1 posts in the department of Tamil, College Secretary has been permitted to appoint 01 posts.

Based on the above, Dr P.Murugan, appointed as Assistant Professor in the Department of Tamil by the Secretary, Dwaraka Doss Goverdhan Doss Vaishnav College, who has fulfilled the qualifications prescribed by the University Grants Commission. In the reference 4<sup>th</sup> cited above, The Registrar of University of Madras has given the qualification approval to him, Based on the qualification and also by abiding the below conditions. His appointment is approved from 12.10.2018 F.N. in order to avail Government Grants.

S.No	Name (and) designation	Vacancy details	Appointment date
1	Dr P.Murugan, Assistant Professor, Department of Tamil	Dr.P.Lakshmi Narayanan Vacancy created due to retirement of on 31.08.2010	12.10.2018 from morning

The aforesaid Assistant Professor has permitted to receive salary grant of Rs. 57700-182400 in the scale of pay from the forenoon of 12.10.2018.

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.





# Dwaraka Doss Goverdhan Doss Vaishnav College

(Autonomous-Affiliated to the University of Madras-Accredited at 'A' Grade by NAAC)

Gokul Bagh, 833 Periyar E.V.R. High Road, Arumbakkam, Chennai-600 106

Phone: 044-24756655, 24754349 Fax: 044-24753008

e-mail: principal@dgvaishnavcollege.com website: www.dgvaishnavcollege.com

**P.Haridas**  
Secretary

Date:01.12.2012

To

Dr.Sudhakar.K. M.A.,,Ph.D.,NET.,  
Tamil.

Dear Sir/Madam

This refers to our letter dated.22.07.2010 appointing you as Lecturer in the Department of Tamil.

1. You are placed on probation for a period of one year with effect from.01.12.2010. on the following terms and condition. The period of probation shall further be liable to be extended at the discretion of the Management. You shall continue to be on probation till your services are confirmed in writing by the management.

2. You will be paid a total salary of Rs.19360 (Rs. Nineteen thousand three hundred and sixty only) per month (inclusive of all allowances).

2-A. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.

3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.

4. You will be entitled to ten days' Casual leave in an academic year and you shall avail the same after obtaining prior written sanction. Unavailed casual leave shall lapse and shall not be carried over to the next year. The grant of leave shall be at the discretion of the management keeping in view the exigencies of work.

5. You shall constantly upgrade your subject knowledge and teaching skills so as to achieve excellence for the benefit of the students/college.

6. You will sincerely work for the development and progress of the college and look after the interest of students of your Department with regard to teaching, seminars, project work, assignments, tests etc.

7. You shall be a whole time employee of the college and, therefore, shall not, without previous written permission of the Management, engage yourself in any full time or part time work/profession/assignment/private tuition etc., either on honorary basis or otherwise during the period of your employment with the college.

P.T.O

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

R.C.No. No. 1287/2/2021

Date: 20.04.2021

Subject: Aided Colleges - Chennai - 106, Dwaraka Doss Goverdhan Doss Vaishnav College - Dr K. Sudhakar, Department of Tamil - Assistant Professor - Appointment under Aided -Approval - Regarding.

- Ref:1. Chennai - 600 006, Proceedings of the Directorate of Collegiate Education-48454/G1/1999 dated 28.10.1999.
2. Chennai - 600 006, Proceedings of the Directorate of Collegiate Education -R.C.No.46843/G1/2009 dated 07.09.2012 with Government Letter No.169 Education (E1) department dated 08.08.2012.
3. G.O.Ms.No.44, Personnel and Employment Department dated 11.03.2015.
4. Chennai - 600 006, Proceedings of the Directorate of Collegiate Education, R.C.No.12229/G3/2014 dated 23.10.2020.
5. Letter from the Registrar, University of Madras No.A-II/JPR/A.P-Approval/D.G.Vaishnav College/2021/037 dated 01.03.2021.
6. Chennai-600106, Dwaraka Doss Goverdhan Doss Vaishnav College Secretary Order R.C.No.115/2020-2021 dated 29.01.2021.
7. Chennai-600106, Letter from the Secretary, Dwaraka Doss Goverdhan Doss Vaishnav College, R.C.No.188/2020-2021 dated 02.03.2021.

\*\*\*\*\*

With reference first cited, In the proceedings of the Directorate of Collegiate education, under the sanctioned posts of 1999-2000 and based on the workload of Dwaraka Doss Goverdhan Doss Vaishnav College 03 posts of Assistant Professors for the Department of Tamil were sanctioned and given.

With reference fourth cited, In the proceedings of the Directorate of Collegiate education, it is mentioned that the posts fell vacant from 01.06.2011 to 31.05.2014, under the vacant of 14 posts in the department of Tamil, College Secretary has been permitted to appoint 01 posts.

Based on the above, Dr K.Sudhakar, appointed as Assistant Professor in the Department of Tamil by the Secretary, Dwaraka Doss Goverdhan Doss Vaishnav College, who has fulfilled the qualifications prescribed by the University Grants Commission. In the reference 5<sup>th</sup> cited above, The Registrar of University of Madras has given the qualification approval to him, Based on the qualification and also by abiding the below conditions. His appointment is approved from 01.02.2021 F.N. in order to avail Government Grants.

S.No	Name (and) designation	Vacancy details	Appointment date
1	Dr.K.Sudhakar Assistant Professor, Department of Tamil	Dr.B.Natarajan Vacancy created due to retirement of on 31.08.2013	01.02.2021 from morning

The aforesaid Assistant Professor has permitted to receive salary grant of Rs. 57700-182400 in the scale of pay from the forenoon of 01.02.2021.

**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**



சென்னை-15, சென்னை மண்டலக் கல்லூரிக் கல்வி இணை இயக்குநர் அவர்களின் செயல்முறைகள்  
பிறப்பிப்பவர்: முனைவர்.இரா.இராவணன்., எம்.எஸ்ஸி., எம்.பில்., பிஎச்.டி

ந.க.எண். 1287/ஈ2/2021

நாள்: 20-04-2021

பொருள் : அரசு உதவிபெறும் கல்லூரிகள் - சென்னை - 106, து.கோ.வைணவக் கல்லூரி - முனைவர்.கு.சுதாகர், தமிழ்த் துறை, உதவிப்பேராசிரியர் - பணியமர்வு அரசு மானியத்திற்கு நியமனம் ஏற்பு அளித்தல்.

- பார்வை :
1. சென்னை-6 கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகள் ப.மு.எண்.48454/ஐ1/1999 நாள்.28.10.1999.
  2. சென்னை-6 கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகள் ந.க.எண்.46843/ஐ1/2009 நாள்.07.09.2012 உடன் பெறப்பட்ட அரசு கடித எண் 169 உயர்கல்வி (E1) துறை, நாள்.08.08.2012.
  3. அரசாணை நிலை எண். 44, பணியாளர் மற்றும் வேலைவாய்ப்பு (டி) துறை நாள்: 11.03.2015.
  4. சென்னை-6 கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகள் ந.க.எண். 12229/ஐ3/2014 நாள். 23.10.2020.
  5. சென்னைப் பல்கலைக்கழக பதிவாளரின் கடித எண். A-IV/JPR/A.P-Approval/D.G. Vaishnav College/2021/037 நாள். 01.03.2021.
  6. சென்னை - 106, து.கோ.வைணவக் கல்லூரிச் செயலரின் நியமன ஆணை. ந. க. எண். 115/2020-2021 நாள். 29.01.2021.
  7. சென்னை - 106, து.கோ.வைணவக் கல்லூரிச் செயலரின் கடித ந. க. எண். 188/2020-2021 நாள். 02.03.2021.

பார்வை (1) ல் காணும் கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகளில் கல்லூரியின் 1999-2000ம் ஆண்டின் பணிப்பளு அடிப்படையில் சென்னை - 106, து.கோ.வைணவக் கல்லூரிக்கு 03 (மூன்று) தமிழ்த் துறை உதவிப்பேராசிரியர் பணியிடங்கள் ஒப்பளிப்பு செய்து ஆணைகள் வழங்கப்பட்டுள்ளது.

பார்வை (4) ல் காணும் கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகளில் சென்னை - 106, து.கோ.வைணவக் கல்லூரியில் 01.06.2011 முதல் 31.05.2014 வரை காலியாக உள்ளதென தெரிவிக்கப்பட்டுள்ள 14 ஆசிரியர் பணியிடங்களில் தமிழ்த் துறைக்கு காலியாக இருந்த ஒரு பணியிடம் (01) நிரப்பிக் கொள்வதற்கு கல்லூரிச் செயலருக்கு அனுமதி வழங்கப்பட்டுள்ளது.

அதன்படிப்படையில் சென்னை - 106, து.கோ.வைணவக் கல்லூரிச் செயலரால் பணியமர்த்தப்பட்டுள்ள முனைவர்.கு.சுதாகர் என்பாரது கல்வித் தகுதிகள் பல்கலைக்கழக மானியக் குழு நிர்ணயித்துள்ள கல்வித் தகுதிகளை நிறைவு செய்துள்ளதாலும், பார்வை (5) ல் காணும் சென்னை பல்கலைக்கழக பதிவாளரின் கடிதத்தில் அண்ணாருக்கு உதவிப் பேராசிரியர் கல்வித் தகுதிக்கான ஒப்புதல் வழங்கப்பட்டுள்ளதன் அடிப்படையிலும் கீழ்க் குறிப்பிட்டுள்ள நிபந்தனைகளுக்குட்பட்டு அண்ணாரது நியமனத்திற்கு 01.02.2021 முற்பகல் முதல் அரசு மானியத்திற்கு ஏற்பு வழங்கி ஆணையிடப்படுகிறது.

வ. எண்	பெயர் (மற்றும்) பதவி	பணியிடம் ஏற்பட்ட விதம்	நியமன நாள்
1	முனைவர்.கு.சுதாகர் உதவிப் பேராசிரியர் தமிழ்த் துறை	முனைவர்.பி. நடராஜன் என்பார் 31.08.2013 அன்று ஓய்வு பெற்றதால் ஏற்பட்ட காலிப்பணியிடம்	01.02.2021 முற்பகல் முதல்

மேற்காண் உதவிப் பேராசிரியருக்கு ரூ. 57700-182400 தர ஊதியக் கற்றையில் 01.02.2021 அன்று முற்பகல் முதல் சம்பள மானியம் பெறவும் அனுமதி அளிக்கப்படுகிறது.

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

R.C.No. No. 1288/2/2021

Date: 20.04.2021

- Subject: Aided Colleges - Chennai - 106, Dwaraka Doss Goverdhan Doss Vaishnav College - Dr S.Suja, Department of Tamil - Assistant Professor - Appointment under Aided - Approval - Regarding.
- Ref:1. Chennai - 600 006, Proceedings of the Directorate of Collegiate Education-48454/G1/1999 dated 28.10.1999.
2. Chennai - 600 006, Proceedings of the Directorate of Collegiate Education -R.C.No.46843/G1/2009 dated 07.09.2012 with Government Letter No.169 Education (E1) department dated 08.08.2012.
3. G.O.Ms.No.44, Personnel and Employment Department dated 11.03.2015.
4. Chennai - 600 006, Proceedings of the Directorate of Collegiate Education, R.C.No.12229/G3/2017 dated 23.10.2020.
5. Letter from the Registrar, University of Madras No.A-II/JPR/A.P-Approval/D.G.Vaishnav College/2021/037 dated 01.03.2021.
6. Chennai-600106, Dwaraka Doss Goverdhan Doss Vaishnav College Secretary Order R.C.No.116/2020-2021 dated 29.01.2021.
7. Chennai-600106, Letter from the Secretary, Dwaraka Doss Goverdhan Doss Vaishnav College, R.C.No.189/2020-2021 dated 02.03.2021.

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With reference first cited, In the proceedings of the Directorate of Collegiate education, under the sanctioned posts of 1999-2000 and based on the workload of Dwaraka Doss Goverdhan Doss Vaishnav College 03 posts of Assistant Professors for the Department of Tamil were sanctioned and given.

With reference fourth cited, In the proceedings of the Directorate of Collegiate education, it is mentioned that the posts fell vacant from 01.06.2014 to 31.05.2016, under the vacant of 09 posts in the department of Tamil, College Secretary has been permitted to appoint 01 posts.

Based on the above, Dr S.Suja, appointed as Assistant Professor in the Department of Tamil by the Secretary, Dwaraka Doss Goverdhan Doss Vaishnav College, who has fulfilled the qualifications prescribed by the University Grants Commission. In the reference 5<sup>th</sup> cited above, The Registrar of University of Madras has given the qualification approval to him, Based on the qualification and also by abiding the below conditions. His appointment is approved from 02.02.2021 F.N. in order to avail Government Grants.

S.No	Name (and) designation	Vacancy details	Appointment date
1	Dr.S.Suja, Assistant Professor, Department of Tamil	Prof H.Guru Ragavendran Vacancy created due to retirement of on 31.08.2013	02.02.2021 from morning

  
**PRINCIPAL**

The aforesaid Assistant Professor has permitted to receive salary grant of Rs. 57700-182400 in the scale of pay from the forenoon of 01.02.2021.

**Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.**



சென்னை-15, சென்னை மண்டலக் கல்லூரிக் கல்வி இணை இயக்குநர் அவர்களின் செயல்முறைகள்  
பிறப்பிப்பவர்: முனைவர்.இரா.இராவணன்., எம்.எஸ்ஸி., எம்.பி.ல., பிஎச்.டி

ந.க.எண்.1288/ந-2/2021

நாள்: 20.04.2021

பொருள் : அரசு உதவிபெறும் கல்லூரிகள் - சென்னை - 106, து.கோ.வைணவக் கல்லூரி - முனைவர். க. கஜா, தமிழ்த் துறை, உதவிப்பேராசிரியர் - பணியமர்வு அரசு மானியத்திற்கு நியமனம் ஏற்பு அளித்தல்.

- பார்வை : 1. சென்னை-6 கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகள் ப.மு.எண்.48454/ஜி1/1999 நாள்.28.10.1999.  
2. சென்னை-6 கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகள் ந.க.எண்.46843/ஜி1/2009 நாள்.07.09.2012 உடன் பெறப்பட்ட அரசு கடித எண் 169 உயர்கல்வி (E1) துறை, நாள்.08.08.2012.  
3. அரசாணை நிலை எண். 44, பணியாளர் மற்றும் வேலைவாய்ப்பு (டீ) துறை நாள்: 11.03.2015.  
4. சென்னை-6 கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகள் ந.க.எண். 12229/ஜி3/2017 நாள். 23.10.2020.  
5. சென்னைப் பல்கலைக்கழக பதிவாளரின் கடித எண். A-II/JPR/A.P-Approval/D.G. Vaishnav College/2021/037 நாள். 01.03.2021.  
6. சென்னை - 106, து.கோ.வைணவக் கல்லூரிச் செயலரின் நியமன ஆணை ந. க. எண். 116/2020-2021 நாள். 29.01.2021.  
7. சென்னை - 106, து.கோ.வைணவக் கல்லூரிச் செயலரின் கடித ந. க. எண். 189/2020-2021 நாள். 02.03.2021.

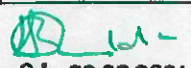
பார்வை (1) ல் காணும் கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகளில் கல்லூரியின் 1999-2000ம் ஆண்டின் பணிப்பளு அடிப்படையில் சென்னை - 106, து.கோ.வைணவக் கல்லூரிக்கு 03 (மூன்று) தமிழ்த் துறை உதவிப்பேராசிரியர் பணியிடங்கள் ஒப்பளிப்பு செய்து ஆணைகள் வழங்கப்பட்டுள்ளது.

பார்வை (4) ல் காணும் கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகளில் சென்னை - 106, து.கோ.வைணவக் கல்லூரியில் 01.06.2014 முதல் 31.05.2016 வரை காலியாக உள்ளதென தெரிவிக்கப்பட்டுள்ள 09 ஆசிரியர் பணியிடங்களில் தமிழ்த் துறைக்கு காலியாக இருந்த ஒரு பணியிடம் (01) நிரப்பிக் கொள்வதற்கு கல்லூரிச் செயலருக்கு அனுமதி வழங்கப்பட்டுள்ளது.

அதனடிப்படையில் சென்னை - 106, து.கோ.வைணவக் கல்லூரிச் செயலரால் பணியமர்த்தப்பட்டுள்ள முனைவர்.க.கஜா என்பாரது கல்வித் தகுதிகள் பல்கலைக்கழக மானியக் குழு நிர்ணயித்துள்ள கல்வித் தகுதிகளை நிறைவு செய்துள்ளதாலும், பார்வை (5) ல் காணும் சென்னை பல்கலைக்கழக பதிவாளரின் கடிதத்தில் அன்னாருக்கு உதவிப் பேராசிரியர் கல்வித் தகுதிக்கான ஒப்புதல் வழங்கப்பட்டுள்ளதன் அடிப்படையிலும் கீழ்க் குறிப்பிட்டுள்ள நிபந்தனைகளுக்குட்பட்டு அன்னாரது நியமனத்திற்கு 02.02.2021 முற்பகல் முதல் அரசு மானியத்திற்கு ஏற்பு வழங்கி ஆணையிடப்படுகிறது.

வ. எண்	பெயர் (மற்றும்) பதவி	பணியிடம் ஏற்பட்ட விதம்	நியமன நாள்
1	முனைவர்.க. கஜா உதவிப் பேராசிரியர் தமிழ்த் துறை	திரு. எச். குருராகவேந்திரன் என்பார் 29.02.2016 அன்று ஓய்வு பெற்றதால் ஏற்பட்ட காலிப்பணியிடம்	02.02.2021 முற்பகல் முதல்

மேற்காண் உதவிப் பேராசிரியருக்கு ரூ. 57700-182400 தர ஊதியக் கற்றையில் 02.02.2021 அன்று முற்பகல் முதல் சம்பள மானியம் பெறவும் அனுமதி அளிக்கப்படுகிறது.

  
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

**நிபந்தனைகள்**

- 1) இவ்வேற்பு குறித்த ஆவணங்கள் தணிக்கைக்கு உட்பட்டவை. செயலரால் கொடுக்கப்பட்ட பணியமர்த்த விவரங்கள் சரியானவை அல்ல என்று பின்னர் தெரிய வந்தால் இவ்வாணை தன்னிச்சையாகவே விலக்கிக் கொள்ளப்படும். இந்நியமனத்திற்கு ஏனைய நியமனத்திற்கான விதிமுறைகள் மீறப்படாமல் இருத்தல் வேண்டும்.
- 2) கல்லுரிக்கு மானியத்திற்கு அனுமதிக்கப்பட்ட பணியிடங்களுக்கு மிகையாகக்கூடாது.
- 3) பள்ளி இறுதிச் சான்றிதழ் (SSLC) உட்பட அனைத்து கல்விச் சான்றிதழ்கள் மெய்த்தன்மை உறுதி செய்யப்பட வேண்டும். இதனை உறுதி செய்து கல்லுரிச் செயலர் இவ்வலுவலகத்திற்கு தெரிவித்த பின்னர் அன்னாரது, பணிவரன்முறை செய்யப்பட வேண்டும். இரண்டாவது ஆண்டு ஊதிய உயர்வுக்கு முன் அனுமதி பெறுதல் வேண்டும். இதற்கான நடவடிக்கையினை உடன் மேற்கொள்ள வேண்டும்.
- 4) பார்வை (2)ல் காணும் அரசு கடிதத்தில் கல்லுரிக்கு சிறுபான்மைத் தகுதி வழங்கப்பட்டுள்ளதன் அடிப்படையில் இந்நியமனத்திற்கு ஒப்புதல் அளிக்கப்படுகிறது.
- 5) இந்நியமனமானது பார்வை (4) ல் காணும் கல்லுரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகளில் தெரிவிக்கப்பட்டுள்ள பல்கலைக்கழக மானிய குழு வழிகாட்டு நெறிமுறைகள் மற்றும் நிபந்தனைகளுக்குட்பட்டிருத்தல் வேண்டும்.
- 6) செயலரின் 09.03.2021 நாளிட்ட கடிதத்தின் படி பல்வேறு துறைகளில் உள்ள ஆசிரியர் காலியிடங்களை நிரப்புவதற்கு 09.11.2020 நாளிட்ட நியூ இந்தியன் எக்ஸ்பிரஸில் (ஆங்கில தினசரி) விளம்பரம் வெளியிடப்பட்டுள்ளது. மேலும் அக்கடிதத்தில் தங்கள் கல்லுரியின் இணையதளத்தில் கூட அல்விளம்பரத்தினை வெளியிட்டுள்ளதாகவும், எதிர்காலத்தில் பணியாளர் தேர்விற்கான (Recruitment) விளம்பரத்தை வெளியிடுகையில் வழிகாட்டுதல்களை பின்பற்றுவோம் என்றும் தெரிவிக்கப்பட்டுள்ளது. எனவே நியமனங்கள் ஏற்கனவே மேற்கொள்ளப்பட்டு விட்ட நிலையில் பார்வை (3)ல் காணும் அரசாணைப்படி இனிவரும் காலங்களில் நியமனங்களுக்கு இரண்டு நாளிதழ்களிலும் (தமிழ், ஆங்கிலம்) விளம்பரம் மேற்கொள்ளப்பட வேண்டும் என்ற நிபந்தனைக்குட்பட்டு இந்நியமனத்திற்கு ஒப்புதல் அளிக்கப்படுகிறது.
- 7) மேற்காணும் நியமனம் குறித்து வழக்கு ஏதும் நிலுவையில் இல்லை என கல்லுரிச் செயலரால் தெரிவிக்கப்பட்டதையடுத்து நியமன ஒப்புதல் வழங்கப்பட்டுள்ளது. இந்நியமனத்திற்கு எதிராக வழக்கு ஏதேனும் நிலுவையில் இருந்தாலோ அல்லது இந்நியமனத்திற்கு எதிராக வருங்காலத்தில் எவரேனும் வழக்கு தொடர்ந்தாலோ அதன் விளைவுகளுக்கு சார்ந்த பணியாளர் மற்றும் கல்லுரிச் செயலரே பொறுப்பேற்க வேண்டும் எனத் தெரிவிக்கலாகிறது. நியமனங்கள் தொடர்பாக முறையீடுகள் பெறப்பட்டால் கல்லுரிச் செயலரே நியமன அலுவலர் என்னும் நிலையில் பொறுப்பேற்க வேண்டும்.

கல்லுரிக் கல்வி இணை இயக்குநர்  
சென்னை மண்டலம், சென்னை-15.

இலக்கம்: அசல் சான்றிதழ்கள் (18)

பெறுநர்

செயலர்,  
து.கோ. வைணவக் கல்லுரி,  
சென்னை-106

6/7  
21/04

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.





# Dwaraka Doss Goverdhan Doss Vaishnav College

"GOKUL BAGH"

#833, PERIYAR E.V.R. HIGH ROAD, ARUMBAKKAM, CHENNAI - 600 106.

(MANAGED BY SRI VALLABHACHARYA VIDYA SABHA, CHENNAI)

**Bharat Kumar K. Shah**

Jt. Secretary

## PROCEEDINGS

10-10-2008 2475 6655

Date : .....

Sub: Appointment of Full Time Staff

The Management is pleased to offer appointment to Mr.RAMESH A M.A.,M.Phil., Lecturer in the Department of TAMIL.

The offer of appointment is purely on a contractual basis and is for a period of six month from 10-10-2008 or from the date of joining of the department whichever is later and lasts upto 30-04-2009 only on which date the appointment will automatically come to an end, subject to the following terms and conditions :

1. He/She will be allotted **18** hours of work and paid a consolidated sum of **Rs.8000/-** p.m.

2. Salary paid is subject to Income Tax and other statutory provisions wherever applicable.

3. He/She shall abide by the time table and handle classes allotted regularly and carry out any other work as may be assigned to him/her from time to time by the Principal or other authorities of the college.

4. He/She shall abide by the code of conduct, discipline and rules of the institution.

5. He/She shall apply himself/herself honestly, efficiently and discharge his/her duties diligently.

6. He/She shall not normally or on any pretext absent himself/herself from his/her duties without the prior permission of the authorities.

7. The Management of the College reserves the right to determine the services of the said lecturer without assigning any reasons during the period of contract as he/she has been engaged only on contract basis. In such an eventuality he/she will be given one month's notice or one month's salary in lieu thereof.

8. He/She is entitled to relinquish his/her appointment at any time during the period of contract by giving one month notice in writing or paying the college one month's salary in lieu of such notice.

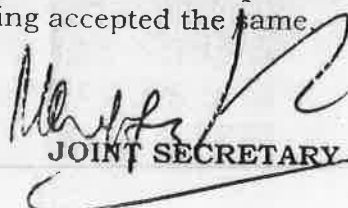
9. Enrollment \Participation in any Union \Association Activity will entail Termination of the contract.

This letter of appointment is sent to you in duplicate. You are requested to return the duplicate copy duly signed in token of having accepted the same.



**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

  
**JOINT SECRETARY**





# Dwaraka Doss Goverdhan Doss Vaishnav College

"GOKUL BAGH"

#833, PERIYAR E.V.R. HIGH ROAD, ARUMBAKKAM, CHENNAI - 600 106.  
(MANAGED BY SRI VALLABHACHARYA VIDYA SABHA, CHENNAI)

**Bharat Kumar K. Shah**  
Jt. Secretary

## PROCEEDINGS

14-02-2009 2475 6655

Date : .....

Sub: Appointment of Full Time Staff

The Management is pleased to offer appointment to **Mr.CHELLAPILLAI M.A.,M.Phil.,** Lecturer in the Department of **TAMIL.**

The offer of appointment is purely on a contractual basis and is for a period of four month from 14-02-2009 or from the date of joining of the department whichever is later and lasts upto 31-05-2009 only on which date the appointment will automatically come to an end, subject to the following terms and conditions :

1. He/She will be allotted **18** hours of work and paid a consolidated sum of **Rs.8000/-** p.m.

2. Salary paid is subject to Income Tax and other statutory provisions wherever applicable.

3. He/She shall abide by the time table and handle classes allotted regularly and carry out any other work as may be assigned to him/her from time to time by the Principal or other authorities of the college.

4. He/She shall abide by the code of conduct, discipline and rules of the institution.

5. He/She shall apply himself/herself honestly, efficiently and discharge his/her duties diligently.

6. He/She shall not normally or on any pretext absent himself/herself from his/her duties without the prior permission of the authorities.

7. The Management of the College reserves the right to determine the services of the said lecturer without assigning any reasons during the period of contract as he/she has been engaged only on contract basis. In such an eventuality he/she will be given one month's notice or one month's salary in lieu thereof.

8. He/She is entitled to relinquish his/her appointment at any time during the period of contract by giving one month notice in writing or paying the college one month's salary in lieu of such notice.

9. Enrollment/Participation in any Union /Association Activity will entail Termination of the contract.

This letter of appointment is sent to you in duplicate. You are requested to return the duplicate copy duly signed in token of having accepted the same.

**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600406.**

  
**JOINT SECRETARY**





# DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE

(Managed by Shri Vallabhacharya Vidya Sabha, Chennai)  
Accredited "A" Grade by NAAC

"GOKUL BAGH"

No. 833, PERIYAR E.V.R. SALAI, ARUMBAKKAM, CHENNAI - 600 106.

**Bharat Kumar K. Shah**  
Jt. Secretary

Phone: 044-24756655  
**06-10-2009**

## PROCEEDINGS

Date : .....

Sub: Appointment of Full Time Staff

The Management is pleased to offer appointment to **Dr.D.GAJALAKSHMI.**  
**M.A.,Ph.D.,** Lecturer in the Department of **TAMIL.**

The offer of appointment is purely on a contractual basis and is for a period of Eight month from 06-10-2009 or from the date of joining of the department whichever is later and lasts upto 31-05-2010 only on which date the appointment will automatically come to an end, subject to the following terms and conditions :

1. Your Working hours are **42** per week out of which **18** hours minimum is Classroom teaching. You will be paid a consolidated sum of **Rs.9500/-** p.m.
2. Salary paid is subject to Income Tax and other statutory provisions wherever applicable.
3. He/She shall abide by the time table and handle classes allotted regularly and carry out any other work as may be assigned to him/her from time to time by the Principal or other authorities of the college.
4. He/She shall abide by the code of conduct, discipline and rules of the institution.
5. He/She shall apply himself/herself honestly, efficiently and discharge his/her duties diligently.
6. He/She shall not normally or on any pretext absent himself/herself from his/her duties without the prior permission of the authorities.
7. The Management of the College reserves the right to determine the services of the said lecturer without assigning any reasons during the period of contract as he/she has been engaged only on contract basis. In such an eventuality he/she will be given one month's notice or one month's salary in lieu thereof.
8. He/She is entitled to relinquish his/her appointment at any time during the period of contract by giving one month notice in writing or paying the college one month's salary in lieu of such notice.
9. Enrollment/Participation in any Union /Association Activity will entail Termination of the contract.

This letter of appointment is sent to you in duplicate. You are requested to return the duplicate copy duly signed in token of having accepted the same.

**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**

**JOINT SECRETARY**



**Dwaraka Doss Goverdhan Doss Vaishnav College**  
(Autonomous-Affiliated to the University of Madras-Accredited at 'A' Grade by NAAC)

Gokul Bagh, 833 Periyar E.V.R. High Road, Arumbakkam, Chennai-600 106  
Phone: 044-24756655, 24754348 Fax: 044-24753008  
e-mail: principal@dgvaishnavcollege.com website: www.dgvaishnavcollege.com

**Shri P.Haridas**  
Secretary

11.07.2011

Staff Appt.FT / Dept.Tamil /No.25 / Year 2011

**PROCEEDINGS OF THE SECRETARY**

**Sub : Your application for the Post of LECTURER**

**Dr.SADHANANDAN.C M.A.,M.Phil.,P.hD.,NET.,** is selected and appointed temporarily as a LECTURER IN TAMIL for the period up to 31<sup>st</sup> May 2012 subject to his fulfilling the Madras University norms as regards his qualifications and approval. He will be paid a Consolidated salary of Rs.18250/- (Rupees Eighteen thousand two hundred and only ) per month.

He shall produce all certificates in respect of his qualification in original. He shall abide by the code of conduct, discipline and rules of the institution. The appointee will abide by the time table and handle classes allotted to his regularly without any default.

He should carry out all such other work as may be assigned to his from time to time by or under the direction of the principal. This order will take effect from his date of joining.

E.Ravi/M.S/Sri.PH

  
SECRETARY



**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**





**Dwaraka Doss Goverdhan Doss Vaishnav College**  
(Autonomous-Affiliated to the University of Madras-Accredited at 'A' Grade by NAAC)

Gokul Bagh, 833 Periyar E.V.R. High Road, Arumbakkam, Chennai-600 106  
Phone: 044-24756655, 24754349 Fax: 044-24753008  
e-mail: principal@dgvaishnavcollege.com website: www.dgvaishnavcollege.com

**Shri P.Haridas**  
Secretary

**27.07.2011**

Staff Appt.FT / Dept. Tamil /No.26 / Year 2011

**PROCEEDINGS OF THE SECRETARY**

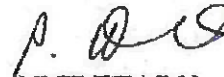

**Sub : Your application for the Post of LECTURER**


**Dr.LATHA.K.R. M.A.,M.Phil.,Ph.D.,** is selected and appointed temporarily as a **LECTURER IN TAMIL** for the period up to 31<sup>st</sup> May 2012 subject to her satisfying the Madras University norms as regards her qualifications. She will be paid a Consolidated salary of Rs.18250/- (Rupees Eighteen thousand two hundred fifty only) per month.

She shall produce all certificates in respect of her qualification in original. She shall abide by the code of conduct, discipline and rules of the institution. The appointee will abide by the time table and handle classes allotted to her regularly without any default.

She should carry out all such other work as may be assigned to her from time to time by or under the direction of the principal. This order will take effect from her date of joining.

E.Ravi/M.S/Sri.PH

  
**SECRETARY**  


  
**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**

Managed by **SHRI VALLABHACHARYA VIDYA SABHA**



# Dwaraka Doss Goverdhan Doss Vaishnav College

(Autonomous-Affiliated to the University of Madras-Accredited at 'A' Grade by NAAC)

Gokul Bagh, 833 Periyar E.V.R. High Road, Arumbakkam, Chennai-600 106

Phone: 044-23636655, 23637949 Fax: 044-23637788

e-mail: principal@dgvaishnavcollege.com website: www.dgvaishnavcollege.com

AP.NO : 039

**P.Haridas  
Secretary**


Date:01.08.2013

To

Dr.K.Girivasan,M.A.,M.Phil.,Ph.D.,SET.,  
Tamil,

Dear Sir/Madam

1. You are temporarily appointed as Lecturer in Tamil Department with effect from 01.08.2013 to 31<sup>st</sup> May,2014
2. The above temporary period is liable to be extended further at the discretion of the management.
3. You will be paid a consolidated salary of Rs.19500/- (Rs. Nineteen thousand five hundred only) per month during this temporary period. You are not entitled to any other benefit/privileges which are normally available to the regular employees of this institution.
4. You will be working for 42 hrs per week, out of which minimum 18 hrs will be classroom teaching.
5. You shall abide by the code of conduct, discipline and rules of the institution. You shall also abide by the time-table and handle classes allotted to you regularly without any default.
6. You shall carry out any other work as may be assigned to you from time to time by the Principal or any other authority under his direction.
7. You shall discharge your duties efficiently, diligently and should not misuse your position for any personal goal.
8. Your temporary service shall also be liable to be terminated earlier than the stipulated period or on expiry of the above period as mentioned in clause 1 of this letter without any notice or without assigning any reason thereof.
9. You shall not normally or under any pretext absent yourself from duties without the prior permission of the authorities.

  
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

**P.T.O**





## **Dwaraka Doss Goverdhan Doss Vaishnav College**

(Autonomous-Affiliated to the University of Madras Re Accredited at 'A' Grade by NAAC)

Gokul Bagh, 833, Periyar E.V.R. High Road, Anumbakkam, Chennai - 600 106

Phone : 044 - 2363 5101, 2363 5102 Fax : 044 - 2363 5103

E-mail : principal@dgvaishnavcollege.com Website : www.dgvaishnavcollege.com

**Shri. P. Haridas**

Secretary

Establishment/Teaching/Appointment/09/ 2015

Date: 19.06.2015

### **PROCEEDINGS OF THE SECRETARY**

**To**

**Mr. V. Ramraj**

**Tamil**

Dear Sir/Madam

1. You are hereby appointed on probation as Assistant Professor in the Department of Tamil. You are required to join on or before 19.06.2015 along with the joining report.
2. You will be paid a consolidated salary of Rs.25,000/- (Twenty Five Thousand Only) per month during the period. You are not entitled to any other benefit/privileges which are normally available to the regular employees of this institution.
3. You will be working for 42 hrs per week, out of which minimum 18 hrs will be classroom teaching.
4. You shall abide by the code of conduct, discipline and rules of the institution. You shall also abide by the time-table and handle classes allotted to you regularly without any default.
5. You shall carry out any other work as may be assigned to you from time to time by the Principal or any other authority under his direction.
6. You shall discharge your duties efficiently, diligently and should not misuse your position for any personal goal.

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Anumbakkam, Chennai - 600106.



**Dwaraka Doss Goverdhan Doss Vaishnav College**  
(Autonomous-Affiliated to the University of Madras-Re Accredited at 'A' Grade by NAAC)

Gokul Bagh, 833, Periyar E.V.R. High Road, Arumbakkam, Chennai - 600 106.  
Phone : 044 - 2363 5101, 2363 5102 Fax : 044 - 2363 5103.  
E-mail : principal@dgvaishnavcollege.com Website : www.dgvaishnavcollege.com

**Shri. P. Haridas**

**Establishment/Teaching/Appointment/40/ 2016**

Date: 04.07.2016

**PROCEEDINGS OF THE SECRETARY**

To

**Dr.D.Sivalingam**  
**Tamil**

Dear Sir/Madam

1. You are appointed as Assistant Professor in the Department of Tamil with effect from 04.07.2016 for a period of 1 year on probation. You are required to join duty on or before 04.07.2016 along with the joining report and all Original Certificates.
2. You will be paid a consolidated salary of Rs.25,000/- (Twenty Five Thousand Only) per month during the period. You are not entitled to any other benefit/privileges which are normally available to the regular employees of this institution.
3. You will be working for 42 hrs per week, out of which minimum 18 hrs will be classroom teaching.
4. You shall abide by the code of conduct, discipline and rules of the institution. You shall also abide by the time-table and handle classes allotted to you regularly without any default.
5. You shall carry out any other work as may be assigned to you from time to time by the Principal or any other authority under his direction.
6. You shall discharge your duties efficiently, diligently and should not misuse your position for any personal goal.
7. The Management of the college reserves the right to terminate the services of the said Assistant Professor without assigning any reasons during the period of probation as he/she has been engaged only on probation. In such an eventuality he/she will be given three months notice or one month's salary in lieu thereof.

**P.T.O**

**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**





## Dwaraka Doss Goverdhan Doss Vaishnav College

(Established in 1961 and affiliated to the University of Madras, Autonomous College, UGC Approved by NAAC)

Gokul Bagh, 833 Ferrier E.V.R. High Road, Arumbakkam, Chennai-600 106

Phone: 044-23635101, 23635102 Fax: 044-23635103

e-mail: principal@dgvaishnavcollege.edu.in website: www.dgvaishnavcollege.edu.in

**Ashok Kumar Mundhra**  
Secretary

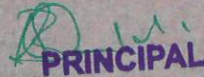
17.06.2019

To  
Mr.A. Sadasivam

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of Tamil with effect from 17.06.2019 on the following terms.

1. You will be paid a total salary of Rs.25000 (Rupees Twenty five thousand only) per month (inclusive of all allowances).
2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.
3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.
4. You will be entitled to ten days' Casual leave in an academic year and you shall avail the same after obtaining prior written sanction. Unavailed casual leave shall lapse and shall not be carried over to the next year. The grant of leave shall be at the discretion of the management keeping in view the exigencies of work.
5. You shall constantly upgrade your subject knowledge and teaching skills so as to achieve excellence for the benefit of the students/college.
6. You will sincerely work for the development and progress of the college and look after the interest of students of your Department with regard to teaching, seminars, project work, assignments, tests etc.
7. You shall be a whole time employee of the college and, therefore, shall not, without previous written permission of the Management, engage yourself in any full time or part time work/profession/assignment/private tuition etc., either on honorary basis or otherwise during the period of your employment with the college.
8. Management shall encourage you to publish books, present papers, undertake research work without hampering your regular academic work. But they shall be only under the banner of this college.
9. You shall not engage yourself in any outside activity which will either directly or indirectly affect satisfactory performance of the duties assigned to you from time to time.
10. You will not enter into any monetary transactions or collection of any money, gratis or otherwise, from students, their parents/guardians nor misuse your position for any personal gains.

  
PRINCIPAL

PTO

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



**Dwaraka Doss Goverdhan Doss Vaishnav College**  
(Autonomous-Affiliated to the University of Madras-Re Accredited at 'A' Grade by NAAC)

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E-mail : principal@dgvaishnavcollege.com Website : www.dgvaishnavcollege.com

**Shri. P. Haridas**  
Secretary

Establishment/Teaching/Appointment/05/ 2014

Date: 24.07.2014

**PROCEEDINGS OF THE SECRETARY**

To

**Dr. J. Sivakumar**  
**Tamil**

Dear Sir/Madam

1. You are hereby appointed on probation as Assistant Professor in the Department of Tamil. You are required to join on or before 24.07.2014 along with the joining report.
2. You will be paid a consolidated salary of Rs.19,500/- (Nineteen Thousand Five Hundred Only) per month during the period. You are not entitled to any other benefit/privileges which are normally available to the regular employees of this institution.
3. You will be working for 42 hrs per week, out of which minimum 18 hrs will be classroom teaching.
4. You shall abide by the code of conduct, discipline and rules of the institution. You shall also abide by the time-table and handle classes allotted to you regularly without any default.
5. You shall carry out any other work as may be assigned to you from time to time by the Principal or any other authority under his direction.
6. You shall discharge your duties efficiently, diligently and should not misuse your position for any personal goal.

P.T.O

  
**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**

Managed by SHRI VALLABHACHARYA VIDYA SABHA





**Dwaraka Doss Goverdhan Doss Vaishnav College**  
(Autonomous-Affiliated to the University of Madras-Re Accredited at 'A' Grade by NAAC)

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Phone : 044 - 2363 5101, 2363 5102 Fax : 044 - 2363 5103.  
E-mail : principal@dgvaishnavcollege.com Website : www.dgvaishnavcollege.com

**Shri. P. Haridas**  
Secretary

Establishment/Teaching/Appointment/10/ 2015

Date: 18.06.2015

**PROCEEDINGS OF THE SECRETARY**

To

**Dr.M. Elumalai**  
**Tamil**

Dear Sir/Madam

1. You are hereby appointed on probation as Assistant Professor in the Department of Tamil. You are required to join on or before 18.06.2015 along with the joining report.
2. You will be paid a consolidated salary of Rs.25,000/- (Twenty Five Thousand Only) per month during the period. You are not entitled to any other benefit/privileges which are normally available to the regular employees of this institution.
3. You will be working for 42 hrs per week, out of which minimum 18 hrs will be classroom teaching.
4. You shall abide by the code of conduct, discipline and rules of the institution. You shall also abide by the time-table and handle classes allotted to you regularly without any default.
5. You shall carry out any other work as may be assigned to you from time to time by the Principal or any other authority under his direction.
6. You shall discharge your duties efficiently, diligently and should not misuse your position for any personal goal.

P.T.O

**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**

Managed by SHRI VALLABHACHARYA VIDYA SABHA

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# DWARAKA DOSS GOVERDHAN DOSS VAISHNAV EVENING COLLEGE

"GOKUL BAGH"

833, PERIYAR E.V.R. SALAI, ARUMBAKKAM, CHENNAI - 600 106.  
[MANAGED BY SRI VALLABHACHARYA VIDYA SABHA, CHENNAI]

Shri. SURAJ RATAN DAMANI  
Secretary

Phone : 475 4340

Procs. / Ref. No. ....

Date : 15.7.02

## PROCEEDINGS

Sub; Appointment of Full Time/Part Time Staff

The Management is pleased to offer appointment to Mr./Ms. Manoj kumar singh  
Lecturer in the Department of Hindi

The offer of appointment is purely on a contractual basis and is for a period of one year  
from 15.7.2002 or from the date of joining of the department whichever is later and  
lasts upto 31.05.2003 only, on which date the appointment will automatically come to  
an end, subject to the following terms and conditions.

- (1) He/She will be allotted 16 hours of work and paid a consolidated sum of  
Rs 6600 p.m.
- (2) Salary paid is subject to Income Tax and other statutory provisions wherever  
applicable
- (3) He/She shall abide by the time table and handle classes allotted regularly and carry  
out any other work as may be assigned to him/her from time to time by the Principal  
or other authorities.
- (4) He/She shall abide by the code of conduct, discipline and rules of the institution.
- (5) He/She shall apply himself/herself honestly, efficiently and discharge his/her duties  
diligently.
- (6) He/She shall not normally or on any pretext absent himself/herself from his/her duties  
without the prior permission of the authorities.
- (7) The Management of the College reserves the right to determine the services of the  
said lecturer without assigning any reasons during the period of contract as he/she has  
been engaged only on contract basis. In such an eventuality he/she will be given one  
month's salary in lieu thereof.
- (8) He/She is entitled to relinquish his/her appointment at any time during the period of  
contract by giving one month notice in writing or paying the college one month's  
salary in lieu of such notice.

This letter of appointment is sent to you in duplicate. You are requested to return the  
duplicate copy duly signed in token of having accepted the same.

*P. Sarawathi*  
Dr. P. SARASWATHI

*[Signature]*  
Joint Secretary

*[Signature]*  
PRINCIPAL

Dr. P. SARASWATHI  
ASSISTANT PROFESSOR  
DEPARTMENT OF HINDI  
UNIVERSITY OF MADRAS  
CHENNAI - 600 005.

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



R.C.No. No. 1226/2/2019

Date: 27. 10.2020

- Subject: Aided Colleges - Chennai - 106, Dwaraka Doss Goverdhan Doss Vaishnav College - Dr. Manoj Kumar Singh, Department of Hindi - Assistant Professor - Appointment under Aided -Approval - Regarding.
- Ref:1. Chennai - 600 006, Proceedings of the Directorate of Collegiate Education-48454/G1/1999 dated 28.10.1999.
2. Chennai - 600 006, Proceedings of the Directorate of Collegiate Education -R.C.No.46843/G1/2009 dated 07.09.2012 with Government Letter No.169 Education (E1) department dated 08.08.2012.
3. Chennai - 600 006, Proceedings of the Directorate of Collegiate Education, R.C.No.21663/G3/2011 dated 17.04.2017.
4. Letter from the Registrar, University of Madras No.A-II/JPR/A.P-Approval/D.G.Vaishnav College/2018/334 dated 20.12.2018.
5. College Secretary letter no 297/18-19 Dated 01.02.2019
6. Office letter Date 23.04.2019 and Interview letter No 1218/2/2019 Dated 25.06.2019.
7. Chennai-600106, Dwaraka Doss Goverdhan Doss Vaishnav College Secretary Order latter dated 19.09.2019,27.07.2020 and letter Dated 08.10.2020.

\*\*\*\*\*

With reference first cited, In the proceedings of the Directorate of Collegiate education, under the sanctioned posts of 1999-2000 and based on the workload of Dwaraka Doss Goverdhan Doss Vaishnav College 02 posts of Assistant Professors for the Department of Hindi were sanctioned and given.

With reference fourth cited, In the proceedings of the Directorate of Collegiate education, it is mentioned that the posts fell vacant from 01.06.2008 to 31.05.2011, under the vacant of department of Hindi, College Secretary has been permitted to appoint 01 posts.

Based on the above, Dr. Manoj Kumar Singh appointed as Assistant Professor in the Department of Tamil by the Secretary, Dwaraka Doss Goverdhan Doss Vaishnav College, who has fulfilled the qualifications prescribed by the University Grants Commission. In the reference 4<sup>th</sup> cited above, The Registrar of University of Madras has given the qualification approval to him, Based on the qualification and also by abiding the below conditions. His appointment is approved from 12.10.2018 F.N. in order to avail Government Grants.

S.No	Name (and) designation	Vacancy details	Appointment date
1	Dr. Manoj Kumar Singh, Assistant Professor, Department of Tamil	Sri Ram Surath Singh Vacancy created due to retirement of on 31.12.2007	12.10.2018 from morning

The aforesaid Assistant Professor has permitted to receive salary grant of Rs. 57700-182400 in the scale of pay from the forenoon of 12.10.2018.

**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**

R.C.No. No. 1285/2/2021

Date: 21. 04.2021

Subject: Aided Colleges - Chennai - 106, Dwaraka Doss Goverdhan Doss Vaishnav College - Dr. Harsha latha V.Shah, Department of Hindi - Assistant Professor - Appointment under Aided -Approval - Regarding.

- Ref:1. Chennai - 600 006, Proceedings of the Directorate of Collegiate Education-48454/G1/1999 dated 28.10.1999.
2. Chennai - 600 006, Proceedings of the Directorate of Collegiate Education -R.C.No.46843/G1/2009 dated 07.09.2012 with Government Letter No.169 Education (E1) department dated 08.08.2012.
3. G.O.Ms.No.44, Personnel and Employment Department dated 11.03.2015.
4. Chennai - 600 006, Proceedings of the Directorate of Collegiate Education, R.C.No.12229/G3/2014 dated 23.10.2020.
5. Letter from the Registrar, University of Madras No.A-II/JPR/A.P-Approval/D.G.Vaishnav College/2021/036 dated 01.03.2021.
6. Chennai-600106, Dwaraka Doss Goverdhan Doss Vaishnav College Secretary Order R.C.No.137/2020-2021 dated 29.01.2021.
7. Chennai-600106, Letter from the Secretary, Dwaraka Doss Goverdhan Doss Vaishnav College, R.C.No.190/2020-2021 dated 02.03.2021.

\*\*\*\*\*

With reference first cited, In the proceedings of the Directorate of Collegiate education, under the sanctioned posts of 1999-2000 and based on the workload of Dwaraka Doss Goverdhan Doss Vaishnav College 02 posts of Assistant Professors for the Department of Hindi were sanctioned and given.

With reference fourth cited, In the proceedings of the Directorate of Collegiate education, it is mentioned that the posts fell vacant from 01.06.2011 to 31.05.2014, under the vacant of 14 posts in the department of Tamil, College Secretary has been permitted to appoint 01 posts.

Based on the above, Dr. Harsha latha V.Shah, appointed as Assistant Professor in the Department of Hindi by the Secretary, Dwaraka Doss Goverdhan Doss Vaishnav College, who has fulfilled the qualifications prescribed by the University Grants Commission. In the reference 5<sup>th</sup> cited above, The Registrar of University of Madras has given the qualification approval to him, Based on the qualification and also by abiding the below conditions. His appointment is approved from 01.02.2021 F.N. in order to avail Government Grants.

S.No	Name (and) designation	Vacancy details	Appointment date
1	Dr. Harsha latha V.Shah, Assistant Professor, Department of Hindi	Dr.Hariday Narayanan Panday Vacancy created due to retirement of on 31.01.2011	01.02.2021 from morning

The aforesaid Assistant Professor has permitted to receive salary grant of Rs. 57700-182400 in the scale of pay from the forenoon of 01.02.2021

**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**



சென்னை-15, சென்னை மண்டலக் கல்லூரிக் கல்வி இணை இயக்குநர் அவர்களின் செயல்முறைகள்  
பிறப்பிப்பவர்: முனைவர்.இரா.இராவணன்., எம்.எஸ்ஸி., எம்.பில்., பிஎச்.டி

ந.க.எண். 1285/ந2/2021

நாள்: 21.04.2021

பொருள் : அரசு உதவிபெறும் கல்லூரிகள் - சென்னை - 106, து.கோ.வைணவக் கல்லூரி - முனைவர்.ஹர்ஷ லதா வி ஷா, இந்தித் துறை, உதவிப்பேராசிரியர் - பணியமர்வு அரசு மானியத்திற்கு நியமனம் ஏற்பு அளித்தல்.

- பார்வை :
1. சென்னை-6 கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகள் ப.மு.எண்.48454/ஜி1/1999 நாள்.28.10.1999.
  2. சென்னை-6 கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகள் ந.க.எண்.46843/ஜி1/2009 நாள்.07.09.2012 உடன் பெறப்பட்ட அரசு கடித எண் 169, உயர்கல்வி (E) துறை, நாள்.08.08.2012.
  3. அரசாணை நிலை எண். 44, பணியாளர் மற்றும் வேலைவாய்ப்பு (ட்டி) துறை நாள்: 11.03.2015.
  4. சென்னை-6 கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகள் ந.க.எண். 12229/ஜி3/2014 நாள். 23.10.2020.
  5. சென்னைப் பல்கலைக்கழக பதிவாளரின் கடித எண். A-II/JPR/A.P-Approval/D.G. Vaishnav College/2021/036 நாள். 01.03.2021.
  6. சென்னை - 106, து.கோ.வைணவக் கல்லூரிச் செயலரின் நியமன ஆணை ந. க. எண். 137/2020-2021 நாள். 29.01.2021.
  7. சென்னை - 106, து.கோ.வைணவக் கல்லூரிச் செயலரின் கடித . ந. க. எண். 190/2020-2021 நாள். 02.03.2021.


பார்வை (1) ல் காணும் கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகளில் கல்லூரியின் 1999-2000ம் ஆண்டின் பணிப்பளு அடிப்படையில் சென்னை - 106, து.கோ.வைணவக் கல்லூரிக்கு இரண்டு (2) இந்தித் துறை, உதவிப்பேராசிரியர் பணியிடங்கள் ஒப்பளிப்பு செய்து ஆணைகள் வழங்கப்பட்டுள்ளது.

பார்வை (4) ல் காணும் கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகளில் சென்னை - 106, து.கோ.வைணவக் கல்லூரியில் 01.06.2011 முதல் 31.05.2014 வரை காலியாக உள்ளதென தெரிவிக்கப்பட்டுள்ள 14 ஆசிரியர் பணியிடங்களில் இந்தித் துறையில் காலியாக இருந்த ஒரு பணியிடம் (01) நிரப்பிக் கொள்வதற்கு கல்லூரிச் செயலருக்கு அனுமதி வழங்கப்பட்டுள்ளது.

அதனடிப்படையில் சென்னை - 106, து.கோ.வைணவக் கல்லூரிச் செயலரால் இந்தித் துறை, உதவிப்பேராசிரியராகப் பணியமர்த்தப்பட்டுள்ள முனைவர்.ஹர்ஷ லதா வி ஷா என்பாரது கல்வித் தகுதிகள் பல்கலைக்கழக மானியக் குழு நிர்ணயித்துள்ள கல்வித் தகுதிகளை நிறைவு செய்துள்ளதாலும், பார்வை (5) ல் காணும் சென்னை பல்கலைக்கழக பதிவாளரின் கடிதத்தில் அன்னாருக்கு உதவிப் பேராசிரியர் கல்வித் தகுதிக்கான ஒப்புதல் வழங்கப்பட்டுள்ளதன் அடிப்படையிலும் கீழ்க் குறிப்பிட்டுள்ள நிபந்தனைகளுக்குப்பட்டு அன்னாரது நியமனத்திற்கு 01.02.2021 அன்று முற்பகல் முதல் அரசு மானியத்திற்கு ஏற்பு வழங்கி ஆணையிடப்படுகிறது.

வ. எண்	பெயர் (மற்றும்) பதவி	பணியிடம் ஏற்பட்ட விதம்	நியமன நாள்
1	முனைவர்.ஹர்ஷ லதா வி ஷா உதவிப் பேராசிரியர் இந்தித் துறை	முனைவர்.ஹரிடெ நாராயாணன் பாண்டே என்பார் 31.12.2011 அன்று ஓய்வு பெற்றதால் ஏற்பட்ட காலிப்பணியிடம்.	01.02.2021 முற்பகல் முதல்

மேற்காண் உதவிப் பேராசிரியருக்கு ரூ. 57700-182400 தர ஊதியக் கற்றையில் 01.02.2021 அன்று முற்பகல் முதல் சம்பள மானியம் பெறவும் அனுமதி அளிக்கப்படுகிறது.

  
PRINCIPAL  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



**Dwaraka Doss Goverdhan Doss Vaishnav College**  
(Autonomous-Affiliated to the University of Madras-Accredited at 'A' Grade by NAAC)

Gokul Bagh, 833 Periyar E.V.R. High Road, Arumbakkam, Chennai-600 106  
Phone: 044-24756655, 24754349 Fax: 044-24753008  
e-mail: principal@dgvaishnavcollege.com website: www.dgvaishnavcollege.com

**Shri P.Haridas**  
Secretary

**18.01.2012**

Staff Appt. FT / Dept.Hindi /No. 43 / Year 2012

**PROCEEDINGS OF THE SECRETARY**

**Sub : Your application for the Post of LECTURER**

**Dr.MANOJ KUMAR DWIVEDI M.A., Ph.D.,** is selected and appointed temporarily as a LECTURER IN HINDI for the period up to 31<sup>st</sup> May 2012 subject to his fulfilling the Madras University norms as regards his qualifications and approval. He will be paid a Consolidated salary of Rs.18250/- (Rupees Eighteen thousand two hundred and fifty only) per month.

He shall produce all certificates in respect of his qualification in original. He shall abide by the code of conduct, discipline and rules of the institution. The appointee will abide by the time table and handle classes allotted to his regularly without any default.

He should carry out all such other work as may be assigned to his from time to time by or under the direction of the principal. This order will take effect from his date of joining.

E.Ravi/M.S/Sri.PH

  
SECRETARY





**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**





# Dwaraka Doss Goverdhan Doss Vaishnav College

(Autonomous-Affiliated to the University of Madras-Re Accredited at 'A' Grade by NAAC)

Gokul Bagh, 833, Periyar E.V.R. High Road, Arumbakkam, Chennai - 600 106.  
Phone : 044 - 2363 5101, 2363 5102 Fax : 044 - 2363 5103.  
E-mail : principal@dgvaishnavcollege.com Website : www.dgvaishnavcollege.com

**Shri. P. Haridas**

Secretary

Establishment/Teaching/Appointment/29/ 2016

Date: 19.07.2016

## **PROCEEDINGS OF THE SECRETARY**

To

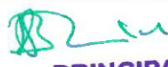
**Dr.Kumar Abhishek**

**Hindi**

Dear Sir/Madam

1. You are appointed as Assistant Professor in the Department of English with effect from 19.07.2016 for a period of 1 year on probation. You are required to join duty on or before 19.07.2016 along with the joining report and all Original Certificates.
2. You will be paid a consolidated salary of Rs.25,000/- (Twenty Five Thousand Only) per month during the period. You are not entitled to any other benefit/privileges which are normally available to the regular employees of this institution.
3. You will be working for 42 hrs per week, out of which minimum 18 hrs will be classroom teaching.
4. You shall abide by the code of conduct, discipline and rules of the institution. You shall also abide by the time-table and handle classes allotted to you regularly without any default.
5. You shall carry out any other work as may be assigned to you from time to time by the Principal or any other authority under his direction.
6. You shall discharge your duties efficiently, diligently and should not misuse your position for any personal goal.
7. The Management of the college reserves the right to terminate the services of the said Assistant Professor without assigning any reasons during the period of probation as he/she has been engaged only on probation. In such an eventuality he/she will be given three months notice or one month's salary in lieu thereof.

**P.T.O**

  
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



# Dwaraka Doss Goverdhan Doss Vaishnav College

(Autonomous - Affiliated to the University of Madras)

Gokul Bagh, 833 Periyar E.V.R. High Road, Arumbakkam, Chennai - 600 106.

Phone : 044 - 2363 5101, 2363 5102, Fax : 044 - 2363 5103.

E-mail : dgvooffice@gmail.com Website : www.dgvaishnavcollege.edu.in

**Ashok Kumar Mundhra**  
Secretary

To  
Mr. Praveen Kumar Mishra

10.07.2019

Dear Sir,

Sub: Offer Letter

Ref: Your application for the post of Assistant Professor.

This refers to the personal interview you had with us.

You are temporarily appointed as Assistant Professor in Hindi Department.

You will be paid a total consolidated salary of Rs.18,000/- (Rupees Eighteen Thousand Only) Per month inclusive of all allowances.

You are requested to bring the following within seven days of receipt of this letter.

- |                                |  |
|--------------------------------|--|
| a. Qualification Certificates  | - Original & Photo Copies                      |
| b. Experience Certificates     | - Original & Photo Copies                      |
| c. Date of Birth               | - Original & Photo Copies                      |
| d. Fitness Certificate         | - Original from any Regd. Medical Practitioner |
| e. Pass Port Size Colour Photo | - 2 Nos.                                       |
| f. Relieving Orders            | - From Previous Employer, if any               |
| g. Qualification Approval      | - By University of Madras, if any              |

You will be issued suitable orders on verification of the above and subject to your satisfying the norms laid down by University of Madras as regards your qualification.

Please confirm the date of your joining us.

Yours faithfully,  
For D.G.Vaishnav College (Evening)



  
SECRETARY



**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss**

**Vaishnav College**

**Arumbakkam, Chennai - 600 106.**

Managed by SHRI VALLABHACHARYA VIDYA SABHA





**Dwaraka Doss Goverdhan Doss Vaishnav Evening College**

"GOKUL BAGH"

833, PERIYAR E.V.R. SALAI, ARUMBAKKAM, CHENNAI - 600 106.

[Managed by Shri Vallabhacharya Vidya Sabha, Chennai]

☎ 2475 4349

BHARAT KUMAR K SHAH, B.A., B.L., P.G. Dip. in Foreign Trade  
JOINT SECRETARY

Date 1-6-2005

PROCEEDINGS

Sub: Appointment of Full Time/ ~~Part Time~~ Staff

The Management is pleased to offer appointment to  
Mr./Ms. V. Sowmya Narayanan, M.A., B.Ed., MPhil.  
Lecturer in the Department of Sanskrit.

The offer of appointment is purely on a contractual basis and is for a period of one year from 01.06.2005 or from the date of joining of the department whichever is later and lasts upto 31.05.2006 only on which date the appointment will automatically come to an end, subject to the following terms and conditions :

1. He/She shall pass SLET/NET and qualify as stipulated by U.G.C./University of Madras Vide Letter No.A-III/2/Pres. Qln/2002/2016 dt.19.9.2002 for the post.
2. He/She will be allotted 16 hours of work and paid a consolidated sum of Rs. 8200/- p.m.
3. Salary paid is subject to Income Tax and other statutory provisions wherever applicable
4. He/She shall abide by the time table and handle classes allotted regularly and carry out any other work as may be assigned to him/her from time to time by the Principal or other authorities of the college.
5. He/She shall abide by the code of conduct, discipline and rules of the institution.
6. He/She shall apply himself/herself honestly, efficiently and discharge his/her duties diligently.
7. He/She shall not normally or on any pretext absent himself/herself from his/her duties without the prior permission of the authorities.
8. The Management of the College reserves the right to determine the services of the said lecturer without assigning any reasons during the period of contract as he/she has been engaged only on contract basis. In such an eventuality he/she will be given one month's notice or one month's salary in lieu thereof.
9. He/she is entitled to relinquish his/her appointment at any time during the period of contract by giving one month notice in writing or paying the college one month's salary in lieu of such notice.

This letter of appointment is sent to you in duplicate. You are requested to return the duplicate copy duly signed in token of acceptance of the same.

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

60

**PROCEEDINGS OF THE JOINT DIRECTOR OF COLLEGIATE EDUCATION  
CHENNAI REGION, CHENNAI – 600 015.**

**Present: Dr. R.RAVANAN, M.Sc., M.Phil., Ph.D.,**

R.C.No. 12872/2021

Date: - 20.04.2021

**Subject: Aided Colleges - Chennai - 600 106, Dwaraka Doss Goverdhan  
Doss Vaishnav College, Chennai-600 106. -  
Dr.V.Sowmyanarayanan - Department of Sanskrit - Assistant  
Professor - Appointment under Aided – Approval – Regarding.**

- Ref: 1. Chennai-600 006, Proceedings of the Directorate of Collegiate Education - No.48454 / G1 / 1999 dated 28.10.1999.  
2. Chennai-600 006, Proceedings of the Directorate of Collegiate Education – R.C.No.46843 / G1 / 2009 dated 07.09.2012 with Government Letter No.169 Education (E1) department dated 08.08.2012.  
3. G.O.Ms.No. 44, Personnel and Employment Department dated 11.03.2015.  
4. Chennai - 600 006, Proceedings of the Directorate of Collegiate Education, R.C.No.12229 / G3 / 2014, dated 23.10.2020.  
5. Chennai - 600 106, Dwaraka Doss Goverdhan Doss Vaishnav College Secretary Order R.C.No.138 / 2020-2021 Dated. 29.01.2021.  
6. Letter from the Registrar, University of Madras No.A-II/JPR/A.P- Approval/Dwaraka Doss Goverdhan Doss Vaishnav College / 2021/037, Dated. 01.03.2021.  
7. Chennai - 600 106, Dwaraka Doss Goverdhan Doss Vaishnav College, Secretary Order R.C.No. 191 / 2020-2021 Day. 02.03.2021  
8. A proof of the certificate given by the Principal, Sri Ahobila Muth Sannskrit College, Madurantakam, Kanchipuram -603 306, dated 23.04.2021.

With reference first cited, In the proceedings of the Directorate of Collegiate Education, under the sanctioned posts of 1999-2000 and based on the workload of **Dwaraka Doss Goverdhan Doss Vaishnav College** 01 post of Assistant Professors for the Department of Sanskrit was sanctioned and given.

With reference fourth cited, In the Proceedings of the Directorate of Collegiate Education, it is mentioned that the post fell vacant from 01.09.2013 under the vacant of 01 post Permission has been granted to the Secretary of the College to fill a vacancy (01) in the Department of Sanskrit, College Secretary has been permitted to appoint 01 post.

Based on the above, Dr.V.Sowmyanarayanan, appointed as Assistant Professor in the Department of Sanskrit by the Secretary, Dwaraka Doss Goverdhan Doss Vaishnav College, who has fulfilled the qualifications prescribed by the University Grants Commission. In the reference 5<sup>th</sup> cited above, The Registrar of University of Madras has given the qualification approval to him, Based on the qualification and also by abiding the below conditions. His appointment is approved from 01.02.2021 F.N. in order to avail Government Grants.

S.NO	Name (and) designation	Vacancy details	Appointment date
1	Dr.V.Sowmyanarayanan Assistant Professor, Department of Sanskrit	Dr.L.Kumaraswamy Vacancy created due to retirement of on 31.08.2013	01.02.2021 from morning

The aforesaid Assistant Professor has permitted to receive salary grant of Rs.57700-182400 in the scaled of pay from the forenoon of on 01.02.2021

**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106**



121

சென்னை-15, சென்னை மண்டலக் கல்லூரிக் கல்வி இணை இயக்குநர் அவர்களின் செயல்முறைகள்  
பிறப்பிப்பவர்: முனைவர் இரா.இராவணன், எம்.எஸ்.ஸி, எம்.பி.எல், சி.எச்.டி

ந.க.எண். 1289 / எ2 / 2021

நாள்: 28.04.2021

பொருள்: அரசு உதவிபெறும் கல்லூரிகள் - சென்னை - 106, து.கோ.வைணவக் கல்லூரி -  
முனைவர்.வ.செளம்யநாராயணன், சமஸ்கிருதத் துறை, உதவிப்பேராசிரியர் - பணியமர்வு  
அரசு மானியத்திற்கு நிபுணம் ஏற்பு அளித்தல்.

- பார்வை: 1. சென்னை-6 கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகள்  
ப.மு.எண்.48454/ஜி/1999 நாள்.28.10.1999.  
2. சென்னை-6 கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகள்  
ந.க.எண்.46843/ஜி/2009 நாள்.07.09.2013 உடன் பெறப்பட்ட அரசு கடித எண் 169  
உட்கல்வி (E1) துறை, நாள்.08.08.2012.  
3. அரசாணை நிலை எண். 44, பணியாளர் மற்றும் வேலைவாய்ப்பு (டபி) துறை  
நாள்: 11.03.2015.  
4. சென்னை-6 கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகள் ந.க.எண்.  
12229/ஜி/2014 நாள். 23.10.2020.  
5. சென்னை - 106, து.கோ.வைணவக் கல்லூரிக் செயலரின் நிபுண ஆணை ந. க. எண்.  
138/2020-2021 நாள். 28.01.2021.  
6. சென்னைப் பல்கலைக்கழக பதிவாளரின் கடித எண். A-III/JPR/A.P-Approval/O.G.  
Vaishnav College/2021/037 நாள். 01.03.2021.  
7. சென்னை - 106, து.கோ.வைணவக் கல்லூரிக் செயலரின் கடித ந. க. எண். 191/2020-2021  
நாள். 02.03.2021.  
8. காஞ்சிபுரம்- 603 306, ஸ்ரீ அகோபன் முதர் சமஸ்கிருத கல்லூரி முதல்வரின் 23.04.2021  
நாள்ிட்ட சான்று

பார்வை (1) க் காரணம் கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகளில் கல்லூரியின்  
1999-2000ம் ஆண்டின் பணிப்பகு அடிப்படையில் சென்னை - 106, து.கோ.வைணவக் கல்லூரிக்கு  
01 (ஒன்று) சமஸ்கிருதத் துறை உதவிப்பேராசிரியர் பணியிடம் ஒப்பாய்வு செய்து ஆணைகள்  
வழங்கப்பட்டுள்ளது.

பார்வை (2) க் காரணம் கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகளில் சென்னை - 106,  
து.கோ.வைணவக் கல்லூரியில் 01.06.2011 முதல் 31.05.2014 வரை காலியாக உள்ளதென தெரிவிக்கப்பட்டுள்ள  
14 ஆசிரியர் பணியிடங்களில் சமஸ்கிருதத் துறையில் காலியாக இருந்த ஒரு பணியிடம் (01) நிரப்பிக்  
கொள்வதற்கு கல்லூரிக் செயலருக்கு அனுமதி வழங்கப்பட்டுள்ளது.

அதனுட்படையில் சென்னை - 106, து.கோ.வைணவக் கல்லூரிக் செயலரால் சமஸ்கிருதத் துறை  
உதவிப்பேராசிரியராகப் பணியமர்த்தப்பட்டுள்ள முனைவர்.வ.செளம்யநாராயணன் என்பவரது கல்வித் தகுதிகள்  
பல்கலைக்கழக மானியக் குழு நிர்ணயித்துள்ள கல்வித் தகுதிகளை நிறைவு செய்துள்ளதாலும், பார்வை (6) க்  
காரணம் சென்னை பல்கலைக்கழக பதிவாளரின் கடிதத்தில் அண்ணாருக்கு உதவிப் பேராசிரியர் கல்வித்  
தகுதிகளை ஒப்புதல் வழங்கப்பட்டுள்ளதன் அடிப்படையிலும் கீழ்க் குறிப்பிட்டுள்ள நிபந்தனைகளுக்குட்பட்டு  
அன்னாரது நிபுணத்திற்கு 01.02.2021 அன்று முற்பகல் முதல் அரசு மானியத்திற்கு ஏற்பு வழங்கி  
அனுமதிப்படுகிறது.

வ.எண்	பெயர் (மற்றும்) பதவி	பணியிடம் ஏற்பட்ட விதம்	நிபுண நாள்
1	முனைவர்.வ.செளம்யநாராயணன் உதவிப் பேராசிரியர் சமஸ்கிருதத் துறை	முனைவர். எல். குமாரசாமி என்பவர் 31.07.2013 அன்று ஒய்வு பெற்றதால் ஏற்பட்ட காலியணியிடம்.	01.02.2021 முற்பகல் முதல்

மேற்காண் உதவிப் பேராசிரியருக்கு ரூ. 57700-182400 ரூ வரையிலுக் கட்டணத்தில் 01.02.2021 அன்று  
முற்பகல் முதல் சம்பள மானியம் பெறவும் அனுமதி அளிக்கப்படுகிறது.



PRINCIPAL

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

சென்னை-15, சென்னை மண்டலக் கல்லூரிக் கல்வி இணை இயக்குநர் அவர்களின் செயல்முறைகள்  
பிறப்பிப்பவர்: முனைவர் இரா.இராவணன், எம்.எஸ்.ஸி, எம்.பி.எல், சி.எச்.டி



# DWARAKA DOSS GOVERDHAN DOSS VAISHNAV EVENING COLLEGE

"GOKUL BAGH"

833, PERIYAR E.V.R. SALAI, ARUMBAKKAM, CHENNAI - 600 106.  
[MANAGED BY SRI VALLABHACHARYA VIDYA SABHA, CHENNAI]

Shri. SURAJ RATAN DAMANI  
Secretary

Phone: 475 4349

Procs. / Ref. No. ....

Date : 11.12.03

## PROCEEDINGS

Sub: Appointment of Full Time/ Part Time Staff.

The Management is pleased to offer appointment to  
Mr./Ms. S. Ganesh MA, Mphil, B.ed.  
Lecturer in the Department of Sanskrit.

The offer of appointment is purely on a contractual basis and is for a period of one year from 11.12.2003 or from the date of joining of the department whichever is later and lasts upto 31.05.2004 only on which date the appointment will automatically come to an end, subject to the following terms and conditions :

1. He/She shall pass SLET/NET and qualify as stipulated by U.G.C./University of Madras Vide Letter No.A-III/2/Pres. Qln/2002/2016 dt.19.8.2002 for the post.
2. He/She will be allotted 16 hours of work and paid a consolidated sum of Rs. 7000/- p.m.
3. Salary paid is subject to Income Tax and other statutory provisions wherever applicable
4. He/She shall abide by the time table and handle classes allotted regularly and carry out any other work as may be assigned to him/her from time to time by the Principal or other authorities of the college.
5. He/She shall abide by the code of conduct, discipline and rules of the institution.
6. He/She shall apply himself/herself honestly, efficiently and discharge his/her duties diligently.
7. He/She shall not normally or on any pretext absent himself/herself from his/her duties without the prior permission of the authorities.
8. The Management of the College reserves the right to determine the services of the said lecturer without assigning any reasons during the period of contract as he/she has been engaged only on contract basis. In such an eventuality he/she will be given one month's notice or one month's salary in lieu thereof.
9. He/she is entitled to relinquish his/her appointment at any time during the period of contract by giving one month notice in writing or paying the college one month's salary in lieu of such notice.

This letter of appointment is sent to you in duplicate. You are requested to return the duplicate copy duly signed in token of having accepted the same.

3/2003/proces

PRINCIPAL  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

S. R. Damani  
SECRETARY





**Dwaraka Doss Goverdhan Doss Vaishnav College**  
(Autonomous-Affiliated to the University of Madras-Re Accredited at 'A' Grade by NAAC)

Gokul Bagh, 833, Periyar E.V.R. High Road, Arumbakkam, Chennai - 600 106  
Phone : 044 - 2363 5101, 2363 5102 Fax : 044 - 2363 5103.  
E-mail : principal@dgvaishnavcollege.com Website : www.dgvaishnavcollege.com

**Shri. P. Haridas**  
Secretary

Establishment/Teaching/Appointment/14/ 2014

Date: 04.08.2014


**PROCEEDINGS OF THE SECRETARY**

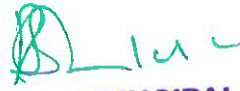
To  
**Mr. V. Balaji**  
**Sanskrit**

Dear Sir/Madam

1. You are hereby appointed on probation as Assistant Professor in the Department of Sanskrit. You are required to join on or before 04.08.2014 along with the joining report.
2. You will be paid a consolidated salary of Rs.12,500/- (Twelve Thousand Five Hundred Only) per month during the period. You are not entitled to any other benefit/privileges which are normally available to the regular employees of this institution.
3. You will be working for 42 hrs per week, out of which minimum 18 hrs will be classroom teaching.
4. You shall abide by the code of conduct, discipline and rules of the institution. You shall also abide by the time-table and handle classes allotted to you regularly without any default.
5. You shall carry out any other work as may be assigned to you from time to time by the Principal or any other authority under his direction.
6. You shall discharge your duties efficiently, diligently and should not misuse your position for any personal goal.

P.T.O

  
**PRINCIPAL**  
**D.G. VAISHNAV COLLEGE**  
**ARUMBAKKAM**  
**CHENNAI - 600 106,**

  
**PRINCIPAL**  
Managed by: SHRI VALLABHACHARYA VIDYA SABHA  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**

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**Dwaraka Doss Goverdhan Doss Vaishnav College**  
(Autonomous-Affiliated to the University of Madras-Re Accredited at 'A' Grade by NAAC)

Gokul Bagh, 833, Periyar E.V.R. High Road, Arumbakkam, Chennai - 600 106.  
Phone 044 - 2363 5101, 2363 5102 Fax 044 - 2363 5103.  
E-mail : principal@dgvaishnavcollege.com Website www.dgvaishnavcollege.com

**Shri. P. Haridas**  
Secretary

Establishment/Teaching/Appointment/22/ 2015

Date: 01.12.2015

**PROCEEDINGS OF THE SECRETARY**

**Mr. .Narasimhan**  
Sanskrit

Dear Sir/Madam

1. You are hereby appointed on probation as Assistant Professor in the Department of Sanskrit. You are required to join on or before 01.12.2015 along with the joining report.
2. You will be paid a consolidated salary of Rs.25,000/- (Twenty Five Thousand Only) per month during the period. You are not entitled to any other benefit/privileges which are normally available to the regular employees of this institution.
3. You will be working for 42 hrs per week, out of which minimum 18 hrs will be classroom teaching.
4. You shall abide by the code of conduct, discipline and rules of the institution. You shall also abide by the time-table and handle classes allotted to you regularly without any default.
5. You shall carry out any other work as may be assigned to you from time to time by the Principal or any other authority under his direction.
6. You shall discharge your duties efficiently, diligently and should not misuse your position for any personal goal.

P.T.O

**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**

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**Dwaraka Doss Goverdhan Doss Vaishnav College**  
(Autonomous Affiliated to the University of Madras Re Accredited at 'A' Grade by NAAC)

Gold Bagh, 833, Puzhar E.V.R. High Road, Arumbakkam, Chennai - 600 106  
Phone : 044 - 2363 5101, 2363 5102 Fax : 044 - 2361 5103  
E-mail : principal@dwarakadosscollege.com Website : www.dwarakadosscollege.com

**Shri. P. Haridas**  
Secretary

Establishment/Teaching/Appointment/01/ 2015

Date: 31.07.2015

**PROCEEDINGS OF THE SECRETARY**

To

**Mr. B. Keshava Prapanna Pandey**  
Sanskrit

Dear Sir/Madam

1. You are hereby appointed on probation as Lecture in the Department of Sanskrit. You are required to join on or before 31.07.2015 along with the joining report.
2. You will be paid a consolidated salary of Rs.18,000/- (Eighteen Thousand Only) per month during the period. You are not entitled to any other benefit/privileges which are normally available to the regular employees of this institution.
3. You will be working for 42 hrs per week, out of which minimum 18 hrs will be classroom teaching.
4. You shall abide by the code of conduct, discipline and rules of the institution. You shall also abide by the time-table and handle classes allotted to you regularly without any default.
5. You shall carry out any other work as may be assigned to you from time to time by the Principal or any other authority under his direction.
6. You shall discharge your duties efficiently, diligently and should not misuse your position for any personal goal.

**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**

**P.T.O**





## Dwaraka Doss Goverdhan Doss Vaishnav College

"GOKUL BAGH"

833, Periyar E.V.R. High Road, Arumbakkam, Chennai - 600 106.

(Managed by Sri Vallabhacharya Vidya Sabha, Chennai)

Shri. SURAJ RATAN DAMANI  
Secretary

Phone : 4754349

Date: 27/7/2000

Procs./Ref. No. 289/2000-2001

### PROCEEDINGS

Sub : Dwaraka Doss Goverdhan Doss Vaishnav College, Chennai-106.  
Appointment of Mrs. M. Jayalakshmi as Lecturer in English - ordered.

Ref : 1. Director of Collegiate Education's Proceedings  
D.Dis.No 1338/Q2/98 dated 29-10-1998.

2. Commissioner of Collegiate Education's Proceedings  
D.Dis.No 48454/G1/99 dated 28-10-1999.

"Mrs. M. Jayalakshmi, M.A Second Class , 1985 ,M.Phil ,1990 is appointed as Lecturer in English with a basic pay of Rs.8550 , in the scale of pay of Rs.8000-275-13500, with usual allowances in the vacant post permitted to be filled up in the Proceedings cited, subject to qualification approval by the University of Madras and also subject to approval of appointment by the Joint Director of Collegiate Education, Chennai Region, Chennai-600002.

She should join duty immediately producing medical fitness certificate issued by a Doctor not lower in rank than that of a Civil Assistant Surgeon.

She will be paid salary only on receipt of approval of salary grant from Government.

She will be placed on probation for two years on duty within a continuous period of three years.

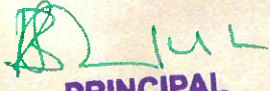
She should execute the prescribed agreement.

The appointee shall abide by the code of conduct , discipline and rules of the institution.

To  
The Individual

S. R. Ramani  
Secretary

cc: The Joint Director of Collegiate Education,  
Chennai Region, Chennai 600 002.  
Head Of Department Concerned.  
Attendance Section  
Bill Section  
Establishment Section

  
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.





## Dwaraka Doss Goverdhan Doss Vaishnav College

"GOKUL BAGH"

#833, PERIYAF E.V.R. HIGH ROAD, ARUMBAKKAM, CHENNAI - 600 106.  
(MANAGED BY SRI VALLABHACHARYA VIDYA SABHA, CHENNAI)

Bharat Kumar K. Shah  
Jt. Secretary

### PROCEEDINGS

08-07-2009 2475 8655

Date : .....

Sub: Appointment of Full Time Staff

The Management is pleased to offer appointment to Ms.NANDHINI PRAVEEN, M.A. Lecturer in the Department of ENGLISH.

The offer of appointment is purely on a contractual basis and is for a period of one year from 08-07-2009 or from the date of joining of the department whichever is later and lasts upto 31-05-2010 only on which date the appointment will automatically come to an end, subject to the following terms and conditions :

1. He/She will be allotted 18 hours of work and paid a consolidated sum of Rs.9000/- p.m. .
2. Salary paid is subject to Income Tax and other statutory provisions wherever applicable.
3. He/She shall abide by the time table and handle classes allotted regularly and carry out any other work as may be assigned to him/her from time to time by the Principal or other authorities of the college.
4. He/She shall abide by the code of conduct, discipline and rules of the institution.
5. He/She shall apply himself/herself honestly, efficiently and discharge his/her duties diligently.
6. He/She shall not normally or on any pretext absent himself/herself from his/her duties without the prior permission of the authorities.
7. The Management of the College reserves the right to determine the services of the said lecturer without assigning any reasons during the period of contract as he/she has been engaged only on contract basis. In such an eventuality he/she will be given one month's notice or one month's salary in lieu thereof.
8. He/She is entitled to relinquish his/her appointment at any time during the period of contract by giving one month notice in writing or paying the college one month's salary in lieu of such notice.
9. Enrolment/Participation in any Union /Association Activity will entail Termination of the contract.

This letter of appointment is sent to you in duplicate. You are requested to return the duplicate copy duly signed in token of having accepted the same.

JOINT SECRETARY

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



# DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE

(Managed by Shri Vallabhacharya Vidya Sabha, Chennai)

Accredited "A" Grade by NAAC

"GOKUL BAGH"

No. 833, PERIYAR E.V.R. SALAI, ARUMBAKKAM, CHENNAI - 600 106.

**Bharat Kumar K. Shah**

Jt. Secretary

Phone : 044 - 2475 6655

**30-07-2009**

## PROCEEDINGS

Date : .....

Sub: Appointment of Full Time Staff

The Management is pleased to offer appointment to Ms. DEEPA BALENDRAN.M.A., M.Phil., Lecturer in the Department of ENGLISH.

The offer of appointment is purely on a contractual basis and is for a period of one year from 30-07-2009 or from the date of joining of the department whichever is later and lasts upto 31-05-2010 only on which date the appointment will automatically come to an end, subject to the following terms and conditions :

1. He/She will be allotted 18 hours of work and paid a consolidated sum of Rs.9250/- p.m.

2. Salary paid is subject to Income Tax and other statutory provisions wherever applicable.

3. He/She shall abide by the time table and handle classes allotted regularly and carry out any other work as may be assigned to him/her from time to time by the Principal or other authorities of the college.

4. He/She shall abide by the code of conduct, discipline and rules of the institution.

5. He/She shall apply himself/herself honestly, efficiently and discharge his/her duties diligently.


6. He/She shall not normally or on any pretext absent himself/herself from his/her duties without the prior permission of the authorities.

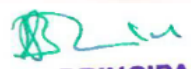
7. The Management of the College reserves the right to determine the services of the said lecturer without assigning any reasons during the period of contract as he/she has been engaged only on contract basis. In such an eventuality he/she will be given one month's notice or one month's salary in lieu thereof.

8. He/She is entitled to relinquish his/her appointment at any time during the period of contract by giving one month notice in writing or paying the college one month's salary in lieu of such notice.

9. Enrollment/Participation in any Union /Association Activity will entail Termination of the contract.

This letter of appointment is sent to you in duplicate. You are requested to return the duplicate copy duly signed in token of having accepted the same.

  
JOINT SECRETARY

  
PRINCIPAL  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.





# Dwaraka Doss Goverdhan Doss Vaishnav College

(Autonomous Affiliated to the University of Madras-Re Accredited at 'A' Grade by NAAC)

Gokul Bagh, 833, Periyar E.V.R. High Road, Arumbakkam, Chennai - 600 106.  
Phone : 044 - 2363 5101, 2363 5102 Fax : 044 - 2363 5103.  
E-mail : principal@dgvaishnavcollege.com Website : www.dgvaishnavcollege.com

Shri. P. Haridas  
Secretary

Date: 23.07.2012

Establishment/Teaching/Appointment/01/ 2012

## PROCEEDINGS OF THE SECRETARY

To

Mr. J. Praveen Prabhu  
English

Dear Sir/Madam

1. You are hereby appointed on probation as Assistant Professor in the Department of English. You are required to join on or before 23.07.2012 along with the joining report.
2. You will be paid a consolidated salary of Rs.17,250/- (Seventeen Thousand Two Hundred And Fifty Only) per month during the period. You are not entitled to any other benefit/privileges which are normally available to the regular employees of this institution.
3. You will be working for 42 hrs per week, out of which minimum 18 hrs will be classroom teaching.
4. You shall abide by the code of conduct, discipline and rules of the institution. You shall also abide by the time-table and handle classes allotted to you regularly without any default.
5. You shall carry out any other work as may be assigned to you from time to time by the Principal or any other authority under his direction.
6. You shall discharge your duties efficiently, diligently and should not misuse your position for any personal goal.

P.T.O

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.





## Dwaraka Doss Goverdhan Doss Vaishnav College

445, E. V. R. PERIYAR HIGH ROAD, ARUMBAKKAM, MADRAS-600 106  
(MANAGED BY SRI VALLABHACHARYA VIDYA SABHA, MADRAS)

P. HARIDAS  
Secretary

PHONE : 422117

Proc. / Ref. No. 861/9192.

PROCEEDINGS

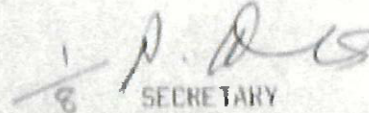
Date 4th October 91

Sub:- Establishment - Teaching - Appointment - Int. H.S.  
Chandroleka - Lecturer in English - Orders - Issued

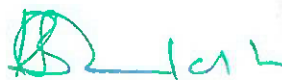
Ref:- Proceedings of the Director K.Dis.No.39262/A4/91 dt.  
4.9.91

Int. R.S. Chandroleka, M.A., M.Phil. a candidate selected from the list of candidates received from the Employment Exchange is appointed as Lecturer in the Department of English on probation from the date of joining on Rs.2200/- p.m. in the scale of Rs.2200-75-2800-100-4000 plus allowances admissible subject to the approval of authorities. She should join duty immediately. She should produce Medical Fitness Certificate in the form prescribed. She will also produce the original certificates regarding her qualifications with five xerox copies for our file duly attested.

She will be paid vacation salary as per rules.

  
SECRETARY

To  
Int. R.S. Chandroleka  
127, Megastie Colony, Valarussakkam, Madras 600 087  
Copy to The Dy. Director of Collegiate Education, Madras Region  
Madras 2  
" Asst. Director, Professional and Executive Employment  
Exchange, Dorswadi Road, I.Nagar, Madras 17  
" Head, Department of English  
" Accounts Section  
" Establishment Section



**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**



சென்னை - சென்னை மண்டல கல்லூரிக் கல்வி இணை இயக்குநரின் (பொறுப்பு) செயலமுறைகள் ந.க.எண் 6011/டி4/2001 நாள் 12-03-2004  
முன்னிலை திரு ரெ அய்யப்பன் எம்.காம

பொருள்: உதவி பெறும் கல்லூரி-சென்னை 106 து கோ வைணவக் கல்லூரி திருமதி ஜி.கீதா ஆங்கில விரிவுரையாளர்  
பணிநியமனம் - நியமனம் மான்யத்திற்கு ஏற்ப வழங்கப்படுதல்

பாலை (1) செயலரின் 27-07-2000 நாளிட்ட கருத்துரு  
(2) கல்லூரிக் கல்வி இயக்குநரின் கடிதம் ந.க. எண் 26714/ஜி1/2003 நாள் 10-03-2004  
\*\*\*\*\*

பாலையில் காணும் கடிதங்களில் விவரித்துள்ள குழுநிலைகளில் கீழ்க்கண்ட விரிவுரையாளரது நியமனம் கீழ்க்குறிப்பிடப்பட்டுள்ள நிபந்தனைகளின்படி அன்னாரது நியமன நாள் முதல் அரசு மான்யத்திற்கு ரூ.8000-275-13500 என்ற ஊதியம் ஏற்ற முறையில் ரூ.8550/-ல் அங்கீகரிக்கப்படுகிறது அரசு நிதியிலிருந்து விதிப்படி மான்யமும் பெற அனுமதியும் வழங்கப்படுகிறது

வ.எண்	பெயரும் பதவியும்	பணியிடம் ஏற்பட விதம்	நியமன காலம்
1	திருமதி ஜி.கீதா ஆங்கில விரிவுரையாளர் து.கோ.வைணவக் கல்லூரி சென்னை 600 106	(1) 1999-2000 ஆம் ஆண்டில் பணிப்பளு அடிப்படையில் அனுமதிக்கப்பட்டு காலியாக உள்ள பணியிடம் கல்லூரிக் கல்வி ஆணையர் செயலமுறைகள் 48454/ஜி1/99 நாள் 28-10-99 மற்றும் (2) கல்லூரிக் கல்வி இயக்குநரின் கடிதம் எண் 26714/ஜி1/2003 நாள் 10-03-2004	28-07-2000

நிபந்தனைகள் (1) செயலரால் கொடுக்கப்பட்ட நியமன விவரங்கள் சரியானவை அல்ல என்று பின்னர் தெரியவந்தால் இவ்வாணை தன்னிச்சையாகவே இரத்தாகும்

2) இந்நியமனங்கள் தணிக்கைக்கு உட்பட்டதாகும்

3) இந்நியமனம் ஒப்புதல் ஆணை வழங்கப்பட்ட நாளிலிருந்து இரண்டாண்டிற்குள் தமிழ் மொழி தோவில் தோச்சி பெறதல்வேண்டும்

4) இந்நியமன விபரம் தவறாது பணிப்பதிவேட்டில் பதியப்படுதல் வேண்டும்

5) The approval is granted subject to the pending disposal of V P No 17042, 17751/99 and 1290/2000 filed by Association of Management of Aided Colleges against certain classes in G O Ms No 111 Higher Education dated 24-03-1999

ரெ.அய்யப்பன்

கல்லூரிக் கல்வி இணை இயக்குநர் (பொறுப்பு)

இணைப்பு Original Certificates (9)

உத்தரவுப்படி

பெறுநர்

செயலர்

து.கோ வைணவக் கல்லூரி  
சென்னை - 600 106

B. 13/1/04

கண்காணிப்பாளர் (3/3/04)

Received  
all my  
originals.  
22/6/04

PRINCIPAL

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



## Dwaraka Doss Goverdhan Doss Vaishnav College

(Linguistic Minority Institution)  
Accredited at "A" Grade by NAAC  
"Gokul Bagh"

833, PERIYAR E.V.R. SALAI, ARUMBAKKAM, CHENNAI - 600 106.  
(Managed by Sri Vallabhacharya Vidya Sabha Chennai)

Shri. Sural Ratan Damani  
Secretary

Phones 2475 6655 / 2475 4345 / 6547 3768  
Fax 044 - 2475 3008  
E mail principal@dgvaishnavcollege.com  
13.02.2009

Proc / Ref No 392/2008-09

Date

### PROCEEDINGS

Sub : Dwaraka Doss Goverdhan Doss Vaishnav College, Chennai - 106.  
Appointment of Dr.Aparna Sundaram as lecturer in English ordered.

- Ref : 1. Director of Collegiate Education's Proceedings  
RC.No.18821/G3/2006 - dated : 19.07.2006  
2. Director of Collegiate Education's Proceedings  
RC.No.26627/G3/2007 - dated : 26.07.2007

Dr.Aparna Sundaram is appointed as lecturer in English in the scale of pay of Rs.8000-275-13500 in the vacant post permitted to be filled up in the Proceedings cited, subject to the qualification approval by the University of Madras, Chennai and also subject to the approval of the appointment by the Joint Director of Collegiate Education, Chennai Region, Chennai - 600 015.

She should join duty immediately producing medical fitness certificate issued by a Doctor not lower in rank than that of a Civil Assistant Surgeon.

She will be paid salary only on the receipt of the approval of salary grant from the Government.

She will be placed on probation for two years.

She should execute the prescribed agreement.

The appointee shall abide by the code of conduct, discipline and rules of our College.

S R Damani  
Secretary

To

The Individuals

- CC : 1. The Joint Director of Collegiate Education,  
Chennai Region, Chennai - 600 015.  
2. Head of the Department Concerned  
3. Attendance Section  
4. Bill Section  
5. Establishment Section

Spare Copy Three

PRINCIPAL

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.





**Dwaraka Doss Goverdhan Doss Vaishnav College**  
(Autonomous-Affiliated to the University of Madras-Accredited at 'A' Grade by NAAC)

Gokul Bagh, 833 Periyar E.V.R. High Road, Arumbakkam, Chennai-600 106

Phone: 044-23638655, 23637949 Fax: 044-23637788

e-mail: principal@dgvaishnavcollege.com website: www.dgvaishnavcollege.com

AP. 100: 801

**P.Haridas**  
**Secretary**

Date: 01.07.2013

To

Mr.P.Prasanna, M.A., M.Phil.,  
English,

Dear Sir/Madam

1. You are temporarily appointed as Lecturer in English Department with effect from 01.07.2013 to 31<sup>st</sup> May, 2014
2. You have to qualify yourself by passing SLET/NET/Ph.D as per the norms of University of Madras during this academic year to enable the management to consider your case for the next academic year, which will be at the sole discretion of the management.
3. You will be paid a consolidated salary of Rs.12500/- (Rs Twelve thousand five hundred only) per month during this temporary period. You are not entitled to any other benefit/privileges which are normally available to the regular employees of this institution.
4. You will be working for 42 hrs per week, out of which minimum 18 hrs will be classroom teaching.
5. You shall abide by the code of conduct, discipline and rules of the institution. You shall also abide by the time-table and handle classes allotted to you regularly without any default.
6. You shall carry out any other work as may be assigned to you from time to time by the Principal or any other authority under his direction.
7. You shall discharge your duties efficiently, diligently and should not misuse your position for any personal goal.
8. Your temporary service shall also be liable to be terminated earlier than the stipulated period or on expiry of the above period as mentioned in clause 1 of this letter without any notice or without assigning any reason thereof.
9. You shall not normally or under any pretext absent yourself from duties without the prior permission of the authorities

P.T.O

Managed by SHRI VALLABHACHARYA VIDYA SABHA

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

72

**PROCEEDINGS OF THE JOINT DIRECTOR OF COLLEGIATE EDUCATION  
CHENNAI REGION, CHENNAI - 600 015.**

**Present: Dr.R.RAVANAN,M.Sc.,M.Phil.,Ph.D.,**

R.C.No. 1286/E2/2021

Date: 20.4.2021

- Subject: Aided Colleges - Chennai - 106, Dwaraka Doss Goverdhan Doss Vaishnav College - Dr. P.Prasanna - Department of English - Assistant Professor - Appointment under Aided - Approval - Regarding.
- Ref:1. Chennai - 600 006, Proceedings of the Directorate of Collegiate Education - 48454/G1/1999 dated 28.10.1999.
2. Chennai - 600 006, Proceedings of the Directorate of Collegiate Education - R.C.No.46843/G1/2009 dated 07.09.2012 with Government Letter No.169 Education (E1) department dated 08.08.2012.
3. G.O.Ms.No.44, Personnel and Employment Department dated 11.03.2015.
4. Chennai - 600 006, Proceedings of the Directorate of Collegiate Education, R.C.No.12229/G3/2017 dated 23.10.2020.
5. Letter from the Registrar, University of Madras No.A-II/JPR/A.P-Approval/D.G.Vaishnav College/2021/037 dated 01.03.2021.
6. Chennai-600106, Dwaraka Doss Goverdhan Doss Vaishnav College Secretary Order R.C.No.152/2020-2021 dated 29.01.2021.
7. Chennai-600106, Letter from the Secretary, Dwaraka Doss Goverdhan Doss Vaishnav College, R.C.No.207/2020-2021 dated 02.03.2021.

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With reference first cited, In the proceedings of the Directorate of Collegiate education, under the sanctioned posts of 1999-2000 and based on the workload of Dwaraka Doss Goverdhan Doss Vaishnav College 06 posts of Assistant Professors for the Department of English were sanctioned and given.

With reference fourth cited, In the proceedings of the Directorate of Collegiate education, it is mentioned that the posts fell vacant from 01.06.2011 to 31.05.2014, under the vacant of 14 posts, College Secretary has been permitted to appoint 01 posts in the department of English.

Based on the above, Dr.P.Prasanna , appointed as Assistant Professor in the Department of English by the Secretary, Dwaraka Doss Goverdhan Doss Vaishnav College, who has fulfilled the qualifications prescribed by the University Grants Commission. In the reference 5<sup>th</sup> cited above, The Registrar of University of Madras has given the qualification approval to him, Based on the qualification and also by abiding the below conditions. His appointment is approved from 01.02.2021 F.N. in order to avail Government Grants.

S.No	Name (and) designation	Vacancy details	Appointment date
1	Dr.P.Prasanna Assistant Professor, English Department	Dr.Gowri Sivaraman got VRS on 31.03.2012	01.02.2021 F.N.

**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**

The aforesaid Assistant Professor has permitted to receive salary from 01.02.2021. 57700-182400 in the scale of pay from the forenoon of 01.02.2021.



சென்னை-15, சென்னை மண்டலக் கல்லூரிக் கல்வி இணை இயக்குநர் அவர்களின் செயல்முறைகள்  
பிறப்பிப்பவர்: முனைவர்.இரா.இராவணன்., எம்.எஸ்ஸி., எம்.பில்., பிஎச்.டி

ந.க.எண். 1303/ஈ/2021

நாள்: 20.04.2021

பொருள் : அரசு உதவிபெறும் கல்லூரிகள் - சென்னை - 106, து.கோ.வைணவக் கல்லூரி - முனைவர்.பொ.சுரேஷ், ஆங்கிலத் துறை, உதவிப்பேராசிரியர் - பணியமர்வு அரசு மானியத்திற்கு நியமனம் ஏற்பு அளித்தல்.

- பார்வை :
1. சென்னை-6 கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகள் ப.மு.எண்.48454/ஜி1/1999 நாள்.28.10.1999.
  2. சென்னை-6 கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகள் ந.க.எண் .46843/ஜி1/2009 நாள். 07.09.2012 உடன் பெறப்பட்ட அரசு கடித எண் 169 உயர்கல்வி (E1) துறை, நாள்.08.08.2012.
  3. அரசாணை நிலை எண். 44, பணியாளர் மற்றும் வேலைவாய்ப்பு (ட்டி) துறை நாள்: 11.03.2015.
  4. சென்னை-6 கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகள் ந.க.எண். 34860/ஜி3/2018 நாள். 28.10.2020.
  5. சென்னைப் பல்கலைக்கழக பதிவாளரின் கடித எண். A-II/JPR/A.P-Approval/D.G. Vaishnav College/2021/037 நாள். 01.03.2021.
  6. சென்னை - 106, து.கோ.வைணவக் கல்லூரிச் செயலரின் நியமன ஆணை ந. க. எண். 114/2020-2021 நாள். 29.01.2021.
  7. சென்னை - 106, து.கோ.வைணவக் கல்லூரிச் செயலரின் கடித ந. க. எண். 193/2020-2021 நாள். 02.03.2021.

பார்வை (1) ல் காணும் கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகளில் கல்லூரியின் 1999-2000ம் ஆண்டின் பணிப்பளு அடிப்படையில் சென்னை - 106, து.கோ.வைணவக் கல்லூரிக்கு 06 (ஆறு) ஆங்கிலத் துறை உதவிப்பேராசிரியர் பணியிடங்கள் ஒப்பளிப்பு செய்து ஆணைகள் வழங்கப்பட்டுள்ளது.

பார்வை (4) ல் காணும் கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகளில் சென்னை - 106, து.கோ.வைணவக் கல்லூரியில் 01.06.2018 முதல் 31.05.2019 வரை காலியாக உள்ளதென தெரிவிக்கப்பட்டுள்ள 03 ஆசிரியர் பணியிடங்களில் ஆங்கிலத் துறைக்கு காலியாக இருந்த ஒரு பணியிடம் (01) நிரப்பிக் கொள்வதற்கு கல்லூரிச் செயலருக்கு அனுமதி வழங்கப்பட்டுள்ளது.

அதனடிப்படையில் சென்னை - 106, து.கோ.வைணவக் கல்லூரிச் செயலரால் ஆங்கிலத் துறை உதவி பேராசிரியராக பணியமர்த்தப்பட்டுள்ள முனைவர். பொ.சுரேஷ் என்பாரது கல்வித் தகுதிகள் பல்கலைக்கழக மானியக் குழு நிர்ணயித்துள்ள கல்வித் தகுதிகளை நிறைவு செய்துள்ளதாலும், பார்வை (5) ல் காணும் சென்னை பல்கலைக்கழக பதிவாளரின் கடிதத்தில் அன்னாருக்கு உதவிப் பேராசிரியர் கல்வித் தகுதிக்கான ஒப்புதல் வழங்கப்பட்டுள்ளதன் அடிப்படையிலும் கீழ்க் குறிப்பிட்டுள்ள நிபந்தனைகளுக்குட்பட்டு அன்னாரது நியமனத்திற்கு 02.02.2021 முற்பகல் முதல் அரசு மானியத்திற்கு ஏற்பு வழங்கி ஆணையிடப்படுகிறது.

வ. எண்	பெயர் (மற்றும்) பதவி	பணியிடம் ஏற்பட்ட விதம்	நியமன நாள்
1	முனைவர். பொ.சுரேஷ் உதவிப் பேராசிரியர் ஆங்கிலத் துறை	முனைவர்.முரளி கானம் என்பார் 31.07.2018 அன்று ஓய்வு பெற்றதால் ஏற்பட்ட காலிப்பணியிடம்.	02.02.2021 முற்பகல் முதல்

மேற்காண் உதவிப் பேராசிரியருக்கு ரூ. 57700-182400 தர ஊதியக் கற்றையில் 02.02.2021 அன்று முற்பகல் முதல் சம்பள மானியம் பெறவும் அனுமதி அளிக்கப்படுகிறது.

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

40

**PROCEEDINGS OF THE JOINT DIRECTOR OF COLLEGIATE EDUCATION  
CHENNAI REGION, CHENNAI - 600 015.**

**Present: Dr.R.RAVANAN,M.Sc.,M.Phil.,Ph.D.,**

**R.C.No. 1303/E2/2021**

**Date: 20.04.2021**

**Subject:** Aided Colleges - Chennai - 106, Dwaraka Doss Goverdhan Doss Vaishnav College, Dr. P. Suresh, Department of English - Assistant Professor - Appointment under Aided - Approval - Regarding.

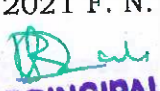
- Ref:1.** Chennai - 600 006, Proceedings of the Directorate of Collegiate Education - 48454/G1/1999 dated 28.10.1999.
2. Chennai - 600 006, Proceedings of the Directorate of Collegiate Education - R.C.No.46843/G1/2009 dated 07.09.2012 with Government Letter No.169 Education (E1) department dated 08.08.2012.
3. G.O.Ms.No.44, Personnel and Employment Department dated 11.03.2015.
4. Chennai - 600 006, Proceedings of the Directorate of Collegiate Education, R.C.No.12229/G3/2017 dated 23.10.2020.
5. Letter from the Registrar, University of Madras No.A-II/JPR/A.P-Approval/D.G.Vaishnav College/2021/037 dated 01.03.2021.
6. Chennai-600106, Dwaraka Doss Goverdhan Doss Vaishnav College Secretary Order R.C.No.152/2020-2021 dated 29.01.2021.
7. Chennai-600106, Letter from the Secretary, Dwaraka Doss Goverdhan Doss Vaishnav College, R.C.No.207/2020-2021 dated 02.03.2021.

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With reference first cited, In the proceedings of the Directorate of Collegiate education, under the sanctioned posts of 1999-2000 and based on the workload of Dwaraka Doss Goverdhan Doss Vaishnav College, 06 posts of Assistant Professors for the Department of English were sanctioned and given.

With reference fourth cited, In the proceedings of the Directorate of Collegiate education, it is mentioned that the posts fell vacant from 01.06.2018 to 31.05.2019, under the vacant of 03 posts, College Secretary has been permitted to appoint 01 posts in the department of

Based on the above, Dr. P. Suresh, appointed as Assistant Professor in the Department of English by the Secretary, Dwaraka Doss Goverdhan Doss Vaishnav College, who has fulfilled the qualifications prescribed by the University Grants Commission. In the reference 5<sup>th</sup> cited above, The Registrar of University of Madras has given the qualification approval to him, Based on the qualification and also by abiding the below conditions. His appointment is approved from 02.02.2021 F.N. in order to avail Government Grants.

S.No	Name (and) Designation	Vacancy Details	Appointment Date
1	Dr. P. Suresh Assistant Professor Department of English	Vacancy was created due to retirement of Dr.Muraliganam on 31.07.2018	02.02.2021 F. N. 

The aforesaid Assistant Professor has permitted to receive salary of Rs. 57700-182400 in the scale of pay from the forenoon of 02.02.2021

**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**





## **Dwaraka Doss Goverdhan Doss Vaishnav College**

(Autonomous-Affiliated to the University of Madras-Re Accredited at 'A' Grade by NAAC)

Gokul Bagh, 833, Periyar E.V.R. High Road, Arumbakkam, Chennai - 600 106.  
Phone : 044 - 2363 5101, 2363 5102 Fax : 044 - 2363 5103.  
E-mail : principal@dgvaishnavcollege.com Website : www.dgvaishnavcollege.com

**Shri. P. Haridas**  
Secretary

Establishment/Teaching/Appointment/07/ 2013

Date: 12.07.2013

### **PROCEEDINGS OF THE SECRETARY**

To

**Mr. V. Mainar**  
**English**

Dear Sir/Madam

1. You are hereby appointed on probation as Assistant Professor in the Department of English. You are required to join on or before 12.07.2013 along with the joining report.
2. You will be paid a consolidated salary of Rs.19500/- (Nineteen Thousand Five Hundred Only) per month during the period. You are not entitled to any other benefit/privileges which are normally available to the regular employees of this institution.
3. You will be working for 42 hrs per week, out of which minimum 18 hrs will be classroom teaching.
4. You shall abide by the code of conduct, discipline and rules of the institution. You shall also abide by the time-table and handle classes allotted to you regularly without any default.
5. You shall carry out any other work as may be assigned to you from time to time by the Principal or any other authority under his direction.
6. You shall discharge your duties efficiently, diligently and should not misuse your position for any personal goal.

**P.T.O**

Managed by SHRI VALLABHACHARYA VIDYA SABHA

**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**



# DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE

(Managed by Shri Vallabhacharya Vidya Sabha, Chennai)

Accredited "A" Grade by NAAC

"GOKUL BAGH"

No. 833, PERIYAR E.V.R. SALAI, ARUMBAKKAM, CHENNAI - 600 106.

**Bharat Kumar K. Shah**

Jt Secretary

Phone : 044 - 2475 6655

**01-12-2009**

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

## PROCEEDINGS

Sub: Appointment of Full Time Staff

The Management is pleased to offer appointment to **Ms.S.K.RAHMATH.**  
**M.A.,M.Phil.,** Lecturer in the Department of **ENGLISH.**

The offer of appointment is purely on a contractual basis and is for a period of Six month from 01-12-2009 or from the date of joining of the department whichever is later and lasts upto 31-05-2010 only on which date the appointment will automatically come to an end, subject to the following terms and conditions :

1. Your Working hours are **42** per week out of which **18** hours minimum is Classroom teaching. You will be paid a consolidated sum of **Rs.10000/-** p.m.

2. Salary paid is subject to Income Tax and other statutory provisions wherever applicable.

3. He/She shall abide by the time table and handle classes allotted regularly and carry out any other work as may be assigned to him/her from time to time by the Principal or other authorities of the college.

4. He/She shall abide by the code of conduct, discipline and rules of the institution.

5. He/She shall apply himself/herself honestly, efficiently and discharge his/her duties diligently.

6. He/She shall not normally or on any pretext absent himself/herself from his/her duties without the prior permission of the authorities.

7. The Management of the College reserves the right to determine the services of the said lecturer without assigning any reasons during the period of contract as he/she has been engaged only on contract basis. In such an eventuality he/she will be given one month's notice or one month's salary in lieu thereof.

8. He/She is entitled to relinquish his/her appointment at any time during the period of contract by giving one month notice in writing or paying the college one month's salary in lieu of such notice.

9. Enrollment/Participation in any Union /Association Activity will entail Termination of the contract.

This letter of appointment is sent to you in duplicate. You are requested to return the duplicate copy duly signed in token of having accepted the same.

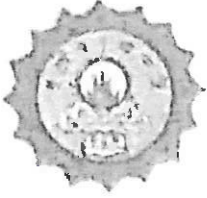
**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**

**JOINT SECRETARY**

*[Signature]*  
02/11/09





**Dwaraka Doss Goverdhan Doss Vaishnav College**  
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e-mail: principal@dgvaishnavcollege.com website: www.dgvaishnavcollege.com

P. Haridas  
Secretary

24.12.2014

**PROCEEDING OF THE SECRETARY**

**Dr.K.K.Lakshmi** is selected and appointed temporarily as In-Charge in department of English (Major and Language) from 02.01.2015 subject to her fulfilling the Madras University norms as regards her qualifications and approval. She will be paid a consolidated salary of Rs.40,000/- (Rupees Forty thousand only) per month.

She shall produce all certificates in respect of her qualification in original. She shall abide by the code of conduct, discipline and rule of the institution. The appointee will abide by the time table and handle classes allotted to her regularly without any default.

She should carry out all such other work as may be assigned to her from time to time by or under the direction of the Principal. This order will take effect from her date of joining.

The Management shall have the right to assign the Lecturer to any department having regard workload of the college. The Lecturer shall not have claim that he/she will work only in a particular department.

The Management shall have the right to shift Lecturer to First shift or Second shift as per exigencies of requirement of the college.

**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106**

**SECRETARY**

**D.G. VAISHNAV COLLEGE (EVENING)  
CHENNAI - 600 106**



**Dwaraka Doss Goverdhan Doss Vaishnav College**  
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**Shri. P. Haridas**  
Secretary

Establishment/Teaching/Appointment/07/ 2014

Date: 04.08.2014

**PROCEEDINGS OF THE SECRETARY**

**To**

**Ms. S. Annalakshmi**  
**English**

Dear Sir/Madam

1. You are hereby appointed on probation as Assistant Professor in the Department of English. You are required to join on or before 04.08.2014 along with the joining report.
2. You will be paid a consolidated salary of Rs.12500/- (Twelve Thousand Five Hundred Only) per month during the period. You are not entitled to any other benefit/privilege which are normally available to the regular employees of this institution.
3. You will be working for 42 hrs per week, out of which minimum 18 hrs will be classroom teaching.
4. You shall abide by the code of conduct, discipline and rules of the institution. You shall also abide by the time-table and handle classes allotted to you regularly without a default.
5. You shall carry out any other work as may be assigned to you from time to time by Principal or any other authority under his direction.
6. You shall discharge your duties efficiently, diligently and should not misuse your position for any personal goal.

  
**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**

**P.T.O**





## Dwaraka Doss Goverdhan Doss Vaishnav College

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e-mail: principal@dgvaishnavcollege.edu.in website: www.dgvaishnavcollege.edu.in

**Ashok Kumar Mundhra**  
**Secretary**

Date:01.06.2019

To  
Ms.D.Thilagam Anandhan

### Letter of Appointment

Dear Sir/Madam

You were appointed with effect from 04.01.2016 on temporarily basis as Assistant Professor in the Department of English on the following terms and conditions:

1. You are placed on probation for a period of one year w.e.f 01.06.2019. The period of probation shall further be liable to be extended at the discretion of the Management. During or at the expiry of the said period of probation or the extended period of probation, the Management shall have the right to terminate your services without any notice or without assigning any reason thereof. You shall continue to be on probation till your services are confirmed in writing by the management.

2. Your will be paid a total salary of Rs.25000 (Rupees Twenty Five Thousand only) per month (inclusive of all allowances).

2-A. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.

3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.

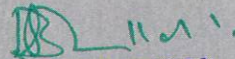
4. You will be entitled to ten days' Casual leave in an academic year and you shall avail the same after obtaining prior written sanction. Unavailed casual leave shall lapse and shall not be carried over to the next year. The grant of leave shall be at the discretion of the management keeping in view the exigencies of work.

5. You shall constantly upgrade your subject knowledge and teaching skills so as to achieve excellence for the benefit of the students/college.

6. You will sincerely work for the development and progress of the college and look after the interest of students of your Department with regard to teaching, seminars, project work, assignments, tests etc.

7. You shall be a whole time employee of the college and, therefore, shall not, without previous written permission of the Management, engage yourself in any full time or part time work/profession/assignment/private tuition etc., either on honorary basis or otherwise during the period of your employment with the college.

8. Management shall encourage you to publish books, present papers, undertake research work without hampering your regular academic work. But they shall be only under the banner of this college.



**PRINCIPAL**

P.T.O

Managed by SHRI Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.





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**Ashok Kumar Mundhra**  
Secretary

20.06.2016

To

Ms.Haripriya.R,

Dear Sir/Madam

Please refer to our letter appointing you as Lecturer in the Department of English.

You have not qualified yet by passing SLET/NET or Ph.D as per the norms of the University of Madras. As such, in accordance with the above rule you are temporarily appointed with effect from 20.06.2016 on the following terms. You are required to qualify as per the norms of the University of Madras before the end of this academic year, i.e.31<sup>st</sup> May 2017, to enable the management to consider your case, failing which the management may take such steps as they deem necessary.

1. You will be paid a total salary of Rs.18,000 (Rupees Eighteen thousand only) per month (inclusive of all allowances).

2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.

3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.

4. You will be entitled to ten days' Casual leave in an academic year and you shall avail the same after obtaining prior written sanction. Unavailed casual leave shall lapse and shall not be carried over to the next year. The grant of leave shall be at the discretion of the management keeping in view the exigencies of work.

5. You shall constantly upgrade your subject knowledge and teaching skills so as to achieve excellence for the benefit of the students/college.

6. You will sincerely work for the development and progress of the college and look after the interest of students of your Department with regard to teaching, seminars, project work, assignments, tests etc.

7. You shall be a whole time employee of the college and, therefore, shall not, without previous written permission of the Management, engage yourself in any full time or part time work/profession/assignment/private tuition etc., either on honorary basis or otherwise during the period of your employment with the college.

8. Management shall encourage you to publish books, present papers, undertake research work without hampering your regular academic work. But they shall be only under the banner of this college.

 **PRINCIPAL**

P.T.O

**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**

Arumbakkam, Chennai - 600106.

Managed by SHRI VALI ABHICARYA VIDYASARATHI





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**Shri. P. Haridas**

Secretary

Establishment/Teaching/Appointment/19/ 2016

Date: 01.07.2016

**PROCEEDINGS OF THE SECRETARY**

To

**Ms.K.Thilagavathy**

**English**

Dear Sir/Madam

1. You are appointed as Assistant Professor in the Department of English with effect from 01.07.2016 for a period of 1 year on probation. You are required to join duty on or before 01.07.2016 along with the joining report and all Original Certificates.
2. You will be paid a consolidated salary of Rs.25,000/- (Twenty Five Thousand Only) per month during the period. You are not entitled to any other benefit/privileges which are normally available to the regular employees of this institution.
3. You will be working for 42 hrs per week, out of which minimum 18 hrs will be classroom teaching.
4. You shall abide by the code of conduct, discipline and rules of the institution. You shall also abide by the time-table and handle classes allotted to you regularly without any default.
5. You shall carry out any other work as may be assigned to you from time to time by the Principal or any other authority under his direction.
6. You shall discharge your duties efficiently, diligently and should not misuse your position for any personal goal.
7. The Management of the college reserves the right to terminate the services of the said Assistant Professor without assigning any reasons during the period of probation as he/she has been engaged only on probation. In such an eventuality he/she will be given three months notice or one month's salary in lieu thereof.

**P.T.O**

**PRINCIPAL**

Managed by SHRI VALLABHACHARYA VIDYA SABHA

**Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.**



**Ashok Kumar Mundhra**  
Secretary

**Dwaraka Doss Goverdhan Doss Vaishnav College**  
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e-mail: principal@dgvaishnavcollege.edu.in website: www.dgvaishnavcollege.edu.in

24.09.2018

To  
Mr.P.Senthilkumaran

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of English with effect from 24.09.2018 on the following terms.

1. You will be paid a total salary of Rs.25000 () per month (inclusive of all allowances).
2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.
3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.
4. You will be entitled to ten days' Casual leave in an academic year and you shall avail the same after obtaining prior written sanction. Unavailed casual leave shall lapse and shall not be carried over to the next year. The grant of leave shall be at the discretion of the management keeping in view the exigencies of work.
5. You shall constantly upgrade your subject knowledge and teaching skills so as to achieve excellence for the benefit of the students/college.
6. You will sincerely work for the development and progress of the college and look after the interest of students of your Department with regard to teaching, seminars, project work, assignments, tests etc.
7. You shall be a whole time employee of the college and, therefore, shall not, without previous written permission of the Management, engage yourself in any full time or part time work/profession/assignment/private tuition etc., either on honorary basis or otherwise during the period of your employment with the college.
8. Management shall encourage you to publish books, present papers, undertake research work without hampering your regular academic work. But they shall be only under the banner of this college.
9. You shall not engage yourself in any outside activity which will either directly or indirectly affect satisfactory performance of the duties assigned to you from time to time.
10. You will not enter into any monetary transactions or collection of any money, gratis or otherwise, from students, their parents/guardians nor misuse your position for any personal gains.

PTO

**PRINCIPAL**

Managed by SHRI VALLABHACHARYA VIDYARATHI  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106

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## Dwaraka Doss Goverdhan Doss Vaishnav College

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**Ashok Kumar Mundhra**  
Secretary

28.11.2018

To  
Ms.Vidhya.C

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of English with effect from 28.11.2018 on the following terms.

1. You will be paid a total salary of Rs.25000 (Rupees Twenty five thousand only) per month (inclusive of all allowances).
2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.
3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.
4. You will be entitled to ten days' Casual leave in an academic year and you shall avail the same after obtaining prior written sanction. Unavailed casual leave shall lapse and shall not be carried over to the next year. The grant of leave shall be at the discretion of the management keeping in view the exigencies of work.
5. You shall constantly upgrade your subject knowledge and teaching skills so as to achieve excellence for the benefit of the students/college.
6. You will sincerely work for the development and progress of the college and look after the interest of students of your Department with regard to teaching, seminars, project work, assignments, tests etc.
7. You shall be a whole time employee of the college and, therefore, shall not, without previous written permission of the Management, engage yourself in any full time or part time work/profession/assignment/private tuition etc., either on honorary basis or otherwise during the period of your employment with the college.
8. Management shall encourage you to publish books, present papers, undertake research work without hampering your regular academic work. But they shall be only under the banner of this college.
9. You shall not engage yourself in any outside activity which will either directly or indirectly affect satisfactory performance of the duties assigned to you from time to time.
10. You will not enter into any monetary transactions or collection of any money, gratis or otherwise, from students, their parents/guardians nor misuse your position for any personal gains.

PTO

Managed by SHRI VALLABHACHARYA VIDYA SABHA

**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**





**Dwaraka Doss Goverdhan Doss Vaishnav College**  
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**Ashok Kumar Mundhra**  
Secretary

17.06.2019

To  
Ms.M.J. Arusi

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of English with effect from 17.06.2019 on the following terms.

1. You will be paid a total salary of Rs.25000 (Rupees Twenty five thousand only) per month (inclusive of all allowances).
2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.
3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.
4. You will be entitled to ten days' Casual leave in an academic year and you shall avail the same after obtaining prior written sanction. Unavailed casual leave shall lapse and shall not be carried over to the next year. The grant of leave shall be at the discretion of the management keeping in view the exigencies of work.
5. You shall constantly upgrade your subject knowledge and teaching skills so as to achieve excellence for the benefit of the students/college.
6. You will sincerely work for the development and progress of the college and look after the interest of students of your Department with regard to teaching, seminars, project work, assignments, tests etc.
7. You shall be a whole time employee of the college and, therefore, shall not, without previous written permission of the Management, engage yourself in any full time or part time work/profession/assignment/private tuition etc., either on honorary basis or otherwise during the period of your employment with the college.
8. Management shall encourage you to publish books, present papers, undertake research work without hampering your regular academic work. But they shall be only under the banner of this college.
9. You shall not engage yourself in any outside activity which will either directly or indirectly affect satisfactory performance of the duties assigned to you from time to time.
10. You will not enter into any monetary transactions or collection of any money, gratis or otherwise, from students, their parents/guardians nor misuse your position for any personal gains.

PTO

Managed by SHRI YALLABHACHARYA VIDYA SABHA

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.





# Dwaraka Doss Goverdhan Doss Vaishnav College

"GOKUL BAGH"

#833, PERIYAR E.V.R. HIGH ROAD, ARUMBAKKAM, CHENNAI - 600 106.  
(MANAGED BY SRI VALLABHACHARYA VIDYA SABHA, CHENNAI)

**Bharat Kumar K. Shah**  
Jt. Secretary

☎ : 2475 6655

Date : .....  
**18.06.2007**

## PROCEEDINGS

Sub: Appointment of Full Time Staff

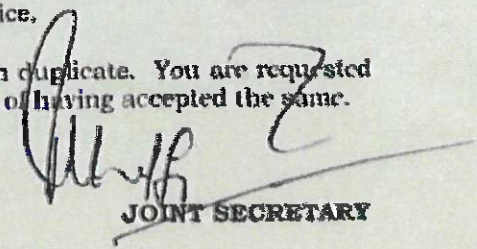
The Management is pleased to offer appointment to **Ms.K.Rajashree.**  
**M.A.,M.Phil., Lecturer in the Department of English**

The offer of appointment is purely on a contractual basis and is for a period of one year from 18.06.2007 or from the date of joining of the department whichever is later and lasts upto 31.05.2008 only on which date the appointment will automatically come to an end, subject to the following terms and conditions :

1. He/She will be allotted **16** hours of work and paid a consolidated sum of **Rs7000/-** p.m.
2. Salary paid is subject to Income Tax and other statutory provisions wherever applicable.
3. He/She shall abide by the time table and handle classes allotted regularly and carry out any other work as may be assigned to him/her from time to time by the Principal or other authorities of the college.
4. He/She shall abide by the code of conduct, discipline and rules of the institution.
5. He/She shall apply himself/herself honestly, efficiently and discharge his/her duties diligently.
6. He/She shall not normally or on any pretext absent himself/herself from his/her duties without the prior permission of the authorities.
7. The Management of the College reserves the right to determine the services of the said lecturer without assigning any reasons during the period of contract as he/she has been engaged only on contract basis. In such an eventuality he/she will be given one month's notice or one month's salary in lieu thereof.
8. He/She is entitled to relinquish his/her appointment at any time during the period of contract by giving one month notice in writing or paying the college one month's salary in lieu of such notice.

This letter of appointment is sent to you in duplicate. You are requested to return the duplicate copy duly signed in token of having accepted the same.

  
**PRINCIPAL**

  
**JOINT SECRETARY**

**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**

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**Shri. P. Haridas**  
Secretary

Establishment/Teaching/Appointment/12/ 2015

Date: 18.06.2015

**PROCEEDINGS OF THE SECRETARY**

To

**Ms. A. Netra**  
English

Dear Sir/Madam

1. You are hereby appointed on probation as Assistant Professor in the Department of English. You are required to join on or before 18.06.2015 along with the joining report.
2. You will be paid a consolidated salary of Rs.18,000/- (Eighteen Thousand Only) per month during the period. You are not entitled to any other benefit/privileges which are normally available to the regular employees of this institution.
3. You will be working for 42 hrs per week, out of which minimum 18 hrs will be classroom teaching.
4. You shall abide by the code of conduct, discipline and rules of the institution. You shall also abide by the time-table and handle classes allotted to you regularly without any default.
5. You shall carry out any other work as may be assigned to you from time to time by the Principal or any other authority under his direction.
6. You shall discharge your duties efficiently, diligently and should not misuse your position for any personal goal.

P.T.O

**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**

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# Dwaraka Doss Goverdhan Doss Vaishnav College

(Autonomous-Affiliated to the University of Madras)

Gokul Bagh, 833 Periyar E.V.R. High Road, Arumbakkam, Chennai-600 106

Phone: 044-2363 5101, 2363 5102 Fax: 044-23635103

e-mail: principal@dgvaishnavcollege.edu.in website: www.dgvaishnavcollege.edu.in

**P.Haridas**  
**Secretary**

04.01.2016

To  
Ms. Thameem Nisha

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of English with effect from 04.01.2016 on the following terms.

1. You will be paid a total salary of Rs.18000 (Rupees Eighteen thousand only) per month (inclusive of all allowances).
2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.
3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.
4. You will be entitled to ten days' Casual leave in an academic year and you shall avail the same after obtaining prior written sanction. Unavailed casual leave shall lapse and shall not be carried over to the next year. The grant of leave shall be at the discretion of the management keeping in view the exigencies of work.
5. You shall constantly upgrade your subject knowledge and teaching skills so as to achieve excellence for the benefit of the students/college.
6. You will sincerely work for the development and progress of the college and look after the interest of students of your Department with regard to teaching, seminars, project work, assignments, tests etc.
7. You shall be a whole time employee of the college and, therefore, shall not, without previous written permission of the Management, engage yourself in any full time or part time work/profession/assignment/private tuition etc., either on honorary basis or otherwise during the period of your employment with the college.
8. Management shall encourage you to publish books, present papers, undertake research work without hampering your regular academic work. But they shall be only under the banner of this college.
9. You shall not engage yourself in any outside activity which will either directly or indirectly affect satisfactory performance of the duties assigned to you from time to time.
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**P.Haridas**  
**Secretary**

04.01.2016

To  
Mr. C. Veeran

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of English with effect from 04.01.2016 on the following terms.

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**P.Haridas**  
**Secretary**

04.01.2016

To  
Ms. B. Meenakshi

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of English with effect from 04.01.2016 on the following terms.

1. You will be paid a total salary of Rs.18000 (Rupees Eighteen thousand only) per month (inclusive of all allowances).
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**P.Haridas**  
**Secretary**

16.06.2017

To  
Mr. H. Jidhender

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of English with effect from 16.06.2017 on the following terms.

1. You will be paid a total salary of Rs.18000 (Rupees Eighteen thousand only) per month (inclusive of all allowances).
2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.
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**PRINCIPAL PTO**

**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**





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**P.Haridas**  
**Secretary**

16.06.2017

To  
Mr. Joby John

Dear Sir/Madam

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PTO

**PRINCIPAL**

Managed by SHRI VALLABHACHARYA VIDYA

**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
Arumbakkam, Chennai - 600106.



# Dwaraka Doss Goverdhan Doss Vaishnav College

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e-mail: principal@dgvaishnavcollege.edu.in website: www.dgvaishnavcollege.edu.in

**Ashok Kumar Mundhra**  
**Secretary**

28.07.2017

To  
Ms. R. Gowri

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of English with effect from 28.07.2017 on the following terms.

1. You will be paid a total salary of Rs.20000 (Rupees Twenty thousand only) per month (inclusive of all allowances).

2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.

3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.

4. You will be entitled to ten days' Casual leave in an academic year and you shall avail the same after obtaining prior written sanction. Unavailed casual leave shall lapse and shall not be carried over to the next year. The grant of leave shall be at the discretion of the management keeping in view the exigencies of work.

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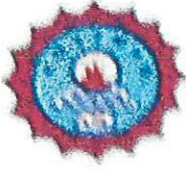


**PRINCIPAL**

**PTO**

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.





## Dwarka Doss Goverdhan Doss Vaishnav College

(Approved by the University of Madras - Accredited at 'A' Grade by NAAC)

Plot No. 83, R.1 Periyar E.V.R. High Road, Arumbakkam, Chennai - 600 106

Phone: 044 2461 5101, 2461 5102 Fax: 044 246 5103

e-mail: principal@dwarkadosscollege.edu.in website: www.dwarkadosscollege.edu.in

Ashok Kumar Mundhra  
Secretary

03.12.2019

To  
Mr. P. Arunkumar

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of English with effect from 03.12.2019 on the following terms.

1. You will be paid a total salary of Rs.25000 (Rupees Twenty five thousand only) per month (inclusive of all allowances).
2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.
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PRINCIPAL

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Managed by SHRI VALLABH CHARYA VIDYA SATHI

Dwarka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.





e-mail: principal@dgvaishnavcollege.edu.in website: www.dgvaishnavcollege.edu.in

01.10.2020

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of English with effect from 01.10.2020 on the following terms.

1. You will be paid a total salary of Rs.25000 (Rupees Twenty five thousand only) per month (inclusive of all allowances).
2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.
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## PRINCIPAL

PTO

Managed by SHRI VALLABHA CHARTA VIDYA SABHA

Vaishnav College  
Arumbakkam, Chennai - 600106.





## **Dwaraka Doss Goverdhan Doss Vaishnav College**

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**Ashok Kumar Mundhra**  
Secretary

01.10.2020

To  
Ms.S.P.Madhumathi

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of English with effect from 01.10.2020 on the following terms.

1. You will be paid a total salary of Rs.25000 (Rupees Twenty five thousand only) per month (inclusive of all allowances).
2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.
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**PRINCIPAL**

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**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**

Managed by SHRI VALLABHACHARYA VIDYALAYA

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Phone (404) 236-5101, 236-5102 Fax (404) 236-5101

e-mail: principal@divyashreecollege.edu.in website: www.divyashreecollege.edu.in

**Ashok Kumar Mundhra**  
Secretary

22.10.2020

S. K. Shrivastava

Dear Sir / Madam

You are temporarily appointed as Assistant Professor in the department of English with effect from 22.10.2020 on the following terms.

1. You will be paid a total salary of Rs.25000 (Rupees Twenty five thousand only) per month (inclusive of all allowances).
2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.
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ARUMBAKKAM

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**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**





Ashok Kumar Mundhra  
Secretary

01.10.2020

To  
Ms.P. Stephy Monisha

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of M.A. English with effect from 01.10.2020 on the following terms.

1. You will be paid a total salary of Rs.25000 (Rupees Twenty five thousand only) per month (inclusive of all allowances).
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**Arumbakkam, Chennai - 600106.**



# Dwaraka Doss Goverdhan Doss Vaishnav College

"GOKUL BAGH"

#833, PERIYAR E.V.R. HIGH ROAD, ARUMBAKKAM, CHENNAI - 600 106.  
(MANAGED BY SRI VALLABHACHARYA VIDYA SABHA, CHENNAI)

**Bharat Kumar K. Shah**  
Jt. Secretary

☎ : 2475 6655

Date : .....  
**18.06.2007**

## PROCEEDINGS

Sub: Appointment of Full Time Staff

The Management is pleased to offer appointment to Ms.V.R.Vadivoo Anni. M.A., Ph.D Lecturer in the Department of English

The offer of appointment is purely on a contractual basis and is for a period of one year from 18.06.2007 or from the date of joining of the department whichever is later and lasts upto 31.05.2008 only on which date the appointment will automatically come to an end, subject to the following terms and conditions :

1. He/She will be allotted 16 hours of work and paid a consolidated sum of Rs7000/- p.m.
2. Salary paid is subject to Income Tax and other statutory provisions wherever applicable.
3. He/She shall abide by the time table and handle classes allotted regularly and carry out any other work as may be assigned to him/her from time to time by the Principal or other authorities of the college.
4. He/She shall abide by the code of conduct, discipline and rules of the institution.
5. He/She shall apply himself/herself honestly, efficiently and discharge his/her duties diligently.
6. He/She shall not normally or on any pretext absent himself/herself from his/her duties without the prior permission of the authorities.
7. The Management of the College reserves the right to determine the services of the said lecturer without assigning any reasons during the period of contract as he/she has been engaged only on contract basis. In such an eventuality he/she will be given one month's notice or one month's salary in lieu thereof.
8. He/She is entitled to relinquish his/her appointment at any time during the period of contract by giving one month notice in writing or paying the college one month's salary in lieu of such notice.

This letter of appointment is sent to you in duplicate. You are requested to return the duplicate copy duly signed in token of having accepted the same.

  
JOINT SECRETARY



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.





# Dwaraka Doss Goverdhan Doss Vaishnav College

(Autonomous-Affiliated to the University of Madras-Re Accredited at 'A' Grade by NAAC)

Gokul Bagh, 833, Periyar E.V.R. High Road, Arumbakkam, Chennai - 600 106.

Phone : 044 - 2363 5101, 2363 5102 Fax : 044 - 2363 5103.

E-mail : principal@dgvaishnavcollege.com Website : www.dgvaishnavcollege.com

**Shri. P. Haridas**

Secretary

Establishment/Teaching/Appointment/30/ 2016

Date: 13.06.2016

## **PROCEEDINGS OF THE SECRETARY**

To

**R. Shalini Priscilla**

**English**

Dear Sir/Madam

1. You are appointed as Assistant Professor in the Department of English with effect from 13.06.2016 for a period of 1 year on probation. You are required to join duty on or before 13.06.2016 along with the joining report and all Original Certificates.
2. You will be paid a consolidated salary of Rs.18,000/- (Eighteen Thousand Only) per month during the period. You are not entitled to any other benefit/privileges which are normally available to the regular employees of this institution.
3. You will be working for 42 hrs per week, out of which minimum 18 hrs will be classroom teaching.
4. You shall abide by the code of conduct, discipline and rules of the institution. You shall also abide by the time-table and handle classes allotted to you regularly without any default.
5. You shall carry out any other work as may be assigned to you from time to time by the Principal or any other authority under his direction.
6. You shall discharge your duties efficiently, diligently and should not misuse your position for any personal goal.
7. The Management of the college reserves the right to terminate the services of the said Assistant Professor without assigning any reasons during the period of probation as he/she has been engaged only on probation. In such an eventuality he/she will be given three months notice or one month's salary in lieu thereof.

**P.T.O**

**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



# Dwaraka Doss Goverdhan Doss Vaishnav College

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Phone: 044-2363 5101, 2363 5102 Fax: 044-23635103

e-mail: principal@dgvaishnavcollege.edu.in website: www.dgvaishnavcollege.edu.in

**Ashok Kumar Mundhra**  
Secretary

17.06.2019

To  
Dr.Murali Ganam

Dear Sir/Madam

You are temporarily appointed as Head i/c in the department of M.A. English with effect from 17.06.2019 on the following terms.

1. You will be paid a total salary of Rs.40000 (Rupees Forty thousand only) per month (inclusive of all allowances).
2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.
3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.
4. You will be entitled to ten days' Casual leave in an academic year and you shall avail the same after obtaining prior written sanction. Unavailed casual leave shall lapse and shall not be carried over to the next year. The grant of leave shall be at the discretion of the management keeping in view the exigencies of work.
5. You shall constantly upgrade your subject knowledge and teaching skills so as to achieve excellence for the benefit of the students/college.
6. You will sincerely work for the development and progress of the college and look after the interest of students of your Department with regard to teaching, seminars, project work, assignments, tests etc.
7. You shall be a whole time employee of the college and, therefore, shall not, without previous written permission of the Management, engage yourself in any full time or part time work/profession/assignment/private tuition etc., either on honorary basis or otherwise during the period of your employment with the college.
8. Management shall encourage you to publish books, present papers, undertake research work without hampering your regular academic work. But they shall be only under the banner of this college.
9. You shall not engage yourself in any outside activity which will either directly or indirectly affect satisfactory performance of the duties assigned to you from time to time.
10. You will not enter into any monetary transactions or collection of any money, gratis or otherwise, from students, their parents/guardians nor misuse your position for any personal gains.

PTO

Managed by SHRI VALLABHACHARYA VIDYA SABHA

**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**





## Dwaraka Doss Goverdhan Doss Vaishnav College

(Autonomous-Affiliated to the University of Madras-Accredited at 'A' Grade by NAAC)

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e-mail: principal@dgvaishnavcollege.edu.in website: www.dgvaishnavcollege.edu.in

**Ashok Kumar Mundhra**  
Secretary

17.06.2019

To  
Dr. Naga Radhika

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of M.A.English with effect from 17.06.2019 on the following terms.

1. You will be paid a total salary of Rs.35000 (Rupees Thirty five thousand only) per month (inclusive of all allowances).
2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.
3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.
4. You will be entitled to ten days' Casual leave in an academic year and you shall avail the same after obtaining prior written sanction. Unavailed casual leave shall lapse and shall not be carried over to the next year. The grant of leave shall be at the discretion of the management keeping in view the exigencies of work.
5. You shall constantly upgrade your subject knowledge and teaching skills so as to achieve excellence for the benefit of the students/college.
6. You will sincerely work for the development and progress of the college and look after the interest of students of your Department with regard to teaching, seminars, project work, assignments, tests etc.
7. You shall be a whole time employee of the college and, therefore, shall not, without previous written permission of the Management, engage yourself in any full time or part time work/profession/assignment/private tuition etc., either on honorary basis or otherwise during the period of your employment with the college.
8. Management shall encourage you to publish books, present papers, undertake research work without hampering your regular academic work. But they shall be only under the banner of this college.
9. You shall not engage yourself in any outside activity which will either directly or indirectly affect satisfactory performance of the duties assigned to you from time to time.
10. You will not enter into any monetary transactions or collection of any money, gratis or otherwise, from students, their parents/guardians nor misuse your position for any personal gains.

  
**PRINCIPAL**

PTO

Managed by SHRI VALLABHACHARYA VIDYA S. S. S.

**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**



# Dwaraka Doss Goverdhan Doss Vaishnav College

(Autonomous-Affiliated to the University of Madras-Accredited at 'A' Grade by NAAC)

Gokul Bagh, 833 Periyar E.V.R. High Road, Arumbakkam, Chennai-600 106

Phone: 044-2363 5101, 2363 5102 Fax: 044-23635103

e-mail: principal@dgvaishnavcollege.edu.in website: www.dgvaishnavcollege.edu.in

**Ashok Kumar Mundhra**  
Secretary

01.10.2020

To  
Ms.R. Priyanka

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of M.A. English with effect from 01.10.2020 on the following terms.

1. You will be paid a total salary of Rs.25000 (Rupees Twenty five thousand only) per month (inclusive of all allowances).
2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.
3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.
4. You will be entitled to ten days' Casual leave in an academic year and you shall avail the same after obtaining prior written sanction. Unavailed casual leave shall lapse and shall not be carried over to the next year. The grant of leave shall be at the discretion of the management keeping in view the exigencies of work.
5. You shall constantly upgrade your subject knowledge and teaching skills so as to achieve excellence for the benefit of the students/college.
6. You will sincerely work for the development and progress of the college and look after the interest of students of your Department with regard to teaching, seminars, project work, assignments, tests etc.
7. You shall be a whole time employee of the college and, therefore, shall not, without previous written permission of the Management, engage yourself in any full time or part time work/profession/assignment/private tuition etc., either on honorary basis or otherwise during the period of your employment with the college.
8. Management shall encourage you to publish books, present papers, undertake research work without hampering your regular academic work. But they shall be only under the banner of this college.
9. You shall not engage yourself in any outside activity which will either directly or indirectly affect satisfactory performance of the duties assigned to you from time to time.
10. You will not enter into any monetary transactions or collection of any money, gratis or otherwise, from students, their parents/guardians nor misuse your position for any personal gains.

  
**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**

**Arumbakkam, Chennai - 600106**

**PTO**

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**Dwaraka Doss Goverdhan Doss Vaishnav College**  
(Autonomous-Affiliated to the University of Madras)

Gokul Bagh, 633 Periyar E.V.R. High Road, Arumbakkam, Chennai-600 106  
Phone: 044-23635101, 23635102 Fax: 044-23635103  
E-mail: dgvo@office@gmail.com website: www.dgvaishnavcollege.edu.in

**Shri. Ashok Kumar Mundhra,**  
**Secretary**

To  
Ms. Lakshmy Ravindranathan

18.01.2021

Dear Madam,

Sub: Offer Letter  
Ref: Your application for the post of Assistant Professor.

This refers to the personal interview you had with us.

You are temporarily appointed for the academic year 2020-21 only as Assistant Professor in the department of M.A. English.

You will be paid a total consolidated salary of Rs.25,000/- (Rupees Twenty Five Thousand Only) Per month inclusive of all allowances.

You are requested to bring the following within seven days of receipt of this letter.

- |                                |  |
|--------------------------------|--|
| a. Qualification Certificates  | - Original & Photo Copies                      |
| b. Experience Certificates     | - Original & Photo Copies                      |
| c. Date of Birth               | - Original & Photo Copies                      |
| d. Fitness Certificate         | - Original from any Regd. Medical Practitioner |
| e. Pass Port Size Colour Photo | - 2 Nos.                                       |
| f. Relieving Orders            | - From Previous Employer, if any               |
| g. Qualification Approval      | - By University of Madras, if any              |

You will be issued suitable orders on verification of the above and subject to your satisfying the norms laid down by University of Madras as regards your qualification.

Please confirm the date of your joining us.

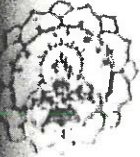
Yours faithfully,  
For D.G.Vaishnav College (Evening)



*Ashok Kumar Mundhra*  
SECRETARY

*[Signature]*

**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**



# DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE

"GOKUL BAGH"

445, E. V. R. PERIYAR HIGH ROAD, ARUMBAKKAM, MADRAS-600 106

(MANAGED BY SRI VALLABHACHARYA VIDYA SARHA, MADRAS)

PHONE : 4834349

Ref. No. 121/96-97

Date May 14, 96

## PROCEEDINGS

Read:- Proceedings of the Commissioner of Collegiate Education, Madras, M.Os.No.63037/F/95 dated 20.12.95 according permission to appoint one post Lecturer in the Department of Economics

Mrs. I.S. Prema, M.A., M.Phil., a candidate sponsored by the Employment Exchange, is appointed as Lecturer in the Department of Economics, on monthly salary of Rs.2275/- in the scale of Rs.2200-75-2800-100-4000 and other prevailing allowances as permissible under rules subject to the approval of the authorities concerned.

She should join duty on the forenoon of 17th June 1996.

1/8  
S.R. Damani  
S.R. DAMANI  
SECRETARY

To

Mrs. I.S. Prema, M.A., M.Phil.  
A.P. 720, H Block, I Street, 12th Main Road, Anna Nagar, Madras 40

Copy submitted to the Joint Director of Collegiate Education,  
Madras Region, Madras 2

Copy to the Head, Dept. of Economics, D.G. Vaishnav College

" Assistant incharge of S.R.

" Assistant, Establishment Section

" Attendance Section

ms/nr

**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.**





## Dwaraka Doss Goverdhan Doss Vaishnav College

"GOKUL BAGH"

833, Periyar E.V.R. High Road, Arumbakkam, Chennai - 600 106.

(Managed by Sri Vallabhacharya Vidya Sabha, Chennai)

Shri SURAJ RATAN DAMANI  
Secretary

Phone : 4754349

Date: 27/11/2009

Procs./Ref. No. 291/2009-2010

### PROCEEDINGS

Sub : Dwaraka Doss Goverdhan Doss Vaishnav College, Chennai-106  
Appointment of Thiru. J.P. Jaideep as lecturer in Economics -  
ordered

Ref : 1. Director of Collegiate Education's Proceedings

D.Dis.No.1333/Q2/98 dated 29-10-98.

2. Commissioner of Collegiate Education's Proceedings

D.Dis.No.48454G1/99 dated 28-10-1999.

Thiru. J.P. Jaideep M.A. Second Class 57% ,1989 ,M.Phil 1990 is appointed as lecturer in Economics with a basic pay of Rs.8550 , in the scale of pay of Rs.8000-275-13500, in the vacant post permitted to be filled up in the Proceedings cited, subject to qualification approval by the University of Madras and also subject to approval of appointment by the Joint Director of Collegiate Education, Chennai Region, Chennai-600002.

He should join duty immediately producing medical fitness certificate issued by a Doctor not lower in rank than that of a Civil Assistant Surgeon.

He will be paid salary only on receipt of approval of salary grant from Government.

He will be placed on probation for two years on duty within a continuous period of three years.

He should pass the second class language test in Tamil within a period of two years from the date of appointment.

He should execute the prescribed agreement.

The appointee shall abide by the code of conduct , discipline and rules of the institution.

To

The Individual

cc: The Joint Director of Collegiate Education,  
Chennai Region, Chennai 600 002.

Head Of Department Concerned.

Attendance Section

Bill Section

Establishment Section

Spare Copy Three

S. R. Damani  
Secretary

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



# Dwaraka Doss Goverdhan Doss Vaishnav College

"GOKUL NAGH"  
#833, PERIYAR E.V.R. HIGH ROAD, ARUMBAKKAM, CHENNAI - 600 106  
(MANAGED BY SHRI VALLABHACHARYA VIDYA SABHA, CHENNAI)

Bharat Kumar K. Shah  
Jt. Secretary

☎ 2475 6655

## PROCEEDINGS

7/1/2008

### Sub: Appointment of Full Time Staff

The Management is pleased to offer appointment to Mr. Umepathy, M.A., M.Phil, SLET, Lecturer in the Department of Economics.

The offer of appointment is purely on a contractual basis and is for a period from 07-01-2008 or from the date of joining of the department whichever is later and lasts upto 31-05-2008 only on which date the appointment will automatically come to an end, subject to the following terms and conditions:

1. He/She will be allotted 16 hours of work and paid a consolidated sum of Rs.8000/- p.m.
2. Salary paid is subject to Income Tax and other statutory provisions wherever applicable.
3. He/She shall abide by the time table and handle classes allotted regularly and carry out any other work as may be assigned to him/her from time to time by the Principal or other authorities of the college.
4. He/She shall abide by the code of conduct, discipline and rules of the institution.
5. He/She shall apply himself/herself honestly, efficiently and discharge his/her duties diligently.
6. He/She shall not normally or on any pretext absent himself/herself from his/her duties without the prior permission of the authorities.
7. The Management of the College reserves the right to determine the services of the said lecturer without assigning any reasons during the period of contract as he/she has been engaged only on contract basis. In such an eventuality he/she will be given one month's notice or one month's salary in lieu thereof.
8. He/She is entitled to relinquish his/her appointment at any time during the period of contract by giving one month notice in writing or paying the college one month's salary in lieu of such notice.

This letter of appointment is sent to you in duplicate. You are requested to return the duplicate ~~copy~~ duly signed in token of having accepted the same.

  
JOINT SECRETARY



PRINCIPAL  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.





075  
**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE**

(Managed by Shri Vallabhacharya Vidya Sabha, Chennai)

Accredited "A" Grade by NAAC

"GOKUL BAGH"

No. 833, PERIYAR E.V.R. SALAI, ARUMBAKKAM, CHENNAI - 600 106.

**Bharat Kumar K. Shah**

Jt. Secretary

Phone : 044 - 2475 6655

**25-6-2008**

Date

**PROCEEDINGS**

Sub: Appointment of Full Time Staff

The Management is pleased to offer appointment to **Ms. Mandira Dutta, M.Sc., M.Phil.,** Lecturer in the Department of **Economics.**


The offer of appointment is purely on a contractual basis and is for a period of one year from 25-06-2008 or from the date of joining of the department whichever is later and lasts upto 31-05-2009 only on which date the appointment will automatically come to an end, subject to the following terms and conditions :

1. He/She will be allotted **16** hours of work and paid a consolidated sum of **Rs.8000/-** p.m.
2. Salary paid is subject to Income Tax and other statutory provisions wherever applicable.
3. He/She shall abide by the time table and handle classes allotted regularly and carry out any other work as may be assigned to him/her from time to time by the Principal or other authorities of the college.
4. He/She shall abide by the code of conduct, discipline and rules of the institution.
5. He/She shall apply himself/herself honestly, efficiently and discharge his/her duties diligently.
6. He/She shall not normally or on any pretext absent himself/herself from his/her duties without the prior permission of the authorities.
7. The Management of the College reserves the right to determine the services of the said lecturer without assigning any reasons during the period of contract as he/she has been engaged only on contract basis. In such an eventuality he/she will be given one month's notice or one month's salary in lieu thereof.
8. He/She is entitled to relinquish his/her appointment at any time during the period of contract by giving one month notice in writing or paying the college one month's salary in lieu of such notice.

This letter of appointment is sent to you in duplicate. You are requested to return the duplicate copy duly signed in token of having accepted the same.

ENROLLMENT / PARTICIPATION IN ANY UNION  
ASSOCIATION ACTIVITY WILL ENTAIL TERMINATION  
OF THE CONTRACT

**JOINT SECRETARY.**

  
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



**Dwaraka Doss Goverdhan Doss Vaishnav College**  
(Autonomous-Affiliated to the University of Madras-Accredited at 'A' Grade by NAAC)

Gokul Bagh, 833 Periyar E.V.R. High Road, Arumbakkam, Chennai-600 106  
Phone: 044-24756655, 24754349 Fax: 044-24753008  
e-mail: principal@dgvaishnavcollege.com website: www.dgvaishnavcollege.com

**Shri P.Haridas**  
Secretary

16.07.2012

Staff Appt. PT / Dept.Economics /No. 53 / Year 2012

**PROCEEDINGS OF THE SECRETARY**

Sub : Your application for the Post of LECTURER

Dr.NARAYANAN.S M.A., Ph.D., is selected and appointed temporarily as a LECTURER IN ECONOMICS for the period up to 31<sup>st</sup> May 2013 subject to his fulfilling the Madras University norms as regards his qualifications and approval. He will be paid a Consolidated salary of Rs.8000/- (Rupees Eight thousand only) per month.

He shall produce all certificates in respect of his qualification in original. He shall abide by the code of conduct, discipline and rules of the institution. The appointee will abide by the time table and handle classes allotted to his regularly without any default.

He should carry out all such other work as may be assigned to him from time to time by or under the direction of the principal. This order will take effect from his date of joining.

  
SECRETARY

Esavi /Sri.PH



**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**

Managed by SHRI VALLABHACHARYA VIDYA SABHA





# DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE

(Managed by Shri Vallabhacharya Vidya Sabha, Chennai)

Accredited "A" Grade by NAAC

"GOKUL BAGH"

No. 833, PERIYAR E.V.R. SALAI, ARUMBAKKAM, CHENNAI - 600 106.

**Bharat Kumar K. Shah**

Jt. Secretary

Phone : 044 - 2475 6655

**01-06-2009**

Date :

## PROCEEDINGS

Sub: Appointment of Full Time Staff

The Management is pleased to offer appointment to **Ms. SUBHASHINI.S**  
**M.A., M.Phil.**, Lecturer in the Department of **ECONOMICS.**

The offer of appointment is purely on a contractual basis and is for a period from 01-06-2009 or from the date of joining of the department whichever is later and lasts upto 31-05-2010 only on which date the appointment will automatically come to an end, subject to the following terms and conditions :

1. Your Working hours are **42** per week out of which **18** hours minimum is Classroom teaching. You will be paid a consolidated sum of **Rs.8000/-** p.m.
2. Salary paid is subject to Income Tax and other statutory provisions wherever applicable.
3. He/She shall abide by the time table and handle classes allotted regularly and carry out any other work as may be assigned to him/her from time to time by the Principal or other authorities of the college.
4. He/She shall abide by the code of conduct, discipline and rules of the institution.
5. He/She shall apply himself/herself honestly, efficiently and discharge his/her duties diligently.
6. He/She shall not normally or on any pretext absent himself/herself from his/her duties without the prior permission of the authorities.
7. The Management of the College reserves the right to determine the services of the said lecturer without assigning any reasons during the period of contract as he/she has been engaged only on contract basis. In such an eventuality he/she will be given one month's notice or one month's salary in lieu thereof.
8. He/She is entitled to relinquish his/her appointment at any time during the period of contract by giving one month notice in writing or paying the college one month's salary in lieu of such notice.
9. Enrollment \ Participation in any Union \ Association Activity will entail Termination of the contract.

This letter of appointment is sent to you in duplicate. You are requested to return the duplicate copy duly signed in token of having accepted the same

**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**

**JOINT SECRETARY**

1019

**PROCEEDINGS OF THE JOINT DIRECTOR OF COLLEGIATE EDUCATION  
CHENNAI REGION, CHENNAI – 600 015.**

**Present: Dr.R.RAVANAN,M.Sc.,M.Phil.,Ph.D.,**

R.C.No.1284/E2/2021

Date: 20.04.2021

**Subject:** Aided Colleges – Chennai – 106, Dwaraka Doss Goverdhan Doss Vaishnav College – Dr. S.Subhashini – Department of Economics – Assistant Professor – Appointment under Aided – Approval – Regarding.

- Ref:1.** Chennai – 600 006, Proceedings of the Directorate of Collegiate Education – 48454/G1/1999 dated 28.10.1999.
2. Chennai – 600 006, Proceedings of the Directorate of Collegiate Education – R.C.No.46843/G1/2009 dated 07.09.2012 with Government Letter No.169 Education (E1) department dated 08.08.2012.
3. G.O.Ms.No.44, Personnel and Employment Department dated 11.03.2015.
4. Chennai – 600 006, Proceedings of the Directorate of Collegiate Education, R.C.No.12229/G3/2014 dated 23.10.2020.
5. Letter from the Registrar, University of Madras No.A-II/JPR/A.P-Approval/D.G.Vaishnav College/2021/036 dated 01.03.2021.
6. Chennai-600106, Dwaraka Doss Goverdhan Doss Vaishnav College Secretary Order R.C.No.117/2020-2021 dated 29.01.2021.
7. Chennai-600106, Letter from the Secretary, Dwaraka Doss Goverdhan Doss Vaishnav College, R.C.No.194/2020-2021 dated 02.03.2021.

\*\*\*\*\*

With reference first cited, In the proceedings of the Directorate of Collegiate education, under the sanctioned posts of 1999-2000 and based on the workload of Dwaraka Doss Goverdhan Doss Vaishnav College 09 posts of Assistant Professors for the Department of Economics were sanctioned and given.

With reference fourth cited, In the proceedings of the Directorate of Collegiate education, it is mentioned that the posts fell vacant from 01.06.2011 to 31.05.2014, under the vacant of 14 posts, College Secretary has been permitted to appoint 01 posts in the department of Economics.

Based on the above, Dr.S.Subhashini, appointed as Assistant Professor in the Department of Economics by the Secretary, Dwaraka Doss Goverdhan Doss Vaishnav College, who has fulfilled the qualifications prescribed by the University Grants Commission. In the reference 5<sup>th</sup> cited above, The Registrar of University of Madras has given the qualification approval to him, Based on the qualification and also by abiding the below conditions. His appointment is approved from 01.02.2021 F.N. in order to avail Government Grants.

S.No	Name (and) designation	Vacancy details	Appointment date
1	Dr.S.Subhashini Assistant Professor Department of Economics	Dr.B.Ponnusamy Has retirement on 31.05.2012	01.02.2021 From morning

The aforesaid Assistant Professor has permitted to receive salary grant of Rs.57700-182400 in the scale of pay from the forenoon of 01.02.2021.

**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**



109


CONDITIONS

- 1) This Approval documents are subject to Audit, If there is any discrepancies in the particulars given by the Secretary, this Approval may be cancelled. This Approval should not be violating the regulations of the appointment.
- 2) The college should not exceed the sanctioned strength vacancies.
- 3) It should be ensure that the SSLC and all the certificates should be Genuine, the same may be informed to this office. After the confirmation of Genuinity, the appointment may be approved. It should be done before the grant of Second Annual increment. The action to be taken immediately.
- 4) With the reference 2<sup>nd</sup> cited, the appointment has been approved based on the Minority Status of the College.
- 5) With the reference 4<sup>th</sup> cited, as per the proceedings of the Directorate of Collegiate Education, this appointment may abide the conditions and regulations of the University grants commission.
- 6) As per the Secretary letter dated 09.03.2021, an advertisement published in the New Indian Express (English Daily) newspaper on 09.11.2020 regarding to fill up the teaching posts in various disciplines. Further, they mentioned that, the advertisement also displayed in their college website. Also they mentioned that, in future correspondence, while publishing the advertisement for recruitment they would follow the guidelines. Hence, the appointment has already been made. With reference 3<sup>rd</sup> cited, based on the G.O., they accepted to publish the recruitment advertisement in both (Tamil and English) newspapers in future, hence the appointment is approved.
- 7) The College Secretary confirmed that there is no court case is pending against the above appointment, hence it is approved. If it is found or the case filed against in future, it is informed that the College Secretary and the employee will be the responsible for the consequences. If there is any appeal arises regarding the appointment, the college secretary should be responsible to act as Appointing Officer for the above.

Enclosure: Original Certificates.

**Joint Director of collegiate Education  
Chennai Region, Chennai-600 015.**

To  
**The Secretary,**  
Dwaraka Doss Goverdhan Doss Vaishnav College,  
Chennai-600 106.

  
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

PRINCIPAL  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106



## Dwaraka Doss Goverdhan Doss Vaishnav College

(Autonomous-Affiliated to the University of Madras-Reaccredited at 'A' Grade by NAAC)

Gokul Bagh, 833 Periyar E.V.R. High Road, Arumbakkam, Chennai-600 106  
Phone: 044-23635101, 23635102 Fax: 044-23635103  
e-mail: principal@dgvaishnavcollege.com website: www.dgvaishnavcollege.com

P.Haridas  
Secretary

R.C.No. NC/ TS/ APP /

To

..Dr...N...ABIRAM..

..DEPARTMENT...OF...BUSINESS ECONOMICS


Ref: Personal interview held on 05<sup>th</sup> June 2015

Dear Sir/Madam

1. You are hereby selected and appointed on probation for a period of one year as Lecturer in the Department of *BUSINESS...ECONOMICS*. You are required to join on or before 10.06.2015 along with the joining report.
2. You will be working for 42 hrs per week, out of which minimum 18 hrs will be classroom teaching.
3. You shall abide by the code of conduct, discipline and rules of the institution. You shall also abide by the time-table and handle classes allotted to you regularly without any default.
4. You shall carry out any other work as may be assigned to you from time to time by the Principal or any other authority under his direction.
5. You shall discharge your duties efficiently, diligently and should not misuse your position for any personal goal.
6. Your service shall also be liable to be terminated earlier than the stipulated period without any notice or without assigning any reason thereof.
7. You shall not normally or under any pretext absent yourself from duties without the prior permission of the authorities.

P.T.O

Managed by SHRI VALLABHACHARYA VIDYA SABHA

  
PRINCIPAL  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



சென்னை-15, சென்னை மண்டலக் கல்லூரிக் கல்வி இணை இயக்குநர் அவர்களின் செயல்முறைகள்  
பிறப்பிப்பவர்: முனைவர்.இரா.இரா.வணன்., எம்.எஸ்ஸி., எம்.பி., பிஎச்.டி

ந.க.எண். 1302/ஈ2/2021

நாள்: 20.04.2021

பொருள் : அரசு உதவிபெறும் கல்லூரிகள் - சென்னை - 106, து.கோ.வைணவக் கல்லூரி - முனைவர்.நா.அபிராமி, பொருளியல் துறை, உதவிப்பேராசிரியர் - பணியமர்வு அரசு மானியத்திற்கு நியமனம் ஏற்பு அளித்தல்.

- பார்வை : 1. சென்னை-6 கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகள் ப.மு.எண்.48454/ஜி1/1999 நாள்.28.10.1999.  
2. சென்னை-6 கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகள் ந.க.எண்.46843/ஜி1/2009 நாள்.07.09.2012 உடன் பெறப்பட்ட அரசு கடித எண் 169 உயர்கல்வி (E1) துறை, நாள்.08.08.2012.  
3. அரசாணை நிலை எண். 44, பணியாளர் மற்றும் வேலைவாய்ப்பு (டீடி) துறை நாள்: 11.03.2015.  
4. சென்னை-6 கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகள் ந.க.எண். 24176/ஜி3/2018 நாள். 23.10.2020.  
5. சென்னைப் பல்கலைக்கழக பதிவாளரின் கடித எண். A-II/JPR/A.P-Approval/D.G. Vaishnav College/2021/036 நாள். 01.03.2021.  
6. சென்னை - 106, து.கோ.வைணவக் கல்லூரிச் செயலரின் நியமன ஆணை ந. க. எண். 120/2020-2021 நாள். 29.01.2021.  
7. சென்னை - 106, து.கோ.வைணவக் கல்லூரிச் செயலரின் கடித ந. க. எண். 196/2020-2021 நாள். 02.03.2021.

பார்வை (1) ல் காணும் கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகளில் கல்லூரியின் 1999-2000ம் ஆண்டின் பணிப்பளு அடிப்படையில் சென்னை - 106, து.கோ.வைணவக் கல்லூரிக்கு 09 (ஒன்பது) பொருளியல் துறை உதவிப்பேராசிரியர் பணியிடங்கள் ஒப்பளிப்பு செய்து ஆணைகள் வழங்கப்பட்டுள்ளது.

பார்வை (4) ல் காணும் கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகளில் சென்னை - 106, து.கோ.வைணவக் கல்லூரியில் 01.06.2017 முதல் 31.05.2018 வரை காலியாக உள்ளதென தெரிவிக்கப்பட்டுள்ள 02 ஆசிரியர் பணியிடங்களில் பொருளியல் துறைக்கு காலியாக இருந்த ஒரு பணியிடம் (01) நிரப்பிக் கொள்வதற்கு கல்லூரிச் செயலருக்கு அனுமதி வழங்கப்பட்டுள்ளது.

அதனடிப்படையில் சென்னை - 106, து.கோ.வைணவக் கல்லூரிச் செயலரால் பணியமர்த்தப்பட்டுள்ள முனைவர்.நா.அபிராமி என்பாரது கல்வித் தகுதிகள் பல்கலைக்கழக மானியக் குழு நிர்ணயித்துள்ள கல்வித் தகுதிகளை நிறைவு செய்துள்ளதாலும், பார்வை (5) ல் காணும் சென்னை பல்கலைக்கழக பதிவாளரின் கடிதத்தில் அன்னாருக்கு உதவிப் பேராசிரியர் கல்வித் தகுதிக்கான ஒப்புதல் வழங்கப்பட்டுள்ளதன் அடிப்படையிலும் கீழ்க் குறிப்பிட்டுள்ள நிபந்தனைகளுக்குட்பட்டு அன்னாரது நியமனத்திற்கு 02.02.2021 அன்று முற்பகல் முதல் அரசு மானியத்திற்கு ஏற்பு வழங்கி ஆணையிடப்படுகிறது.

வ. எண்	பெயர் (மற்றும்) பதவி	பணியிடம் ஏற்பட்ட விதம்	நியமன நாள்
1	முனைவர். நா.அபிராமி உதவிப் பேராசிரியர் பொருளியல் துறை	முனைவர்.ஆர்.பாலசுப்ரமணியன் என்பார் 30.04.2018 அன்று ஓய்வு பெற்றதால் ஏற்பட்ட காலியிடம்	02.02.2021 முற்பகல் முதல்

மேற்காண் உதவிப் பேராசிரியருக்கு ரூ. 57700-182400 தர ஊதியக் கற்றையில் 02.02.2021 அன்று முற்பகல் முதல் சம்பள மானியம் பெறவும் அனுமதி அளிக்கப்படுகிறது.

PRINCIPAL

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

1/10

**PROCEEDINGS OF THE JOINT DIRECTOR OF COLLEGIATE EDUCATION  
CHENNAI REGION, CHENNAI – 600 015.**

**Present: Dr.R.RAVANAN,M.Sc.,M.Phil.,Ph.D.,**

R.C.No.1302/E2/2021

Date: 20.04.2021

Subject: Aided Colleges – Chennai – 106, Dwaraka Doss Goverdhan Doss Vaishnav College – Dr.N.Abirami – Department of Economics – Assistant Professor – Appointment under Aided – Approval – Regarding.

- Ref:1. Chennai – 600 006, Proceedings of the Directorate of Collegiate Education – 48454/G1/1999 dated 28.10.1999.
2. Chennai – 600 006, Proceedings of the Directorate of Collegiate Education – R.C.No.46843/G1/2009 dated 07.09.2012 with Government Letter No.169 Education (E1) department dated 08.08.2012.
3. G.O.Ms.No.44, Personnel and Employment Department dated 11.03.2015.
4. Chennai – 600 006, Proceedings of the Directorate of Collegiate Education, R.C.No.24176/G3/2018 dated 23.10.2020.
5. Letter from the Registrar, University of Madras No.A-II/JPR/A.P-Approval/D.G.Vaishnav College/2021/036 dated 01.03.2021.
6. Chennai-600106, Dwaraka Doss Goverdhan Doss Vaishnav College Secretary Order R.C.No.152/2020-2021 dated 29.01.2021.
7. Chennai-600106, Letter from the Secretary, Dwaraka Doss Goverdhan Doss Vaishnav College, R.C.No.196/2020-2021 dated 02.03.2021.

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With reference first cited, In the proceedings of the Directorate of Collegiate education, under the sanctioned posts of 1999-2000 and based on the workload of Dwaraka Doss Goverdhan Doss Vaishnav College 09 posts of Assistant Professors for the Department of Economics were sanctioned and given.

With reference fourth cited, In the proceedings of the Directorate of Collegiate education, it is mentioned that the posts fell vacant from 01.06.2017 to 31.05.2018, under the vacant of 02 posts, College Secretary has been permitted to appoint 1 post in the department of Economics

Based on the above, Dr.N.Abirami, appointed as Assistant Professor in the Department of Economics by the Secretary, Dwaraka Doss Goverdhan Doss Vaishnav College, who has fulfilled the qualifications prescribed by the University Grants Commission. In the reference 5<sup>th</sup> cited above, The Registrar of University of Madras has given the qualification approval to him, Based on the qualification and also by abiding the below conditions. His appointment is approved from 02.02.2021 F.N. in order to avail Government Grants.

S.No	Name (and) designation	Vacancy details	Appointment date
1	Dr.N.Abirami Assistant Professor Department of Economics	Dr.R.Balasubramaniyan Has retirement on 31.04.2018	02.02.2021 From morning

The aforesaid Assistant Professor has permitted to receive salary grant of Rs 57700-182400 in the scale of pay from the forenoon of 02.02.2021.

**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600**





# Dwaraka Doss Goverdhan Doss Vaishnav College

"GOKUL BAGH"

#833, PERIYAR E.V.R. HIGH ROAD, ARUMBAKKAM, CHENNAI - 600 106.  
(MANAGED BY SRI VALLABHACHARYA VIDYA SABHA, CHENNAI)

**Bharat Kumar K. Shah**  
Jt. Secretary

☎ : 2475 6655

Date: 7-1-2008

## PROCEEDINGS

Sub: Appointment of Full Time Staff

The Management is pleased to offer appointment to Ms. N. Smitha, M.A., M.Phil., Lecturer in the Department of Economics.

The offer of appointment is purely on a contractual basis and is for a period from 07-01-2008 or from the date of joining of the department whichever is later and lasts upto 31-05-2008 only on which date the appointment will automatically come to an end, subject to the following terms and conditions :

1. He/She will be allotted 16 hours of work and paid a consolidated sum of Rs.8000/- p.m.
2. Salary paid is subject to Income Tax and other statutory provisions wherever applicable.
3. He/She shall abide by the time table and handle classes allotted regularly and carry out any other work as may be assigned to him/her from time to time by the Principal or other authorities of the college.
4. He/She shall abide by the code of conduct, discipline and rules of the institution.
5. He/She shall apply himself/herself honestly, efficiently and discharge his/her duties diligently.
6. He/She shall not normally or on any pretext absent himself/herself from his/her duties without the prior permission of the authorities.
7. The Management of the College reserves the right to determine the services of the said lecturer without assigning any reasons during the period of contract as he/she has been engaged only on contract basis. In such an eventuality he/she will be given one month's notice or one month's salary in lieu thereof.
8. He/She is entitled to relinquish his/her appointment at any time during the period of contract by giving one month notice in writing or paying the college one month's salary in lieu of such notice.

This letter of appointment is sent to you in duplicate. You are requested to return the duplicate copy duly signed in token of having accepted the same.

**POCO**

SHOT ON POCO M2 PRO



**PRINCIPAL**

  
**JOINT SECRETARY**

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

151

**PROCEEDINGS OF THE JOINT DIRECTOR OF COLLEGIATE EDUCATION  
CHENNAI REGION, CHENNAI – 600 015.**

**Present: Dr.R.RAVANAN,M.Sc.,M.Phil.,Ph.D.,**

R.C.No. 1298/E2/2021

Date:20.04.2021

Subject: Aided Colleges – Chennai – 106, Dwaraka Doss Goverdhan Doss Vaishnav College – Dr. N. Smitha – Department of Economics – Assistant Professor – Appointment under Aided – Approval – Regarding.

- Ref:1. Chennai – 600 006, Proceedings of the Directorate of Collegiate Education – 48454/G1/1999 dated 28.10.1999.
2. Chennai – 600 006, Proceedings of the Directorate of Collegiate Education – R.C.No.46843/G1/2009 dated 07.09.2012 with Government Letter No.169 Education (E1) department dated 08.08.2012.
3. G.O.Ms.No.44, Personnel and Employment Department dated 11.03.2015.
4. Chennai – 600 006, Proceedings of the Directorate of Collegiate Education, R.C.No.12229/G3/2017 dated 23.10.2020.
5. Letter from the Registrar, University of Madras No.A-II/JPR/A.P-Approval/D.G.Vaishnav College/2021/036 dated 01.03.2021.
6. Chennai-600106, Dwaraka Doss Goverdhan Doss Vaishnav College Secretary Order R.C.No.118/2020-2021 dated 29.01.2021.
7. Chennai-600106, Letter from the Secretary, Dwaraka Doss Goverdhan Doss Vaishnav College, R.C.No.195/2020-2021 dated 02.03.2021.

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With reference first cited, In the proceedings of the Directorate of Collegiate education, under the sanctioned posts of 1999-2000 and based on the workload of Dwaraka Doss Goverdhan Doss Vaishnav College 09 posts of Assistant Professors for the Department of Economics were sanctioned and given.

With reference fourth cited, In the proceedings of the Directorate of Collegiate education, it is mentioned that the posts fell vacant from 01.06.2014 to 31.05.2016, under the vacant of 9 posts, College Secretary has been permitted to appoint 1 post in the department of Economics.

Based on the above, Dr.N. Smitha , appointed as Assistant Professor in the Department of Economics by the Secretary, Dwaraka Doss Goverdhan Doss Vaishnav College, who has fulfilled the qualifications prescribed by the University Grants Commission. In the reference 5<sup>th</sup> cited above, The Registrar of University of Madras has given the qualification approval to her, based on the qualification and also by abiding the below conditions. Her appointment is approved from 02.02.2021 F.N. in order to avail Government Grants.

S.No	Name (and) designation	Vacancy details	Appointment date
1	Dr.N. Smitha Assistant Professor Economics Department	Vacancy due to Dr. S.Narasimhan retirement from service on 31.07.2014	From 02.02.2021 forenoon

**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106**

The aforesaid Assistant Professor has permitted to receive salary grant of Rs. 57700-182400 in the scale of pay from the forenoon of 02.02.2021.



சென்னை-15, சென்னை மண்டலக் கல்லூரிக் கல்வி இணை இயக்குநர் அவர்களின் செயல்முறைகள்  
பிறப்பிப்பவர்: முனைவர்.இரா.இராவணன்., எம்.எஸ்ஸி., எம்.பி.ல்., பிஎச்.டி

ந.க.எண். 1298/ஈ2/2021

நாள்: 20.04.2021

பொருள் : அரசு உதவிபெறும் கல்லூரிகள் - சென்னை - 106, து.கோ.வைணவக் கல்லூரி - முனைவர்.நா.சுமிதா, பொருளியல் துறை, உதவிப்பேராசிரியர் - பணியமர்வு அரசு மானியத்திற்கு நியமனம் ஏற்பு அளித்தல்.

- பார்வை :
1. சென்னை-6 கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகள் ப.மு.எண்.48454/ஜி1/1999 நாள்.28.10.1999.
  2. சென்னை-6 கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகள் ந.க.எண்.46843/ஜி1/2009 நாள்.07.09.2012 உடன் பெறப்பட்ட அரசு கடித எண் 169 உயர்கல்வி (E1) துறை, நாள்.08.08.2012.
  3. அரசாணை நிலை எண். 44, பணியாளர் மற்றும் வேலைவாய்ப்பு (பி) துறை நாள்: 11.03.2015.
  4. சென்னை-6 கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகள் ந.க.எண். 12229/ஜி3/2017 நாள். 23.10.2020.
  5. சென்னைப் பல்கலைக்கழக பதிவாளரின் கடித எண். A-II/JPR/A.P-Approval/D.G. Vaishnav College/2021/036 நாள். 01.03.2021.
  6. சென்னை - 106, து.கோ.வைணவக் கல்லூரிச் செயலரின் நியமன ந. க. எண். 118/2020-2021 நாள். 29.01.2021.
  7. சென்னை - 106, து.கோ.வைணவக் கல்லூரிச் செயலரின் கடித ந. க. எண். 195/2020-2021 நாள். 02.03.2021.

பார்வை (1) ல் காணும் கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகளில் கல்லூரியின் 1999-2000ம் ஆண்டின் பணிப்பளு அடிப்படையில் சென்னை - 106, து.கோ.வைணவக் கல்லூரிக்கு 09 (ஒன்பது) பொருளியல் துறை உதவிப்பேராசிரியர் பணியிடங்கள் ஒப்பளிப்பு செய்து ஆணைகள் வழங்கப்பட்டுள்ளது.

பார்வை (4) ல் காணும் கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகளில் சென்னை - 106, து.கோ.வைணவக் கல்லூரியில் 01.06.2014 முதல் 31.05.2016 வரை காலியாக உள்ளதென தெரிவிக்கப்பட்டுள்ள 09 ஆசிரியர் பணியிடங்களில் பொருளியல் துறைக்கு காலியாக இருந்த ஒரு பணியிடம் (01) நிரப்பிக் கொள்வதற்கு கல்லூரிச் செயலருக்கு அனுமதி வழங்கப்பட்டுள்ளது.

அதனடிப்படையில் சென்னை - 106, து.கோ.வைணவக் கல்லூரிச் செயலரால் பணியமர்த்தப்பட்டுள்ள முனைவர்.நா.சுமிதா என்பாரது கல்வித் தகுதிகள் பல்கலைக்கழக மானியக் குழு நிர்ணயித்துள்ள கல்வித் தகுதிகளை நிறைவு செய்துள்ளதாலும், பார்வை (5) ல் காணும் சென்னை பல்கலைக்கழக பதிவாளரின் கடிதத்தில் அன்னாருக்கு உதவிப் பேராசிரியர் கல்வித் தகுதிக்கான ஒப்புதல் வழங்கப்பட்டுள்ளதன் அடிப்படையிலும் கீழ்க் குறிப்பிட்டுள்ள நியந்தனைகளுக்குப்பட்டு அன்னாரது நியமனத்திற்கு 02.02.2021 முற்பகல் முதல் அரசு மானியத்திற்கு ஏற்பு வழங்கி ஆணையிடப்படுகிறது.

வ. எண்	பெயர் (மற்றும்) பதவி	பணியிடம் ஏற்பட்ட விதம்	நியமன நாள்
1	முனைவர். நா.சுமிதா உதவிப் பேராசிரியர் பொருளியல் துறை	முனைவர்.எஸ்.நரசிம்மன் என்பார் 31.07.2014 அன்று ஓய்வு பெற்றதால் ஏற்பட்ட காலிப்பணியிடம்	02.02.2021 முற்பகல் முதல்

மேற்காண் உதவிப் பேராசிரியருக்கு ரூ. 57700-182400 தர ஊதியக் கற்றையில் 02.02.2021 அன்று முற்பகல் முதல் சம்பள மானியம் பெறவும் அனுமதி அளிக்கப்படுகிறது.

PRINCIPAL

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.





**Dwaraka Doss Goverdhan Doss Vaishnav College**  
(Autonomous-Affiliated to the University of Madras-Re Accredited at 'A' Grade by NAAC)

Gokul Bagh, 833, Periyar E.V.R. High Road, Arumbakkam, Chennai - 600 106.  
Phone : 044 - 2363 5101, 2363 5102 Fax : 044 - 2363 5103.  
E-mail : secretary@dgvaishnavcollege.edu.in Website : www.dgvaishnavcollege.edu.in

**Shri. Ashok Kumar Mundhra**  
Secretary

Establishment/Staff Appt./No.55/Year 2016-17

Date: 11.01.2017

**PROCEEDINGS OF THE SECRETARY**

**TERMS AND CONDITIONS OF SERVICE**

1. Mr. P.Sriraaj M.A appointed as Assistant Professor in the Department of Business Economics with effect from 11.01.2017 for a one year on probation subject to the condition that he qualifies himself before 30 June 2017. You are required to join duty on or before 11.01.2017 along with the joining report and all Original certificates.
2. He / She will be paid a consolidated salary of Rs.18,000/- (Eighteen Thousand Only) per month during the period. You are not entitled to any other benefit/privileges which are normally available to the regular employees of this institution.
3. He / She will be working for 42 hrs per week, out of which minimum 18 hrs will be classroom teaching.
4. The Teacher so appointed shall be placed on probation for two years of service and approval of his/her qualifications by the University of Madras, or till such time his/her qualification is approved by the University of Madras.
5. During probation period, if the said teacher wants to leave the service, he/she shall give 3 months notice or one month pay in lieu of notice.
6. The teacher whose qualification has been approved and who has completed one full year of service shall be placed on probation.
7. The said teacher shall continue to be a probationer till such time; the Management decides to make his/her a permanent teacher. For this purpose, the Management will review the performance of the teacher and his/her commitment to the mission and goals of the Institution from time to time.
8. The Teacher agrees to execute all the work assigned to his/her by the Head of the Institution and the Head of the Department from time to time honestly and sincerely and carry out all the orders of the superiors.

  
**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.**

Managed by SHRI VALLABHACHARYA VIDYA SABHA





# DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE

(Managed by Shri Vallabhacharya Vidya Sabha, Chennai)  
Accredited "A" Grade by NAAC  
"GOKUL BAGH"

No. 833, PERIYAR E.V.R. SALAI, ARUMBAKKAM, CHENNAI - 600 106.

**Bharat Kumar K. Shah**  
Jt. Secretary

Phone : 044 - 2475 6655

Date: 25-6-2008

## PROCEEDINGS

Sub: Appointment of Full Time Staff

The Management is pleased to offer appointment to **Ms. Nandini sivaraman, M.Sc., M.Phil.**, Lecturer in the Department of **Economics**.

The offer of appointment is purely on a contractual basis and is for a period of one year from 25-06-2008 or from the date of joining of the department whichever is later and lasts upto 31-05-2009 only on which date the appointment will automatically come to an end, subject to the following terms and conditions :

1. He/She will be allotted **16** hours of work and paid a consolidated sum of **Rs.9000/-** p.m.
2. Salary paid is subject to Income Tax and other statutory provisions wherever applicable.
3. He/She shall abide by the time table and handle classes allotted regularly and carry out any other work as may be assigned to him/her from time to time by the Principal or other authorities of the college.
4. He/She shall abide by the code of conduct, discipline and rules of the institution.
5. He/She shall apply himself/herself honestly, efficiently and discharge his/her duties diligently.
6. He/She shall not normally or on any pretext absent himself/herself from his/her duties without the prior permission of the authorities.
7. The Management of the College reserves the right to determine the services of the said lecturer without assigning any reasons during the period of contract as he/she has been engaged only on contract basis. In such an eventuality he/she will be given one month's notice or one month's salary in lieu thereof.
8. He/She is entitled to relinquish his/her appointment at any time during the period of contract by giving one month notice in writing or paying the college one month's salary in lieu of such notice.

This letter of appointment is sent to you in duplicate. You are requested to return the duplicate copy duly signed in token of having accepted the same.

ENROLLMENT / PARTICIPATION IN ANY UNION  
ASSOCIATION ACTIVITY WILL ENTAIL TERMINATION OF  
THE CONTRACT

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

**JOINT SECRETARY.**





# DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE

(Managed by Shri Vallabhacharya Vidya Sabha, Chennai)  
Accredited "A" Grade By NAAC

"GOKUL BAGH"  
No. 833, PERIYAR E.V.R. SALAI, ARUMBAKKAM, CHENNAI - 600 106.

**Bharat Kumar K. Shah**  
Jt. Secretary

Phone **1006-2006655**

## PROCEEDINGS

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

Sub: Appointment of Full Time Staff

The Management is pleased to offer appointment to Ms.S.LATHA, M.A., M.Phil., Lecturer in the Department of ECONOMICS.

The offer of appointment is purely on a contractual basis and is for a period of one year from 01-09-2009 or from the date of joining of the department whichever is later and lasts upto 31-05-2010 only on which date the appointment will automatically come to an end, subject to the following terms and conditions :

1. Your Working hours are 42 per week out of which 18 hours minimum is Classroom teaching. You will be paid a consolidated sum of Rs.9000/- p.m.
2. Salary paid is subject to Income Tax and other statutory provisions wherever applicable.
3. He/She shall abide by the time table and handle classes allotted regularly and carry out any other work as may be assigned to him/her from time to time by the Principal or other authorities of the college.
4. He/She shall abide by the code of conduct, discipline and rules of the institution.
5. He/She shall apply himself/herself honestly, efficiently and discharge his/her duties diligently.
6. He/She shall not normally or on any pretext absent himself/herself from his/her duties without the prior permission of the authorities.
7. The Management of the College reserves the right to determine the services of the said lecturer without assigning any reasons during the period of contract as he/she has been engaged only on contract basis. In such an eventuality he/she will be given one month's notice or one month's salary in lieu thereof.
8. He/She is entitled to relinquish his/her appointment at any time during the period of contract by giving one month notice in writing or paying the college one month's salary in lieu of such notice.
9. Enrolment/Participation in any Union /Association Activity will entail Termination of the contract.

This letter of appointment is sent to you in duplicate. You are requested to return the duplicate copy duly signed in token of having accepted the same.

  
JOINT SECRETARY.

  
PRINCIPAL

Dwaraka Doss Goverdhan Doss





**Dwaraka Doss Goverdhan Doss Vaishnav College**  
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E-mail : principal@dgvaishnavcollege.com Website : www.dgvaishnavcollege.com

**Shri. P. Haridas**  
Secretary

21.07.2011

Staff Appt.FT / Dept. Economics / No.34 / Year 2011

**PROCEEDINGS OF THE SECRETARY**

**Sub : Your application for the Post of LECTURER**

Ms.SUGANTHA.M.A.,M.Phil., is selected and appointed temporarily as a LECTURER IN ECONOMICS for the period upto 31<sup>st</sup> May 2012 subject to her satisfying the Madras University norms as regards her qualifications. She will be paid a Consolidated salary of Rs.10000/- (Rupees Ten Thousand Only) per month.

She shall produce all certificates in respect of her qualification in original. She shall abide by the code of conduct, discipline and rules of the institution. The appointee will abide by the time table and handle classes allotted to her regularly without any default.

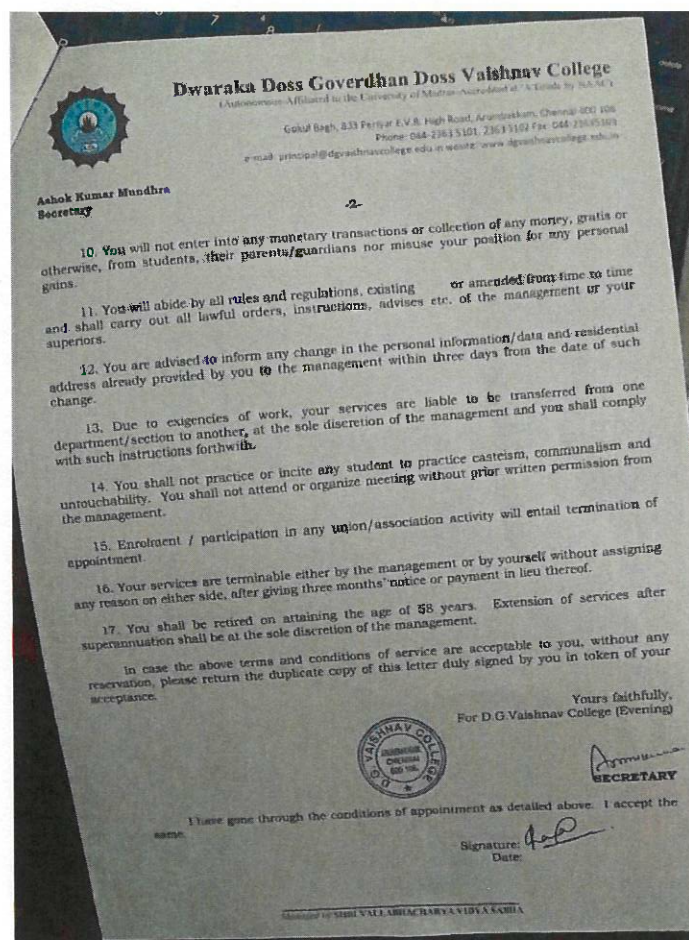
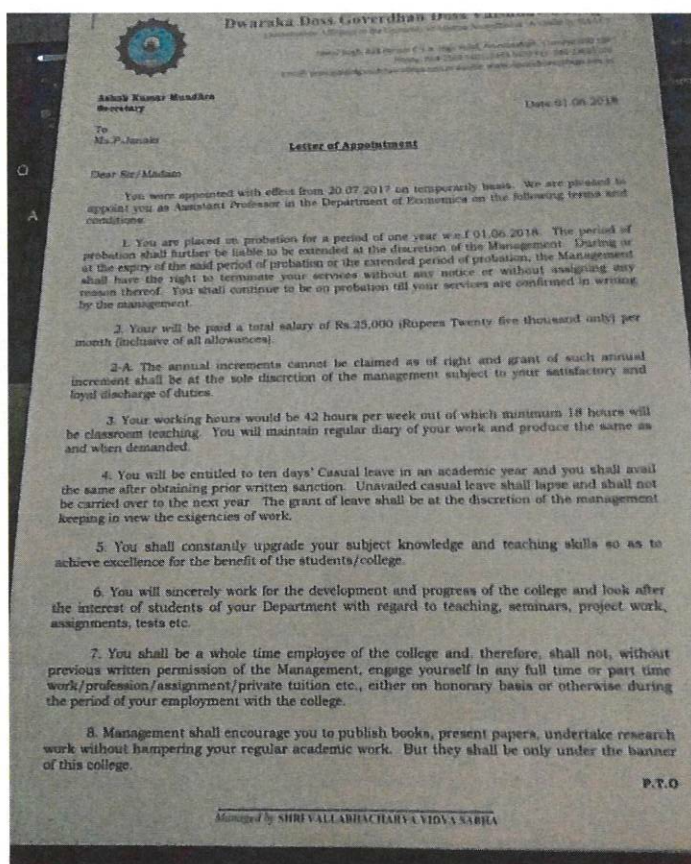
She should carry out all such other work as may be assigned to her from time to time by or under the direction of the principal. This order will take effect from her date of joining.

  
SECRETARY



**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**

Managed by: SHRI VALLABHACHARYA MOHAN BABU  
Arumbakkam, Chennai - 600 106.



**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**





## Dwaraka Doss Goverdhan Doss Vaishnav College

(Autonomous-Affiliated to the University of Madras-Accredited at 'A' Grade by NAAC)

Gokul Bagh, 833 Periyar E.V.R. High Road, Arumbakkam, Chennai-600 106

Phone: 044-2363 5101, 2363 5102 Fax: 044-23635103

e-mail: principal@dgvaishnavcollege.edu.in website: www.dgvaishnavcollege.edu.in

**Ashok Kumar Mundhra**  
Secretary

28.11.2018

To  
Ms.V.Meenakshi

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of Economics with effect from 28.11.2018 on the following terms.

1. You will be paid a total salary of Rs.25000 (Rupees Twenty five thousand only) per month (inclusive of all allowances).
2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.
3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.
4. You will be entitled to ten days' Casual leave in an academic year and you shall avail the same after obtaining prior written sanction. Unavailed casual leave shall lapse and shall not be carried over to the next year. The grant of leave shall be at the discretion of the management keeping in view the exigencies of work.
5. You shall constantly upgrade your subject knowledge and teaching skills so as to achieve excellence for the benefit of the students/college.
6. You will sincerely work for the development and progress of the college and look after the interest of students of your Department with regard to teaching, seminars, project work, assignments, tests etc.
7. You shall be a whole time employee of the college and, therefore, shall not, without previous written permission of the Management, engage yourself in any full time or part time work/profession/assignment/private tuition etc., either on honorary basis or otherwise during the period of your employment with the college.
8. Management shall encourage you to publish books, present papers, undertake research work without hampering your regular academic work. But they shall be only under the banner of this college.
9. You shall not engage yourself in any outside activity which will either directly or indirectly affect satisfactory performance of the duties assigned to you from time to time.
10. You will not enter into any monetary transactions or collection of any money, gratis or otherwise, from students, their parents/guardians nor misuse your position for any personal gains.

**PRINCIPAL**

**PTO**

Managed by SHRI VALLABHACHARYA VIDYA SARITA  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



## Dwaraka Doss Goverdhan Doss Vaishnav College

"GOKUL BAGH"

833, Periyar E.V.R. High Road, Arumbakkam, Chennai - 600 106.

(Managed by Sri Vallabhacharya Vidya Sabha, Chennai)

Shri. SURAJ RATAN DAMANI  
Secretary

Phone : 4754349

Procs./Ref. No. 298/10002001

Date: 29/7/2000

### PROCEEDINGS

Sub : Dwaraka Doss Goverdhan Doss Vaishnav College, Chennai-106.  
Appointment of Miss. D. Uthra as Lecturer in Physics - ordered.

- Ref : 1. Director of Collegiate Education's Proceedings  
D.Dis.No1338/Q2/98 dated 29-10-1998.  
2. Commissioner of Collegiate Education's Proceedings  
D.Dis.No.48454/G1/99 dated 28-10-1999.

Miss. D. Uthra M.Sc First Class ,1996 ,SLET 1998 is appointed as Lecturer in Physics with a basic pay of Rs.8000 , in the scale of pay of Rs.8000-275-13500, with usual allowances in the vacant post permitted to be filled up in the Proceedings cited, subject to qualification approval by the University of Madras and also subject to approval of appointment by the Joint Director of Collegiate Education, Chennai Region, Chennai-600002.

She should join duty immediately producing medical fitness certificate issued by a Doctor not lower in rank than that of a Civil Assistant Surgeon.

She will be paid salary only on receipt of approval of salary grant from Government.

She will be placed on probation for two years on duty within a continuous period of three years.

She should execute the prescribed agreement.

The appointee shall abide by the code of conduct , discipline and rules of the institution.

To  
The Individual

S. R. Ramani  
Secretary

cc: The Joint Director of Collegiate Education,  
Chennai Region, Chennai 600 002.  
Head Of Department Concerned.  
Attendance Section  
Bill Section  
Establishment Section  
Spare Copy Three

  
PRINCIPAL

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.





## Dwaraka Doss Goverdhan Doss Vaishnav College

"GOKUL BAGH"

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(Managed by Sri Vallabhacharya Vidya Sabha, Chennai)

Shri. SURAJ RATAN DAMANI

Secretary

Phone : 4754349

Date: 27/7/2000

Procs./Ref. No. 299/2000-2001

### PROCEEDINGS

Sub : Dwaraka Doss Goverdhan Doss Vaishnav College, Chennai-106.  
Appointment of Ms. D. Syamala as Lecturer in Physics - ordered.

Ref : 1. Director of Collegiate Education's Proceedings  
D.Dis.No.1338/Q2/98 dated 29-10-1998.  
2. Commissioner of Collegiate Education's Proceedings  
D.Dis.No.48454/G1/99 dated 28-10-1999.

Ms. D. Syamala M.Sc. First Class ,1991 ,M.Phil 1992 is appointed as Lecturer in Physics with a basic pay of Rs.8550 , in the scale of pay of Rs.8000-275-13500, with usual allowances in the vacant post permitted to be filled up in the Proceedings cited, subject to qualification approval by the University of Madras and also subject to approval of appointment by the Joint Director of Collegiate Education, Chennai Region, Chennai-600002.

She should join duty immediately producing medical fitness certificate issued by a Doctor not lower in rank than that of a Civil Assistant Surgeon.

She will be paid salary only on receipt of approval of salary grant from Government.

She will be placed on probation for two years on duty within a continuous period of three years.

She should execute the prescribed agreement.

The appointee shall abide by the code of conduct , discipline and rules of the institution.

S. R. Damani  
Secretary

To  
The Individual

cc: The Joint Director of Collegiate Education,  
Chennai Region, Chennai 600 002.  
Head Of Department Concerned.  
Attendance Section  
Bill Section  
Establishment Section  
Spare Copy Three

**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.**



## Dwaraka Doss Goverdhan Doss Vaishnav College

(Linguistic Minority Institution)  
Accredited at "A" Grade by NAAC  
"Gokul Bagh"

833, PERIYAR E.V.R. SALAI, ARUMBAKKAM, CHENNAI - 600 106.  
[Managed by Sri Vallabhacharya Vidya Sabha, Chennai]

Shri. Suraj Ratan Damani  
Secretary

Phones 2475 6655 / 2475 4349 / 6547 3008  
Fax 044 - 2475 3008  
E-mail principal@dgvaishnavcollege.com  
13.02.2009  
Date .....

Procs. / Ref No. 390/2008-09

### PROCEEDINGS

Sub : Dwaraka Doss Goverdhan Doss Vaishnav College, Chennai - 106.  
Appointment of Dr.V.Renganayaki as lecturer in Physics ordered.

- Ref : 1. Director of Collegiate Education's Proceedings  
RC.No.18821/G3/2006 - dated : 19.07.2006  
2. Director of Collegiate Education's Proceedings  
RC.No.26627/G3/2007 - dated : 26.07.2007

Dr.V.Renganayaki is appointed as lecturer in Physics in the scale of pay of Rs.8000-275-13500 in the vacant post permitted to be filled up in the Proceedings cited, subject to the qualification approval by the University of Madras, Chennai and also subject to the approval of the appointment by the Joint Director of Collegiate Education, Chennai Region, Chennai - 600 015.

She should join duty immediately producing medical fitness certificate issued by a Doctor not lower in rank than that of a Civil Assistant Surgeon.

She will be paid salary only on the receipt of the approval of salary grant from the Government.

She will be placed on probation for two years.

She should execute the prescribed agreement.

The appointee shall abide by the code of conduct, discipline and rules of our College.

S. R. Damani  
Secretary

✓ To

The Individuals

- CC : 1. The Joint Director of Collegiate Education,  
Chennai Region, Chennai - 600 015.  
2. Head of the Department Concerned  
3. Attendance Section  
4. Bill Section  
5. Establishment Section

Spare Copy Three

PRINCIPAL  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.





# Dwaraka Doss Goverdhan Doss Vaishnav College

(Autonomous-Affiliated to the University of Madras-Accredited at 'A' Grade by NAAC)

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Phone: 044-24756655, 24754349 Fax: 044-24753008

e-mail: principal@dgvaishnavcollege.com website: www.dgvaishnavcollege.com

RCNB - 273/14-15

P. Haridas

Secretary

30.12.2014

## PROCEEDINGS

Sub: Aided Colleges – D.G.Vaishnav College, Chennai 106 - Appointment Of Dr.V.Sangeetha, M.Sc., M.Phil., Ph.D., as Asst.Prof. in Physics Department- orders issued.

Ref: 1) Director of Collegiate Education's Proceedings RC.No.18821/G3/2006 Dated 19-07-2006

2) Director of Collegiate Education's Proceedings RC No.26627/G3/2007 Dated 26-07-2007.

*M.Sc. M.Phil.*  
Dr.V.Sangeetha M.Sc., Ph.D., is appointed as Asst.Professor in the Department of Physics in the Scale of pay of 15600-39100 Grade Pay 6000 in the vacancy permitted to be filled up in the proceedings cited under reference, subject to the approval of the appointment by the Joint Director of Collegiate Education, Chennai Region, Chennai 600 015.

she should join duty immediately, and produce medical fitness certificate issued by a Doctor not lower in rank than that of Civil Assistant Surgeon.

She will be paid salary only on the receipt of the approval of salary grant from the Government.

She will be placed on probation for two years.

She should execute the prescribed agreement.

The appointee shall abide by the code of conduct, discipline and rules of our college.

*M.Phil.*  
To Dr V.Sangeetha. M.Sc., Ph.D.,

- CC:
- 1) The Joint Director of Collegiate Education, Chennai Region, Chennai 15
  - 2) The Head, Department of Physics
  - 3) Attendance Section
  - 4) Bill section
  - 5) Establishment Section.

*P. Haridas*  
Secretary

*[Signature]*

**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**



**Dwaraka Doss Goverdhan Doss Vaishnav College**  
(Autonomous-Affiliated to the University of Madras-Accredited at 'A' Grade by NAAC)

Gokul Bagh, 833 Penyar E V R High Road, Arumbakkam, Chennai-600 106  
Phone 044-24756655, 24754349 Fax 044-24753008  
e-mail: principal@dgvaishnavcollege.com website www.dgvaishnavcollege.com

**Shri P.Haridas**  
Secretary

20.07.2012

Staff Appt.FT / Dept. Physics. /No.57/ Year 2012

**PROCEEDINGS OF THE SECRETARY**

**Sub : Your application for the Post of LECTURER**

**Dr.SRIDEVI.D M.Sc.,M.Phil.,(2005).Ph.D.,** selected and appointed temporarily as a LECTURER IN PHYSICS for the period up to 31<sup>st</sup> May 2013 subject to her satisfying the Madras University norms as regards her qualifications. She will be paid a Consolidated salary of Rs.18250/- (Rupees Eighteen thousand two hundred and fifty only) per month.

She shall produce all certificates in respect of her qualification in original. She shall abide by the code of conduct, discipline and rules of the institution. The appointee will abide by the time table and handle classes allotted to her regularly without any default.

She should carry out all such other work as may be assigned to her from time to time by or under the direction of the principal. This order will take effect from her date of joining.

  
SECRETARY

E.Ravi /Sri.PH



**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**

Managed by SHRI VALLABHACHARYA VIDYA SABHA





## Dwaraka Doss Goverdhan Doss Vaishnav College

(Autonomous-Affiliated to the University of Madras-Accredited at 'A' Grade by NAAC)

Gokul Bagh, 833 Penyar E.V.R. High Road, Arumbakkam, Chennai-600 106  
Phone: 044-23636655, 23637949 Fax: 044-23637788  
e-mail: principal@dgvaishnavcollege.com website: www.dgvaishnavcollege.com

AP. NO: 36

**P.Haridas**  
Secretary

Date: 19.07.2013

To

Ms.D.Pourkodee, M.Sc., NET.,  
Physics,

Dear Sir/Madam

1. You are temporarily appointed as Lecturer in Physics Department with effect from 19.07.2013 to 31<sup>st</sup> May, 2014
2. The above temporary period is liable to be extended further at the discretion of the management.
3. You will be paid a consolidated salary of Rs.19500/- (Rs. Nineteen thousand five hundred only) per month during this temporary period. You are not entitled to any other benefit/privileges which are normally available to the regular employees of this institution.
4. You will be working for 42 hrs per week, out of which minimum 18 hrs will be classroom teaching.
5. You shall abide by the code of conduct, discipline and rules of the institution. You shall also abide by the time-table and handle classes allotted to you regularly without any default.
6. You shall carry out any other work as may be assigned to you from time to time by the Principal or any other authority under his direction.
7. You shall discharge your duties efficiently, diligently and should not misuse your position for any personal goal.
8. Your temporary service shall also be liable to be terminated earlier than the stipulated period or on expiry of the above period as mentioned in clause 1 of this letter without any notice or without assigning any reason thereof.
9. You shall not normally or under any pretext absent yourself from duties without the prior permission of the authorities.



**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

P.T.O



# Dwaraka Doss Goverdhan Doss Vaishnav College

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**Shri. P. Haridas**

Secretary

Staff Appt.FT / Dept.Physics / No.36/ Year 2011

14.07.2011


## **PROCEEDINGS OF THE SECRETARY**

Sub : Your application for the Post of LECTURER

Ms.K. SELVA KOTHA NACHIYAR, M.Sc., M.Phil., is selected and appointed as a LECTURER IN PHYSICS subject to her satisfying the Madras University norms as regards her qualifications. She will be paid a Consolidated salary of Rs.17250/- (Rupees Seventeen Thousand Two Hundred And Fifty Only) per month.

She shall produce all certificates in respect of her qualification in original. She shall abide by the code of conduct, discipline and rules of the institution. The appointee will abide by the time table and handle classes allotted to her regularly without any default.

She should carry out all such other work as may be assigned to her from time to time by or under the direction of the principal. This order will take effect from her date of joining.

  
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

  
**SECRETARY**





# DWARAKA DOSS GOVERDHAN DOSS VAISHNAV EVENING COLLEGE

"GOKUL BAGH"

833, PERIYAR E.V.R. SALAI, ARUMBAKKAM, CHENNAI - 600 106.  
(MANAGED BY SRI VALLABHACHARYA VIDYA SABHA, CHENNAI)

Smt. SURAJ RATAN DAMANI  
Secretary

Phone: 475 4349

Proc. / Ref. No.

Date: 25.8.2003

## PROCEEDINGS

Sub: Appointment of Full Time/ Part Time Staff.

The Management is pleased to offer appointment to  
Mr./Ms. B. Sylaja Msc., MPhil.  
Lecturer in the Department of Physics.

The offer of appointment is purely on a contractual basis and is for a period of one year from 01.08.2003 or from the date of joining of the department whichever is later and lasts upto 31.05.2004 only on which date the appointment will automatically come to an end, subject to the following terms and conditions:

1. He/She shall pass SET/NET and qualify as stipulated by U.G.C./University of Madras Vide Letter No.A-111/2/Pres. Qln/2002/2016 dt.19.8.2002 for the post.
2. He/She will be allotted 16 hours of work and paid a consolidated sum of Rs. 7000/- p.m.
3. Salary paid is subject to Income Tax and other statutory provisions wherever applicable.
4. He/She shall abide by the time table and handle classes allotted regularly and carry out any other work as may be assigned to him/her from time to time by the Principal or other authorities of the college.
5. He/She shall abide by the code of conduct, discipline and rules of the institution.
6. He/She shall apply himself/herself honestly, efficiently and discharge his/her duties diligently.
7. He/She shall not normally or on any pretext absent himself/herself from his/her duties without the prior permission of the authorities.
8. The Management of the College reserves the right to determine the services of the said lecturer without assigning any reasons during the period of contract as he/she has been engaged only on contract basis. In such an eventuality he/she will be given one month's notice or one month's salary in lieu thereof.
9. He/she is entitled to relinquish his/her appointment at any time during the period of contract by giving one month notice in writing or paying the college one month's salary in lieu of such notice.

This letter of appointment is sent to you in duplicate. You are requested to return the duplicate copy duly signed in token of having accepted the same.

  
PRINCIPAL

  
SECRETARY

3/2003/procce

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.





# Dwaraka Doss Goverdhan Doss Vaishnav College

"GOKUL BAGH"

#833, PERIYAR E.V.R. HIGH ROAD, ARUMBAKKAM, CHENNAI - 600 106.  
(MANAGED BY SRI VALLABHACHARYA VIDYA SABHA, CHENNAI)

Bharat Kumar K. Shah  
Jt. Secretary

☎ : 2475 6655

01.09.2008

## PROCEEDINGS


Sub: Appointment of Full Time Staff

The Management is pleased to offer appointment to Ms.Z.Delci,  
M.Sc.,M.Phil. Lecturer in the Department of Physics.

The offer of appointment is purely on a contractual basis and is for a period of one year from 01-09-2008 or from the date of joining of the department whichever is later and lasts upto 30-04-2009 only on which date the appointment will automatically come to an end, subject to the following terms and conditions :

1. He/She will be allotted 16 hours of work and paid a consolidated sum of Rs.9250/- p.m.
2. Salary paid is subject to Income Tax and other statutory provisions wherever applicable.
3. He/She shall abide by the time table and handle classes allotted regularly and carry out any other work as may be assigned to him/her from time to time by the Principal or other authorities of the college.
4. He/She shall abide by the code of conduct, discipline and rules of the institution.
5. He/She shall apply himself/herself honestly, efficiently and discharge his/her duties diligently.
6. He/She shall not normally or on any pretext absent himself/herself from his/her duties without the prior permission of the authorities.
7. The Management of the College reserves the right to determine the services of the said lecturer without assigning any reasons during the period of contract as he/she has been engaged only on contract basis. In such an eventuality he/she will be given one month's notice or one month's salary in lieu thereof.
8. He/She is entitled to relinquish his/her appointment at any time during the period of contract by giving one month notice in writing or paying the college one month's salary in lieu of such notice.
9. Enrollment \Participation in any Union \Association Activity will entail Termination of the contract.

This letter of appointment is sent to you in duplicate. You are requested to return the duplicate copy duly signed in token of having accepted the same.

  
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

  
**JOINT SECRETARY.**





# Dwaraka Doss Goverdhan Doss Vaishnav College

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**Ashok Kumar Mundhra**  
Secretary

18.07.2018

To  
Dr.Chinnammal Janaki

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of Physics with effect from 18.07.2018 on the following terms.

1. You will be paid a total salary of Rs.25000 (Rupees Twenty five thousand only) per month (inclusive of all allowances).
2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.
3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.
4. You will be entitled to ten days' Casual leave in an academic year and you shall avail the same after obtaining prior written sanction. Unavailed casual leave shall lapse and shall not be carried over to the next year. The grant of leave shall be at the discretion of the management keeping in view the exigencies of work.
5. You shall constantly upgrade your subject knowledge and teaching skills so as to achieve excellence for the benefit of the students/college.
6. You will sincerely work for the development and progress of the college and look after the interest of students of your Department with regard to teaching, seminars, project work, assignments, tests etc.
7. You shall be a whole time employee of the college and, therefore, shall not, without previous written permission of the Management, engage yourself in any full time or part time work/profession/assignment/private tuition etc., either on honorary basis or otherwise during the period of your employment with the college.
8. Management shall encourage you to publish books, present papers, undertake research work without hampering your regular academic work. But they shall be only under the banner of this college.
9. You shall not engage yourself in any outside activity which will either directly or indirectly affect satisfactory performance of the duties assigned to you from time to time.
10. You will not enter into any monetary transactions or collection of any money, gratis or otherwise, from students, their parents/guardians nor misuse your position for any personal gains.



**Dwaraka Doss Goverdhan Doss Vaishnav College**  
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**Shri. P. Haridas**  
Secretary

Establishment/Teaching/Appointment/17/ 2015

Date: 10.07.2015

**PROCEEDINGS OF THE SECRETARY**

To

**Dr. P. Arularasan**  
**Physics**

Dear Sir/Madam

1. You are hereby appointed on probation as Assistant Professor in the Department of Physics. You are required to join on or before 10.07.2015 along with the joining report.
2. You will be paid a consolidated salary of Rs.25,000/- (Twenty Five Thousand Only) per month during the period. You are not entitled to any other benefit/privileges which are normally available to the regular employees of this institution.
3. You will be working for 42 hrs per week, out of which minimum 18 hrs will be classroom teaching.
4. You shall abide by the code of conduct, discipline and rules of the institution. You shall also abide by the time-table and handle classes allotted to you regularly without any default.
5. You shall carry out any other work as may be assigned to you from time to time by the Principal or any other authority under his direction.
6. You shall discharge your duties efficiently, diligently and should not misuse your position for any personal gain.

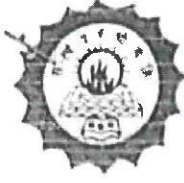
  
**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**

Managed by SHRI VALLABHACHARYA VIDYA SABHA

**P.T.O**





**Dwaraka Doss Goverdhan Doss Vaishnav College**  
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**Shri. P. Haridas**  
Secretary

Establishment/Teaching/Appointment/18/ 2015

Date: 03.08.2015

**PROCEEDINGS OF THE SECRETARY**

To

**Ms. C. Ramathilagam**  
**Physics**

Dear Sir/Madam

1. You are hereby appointed on probation as Assistant Professor in the Department of Physics. You are required to join on or before 03.08.2015 along with the joining report.
2. You will be paid a consolidated salary of Rs.18,000/- (Eighteen Thousand Only) per month during the period. You are not entitled to any other benefit/privileges which are normally available to the regular employees of this institution.
3. You will be working for 42 hrs per week, out of which minimum 18 hrs will be classroom teaching.
4. You shall abide by the code of conduct, discipline and rules of the institution. You shall also abide by the time-table and handle classes allotted to you regularly without any default.
5. You shall carry out any other work as may be assigned to you from time to time by the Principal or any other authority under his direction.
6. You shall discharge your duties efficiently, diligently and should not misuse your position for any personal goal.

P.T.O

**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**



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**Shri. P. Haridas**

Establishment/Teaching/Appointment/44/ 2016

Date: 04.07.2016

## **PROCEEDINGS OF THE SECRETARY**

To

Ms.M.Amudha

Physics

Dear Sir/Madam

1. You are appointed as Assistant Professor in the Department of Physics with effect from 04.07.2016 for a period of 1 year on probation. You are required to join duty on or before 04.07.2016 along with the joining report and all Original Certificates.
2. You will be paid a consolidated salary of Rs.18,000/- (Eighteen Thousand Only) per month during the period. You are not entitled to any other benefit/privileges which are normally available to the regular employees of this institution.
3. You will be working for 42 hrs per week, out of which minimum 18 hrs will be classroom teaching.
4. You shall abide by the code of conduct, discipline and rules of the institution. You shall also abide by the time-table and handle classes allotted to you regularly without any default.
5. You shall carry out any other work as may be assigned to you from time to time by the Principal or any other authority under his direction.
6. You shall discharge your duties efficiently, diligently and should not misuse your position for any personal goal.
7. The Management of the college reserves the right to terminate the services of the said Assistant Professor without assigning any reasons during the period of probation as he/she has been engaged only on probation. In such an eventuality he/she will be given three months notice or one month's salary in lieu thereof.

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

**P.T.O**





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**Shri. P. Haridas**

Secretary  
Establishment/Teaching/Appointment/43/ 2016


Date: 04.07.2016

## **PROCEEDINGS OF THE SECRETARY**

To  
Ms.K.Gomathi  
Physics

Dear Sir/Madam

1. You are appointed as Assistant Professor in the Department of Physics with effect from 04.07.2016 for a period of 1 year on probation. You are required to join duty on or before 04.07.2016 along with the joining report and all Original Certificates.
2. You will be paid a consolidated salary of Rs.18,000/- (Eighteen Thousand Only) per month during the period. You are not entitled to any other benefit/privileges which are normally available to the regular employees of this institution.
3. You will be working for 42 hrs per week, out of which minimum 18 hrs will be classroom teaching.
4. You shall abide by the code of conduct, discipline and rules of the institution. You shall also abide by the time-table and handle classes allotted to you regularly without any default.
5. You shall carry out any other work as may be assigned to you from time to time by the Principal or any other authority under his direction.
6. You shall discharge your duties efficiently, diligently and should not misuse your position for any personal goal.
7. The Management of the college reserves the right to terminate the services of the said Assistant Professor without assigning any reasons during the period of probation as he/she has been engaged only on probation. In such an eventuality he/she will be given three months notice or one month's salary in lieu thereof.

  
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

**P.T.O**



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**Ashok Kumar Mundhra**  
**Secretary**

01.09.2018

To  
Mr.K.Saikumar

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of Physics with effect from 01.09.2018 on the following terms.

1. You will be paid a total salary of Rs.25000 (Rupees Twenty five thousand only) per month (inclusive of all allowances).

2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.

3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.

4. You will be entitled to ten days' Casual leave in an academic year and you shall avail the same after obtaining prior written sanction. Unavailed casual leave shall lapse and shall not be carried over to the next year. The grant of leave shall be at the discretion of the management keeping in view the exigencies of work.

5. You shall constantly upgrade your subject knowledge and teaching skills so as to achieve excellence for the benefit of the students/college.

6. You will sincerely work for the development and progress of the college and look after the interest of students of your Department with regard to teaching, seminars, project work, assignments, tests etc.

7. You shall be a whole time employee of the college and, therefore, shall not, without previous written permission of the Management, engage yourself in any full time or part time work/profession/assignment/private tuition etc., either on honorary basis or otherwise during the period of your employment with the college.

8. Management shall encourage you to publish books, present papers, undertake research work without hampering your regular academic work. But they shall be only under the banner of this college.

9. You shall not engage yourself in any outside activity which will either directly or indirectly affect satisfactory performance of the duties assigned to you from time to time.

10. You will not enter into any monetary transactions or collection of any money, gratis or otherwise, from students, their parents/guardians nor misuse your position for any personal gains.

**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
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e-mail: principal@dgvaishnavcollege.edu.in website: www.dgvaishnavcollege.edu.in

**Ashok Kumar Mundhra**  
Secretary

08.07.2019

To  
Mr.J.Pragadeesh

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of Physics with effect from 08.07.2019 on the following terms.

1. You will be paid a total salary of Rs.25000 (Rupees Twenty five thousand only) per month (inclusive of all allowances).
2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.
3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.
4. You will be entitled to ten days' Casual leave in an academic year and you shall avail the same after obtaining prior written sanction. Unavailed casual leave shall lapse and shall not be carried over to the next year. The grant of leave shall be at the discretion of the management keeping in view the exigencies of work.
5. You shall constantly upgrade your subject knowledge and teaching skills so as to achieve excellence for the benefit of the students/college.
6. You will sincerely work for the development and progress of the college and look after the interest of students of your Department with regard to teaching, seminars, project work, assignments, tests etc.
7. You shall be a whole time employee of the college and, therefore, shall not, without previous written permission of the Management, engage yourself in any full time or part time work/profession/assignment/private tuition etc., either on honorary basis or otherwise during the period of your employment with the college.
8. Management shall encourage you to publish books, present papers, undertake research work without hampering your regular academic work. But they shall be only under the banner of this college.
9. You shall not engage yourself in any outside activity which will either directly or indirectly affect satisfactory performance of the duties assigned to you from time to time.
10. You will not enter into any monetary transactions or collection of any money, gratis or otherwise, from students, their parents/guardians nor misuse your position for any personal gains.

  
**PRINCIPAL**

PTO

Managed by SHRI VALLABHACHARYA  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai-600106

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# Dwaraka Doss Goverdhan Doss Vaishnav College

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E-mail : dgvooffice@gmail.com Website : www.dgvaishnavcollege.edu.in

**P.Haridas**  
**Secretary**

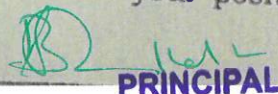
01.07.2013

To  
Ms.K.Laavanya, M.Sc., M.Phil.,  
Physics

Dear Sir/Madam

You have not qualified yet by passing SLET/NET or Ph.D as per the norms of the University of Madras. As such, in accordance with the above rule you are temporarily appointed with effect from 01.07.2013 on the following terms. You are required to qualify as per the norms of the University of Madras before the end of this academic year, i.e.31<sup>st</sup> May 2014, to enable the management to consider your case, failing which the management may take such steps as they deem necessary.

1. You will be paid a total salary of Rs.12,500.00 (Rupees Twelve thousand five hundred only) per month (inclusive of all allowances).
2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.
3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.
4. You will be entitled to ten days' Casual leave in an academic year and you shall avail the same after obtaining prior written sanction. Unavailed casual leave shall lapse and shall not be carried over to the next year. The grant of leave shall be at the discretion of the management keeping in view the exigencies of work.
5. You shall constantly upgrade your subject knowledge and teaching skills so as to achieve excellence for the benefit of the students/college.
6. You will sincerely work for the development and progress of the college and look after the interest of students of your Department with regard to teaching, seminars, project work, assignments, tests etc.
7. Management shall encourage you to publish books, present papers, undertake research work without hampering your regular academic work. But they shall be only under the banner of this college.
8. You shall not engage yourself in any outside activity which will either directly or indirectly affect satisfactory performance of the duties assigned to you from time to time.
9. You will not enter into any monetary transactions or collection of any money, gratis or otherwise, from students, their parents/guardians nor misuse your position for any personal gains.

  
**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss**  
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## Dwaraka Doss Goverdhan Doss Vaishnav College

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**Ashok Kumar Mundhra**  
Secretary

To  
Mr. P. Sathish Kumar

13.01.2020

Dear Sir,

Sub: Offer Letter

Ref: Your application for the post of Assistant Professor.

This refers to the personal interview you had with us.

You are temporarily appointed as Assistant Professor in Physics Department.

You will be paid a total consolidated salary of Rs.25,000/- (Rupees Twenty Five Thousand Only) Per month inclusive of all allowances.

You are requested to bring the following within seven days of receipt of this letter.

- |                                |  |
|--------------------------------|--|
| a. Qualification Certificates  | - Original & Photo Copies                      |
| b. Experience Certificates     | - Original & Photo Copies                      |
| c. Date of Birth               | - Original & Photo Copies                      |
| d. Fitness Certificate         | - Original from any Regd. Medical Practitioner |
| e. Pass Port Size Colour Photo | - 2 Nos.                                       |
| f. Relieving Orders            | - From Previous Employer, if any               |
| g. Qualification Approval      | - By University of Madras, if any              |

You will be issued suitable orders on verification of the above and subject to your satisfying the norms laid down by University of Madras as regards your qualification.

Please confirm the date of your joining us.

Yours faithfully,  
For D.G.Vaishnav College (Evening)



*Ashok Kumar Mundhra*  
SECRETARY

Managed by SHRI VALLABHACHARYA VIDYA SABHA

*[Signature]*  
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



# Dwaraka Doss Goverdhan Doss Vaisnav College

"GOKUL BAGH"

445, Periyar E.V.R. High Road, Arumbakkam, Chennai - 600106.

(Managed by Sri Vallabhacharya Vidya Sabha, Chennai)

Procs./Ref. No. ....

Phone: 4754549

Date: 24.10.99

Shri. SURAJ RATAN DAMANI  
Secretary

## PROCEEDINGS

Read: Application from Mrs.K.Premalatha M.Sc,  
M.Phil for the post of Lecturer in  
Chemistry in F.I.P vacancy - orders  
issued.

Mrs.K.Premalatha,M.Sc,M.Phil is appointed as Lecturer in the department of chemistry in the place of Mrs.C.K.Radha lecturer in chemistry who is deputed to do M.Phil under F.I.P of the U.G.C at the department of chemistry at Pachaiyappa's College, Chennai. The period of appointment is for one year from 25.10.99 to 20.10.2000 or till Mrs.C.K.Radha rejoins duty whichever is earlier, subject to approval of competent authority, she will draw a pay of Rs.8000/- per month in the scale of Rs.8000-250-13500 and other admissible allowance.

She will be paid vacation salary as per rules. she should produce her original certificate with 4 attested copies of the same for file.

S. R. Damani  
12 SECRETARY

✓ To  
Mrs.Premalatha,M.Sc,M.Phil  
10/1075,Mugappair East,  
Chennai-50.

Copy to: The Registrar,University of Madras,Chennai-5.  
The Joint Secretary and Head,SRO,U.G.C  
Hyderabad.

Account Section.  
File.

PRINCIPAL

Dwaraka Doss Goverdhan Doss  
Vaisnav College  
Arumbakkam, Chennai - 600106.



சென்னை மண்டல கல்லூரிக் கல்வி இணை இயக்குநர் அவர்களின் செயல்முறைகள்  
சென்னை - 15

முன்னிலை: முன்னவர் ஆரவிக், எம்.ஏ. எம்.பி.சி. பி.எ.சி.

ந.க.எண்: 5382 / எ1 / 2013

நாள்: 14-02-2014

பொருள்: உதவி பெறும் கல்லூரிகள் - து.கோ.வைணவக்கல்லூரி, சென்னை-106  
உதவிப் பேராசிரியர் பணியமர்வு - திருமதி செளபாக்கியலட்சுமி பிரபா -  
வேதியியல் துறை - அரசு மான்யத்திற்கு ஏற்பு அளித்தல்.

- பார்வை: 1) சென்னை-6 கல்லூரிக் கல்வி இயக்குநர் அவர்களின்  
செயல்முறைகள் ப.மு.எண்.48454/வி1/99 நாள் 28.10.1999  
2) சென்னை-6 கல்லூரிக் கல்வி இயக்குநர் அவர்களின்  
செயல்முறைகள் ந.க.எண் 1882/வி3/2006 நாள் 19.07.2006  
3) சென்னை பல்கலைக்கழக பதிவாளரின் கடித எண்.  
A II / KK / Lect.approval / D.G.Vaishnav 2013/548/ dated 10.05.2013  
4) அரசாணை நிலை எண் 350 உயர் கல்வித்துறை  
5) அரசாணை நிலை எண் 169 நாள்.8.8.2012 உயர் கல்வித் (உ1) துறை  
6) கல்லூரிக் செலரின் கடித எண்.135 / 2013-14 நாள் 26.06.2013.

பார்வை (2)ல் காணும் இயக்குநரின் செயல்முறைகளில், து.கோ.வைணவக்கல்லூரி, சென்னை  
106ல் காலியாகவிருந்த வேதியியல் உதவிப் பேராசிரியர் இரண்டு பணியிடங்கள்  
நிரப்பிக்கொள்வதற்கு கல்லூரிக் செயலுக்கு அனுமதி அளிக்கப்பட்டுள்ளது.

பார்வை (3)ல் காணும் சென்னை பல்கலைக்கழக பதிவாளரின் கடிதத்தில் A II / KK /  
Lect.approval / D.G.Vaishnav 2013 / 548 / dated 10.05.2013 கல்வித்தகுதிக்கான ஒப்புதல்  
வழங்கப்பட்டுள்ளது.

து.கோ.வைணவக்கல்லூரி செயலரால் பணியமர்த்தப்பட்டுள்ள திருமதி செளபாக்கியலட்சுமி  
பிரபா என்பவரது கல்வித்தகுதிகள் பல்கலைக்கழக மான்யக்குழு நிர்ணயித்துள்ள கல்வித் தகுதிகளை  
நிறைவு செய்துள்ளதாலும், சென்னைப் பல்கலைக்கழக பதிவாளரால் கல்வித் தகுதிக்கான ஒப்புதல்  
வழங்கப்பட்டுள்ளதன் அடிப்படையிலும், கீழ்க் குறியிடப்பட்டுள்ள உதவிப் பேராசிரியரின் நியமனத்திற்கு  
அரசு மான்யத்திற்கு ஏற்பு வழங்கி சென்னை மண்டல கல்லூரிக் கல்வி இணை இயக்குநர்  
அவர்களால் ஆணையிடப்படுகிறது.


வ.எண்	பெயர் மற்றும் பதவி	பணியிடம் ஏற்பட்ட விதம்	பணி நியமன காலம்
1	திருமதி செளபாக்கியலட்சுமி பிரபா, உதவிப் பேராசிரியர், வேதியியல் துறை	முனைவர் பி. பூங்காவால் 30.06.1999 அன்று பணி ஒய்வு பெற்றதால்	18.03.2009 பிற்பகல்

அரசு நிதியிலிருந்து விதிகளின்படி அப்படி மான்யம் பெறவும் அனுமதி அளிக்கப்படுகிறது.

mm  
17/2/14

Received  
flubha

Confidential  
P.O.S  
15/2/14

  
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



## Dwaraka Doss Goverdhan Doss Vaishnav College

(Linguistic Minority Institution)  
Accredited at "A" Grade by NAAC

"Gokul Bagh"

833, PERIYAR E.V.R. SALAI, ARUMBAKKAM, CHENNAI - 600 106.  
(Managed by Sri Vallabhacharya Vidya Sabha, Chennai)

Shri. Suraj Ratan Damani  
Secretary

Phones 2475 6555 / 2475 4349 / 6547 3008  
Fax 044 - 2475 3008  
E-mail principal@dgvaishnavcollege.com  
Date 18.03.2009

Procs / Ref. No. 434/28-09

### PROCEEDINGS

Sub : Dwaraka Doss Goverdhan Doss Vaishnav College, Chennai - 106.  
Appointment of Dr.R.Kumaran as lecturer in Chemistry ordered.

- Ref : 1. Director of Collegiate Education's Proceedings  
RC.No.18821/G3/2006 - dated : 19.07.2006  
2. Director of Collegiate Education's Proceedings  
RC.No.26627/G3/2007 - dated : 26.07.2007

Dr.R.Kumaran is appointed as lecturer in Chemistry in the scale of pay of Rs.8000-275-13500 in the vacant post permitted to be filled up in the Proceedings cited, subject to the qualification approval by the University of Madras, Chennai and also subject to the approval of the appointment by the Joint Director of Collegiate Education, Chennai Region, Chennai - 600 015.

He should join duty immediately producing medical fitness certificate issued by a Doctor not lower in rank than that of a Civil Assistant Surgeon.

He will be paid salary only on the receipt of the approval of salary grant from the Government.

He will be placed on probation for two years.

He should execute the prescribed agreement.

The appointee shall abide by the code of conduct, discipline and rules of our College.

S. P. Ramani  
Secretary

To  
The Individuals

- CC : 1. The Joint Director of Collegiate Education,  
Chennai Region, Chennai - 600 015.  
2. Head of the Department Concerned  
3. Attendance Section  
4. Bill Section  
5. Establishment Section

Spare Copy Three



PRINCIPAL

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.





# Dwaraka Doss Goverdhan Doss Vaishnav College

"GOKUL BAGH"

#833, PERIYAR E.V.R. HIGH ROAD, ARUMBAKKAM, CHENNAI - 600 106.  
(MANAGED BY SRI VALLABHACHARYA VIDYA SABHA, CHENNAI)

**Bharat Kumar K. Shah**

Jt. Secretary

☎ : 2475 6655

**20.08.2007**

Date : .....

## PROCEEDINGS

Sub: Appointment of Full Time Staff

The Management is pleased to offer appointment to **Mr. Gopalakrishnan, M.Sc., NET., Lecturer** in the Department of **Chemistry**

The offer of appointment is purely on a contractual basis and is for a period of one year from 20.08.2007 or from the date of joining of the department whichever is later and lasts upto 31.05.2008 only on which date the appointment will automatically come to an end, subject to the following terms and conditions :

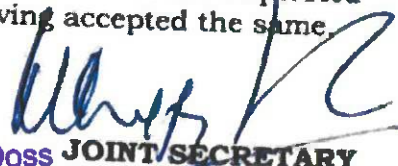
1. He/She will be allotted **16** hours of work and paid a consolidated sum of **Rs 8500/-** p.m.
2. Salary paid is subject to Income Tax and other statutory provisions wherever applicable.
3. He/She shall abide by the time table and handle classes allotted regularly and carry out any other work as may be assigned to him/her from time to time by the Principal or other authorities of the college.
4. He/She shall abide by the code of conduct, discipline and rules of the institution.
5. He/She shall apply himself/herself honestly, efficiently and discharge his/her duties diligently.
6. He/She shall not normally or on any pretext absent himself/herself from his/her duties without the prior permission of the authorities.
7. The Management of the College reserves the right to determine the services of the said lecturer without assigning any reasons during the period of contract as he/she has been engaged only on contract basis. In such an eventuality he/she will be given one month's notice or one month's salary in lieu thereof.
8. He/She is entitled to relinquish his/her appointment at any time during the period of contract by giving one month notice in writing or paying the college one month's salary in lieu of such notice.

This letter of appointment is sent to you in duplicate. You are requested to return the duplicate copy duly signed in token of having accepted the same.

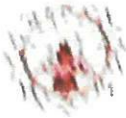


**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**



**JOINT SECRETARY**



# DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE

(Linguistic Minority Institution)  
Accredited at "A" Grade by NAAC  
"Gokul Bagh"

833, PERIYAR E.V.R. BALAI, ARUMBAKKAM, CHENNAI - 600 106.  
(Managed by Sri Vallabhacharya Vidya Sabha, Chennai)

Shri. Suraj Katan Damani  
Secretary

Phones 2475 0655 / 2475 4349 / 6547 3008  
Fax 044 - 2475 3008  
E-mail principal@dgvalshnavcollege.com  
18.03.2009

Order / Ref No 437/08-09

Date .....

## PROCEEDINGS

Sub : Dwaraka Doss Goverdhan Doss Vaishnav College, Chennai - 106.  
Appointment of Dr.T.Augustine Arul Prasad as lecturer in Chemistry  
ordered.

- Ref : 1. Director of Collegiate Education's Proceedings  
RC.No.18821/G3/2006 - dated : 19.07.2006  
2. Director of Collegiate Education's Proceedings  
RC.No.26627/G3/2007 - dated : 26.07.2007

Dr.T.Augustine Arul Prasad is appointed as lecturer in Chemistry in the scale of pay of Rs.8000-275-13500 in the vacant post permitted to be filled up in the Proceedings cited, subject to the qualification approval by the University of Madras, Chennai and also subject to the approval of the appointment by the Joint Director of Collegiate Education, Chennai Region, Chennai - 600 015.

He should join duty immediately producing medical fitness certificate issued by a Doctor not lower in rank than that of a Civil Assistant Surgeon.

He will be paid salary only on the receipt of the approval of salary grant from the Government.

He will be placed on probation for two years.

He should execute the prescribed agreement.

The appointee shall abide by the code of conduct, discipline and rules of our College.

S. R. Kumar  
Secretary

To

The Individuals

- CC : 1. The Joint Director of Collegiate Education,  
Chennai Region, Chennai - 600 015.  
2. Head of the Department Concerned  
3. Attendance Section  
4. Bill Section  
5. Establishment Section

Spare Copy Three

PRINCIPAL

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.





# Dwaraka Doss Goverdhan Doss Vaishnav College

(Linguistic Minority Institution)  
Accredited at "A" Grade by NAAC  
"Gokul Bagh"

833, PERIYAR E.V.R. SALAI, ARUMBAKKAM, CHENNAI - 600 106.  
[Managed by Sri Vallabhacharya Vidya Sabha, Chennai]

Shri. Suraj Ratan Damani  
Secretary

Phones 2475 6655 / 2475 4349 / 6547 3008  
Fax 044 - 2475 3008  
E-mail principal@dgvaishnavcollege.com  
Date 16.06.2009

Procs. / Ref. No. 109/09-10

## PROCEEDINGS

Sub : Dwaraka Doss Goverdhan Doss Vaishnav College, Chennai - 106.  
Appointment of Dr.M.Vanjinathan as lecturer in Chemistry ordered.

- Ref : 1. Director of Collegiate Education's Proceedings  
RC.No.18821/G3/2006 - dated : 19.07.2006  
2. Director of Collegiate Education's Proceedings  
RC.No.26627/G3/2007 - dated : 26.07.2007

Dr.M.Vanjinathan is appointed as lecturer in Chemistry in the scale of pay of Rs.8000-275-13500 in the vacant post permitted to be filled up in the Proceedings cited, subject to the qualification approval by the University of Madras, Chennai and also subject to the approval of the appointment by the Joint Director of Collegiate Education, Chennai Region, Chennai - 600 015.

He should join duty immediately producing medical fitness certificate issued by a Doctor not lower in rank than that of a Civil Assistant Surgeon.

He will be paid salary only on the receipt of the approval of salary grant from the Government.

He will be placed on probation for two years.

He should execute the prescribed agreement.

The appointee shall abide by the code of conduct, discipline and rules of our College.

To  
✓ The Individual

- CC: 1. The Joint Director of Collegiate Education,  
Chennai Region, Chennai - 600 015.  
2. Head of the Department Concerned  
3. Attendance Section  
4. Bill Section  
5. Establishment Section

Spare Copy Three

S. R. Damani  
Secretary

PRINCIPAL  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



## Dwaraka Doss Goverdhan Doss Vaishnav College

(Autonomous Affiliated to the University of Madras-Reaccredited at 'A' Grade by NAAC)

Gokul Bagh, 833 Periyar E.V.R. High Road, Arumbakkam, Chennai-600 106

Phone: 044-23635101, 23635102 Fax: 044-23635105

e-mail: principal@dgvaishnavcollege.com website: www.dgvaishnavcollege.com

RCNO-275/14-15

P. Haridas  
Secretary

30.12.2014

### PROCEEDINGS

Sub: Aided Colleges – D.G. Vaishnav college, Chennai 106 - Appointment  
Of Dr. Vasanthi, M.Sc., Ph.D., as Asst. Prof. in Chemistry Department  
orders issued.

Ref: 1) Director of Collegiate Education's Proceedings RC No.18921/G3/2006  
Dated 19-07-2006  
2) Director of Collegiate Education's Proceedings RC No.26627/G3/2007  
Dated 28-07-2007.

Dr. Vasanthi is appointed as Asst. Professor in the Department of Chemistry in the  
Scale of pay of 15600-39100 Grade Pay 6000 in the vacancy permitted to be filled up in the  
proceedings cited under reference, subject to the approval of the appointment by the Joint  
Director of Collegiate Education, Chennai Region, Chennai 600 015.

She should join duty immediately, and produce medical fitness certificate issued by a  
Doctor not lower in rank than that of Civil Assistant Surgeon.

She will be paid salary only on the receipt of the approval of salary grant from the  
Government.

She will be placed on probation for two years.

She should execute the prescribed agreement.

The appointee shall abide by the code of conduct, discipline and rules of our college.

To: Dr. Vasanthi, M.Sc., Ph.D.

CC: 1) The Joint Director of Collegiate Education,  
Chennai Region, Chennai 15

2) The Head, Department of Chemistry

3) Attendance Section

Secretary

**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.**

Managed by SRI LAKSHMACHARYA VIDYA SABHA



**Varaka Doss Goverdhan Doss Vaishnav Evening College**

833, PERIYAR E. V. SALAI, ERMUJAKKAM, CHENNAI - 600 106.

(Managed by Sri. J. Subramanian, M.A., B.L., Chennai)

☎ 2475 4349

SHARAT KOMAR K SHAH, B.A., B.L., P.G. Dip. in Foreign Trade  
JOINT SECRETARY

Date  
01.06.2005

PROCEEDINGS

Sub: Appointment of Full Time/ Part Time Staff

The Management is pleased to offer appointment to  
Mr./Ms. V. Rajagopalan  
Lecturer in the Department of Chemistry.

The offer of appointment is purely on a contractual basis and is for a period of one year from 01.09.2005 or from the date of joining of the department whichever is later and lasts upto 31.05.2006 only on which date the appointment will automatically come to an end, subject to the following terms and conditions :

1. He/She shall pass SLET/NET and qualify as stipulated by U.G.C./University of Madras Vide Letter No.A-III/2/Pres. Qln/2002/2016 dt.19.8.2002 for the post.
2. He/She will be allotted 16 hours of work and paid a consolidated sum of Rs. 7000/- p.m.
3. Salary paid is subject to Income Tax and other statutory provisions wherever applicable
4. He/She shall abide by the time table and handle classes allotted regularly and carry out any other work as may be assigned to him/her from time to time by the Principal or other authorities of the college.
5. He/She shall abide by the code of conduct, discipline and rules of the institution.
6. He/She shall apply himself/herself honestly, efficiently and discharge his/her duties diligently.
7. He/She shall not normally or on any pretext absent himself/herself from his/her duties without the prior permission of the authorities.
8. The Management of the College reserves the right to determine the services of the said lecturer without assigning any reasons during the period of contract as he/she has been engaged only on contract basis. In such an eventuality he/she will be given one month's notice or one month's salary in lieu thereof.
9. He/she is entitled to relinquish his/her appointment at any time during the period of contract by giving one month notice in writing or paying the college one month's salary in lieu of such notice.

This letter of appointment is sent to you in duplicate. You are requested to return the duplicate copy duly signed in token of having accepted the same.

  
JOINT SECRETARY

145

**PROCEEDINGS OF THE JOINT DIRECTOR OF COLLEGIATE EDUCATION  
CHENNAI REGION, CHENNAI - 600 015.**

**Present: Dr.R.RAVANAN,M.Sc.,M.Phil.,Ph.D.,**

R.C.No. 1278/E2/2021

Date: 21-04-2021

Subject: Aided Colleges - Chennai - 106, Dwaraka Doss Goverdhan Doss Vaishnav College - **Dr. N.Vidhya Lakshmi** - Department of Chemistry- Assistant Professor - Appointment under Aided - Approval - Regarding.

- Ref: 1. Chennai - 600 006, Proceedings of the Directorate of Collegiate Education - **48454/G1/1999** dated **28.10.1999**.
2. Chennai - 600 006, Proceedings of the Directorate of Collegiate Education - R.C.No. **46843/G1/2009** dated **07.09.2012** with Government Letter No.169 Education (E1) department dated **08.08.2012**.
3. G.O.Ms.No.44, Personnel and Employment Department dated **11.03.2015**.
4. Chennai - 600 006, Proceedings of the Directorate of Collegiate Education, R.C.No.**12229/G3/2014** dated **23.10.2020**.
5. Letter from the Registrar, University of Madras No. A-II/JPR/A.P-Approval/D.G.Vaishnav College/**2021/037** dated **01.03.2021**.
6. Chennai-600106, Dwaraka Doss Goverdhan Doss Vaishnav College Secretary Order R.C.No. **157/2020-2021** dated **29.01.2021**.
7. Chennai-600106, Letter from the Secretary, Dwaraka Doss Goverdhan Doss Vaishnav College, R.C.No. **204/2020-2021** dated **02.03.2021**.

\*\*\*\*\*

With reference first cited, In the proceedings of the Directorate of Collegiate education, under the sanctioned posts of 1999-2000 and based on the workload of Dwaraka Doss Goverdhan Doss Vaishnav College 13 posts of Assistant Professors for the Department of Chemistry were sanctioned and given.

With reference fourth cited, In the proceedings of the Directorate of Collegiate education, it is mentioned that the posts fell vacant from 01.06.2011 to 31.05.2014, under the vacant of 14 posts, College Secretary has been permitted to appoint 3 posts in the Department of Chemistry.

Based on the above, **Dr. N.Vidhya Lakshmi**, appointed as Assistant Professor in the Department of Chemistry by the Secretary, Dwaraka Doss Goverdhan Doss Vaishnav College, who has fulfilled the qualifications prescribed by the University Grants Commission. In the reference 5<sup>th</sup> cited above, The Registrar of University of Madras has given the qualification approval to her, Based on the qualification and also by abiding the below conditions. Her appointment is approved from **01.02.2021** F.N. in order to avail Government Grants.

S.No	Name (and) designation	Vacancy details	Appointment date
1	<b>Dr. N.Vidhya Lakshmi</b> , Assistant Professor, Department of Chemistry	Vacancy was created due to retirement of Mrs.C.K. Radha 31.10.2012	01.02.2021 From Morning

The aforesaid Assistant Professor has permitted to receive salary grant of Rs. 57700-182400 in the scale of pay from the forenoon of **01.02.2021**

**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**



சென்னை-15, சென்னை மண்டலக் கல்லூரிக் கல்வி இணை இயக்குநர் அவர்களின் செயல்முறைகள் பிறப்பிப்பவர்: முனைவர்.இரா.இராவணன்., எம்.எஸ்ஸி., எம்.பில்., பிஎச்.டி.

ந.க.எண். 1278/ஈ2/2021

நாள்: 21.04.2021

பொருள் : அரசு உதவிபெறும் கல்லூரிகள் - சென்னை - 106, து.கோ.வைணவக் கல்லூரி - முனைவர்.என்.வித்யா லக்ஷ்மி, வேதியியல் துறை, உதவிப்பேராசிரியர் - பணியமர்வு அரசு மானியத்திற்கு நியமனம் ஏற்பு அளித்தல்.

- பார்வை :
1. சென்னை-6 கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகள் ப.மு.எண்.48454/ஜி1/1999 நாள்.28.10.1999.
  2. சென்னை-6 கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகள் ந.க.எண்.46843/ஜி1/2009 நாள்.07.09.2012 உடன் பெறப்பட்ட அரசு கடித எண் 169 உயர்கல்வி (E1) துறை, நாள்.08.08.2012.
  3. அரசாணை நிலை எண். 44, பணியாளர் மற்றும் வேலைவாய்ப்பு (ட்டி) துறை நாள். 11.03.2015.
  4. சென்னை-6 கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகள் ந.க.எண். 12229/ஜி3/2014 நாள். 23.10.2020.
  5. சென்னைப் பல்கலைக்கழக பதிவாளரின் கடித எண். A-II/JPR/A.P-Approval/D.G. Vaishnav College/2021/037 நாள். 01.03.2021.
  6. சென்னை - 106, து.கோ.வைணவக் கல்லூரிச் செயலரின் நியமன ஆணை ந. க. எண். 157/2020-2021 நாள். 29.01.2021.
  7. சென்னை - 106, து.கோ.வைணவக் கல்லூரிச் செயலரின் கடித ந. க. எண். 204/2020-2021 நாள். 02.03.2021.

பார்வை (1) ல் காணும் கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகளில் கல்லூரியின் 1999-2000ம் ஆண்டின் பணிப்பளு அடிப்படையில் சென்னை - 106, து.கோ.வைணவக் கல்லூரிக்கு 13 (பதின் மூன்று) வேதியியல் துறை, உதவிப் பேராசிரியர் பணியிடங்கள் ஒப்பளிப்பு செய்து ஆணைகள் வழங்கப்பட்டுள்ளது.

பார்வை (4) ல் காணும் கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகளில் சென்னை - 106, து.கோ.வைணவக் கல்லூரியில் 01.06.2011 முதல் 31.05.2014 வரை காலியாக உள்ளதென தெரிவிக்கப்பட்டுள்ள 14 ஆசிரியர் பணியிடங்களில் வேதியியல் துறைக்கு காலியாக இருந்த மூன்று பணியிடங்கள் (03) நிரப்பிக் கொள்வதற்கு கல்லூரிச் செயலருக்கு அனுமதி வழங்கப்பட்டுள்ளது.

அதனடிப்படையில் சென்னை - 106, து.கோ.வைணவக் கல்லூரிச் செயலரால் பணியமர்த்தப்பட்டுள்ள முனைவர்.என்.வித்யா லக்ஷ்மி என்பாரது கல்வித் தகுதிகள் பல்கலைக்கழக மானியக் குழு நிர்ணயித்துள்ள கல்வித் தகுதிகளை நிறைவு செய்துள்ளதாலும், பார்வை (5) ல் காணும் சென்னை பல்கலைக்கழக பதிவாளரின் கடிதத்தில் அன்னாருக்கு உதவிப் பேராசிரியர் கல்வித் தகுதிக்கான ஒப்புதல் வழங்கப்பட்டுள்ளதன் அடிப்படையிலும் கீழ்க் குறிப்பிட்டுள்ள நிபந்தனைகளுக்குட்பட்டு அன்னாரது நியமனத்திற்கு 01.02.2021 அன்று முற்பகல் முதல் அரசு மானியத்திற்கு ஏற்பு வழங்கி ஆணையிடப்படுகிறது.

வ. எண்	பெயர் (மற்றும்) பதவி	பணியிடம் ஏற்பட்ட விதம்	நியமன நாள்
1	முனைவர்.என்.வித்யா லக்ஷ்மி உதவிப் பேராசிரியர் வேதியியல் துறை	திருமதி.சிகே.ராதா என்பார் 31.10.2012 அன்று ஒய்வு பெற்றதால் ஏற்பட்ட காலிப்பணியிடம்	01.02.2021 முற்பகல் முதல்

மேற்காண் உதவிப் பேராசிரியருக்கு ரூ. 57700-182400 தர ஊதியக் கற்றையில் 01.02.2021 அன்று முற்பகல் முதல் சம்பள மானியம் பெறவும் அனுமதி அளிக்கப்படுகிறது.

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



**Dwaraka Doss Goverdhan Doss Vaishnav College**  
(Autonomous-Affiliated to the University of Madras-Re Accredited at 'A' Grade by NAAC)

Gokul Bagh, 833, Periyar E.V.R. High Road, Arumbakkam, Chennai - 600 108.  
Phone : 044 - 2363 5101, 2363 5102 Fax : 044 - 2363 5103.  
E-mail : principal@dgvaishnavcollege.com Website : www.dgvaishnavcollege.com

**Shri. P. Haridas**  
Secretary

Establishment/Teaching/Appointment/13/ 2014

Date: 25.08.2014

**PROCEEDINGS OF THE SECRETARY**

To

**Mr.A.R.Naresh Raj**  
**Chemistry**

Dear Sir/Madam

1. You are hereby appointed on probation as Assistant Professor in the Department of Chemistry. You are required to join on or before 25.08.2014 along with the joining report.
2. You will be paid a consolidated salary of Rs.19,500/- (Nineteen Thousand Five Hundred Only) per month during the period. You are not entitled to any other benefit/privileges which are normally available to the regular employees of this institution.
3. You will be working for 42 hrs per week, out of which minimum 18 hrs will be classroom teaching.
4. You shall abide by the code of conduct, discipline and rules of the institution. You shall also abide by the time-table and handle classes allotted to you regularly without any default.
5. You shall carry out any other work as may be assigned to you from time to time by the Principal or any other authority under his direction.
6. You shall discharge your duties efficiently, diligently and should not misuse your position for any personal goal.

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

**P.T.O**

Managed by SHRI VALLABHACHARYA VIDYA SABHA



146

**PROCEEDINGS OF THE JOINT DIRECTOR OF COLLEGIATE EDUCATION  
CHENNAI REGION, CHENNAI - 600 015.**

**Present: Dr.R.RAVANAN, M.Sc., M.Phil., Ph.D.,**

R.C.No. 1279/E2/2021

Date: 21.04.21

**Subject:** Aided Colleges - Chennai - 106, Dwaraka Doss Goverdhan Doss Vaishnav College - Dr. A.R.Naresh Raj - Department of - Assistant Professor - Appointment under Aided -Approval - Regarding.

- Ref:1.** Chennai - 600 006, Proceedings of the Directorate of Collegiate Education-**48454/G1/1999** dated **28.10.1999**.
- 2.** Chennai - 600 006, Proceedings of the Directorate of Collegiate Education -R.C.No.**46843/G1/2009** dated **07.09.2012** with Government Letter No.169 Education (E1) department dated **08.08.2012**.
- 3.** G.O.Ms.No.**44**, Personnel and Employment Department dated **11.03.2015**.
- 4.** Chennai - 600 006, Proceedings of the Directorate of Collegiate Education, R.C.No.**12229/G3/2017** dated **23.10.2020**.
- 5.** Letter from the Registrar, University of Madras No.A-II/JPR/A.P-Approval/D.G.Vaishnav College/**2021/037** dated **01.03.2021**.
- 6.** Chennai-600106, Dwaraka Doss Goverdhan Doss Vaishnav College Secretary Order R.C.No.**152/2020-2021** dated **29.01.2021**.
- 7.** Chennai-600106, Letter from the Secretary, Dwaraka Doss Goverdhan Doss Vaishnav College, R.C.No.**207/2020-2021** dated **02.03.2021**.


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With reference first cited, In the proceedings of the Directorate of Collegiate education, under the sanctioned posts of **1999-2000** and based on the workload of Dwaraka Doss Goverdhan Doss Vaishnav College **13** posts of Assistant Professors for the Department of Chemistry were sanctioned and given.

With reference fourth cited, In the proceedings of the Directorate of Collegiate education, it is mentioned that the posts fell vacant from **01.06.2014** to **31.05.2016**, under the vacant of **9** posts, College Secretary has been permitted to appoint **2** posts in the department of Chemistry

Based on the above, **Dr.A.R.Naresh Raj**, appointed as Assistant Professor in the Department of Chemistry by the Secretary, Dwaraka Doss Goverdhan Doss Vaishnav College, who has fulfilled the qualifications prescribed by the University Grants Commission. In the reference 5<sup>th</sup> cited above, The Registrar of University of Madras has given the qualification approval to him, Based on the qualification and also by abiding the below conditions. His appointment is approved from **02.02.2021** F.N. in order to avail Government Grants.

S.No	Name (and) designation	Vacancy details	Appointment date
1	Dr. A.R. Naresh Raj, Assistant Professor, Department of Chemistry	Vacancy created due to retirement of Dr. S. Bangaru Sudarshan Alwar on 31.08.2015	<b>02.02.2021 F.N</b>

  
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

சென்னை-15, சென்னை மண்டலக் கல்லூரிக் கல்வி இணை இயக்குநர் அவர்களின் செயல்முறைகள்  
பிறப்பிப்பவர்: முனைவர்.இரா.இராவணன்., எம்.எஸ்ஸி., எம்.பி.ல்., பிஎச்.டி.

ந.க.எண். 1279/எ2/2021

நாள்: 21.04.2021

பொருள் : அரசு உதவிபெறும் கல்லூரிகள் - சென்னை - 106, து.கோ.வைணவக் கல்லூரி - முனைவர்.ஆ.ர.நரேஷ் ராஜ், வேதியியல் துறை, உதவிப்பேராசிரியர் - பணியமர்வு அரசு மானியத்திற்கு நியமனம் ஏற்பு அளித்தல்.

- பார்வை :
1. சென்னை-6 கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகள் ப.மு.எண்.48454/ஜி1/1999 நாள்.28.10.1999.
  2. சென்னை-6 கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகள் ந.க.எண்.46843/ஜி1/2009 நாள்.07.09.2012 உடன் பெறப்பட்ட அரசு கடித எண் 169 உயர்கல்வி (E1) துறை, நாள்.08.08.2012.
  3. அரசாணை நிலை எண். 44, பணியாளர் மற்றும் வேலைவாப்ப (ட்டி) துறை நாள்: 11.03.2015.
  4. சென்னை-6 கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகள் ந.க.எண். 12229/ஜி3/2017 நாள். 23.10.2020.
  5. சென்னைப் பல்கலைக்கழக பதிவாளரின் கடித எண். A-II/JPR/A.P-Approval/D.G. Vaishnav College/2021/037 நாள். 01.03.2021.
  6. சென்னை - 106, து.கோ.வைணவக் கல்லூரிச் செயலரின் நியமன ஆணை ந. க. எண். 152/2020-2021 நாள். 29.01.2021.
  7. சென்னை - 106, து.கோ.வைணவக் கல்லூரிச் செயலரின் கடித ந. க. எண். 207/2020-2021 நாள். 02.03.2021.

பார்வை (1) ல் காணும் கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகளில் கல்லூரியின் 1999-2000ம் ஆண்டின் பணிப்பளு அடிப்படையில் சென்னை - 106, து.கோ.வைணவக் கல்லூரிக்கு 13 (பதின் மூன்று) வேதியியல் துறை, உதவிப் பேராசிரியர் பணியிடங்கள் ஒப்பளிப்பு செய்து ஆணைகள் வழங்கப்பட்டுள்ளது.

பார்வை (4) ல் காணும் கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகளில் சென்னை - 106, து.கோ.வைணவக் கல்லூரியில் 01.06.2014 முதல் 31.05.2016 வரை காலியாக உள்ளதென தெரிவிக்கப்பட்டுள்ள 09 ஆசிரியர் பணியிடங்களில் வேதியியல் துறைக்கு காலியாக இருந்த இரண்டு பணியிடங்கள் (02) நிரப்பிக் கொள்வதற்கு கல்லூரிச் செயலருக்கு அனுமதி வழங்கப்பட்டுள்ளது.

அதனடிப்படையில் சென்னை - 106, து.கோ.வைணவக் கல்லூரிச் செயலரால் வேதியியல் துறை உதவிப் பேராசிரியராகப் பணியமர்த்தப்பட்டுள்ள முனைவர்.ஆ. ர.நரேஷ் ராஜ் என்பாரது கல்வித் தகுதிகள் பல்கலைக்கழக மானியக் குழு நிர்ணயித்துள்ள கல்வித் தகுதிகளை நிறைவு செய்துள்ளதாலும், பார்வை (5) ல் காணும் சென்னை பல்கலைக்கழக பதிவாளரின் கடிதத்தில் அன்னாருக்கு உதவிப் பேராசிரியர் கல்வித் தகுதிக்கான ஒப்புதல் வழங்கப்பட்டுள்ளதன் அடிப்படையிலும் கீழ்க் குறிப்பிட்டுள்ள நிபந்தனைகளுக்குட்பட்டு அன்னாரது நியமனத்திற்கு 02.02.2021 முற்பகல் முதல் அரசு மானியத்திற்கு ஏற்பு வழங்கி ஆணையிடப்படுகிறது.

வ. எண்	பெயர் (மற்றும்) பதவி	பணியிடம் ஏற்பட்ட விதம்	நியமன நாள்
1	முனைவர்.ஆ.ர.நரேஷ் ராஜ் உதவிப் பேராசிரியர் வேதியியல் துறை	முனைவர்.எஸ்.பங்காரு சுதர்சன் ஆழ்வார் என்பார் 31.08.2015 அன்று ஓய்வு பெற்றதால் ஏற்பட்ட காலிப்பணியிடம்	02.02.2021 முற்பகல் முதல்

மேற்காண் உதவிப் பேராசிரியருக்கு ரூ. 57700-182400 தர வாதியக் கற்றையில் 02.02.2021 அன்று முற்பகல் முதல் சம்பள மானியம் பெறவும் அனுமதி அளிக்கப்படுகிறது.

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



147

**PROCEEDINGS OF THE JOINT DIRECTOR OF COLLEGIATE EDUCATION  
CHENNAI REGION, CHENNAI - 600 015.  
Present: Dr.R.RAVANAN,M.Sc.,M.Phil.,Ph.D.,**

R.C.No. 1281/E2/2021

Date:21-04-2021

- Subject: Aided Colleges - Chennai - 106, Dwaraka Doss Goverdhan Doss Vaishnav College - Dr. C. KAVITHA - Department of Chemistry - Assistant Professor - Appointment under Aided - Approval - Regarding.
- Ref:1. Chennai - 600 006, Proceedings of the Directorate of Collegiate Education - 48454/G1/1999 dated 28.10.1999.
2. Chennai - 600 006, Proceedings of the Directorate of Collegiate Education - R.C.No.46843/G1/2009 dated 07.09.2012 with Government Letter No.169 Education (E1) department dated 08.08.2012.
3. G.O.Ms.No.44, Personnel and Employment Department dated 11.03.2015.
4. Chennai - 600 006, Proceedings of the Directorate of Collegiate Education, R.C.No.12229/G3/2014 dated 23.10.2020.
5. Letter from the Registrar, University of Madras No. A-II/JPR/A.P-Approval/D.G.Vaishnav College/2021/037 dated 01.03.2021.
6. Chennai-600106, Dwaraka Doss Goverdhan Doss Vaishnav College Secretary Order R.C.No.158/2020-2021 dated 29.01.2021.
7. Chennai-600106, Letter from the Secretary, Dwaraka Doss Goverdhan Doss Vaishnav College, R.C.No.205/2020-2021 dated 02.03.2021.

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With reference first cited, In the proceedings of the Directorate of Collegiate education, under the sanctioned posts of 1999-2000 and based on the workload of Dwaraka Doss Goverdhan Doss Vaishnav College 13 posts of Assistant Professors for the Department of Chemistry were sanctioned and given.

With reference fourth cited, In the proceedings of the Directorate of Collegiate education, it is mentioned that the posts fell vacant from 01.06.2011 to 31.05.2014, under the vacant of 14 posts, College Secretary has been permitted to appoint 3 posts in the Department of Chemistry.

Based on the above, Dr. C. Kavitha, appointed as Assistant Professor in the Department of Chemistry by the Secretary, Dwaraka Doss Goverdhan Doss Vaishnav College, who has fulfilled the qualifications prescribed by the University Grants Commission. In the reference 5<sup>th</sup> cited above, The Registrar of University of Madras has given the qualification approval to her, Based on the qualification and also by abiding the below conditions. Her appointment is approved from 02.02.2021 F.N. in order to avail Government Grants.

S.No	Name (and) designation	Vacancy details	Appointment date
1	Dr. C. KAVITHA, Assistant Professor, Department of Chemistry	Vacancy was created due to retirement of Dr. T. Lakshmanan on 31.01.2014	02.02.2021 From Morning

The aforesaid Assistant Professor has permitted to receive salary grant of Rs. 57700-182400 in the scale of pay from the forenoon of 02.02.2021.

**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**

சென்னை-15, சென்னை மண்டலக் கல்லூரிக் கல்வி இணை இயக்குநர் அவர்களின் செயல்முறைகள்  
பிறப்பிப்பவர்: முனைவர்.இரா.இராவணன்., எம்.எஸ்ஸி., எம்.பில்., பிஎச்.டி

ந.க.எண். 1281/ஈ2/2021

நாள்: 21.04.2021

பொருள் : அரசு உதவிபெறும் கல்லூரிகள் - சென்னை - 106, து.கோ.வைணவக் கல்லூரி - முனைவர்.ச.கவிதா, வேதியியல் துறை, உதவிப்பேராசிரியர் - பணியமர்வு அரசு மானியத்திற்கு நியமனம் ஏற்பு அளித்தல்.

- பார்வை :
1. சென்னை-6 கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகள் ப.மு.எண்.48454/ஜி1/1999 நாள்.28.10.1999.
  2. சென்னை-6 கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகள் ந.க.எண்.46843/ஜி1/2009 நாள்.07.09.2012 உடன் பெறப்பட்ட அரசு கடித எண் 169 உயர்கல்வி (E1) துறை, நாள்.08.08.2012.
  3. அரசாணை நிலை எண். 44, பணியாளர் மற்றும் வேலைவாய்ப்பு (ட்டி) துறை நாள்: 11.03.2015.
  4. சென்னை-6 கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகள் ந.க.எண். 12229/ஜி3/2014 நாள். 23.10.2020.
  5. சென்னைப் பல்கலைக்கழக பதிவாளரின் கடித எண். A-II/JPR/A.P-Approval/D.G. Vaishnav College/2021/037 நாள். 01.03.2021.
  6. சென்னை - 106, து.கோ.வைணவக் கல்லூரிச் செயலரின் நியமன ஆணை ந. க. எண். 158/2020-2021 நாள். 29.01.2021.
  7. சென்னை - 106, து.கோ.வைணவக் கல்லூரிச் செயலரின் கடித ந. க. எண். 205/2020-2021 நாள். 02.03.2021.

பார்வை (1) ல் காணும் கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகளில் கல்லூரியின் 1999-2000ம் ஆண்டின் பணிப்பளு அடிப்படையில் சென்னை - 106, து.கோ.வைணவக் கல்லூரிக்கு 13 (பதின் மூன்று) வேதியியல் துறை, உதவிப் பேராசிரியர் பணியிடங்கள் ஒப்பளிப்பு செய்து ஆணைகள் வழங்கப்பட்டுள்ளது.

பார்வை (4) ல் காணும் கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகளில் சென்னை - 106, து.கோ.வைணவக் கல்லூரியில் 01.06.2011 முதல் 31.05.2014 வரை காலியாக உள்ளதென தெரிவிக்கப்பட்டுள்ள 14 ஆசிரியர் பணியிடங்களில் வேதியியல் துறைக்கு காலியாக இருந்த மூன்று பணியிடங்கள் (03) நிரப்பிக் கொள்வதற்கு கல்லூரிச் செயலருக்கு அனுமதி வழங்கப்பட்டுள்ளது.

அதனடிப்படையில் சென்னை - 106, து.கோ.வைணவக் கல்லூரிச் செயலரால் வேதியியல் துறை உதவிப் பேராசிரியராகப் பணியமர்த்தப்பட்டுள்ள முனைவர்.ச.கவிதா என்பாரது கல்வித் தகுதிகள் பல்கலைக்கழக மானியக் குழு நிர்ணயித்துள்ள கல்வித் தகுதிகளை நிறைவு செய்துள்ளதாலும், பார்வை (5) ல் காணும் சென்னை பல்கலைக்கழக பதிவாளரின் கடிதத்தில் அன்னாருக்கு உதவிப் பேராசிரியர் கல்வித் தகுதிக்கான ஒப்புதல் வழங்கப்பட்டுள்ளதன் அடிப்படையிலும் கீழ்க் குறிப்பிட்டுள்ள நிபந்தனைகளுக்குட்பட்டு அன்னாது நியமனத்திற்கு 02.02.2021 அன்று முற்பகல் முதல் அரசு மானியத்திற்கு ஏற்பு வழங்கி ஆணையிடப்படுகிறது.

வ. எண்	பெயர் (மற்றும்) பதவி	பணியிடம் ஏற்பட்ட விதம்	நியமன நாள்
1	முனைவர்.ச.கவிதா உதவிப் பேராசிரியர் வேதியியல் துறை	முனைவர்.டி.லக்ஷ்மணன் என்பார் 31.01.2014 அன்று ஓய்வு பெற்றதால் ஏற்பட்ட காலிப்பணியிடம்.	02.02.2021 முற்பகல் முதல்

மேற்காண் உதவிப் பேராசிரியருக்கு ரூ. 57700-182400 தர ஊதியக் கற்றவரின் 02.02.2021 அன்று முற்பகல் முதல் சம்பள மானியம் பெறவும் அனுமதி அளிக்கப்படுகிறது.

**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**





# DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE

(Managed by Shri Vallabhacharya Vidya Sabha, Chennai.)

Accredited "A" Grade by NAAC (Autonomous - Affiliated To University Of Madras)

"GOKUL BAGH"

# 833, PERIYAR E.V.R. SALAI, ARUMBAKKAM, CHENNAI - 600 106.

Phone : 044 - 2475 0633

Date : 08.02.2010

Shri P. Haridas  
Secretary

Staff Appt./ Dept - Chemistry/No 1 / Year 2010

## PROCEEDINGS OF THE SECRETARY

Sub : Your application for the Post of LECTURER

Ms. MYTHYLI. R M.Sc., M.Phil is selected and appointed temporarily as a LECTURER IN CHEMISTRY for the period 08.02.2010 up to 30<sup>th</sup> April 2010 subject to her/ his satisfying the Madras University norms as regards her /his qualifications. She/ he will be paid a Consolidated salary of Rs.9000 /- (Rupees Nine thousand only ) per month.

She /he shall produce all certificates in respect of her qualification original. She / he shall abide by the code of conduct, discipline and rules of the institution. The appointee will abide by the time table and handle classes allotted to her/ his regularly without and default.

She/ he should carry out all such other work as may be assigned to her/his from time to time by or under the direction of the principal. This order will take effect from her/his date of joining.

  
SECRETARY



PRINCIPAL  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

148

**PROCEEDINGS OF THE JOINT DIRECTOR OF COLLEGIATE EDUCATION  
CHENNAI REGION, CHENNAI - 600 015.  
Present: Dr.R.RAVANAN,M.Sc.,M.Phil.,Ph.D.,**

R.C.No. 1280/D2/2021

Date: 21-04-2021

**Subject:** Aided Colleges - Chennai - 106, Dwaraka Doss Goverdhan Doss Vaishnav College - Dr. R.Mythily - Department of Chemistry - Assistant Professor - Appointment under Aided - Approval - Regarding.

- Ref:** 1. Chennai - 600 006, Proceedings of the Directorate of Collegiate Education - 48454/G1/1999 dated 28.10.1999.  
2. Chennai - 600 006, Proceedings of the Directorate of Collegiate Education - R.C.No.46843/G1/2009 dated 07.09.2012 with Government Letter No.169 Education (E1) department dated 08.08.2012.  
3. G.O.Ms.No.44, Personnel and Employment Department dated 11.03.2015.  
4. Chennai - 600 006, Proceedings of the Directorate of Collegiate Education, R.C.No.12229/G3/2014 dated 23.10.2020.  
5. Letter from the Registrar, University of Madras No. A-II/JPR/A.P-Approval/D.G.Vaishnav College/2021/037 dated 01.03.2021.  
6. Chennai-600106, Dwaraka Doss Goverdhan Doss Vaishnav College Secretary Order R.C.No. 151/2020-2021 dated 29.01.2021.  
7. Chennai-600106, Letter from the Secretary, Dwaraka Doss Goverdhan Doss Vaishnav College, R.C.No.206/2020-2021 dated 02.03.2021.

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With reference first cited, In the proceedings of the Directorate of Collegiate education, under the sanctioned posts of 1999-2000 and based on the workload of Dwaraka Doss Goverdhan Doss Vaishnav College 13 posts of Assistant Professors for the Department of Chemistry were sanctioned and given.

With reference fourth cited, In the proceedings of the Directorate of Collegiate education, it is mentioned that the posts fell vacant from 01.06.2011 to 31.05.2014, under the vacant of 14 posts, College Secretary has been permitted to appoint 3 posts in the Department of Chemistry.

Based on the above, Dr. R.Mythily, appointed as Assistant Professor in the Department of Chemistry by the Secretary, Dwaraka Doss Goverdhan Doss Vaishnav College, who has fulfilled the qualifications prescribed by the University Grants Commission. In the reference 5<sup>th</sup> cited above, The Registrar of University of Madras has given the qualification approval to her, Based on the qualification and also by abiding the below conditions. Her appointment is approved from 02.02.2021 F.N. in order to avail Government Grants.

S.No	Name (and) designation	Vacancy details	Appointment date
1	Dr. R.Mythily, Assistant Professor, Department of Chemistry	Vacancy was created due to retirement of Dr. S. Illangovan 31.04.2014	02.02.2021 From Morning

The aforesaid Assistant Professor has permitted to receive salary from Rs. 57700-182400 in the scale of pay from the forenoon of 02.02.2021.

  
**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**



சென்னை-15, சென்னை மண்டலக் கல்லூரிக் கல்வி இணை இயக்குநர் அவர்களின் செயல்முறைகள் பிறப்பிப்பவர்: முனைவர்.இரா.இராவணன்., எம்.எஸ்ஸி., எம்.பில்., பிஎச்.டி.

ந.க.எண். 1280/ஈ/2/2021

நாள்: 21.04.2021

பொருள் : அரசு உதவிபெறும் கல்லூரிகள் - சென்னை - 106, து.கோ.வைணவக் கல்லூரி - முனைவர்.ரா.மைதிலி, வேதியியல் துறை, உதவிப்பேராசிரியர் - பணியமர்வு அரசு மானியத்திற்கு நியமனம் ஏற்பு அளித்தல்.

- பார்வை :
1. சென்னை-6 கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகள் ப.மு.எண்.48454/ஐ1/1999 நாள்.28.10.1999.
  2. சென்னை-6 கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகள் ந.க.எண்.46843/ஐ1/2009 நாள்.07.09.2012 உடன் பெறப்பட்ட அரசு கடித எண் 169 உயர்கல்வி (E1) துறை, நாள்.08.08.2012.
  3. அரசாணை நிலை எண். 44, பணியாளர் மற்றும் வேலைவாய்ப்பு (டீ) துறை நாள். 11.03.2015.
  4. சென்னை-6 கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகள் ந.க.எண். 12229/ஐ3/2014 நாள். 23.10.2020.
  5. சென்னைப் பல்கலைக்கழக பதிவாளரின் கடித எண். A-II/JPR/A.P-Approval/D.G. Vaishnav College/2021/037 நாள். 01.03.2021.
  6. சென்னை - 106, து.கோ.வைணவக் கல்லூரிச் செயலரின் நியமன ஆணை ந. க. எண். 151/2020-2021 நாள். 29.01.2021.
  7. சென்னை - 106, து.கோ.வைணவக் கல்லூரிச் செயலரின் கடித ந. க. எண். 206/2020-2021 நாள். 02.03.2021.

பார்வை (1) ல் காணும் கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகளில் கல்லூரியின் 1999-2000ம் ஆண்டின் பணிப்பளு அடிப்படையில் சென்னை - 106, து.கோ.வைணவக் கல்லூரிக்கு 13 (பதின் மூன்று) வேதியியல் துறை, உதவிப் பேராசிரியர் பணியிடங்கள் ஒப்பளிப்பு செய்து ஆணைகள் வழங்கப்பட்டுள்ளது.

பார்வை (4) ல் காணும் கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகளில் சென்னை - 106, து.கோ.வைணவக் கல்லூரியில் 01.06.2011 முதல் 31.05.2014 வரை காலியாக உள்ளதென தெரிவிக்கப்பட்டுள்ள 14 ஆசிரியர் பணியிடங்களில் வேதியியல் துறைக்கு காலியாக இருந்த மூன்று பணியிடங்கள் (03) நிரப்பிக் கொள்வதற்கு கல்லூரிச் செயலருக்கு அனுமதி வழங்கப்பட்டுள்ளது.

அதனடிப்படையில் சென்னை - 106, து.கோ.வைணவக் கல்லூரிச் செயலரால் வேதியியல் துறை உதவிப் பேராசிரியராகப் பணியமர்த்தப்பட்டுள்ள முனைவர்.ரா.மைதிலி என்பாரது கல்வித் தகுதிகள் பல்கலைக்கழக மானியக் குழு நிர்ணயித்துள்ள கல்வித் தகுதிகளை நிறைவு செய்துள்ளதாலும், பார்வை (5) ல் காணும் சென்னை பல்கலைக்கழக பதிவாளரின் கடிதத்தில் அன்னாருக்கு உதவிப் பேராசிரியர் கல்வித் தகுதிக்கான ஒப்புதல் வழங்கப்பட்டுள்ளதன் அடிப்படையிலும் கீழ்க் குறிப்பிட்டுள்ள நிபந்தனைகளுக்குட்பட்டு அன்னாரது நியமனத்திற்கு 02.02.2021 அன்று முற்பகல் முதல் அரசு மானியத்திற்கு ஏற்பு வழங்கி ஆணையிடப்படுகிறது.

வ. எண்	பெயர் (மற்றும்) பதவி	பணியிடம் ஏற்பட்ட விதம்	நியமன நாள்
1	முனைவர்.ரா.மைதிலி உதவிப் பேராசிரியர் வேதியியல் துறை	முனைவர். எஸ். இளங்கோவன் என்பார் 30.04.2014 அன்று ஓய்வு பெற்றதால் ஏற்பட்ட காலிப்பணியிடம்.	02.02.2021 முற்பகல் முதல்

மேற்காண் உதவிப் பேராசிரியருக்கு ரூ. 57700-182400 தர ஊதியக் கற்றையில் 02.02.2021 அன்று முற்பகல் முதல் சம்பள மானியம் பெறவும் அனுமதி அளிக்கப்படுகிறது.

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

79  
149

**PROCEEDINGS OF THE JOINT DIRECTOR OF COLLEGIATE EDUCATION  
CHENNAI REGION, CHENNAI – 600 015.**

**Present: Dr.R.RAVANAN,M.Sc.,M.Phil.,Ph.D.,**

R.C.No.1283/E2/2021

Date:21.04.2021

**Subject:** Aided Colleges – Chennai – 106, Dwaraka Doss Goverdhan Doss Vaishnav College – Dr.P.Tamizhdurai – Department of Chemistry – Assistant Professor – Appointment under Aided – Approval – Regarding.

- Ref:1.** Chennai – 600 006, Proceedings of the Directorate of Collegiate Education – 48454/G1/1999 dated 28.10.1999.
- 2.** Chennai – 600 006, Proceedings of the Directorate of Collegiate Education – R.C.No.46843/G1/2009 dated 07.09.2012 with Government Letter No.169 Education (E1) department dated 08.08.2012.
- 3.** G.O.Ms.No.44, Personnel and Employment Department dated 11.03.2015.
- 4.** Chennai – 600 006, Proceedings of the Directorate of Collegiate Education, R.C.No.12229/G3/2017 dated 23.10.2020.
- 5.** Letter from the Registrar, University of Madras No.A-II/JPR/A.P-Approval/D.G.Vaishnav College/2021/037 dated 01.03.2021.
- 6.** Chennai-600106, Dwaraka Doss Goverdhan Doss Vaishnav College Secretary Order R.C.No.152/2020-2021 dated 29.01.2021.
- 7.** Chennai-600106, Letter from the Secretary, Dwaraka Doss Goverdhan Doss Vaishnav College, R.C.No.207/2020-2021 dated 02.03.2021.

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With reference first cited, In the proceedings of the Directorate of Collegiate education, under the sanctioned posts of 1999-2000 and based on the workload of Dwaraka Doss Goverdhan Doss Vaishnav College 13 posts of Assistant Professors for the Department of Chemistry were sanctioned and given.

With reference fourth cited, In the proceedings of the Directorate of Collegiate education, it is mentioned that the posts fell vacant from 01.06.2014 to 31.05.2016, under the vacant of 9 posts, College Secretary has been permitted to appoint 2 posts in the Department of Chemistry.

Based on the above ,Dr.P.TAMIZHDURAI , appointed as Assistant Professor in the Department of Chemistry by the Secretary, Dwaraka Doss Goverdhan Doss Vaishnav College, who has fulfilled the qualifications prescribed by the University Grants Commission. In the reference 5<sup>th</sup> cited above, The Registrar of University of Madras has given the qualification approval to him, Based on the qualification and also by abiding the below conditions. His appointment is approved from 02.02.2021 F.N. in order to avail Government Grants.

S.No	Name (and) designation	Vacancy details	Appointment date
1	Dr.P.TAMIZHDURAI Assistant Professor Department of Chemistry	The vacancy created due to Dr.Vedhagirishwara Rao retired on 31.10.2015	02.02.2021 Since morning

**PRINCIPAL**

The aforesaid Assistant Professor has permitted to receive salary grant of Rs. 57700-182400 in the scale of pay from the forenoon of 02.02.2021.

**Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.**



சென்னை-15, சென்னை மண்டலக் கல்லூரிக் கல்வி இணை இயக்குநர் அவர்களின் செயல்முறைகள் பிறப்பிப்பவர்: முனைவர்.இரா.இராவணன்., எம்.எஸ்ஸி., எம்.பில்., பிஎச்.டி.

ந.க.எண். 1283/ர/2/2021

நாள்: 21.04.2021

பொருள் : அரசு உதவிபெறும் கல்லூரிகள் - சென்னை - 106, து.கோ.வைணவக் கல்லூரி - முனைவர்.பெ.தமிழ்துரை, வேதியியல் துறை, உதவிப்பேராசிரியர் - பணியமர்வு அரசு மானியத்திற்கு நியமனம் ஏற்பு அளித்தல்.

- பார்வை :
1. சென்னை-6 கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகள் ப.மு.எண்.48454/ஜி1/1999 நாள்.28.10.1999.
  2. சென்னை-6 கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகள் ந.க.எண்.46843/ஜி1/2009 நாள்.07.09.2012 உடன் பெறப்பட்ட அரசு கடித எண் 169 உயர்கல்வி (E1) துறை, நாள்.08.08.2012.
  3. அரசாணை நிலை எண். 44, பணியாளர் மற்றும் வேலைவாய்ப்பு (டீடி) துறை நாள். 11.03.2015.
  4. சென்னை-6 கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகள் ந.க.எண். 12229/ஜி3/2017 நாள். 23.10.2020.
  5. சென்னைப் பல்கலைக்கழக பதிவாளரின் கடித எண். A-II/JPR/A.P-Approval/D.G. Vaishnav College/2021/037 நாள். 01.03.2021.
  6. சென்னை - 106, து.கோ.வைணவக் கல்லூரிச் செயலரின் நியமன ஆணை ந. க. எண். 159/2020-2021 நாள். 29.01.2021.
  7. சென்னை - 106, து.கோ.வைணவக் கல்லூரிச் செயலரின் கடித ந. க. எண். 208/2020-2021 நாள். 02.03.2021.

பார்வை (1) ல் காணும் கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகளில் கல்லூரியின் 1999-2000ம் ஆண்டின் பணிப்பளு அடிப்படையில் சென்னை - 106, து.கோ.வைணவக் கல்லூரிக்கு 13 (பதின் மூன்று) வேதியியல் துறை, உதவிப் பேராசிரியர் பணியிடங்கள் ஒப்பளிப்பு செய்து ஆணைகள் வழங்கப்பட்டுள்ளது.

பார்வை (4) ல் காணும் கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகளில் சென்னை - 106, து.கோ.வைணவக் கல்லூரியில் 01.06.2014 முதல் 31.05.2016 வரை காலியாக உள்ளதென தெரிவிக்கப்பட்டுள்ள 09 ஆசிரியர் பணியிடங்களில் வேதியியல் துறைக்கு காலியாக இருந்த இரண்டு பணியிடங்கள் (02) நிரப்பிக் கொள்வதற்கு கல்லூரிச் செயலருக்கு அனுமதி வழங்கப்பட்டுள்ளது.

அதனடிப்படையில் சென்னை - 106, து.கோ.வைணவக் கல்லூரிச் செயலரால் வேதியியல் துறை உதவிப் பேராசிரியராகப் பணியமர்த்தப்பட்டுள்ள முனைவர்.பெ.தமிழ்துரை என்பாரது கல்வித் தகுதிகள் பல்கலைக்கழக மானியக் குழு நிர்ணயித்துள்ள கல்வித் தகுதிகளை நிறைவு செய்துள்ளதாலும், பார்வை (5) ல் காணும் சென்னை பல்கலைக்கழக பதிவாளரின் கடிதத்தில் அன்னாருக்கு உதவிப் பேராசிரியர் கல்வித் தகுதிக்கான ஒப்புதல் வழங்கப்பட்டுள்ளதன் அடிப்படையிலும் கீழ்க் குறிப்பிட்டுள்ள நிபந்தனைகளுக்குட்பட்டு அன்னாரது நியமனத்திற்கு 02.02.2021 அன்று முற்பகல் முதல் அரசு மானியத்திற்கு ஏற்பு வழங்கி ஆணையிடப்படுகிறது.

வ. எண்	பெயர் (மற்றும்) பதவி	பணியிடம் ஏற்பட்ட விதம்	நியமன நாள்
1	முனைவர்.பெ.தமிழ்துரை உதவிப் பேராசிரியர் வேதியியல் துறை	முனைவர்.டி. வேதகிரிஸ்வர ராவ் என்பார் 31.10.2015 அன்று ஓய்வு பெற்றதால் ஏற்பட்ட காலிப்பணியிடம்.	02.02.2021 முற்பகல் முதல்

மேற்காண் உதவிப் பேராசிரியருக்கு ரூ. 57700-182400 தர ஊதியக் கற்றையில் 02.02.2021 அன்று முற்பகல் முதல் சம்பள மானியம் பெறவும் அனுமதி அளிக்கப்படுகிறது.

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



**Dwaraka Doss Goverdhan Doss Vaishnav College**  
(Autonomous Affiliated to the University of Madras-Re Accredited at 'A' Grade by NAAC)

Gokul Bagh, 833, Periyar E.V.R. High Road, Arumbakkam, Chennai - 600 106.  
Phone : 044 - 2363 5101, 2363 5102 Fax : 044 - 2363 5103  
E-mail : principal@dgvaishnavcollege.com Website : www.dgvaishnavcollege.com

**Shri. P. Haridas**  
Secretary

Establishment/Teaching/Appointment/02/2010

Date: 08.02.2010

**PROCEEDINGS OF THE SECRETARY**

**To**

**Mr.A.Naveen Kumar**  
**Chemistry**

Dear Sir/Madam

1. You are hereby appointed on probation as Lecture in the Department of Chemistry. You are required to join on or before 08.02.2010 along with the joining report.
2. You will be paid a consolidated salary of Rs.9,000/- (Nine Thousand Only) per month during the period. You are not entitled to any other benefit/privileges which are normally available to the regular employees of this institution.
3. You will be working for 42 hrs per week, out of which minimum 18 hrs will be classroom teaching.
4. You shall abide by the code of conduct, discipline and rules of the institution. You shall also abide by the time-table and handle classes allotted to you regularly without any default.
5. You shall carry out any other work as may be assigned to you from time to time by the Principal or any other authority under his direction.
6. You shall discharge your duties efficiently, diligently and should not misuse your position for any personal goal.

P.T.O.

**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**





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**Shri. P. Haridas**  
Secretary

Establishment/Teaching/Appointment/09/ 2013

Date: 19.08.2013

**PROCEEDINGS OF THE SECRETARY**

To

**Dr. A. Vijayaraj**  
**Chemistry**

Dear Sir/Madam

1. You are hereby appointed on probation as Assistant Professor in the Department of Chemistry. You are required to join on or before 19.08.2013 along with the joining report.
2. You will be paid a consolidated salary of Rs.19,500/- (Nineteen Thousand Five Hundred Only) per month during the period. You are not entitled to any other benefit/privileges which are normally available to the regular employees of this institution.
3. You will be working for 42 hrs per week, out of which minimum 18 hrs will be classroom teaching.
4. You shall abide by the code of conduct, discipline and rules of the institution. You shall also abide by the time-table and handle classes allotted to you regularly without any default.
5. You shall carry out any other work as may be assigned to you from time to time by the Principal or any other authority under his direction.
6. You shall discharge your duties efficiently, diligently and should not misuse your position for any personal goal.

**P.T.O**

**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
Arumbakkam, Chennai - 600106.

Managed by SHRI VALLABHACHARYA VIDYA SAKHA



**Dwaraka Doss Goverdhan Doss Vaishnav College**  
(Autonomous-Affiliated to the University of Madras-Re Accredited at 'A' Grade by NAAC)

Gokul Bagh, 833, Periyar E.V.R. High Road, Arumbakkam, Chennai - 600 106.  
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E-mail : principal@dgvaishnavcollege.com Website : www.dgvaishnavcollege.com

**Shri. P. Haridas**  
Secretary

Establishment/Teaching/Appointment/12/ 2014

Date: 27.08.2014

**PROCEEDINGS OF THE SECRETARY**

To

**Mr.V.Muthaiya**  
**Chemistry**

Dear Sir/Madam

1. You are hereby appointed on probation as Assistant Professor in the Department of Chemistry. You are required to join on or before 27.08.2014 along with the joining report.
2. You will be paid a consolidated salary of Rs.19,500/- (Nineteen Thousand Five Hundred Only) per month during the period. You are not entitled to any other benefit/privileges which are normally available to the regular employees of this institution.
3. You will be working for 42 hrs per week, out of which minimum 18 hrs will be classroom teaching.
4. You shall abide by the code of conduct, discipline and rules of the institution. You shall also abide by the time-table and handle classes allotted to you regularly without any default.
5. You shall carry out any other work as may be assigned to you from time to time by the Principal or any other authority under his direction.
6. You shall discharge your duties efficiently, diligently and should not misuse your position for any personal goal.

P.T.O

**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**

Managed by SHRI VALLABHACHARYA VIDYA SABHA





**Dwaraka Doss Goverdhan Doss Vaishnav College**  
(Autonomous-Affiliated to the University of Madras-Re Accredited at 'A' Grade by NAAC)

Gokul Bagh, 833, Periyar E.V.R. High Road, Arumbakkam, Chennai - 600 106  
Phone : 044 - 2363 5101, 2363 5102 Fax : 044 - 2363 5103  
E-mail : principal@dgvaishnavcollege.com Website : www.dgvaishnavcollege.com

**Shri. P. Haridas**  
Secretary

Establishment/Teaching/Appointment/16/ 2015

Date: 08.10.2015

**PROCEEDINGS OF THE SECRETARY**

To

**Ms. V. Shyamala Devi**  
**Chemistry**

Dear Sir/Madam

1. You are hereby appointed on probation as Assistant Professor in the Department of Chemistry. You are required to join on or before 08.10.2015 along with the joining report.
2. You will be paid a consolidated salary of Rs.25,000/- (Twenty Five Thousand Only) per month during the period. You are not entitled to any other benefit/privileges which are normally available to the regular employees of this institution.
3. You will be working for 42 hrs per week, out of which minimum 18 hrs will be classroom teaching.
4. You shall abide by the code of conduct, discipline and rules of the institution. You shall also abide by the time-table and handle classes allotted to you regularly without any default.
5. You shall carry out any other work as may be assigned to you from time to time by the Principal or any other authority under his direction.
6. You shall discharge your duties efficiently, diligently and should not misuse your position for any personal goal.

P.T.O

Managed by SHRI VALLABHACHARYA VIDYA SABHA

**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**

சென்னை மண்டல கல்லூரிக் கல்வி இணை இயக்குநர் அவர்களின் செயல்முறைகள்  
சென்னை - 15

முன்னிலை: முனைவர் ஆரவிசங்கர். எம்.ஏ.எம்.பி.டி., பி.எச்.டி.,

ந.க.எண். 5383 / ஈ1/2013

நாள் 14-02-2014

பொருள்: உதவி பெறும் கல்லூரிகள் - து.கோ.வைணவக்கல்லூரி, சென்னை-106  
உதவிப் பேராசிரியர் பணியமர்வு - திரு ஆர்.முரளிதரன் -  
தாவரவியல் துறை - அரசு மான்யத்திற்கு ஏற்பு அளித்தல்.

- பார்வை: 1) சென்னை-6 கல்லூரிக் கல்வி இயக்குநர் அவர்களின்  
செயல்முறைகள் ப.மு.எண்.48454/ஹி1/99 நாள் 28.10.1999  
2) சென்னை-6 கல்லூரிக் கல்வி இயக்குநர் அவர்களின்  
செயல்முறைகள் ந.க.எண் 26627/ஹி3/2007 நாள்: 26.07.2007  
3) சென்னை பல்கலைக்கழக பதிவாளரின் கடித எண்.  
A II / KK / Lect.approval / D.G.Vaishnav 2013.527/ dated 30.04.2013  
4) அரசாணை நிலை எண் 350 உயர் கல்வித்துறை  
5) அரசாணை நிலை எண் 169 நாள்.8.8.2012 உயர் கல்வித் (E1) துறை  
6) கல்லூரிச் செயலரின் கடித எண்.134 / 2013-14 நாள் 26.06.2013.

பார்வை (2)ல் காணும் இயக்குநரின் செயல்முறைகளில், து.கோ.வைணவக்கல்லூரி,  
சென்னை 106ல் காலியாகவிருந்த தாவரவியல் உதவிப் பேராசிரியர் பணியிடங்கள் இரண்டு  
நிரப்பிக்கொள்வதற்கு கல்லூரிச் செயலருக்கு அனுமதி அளிக்கப்பட்டுள்ளது.

பார்வை (3)ல் காணும் சென்னை பல்கலைக்கழகப் பதிவாளரின் கடிதத்தில் A II / KK /  
Lect.approval / D.G.Vaishnav 2013 / 527 / dated 30.04.2013 கல்வித்தகுதிக்கான ஒப்புதல்  
வழங்கப்பட்டுள்ளது.

து.கோ.வைணவக்கல்லூரி செயலரால் பணியமர்த்தப்பட்டுள்ள திரு ஆர்.முரளிதரன் என்பாரது  
கல்வித்தகுதிகள் பல்கலைக்கழக மான்யக்குழு நிர்ணயித்துள்ள கல்வித் தகுதிகளை நிறைவு  
செய்துள்ளதாலும், சென்னைப் பல்கலைக்கழக பதிவாளரால் கல்வித் தகுதிக்கான ஒப்புதல்  
வழங்கப்பட்டுள்ளதன் அடிப்படையிலும், கீழ்க் குறிப்பிட்டுள்ள உதவிப் பேராசிரியரின் நியமனத்திற்கு  
அரசு மான்யத்திற்கு ஏற்பு வழங்கி சென்னை மண்டல கல்லூரிக் கல்வி இணை இயக்குநர்  
அவர்களால் ஆணையிடப்படுகிறது.

வ.எண்	பெயர் மற்றும் பதவி	பணியிடம் ஏற்பட்ட விதம்	பணி நியமன காலம்
1	திரு ஆர். முரளிதரன் உதவிப் பேராசிரியர், தாவரவியல் துறை	திரு ஜி.சுதாகரரால் 28.02.2003 அன்று பணி ஓய்வு பெற்றதால்	16.02.2009 முதற்கல்

அரசு நிதியிலிருந்து விதிகளின்படி சம்பள மானியம் பெறவும் அனுமதி அளிக்கப்படுகிறது.



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

  
17/2/14





**Dwaraka Doss Goverdhan Doss Vaishnav College**  
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276/14-15

P. Haridas  
Secretary

30.12.2014

PROCEEDINGS

Sub: Aided Colleges – D.G.Vaishnav college, Chennai 106 - Appointment  
Of Dr.R.Rajarajan, M.Sc.,M.Phil , Ph.D., as Asst.Prof. in Botany  
Department- orders issued.

Ref: 1) Director of Collegiate Education's Proceedings RC.No.18821/G3/2006  
Dated 19-07-2006  
2) Director of Collegiate Education's Proceedings RC No.26627/G3/2007  
Dated 26-07-2007.

Dr.R.Rajarajan M.Sc.M.Phil.,Ph.D., is appointed as Asst.Professor in the Department of Botany in the Scale of pay of 15600-39100 Grade Pay 6000 in the vacancy permitted to be filled up in the proceedings cited under reference, subject to the approval of the appointment by the Joint Director of Collegiate Education, Chennai Region, Chennai 600 015.

He should join duty immediately, and produce medical fitness certificate issued by a Doctor not lower in rank than that of Civil Assistant Surgeon.

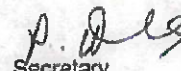
He will be paid salary only on the receipt of the approval of salary grant from the Government.

He will be placed on probation for two years.

He should execute the prescribed agreement.

The appointee shall abide by the code of conduct, discipline and rules of our college.

To Dr.R.Rajarajan, M.Sc.M.Phil, Ph.D.,

  
Secretary

CC: 1) The Joint Director of Collegiate Education,  
Chennai Region, Chennai 15  
2) The Head, Department of Botany  
3) Attendance Section  
4) Bill section  
5) Establishment Section.



**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**



## Dwaraka Doss Goverdhan Doss Vaishnav College

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e-mail: principal@dgvaishnavcollege.com website: www.dgvaishnavcollege.com

**P.Haridas  
Secretary**

Date: 04.12.2013

To

Mr.M.Vasanth, M.Sc., M.Phil 2012.,  
Botany,

Dear Sir/Madam

1. You are temporarily appointed as Lecturer in Botany Department with effect from 04.12.2013 to 31<sup>st</sup> May, 2014
2. You have to qualify yourself by passing SLET/NET/Ph.D as per the norms of University of Madras during this academic year to enable the management to consider your case for the next academic year, which will be at the sole discretion of the management.
3. You will be paid a consolidated salary of Rs.12500/- (Rs Twelve thousand five hundred only) per month during this temporary period. You are not entitled to any other benefit/privileges which are normally available to the regular employees of this institution.
4. You will be working for 42 hrs per week, out of which minimum 18 hrs will be classroom teaching.
5. You shall abide by the code of conduct, discipline and rules of the institution. You shall also abide by the time-table and handle classes allotted to you regularly without any default.
6. You shall carry out any other work as may be assigned to you from time to time by the Principal or any other authority under his direction.
7. You shall discharge your duties efficiently, diligently and should not misuse your position for any personal goal.
8. Your temporary service shall also be liable to be terminated earlier than the stipulated period or on expiry of the above period as mentioned in clause 1 of this letter without any notice or without assigning any reason thereof.
9. You shall not normally or under any pretext absent yourself from duties without the prior permission of the authorities.

P.T.O

Managed by SHRI VALLABHACHARYA VIDYA SABHA  
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Anumbakkam, Chennai - 600106.



**PROCEEDINGS OF THE JOINT DIRECTOR OF COLLEGIATE EDUCATION**

**CHENNAI REGION, CHENNAI - 600 015.**

**Present: Dr.R.RAVANAN,M.Sc.,M.Phil.,Ph.D.,**

**R.C.No. 1282/E2/2021**

**Date: 21.04.2021**

**Subject:** Aided Colleges - Chennai - 106, Dwaraka Doss Goverdhan Doss Vaishnav College - Dr. S. Anantha Padmanabhan - Department of Botany - Assistant Professor - Appointment under Aided - Approval - Regarding.

- Ref:1.** Chennai - 600 006, Proceedings of the Directorate of Collegiate Education - 48454/G1/1999 dated 28.10.1999.
- 2.** Chennai - 600 006, Proceedings of the Directorate of Collegiate Education - R.C.No.46843/G1/2009 dated 07.09.2012 with Government Letter No.169 Education (E1) department dated 08.08.2012.
- 3.** G.O.Ms.No.44, Personnel and Employment Department dated 11.03.2015.
- 4.** Chennai - 600 006, Proceedings of the Directorate of Collegiate Education, R.C.No. 34860 / G3 / 2018 dated 28.10.2020.
- 5.** Letter from the Registrar, University of Madras No.A-II/JPR/A.P-Approval/D.G.Vaishnav College/2021/037 dated 01.03.2021.
- 6.** Chennai-600106, Dwaraka Doss Goverdhan Doss Vaishnav College Secretary Order R.C.No.121/2020-2021 dated 29.01.2021.
- 7.** Chennai-600106, Letter from the Secretary, Dwaraka Doss Goverdhan Doss Vaishnav College, R.C.No.209/2020-2021 dated 02.03.2021.

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With reference first cited, In the proceedings of the Directorate of Collegiate education, under the sanctioned posts of 1999-2000 and based on the workload of Dwaraka Doss Goverdhan Doss Vaishnav College 04 posts of Assistant Professors for the Department of Botany were sanctioned and given.

With reference fourth cited, In the proceedings of the Directorate of Collegiate education, it is mentioned that the posts fell vacant from 01.06.2018 to 31.05.2019, under the vacant of 3 posts, College Secretary has been permitted to appoint 1 post in the Department of Botany.

Based on the above, Dr. S. Anantha Padmanabhan, appointed as Assistant Professor in the Department of Botany by the Secretary, Dwaraka Doss Goverdhan Doss Vaishnav College, who has fulfilled the qualifications prescribed by the University Grants Commission. In the reference 5<sup>th</sup> cited above, The Registrar of University of Madras has given the qualification approval to him, Based on the qualification and also by abiding the below conditions. His appointment is approved from 01.02.2021 F.N. in order to avail Government Grants.

S.No	Name (and) designation	Vacancy details	Appointment date
1	Dr. S. Anantha Padmanabhan Assistant Professor, Department of Botany	Vacancy was created due to retirement of Dr.S.Selvaraju on 30.04.2019	01.02.2021 From Morning

The aforesaid Assistant Professor has permitted to receive salary grant of Rs. 57700-182400 in the scale of pay from the forenoon of 01.02.2021.

**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**

சென்னை-15, சென்னை மண்டலக் கல்லூரிக் கல்வி இணை இயக்குநர் அவர்களின் செயல்முறைகள் பிறப்பிப்பவர்: முனைவர்.இரா.இராவணன்., எம்.எஸ்ஸி., எம்.பி.ல்., பிஎச்.டி

ந.க.எண். 1282/ஈ2/2021

நாள்: 21.04.2021

பொருள் : அரசு உதவிபெறும் கல்லூரிகள் - சென்னை - 106, து.கோ.வைணவக் கல்லூரி - முனைவர்.எஸ்.ஆனந்த பத்மநாபன், தாவரவியல் துறை, உதவிப்பேராசிரியர் - பணியமர்வு அரசு மானியத்திற்கு நியமனம் ஏற்பு அளித்தல்.

- பார்வை :
1. சென்னை-6 கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகள் ப.மு.எண்.48454/ஐ1/1999 நாள்.28.10.1999.
  2. சென்னை-6 கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகள் ந.க.எண்.46843/ஐ1/2009 நாள்.07.09.2012 உடன் பெறப்பட்ட அரசு கடித எண் 169 உயர்கல்வி (E1) துறை, நாள்.08.08.2012.
  3. அரசாணை நிலை எண். 44, பணியாளர் மற்றும் வேலைவாய்ப்பு (டி) துறை நாள்: 11.03.2015.
  4. சென்னை-6 கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகள் ந.க.எண். 34860/ஐ3/2018 நாள். 28.10.2020.
  5. சென்னைப் பல்கலைக்கழக பதிவாளரின் கடித எண். A-II/JPR/A.P-Approval/D.G. Vaishnav College/2021/037 நாள். 01.03.2021.
  6. சென்னை - 106, து.கோ.வைணவக் கல்லூரிச் செயலரின் நியமன ஆணை ந. க. எண். 121/2020-2021 நாள். 29.01.2021.
  7. சென்னை - 106, து.கோ.வைணவக் கல்லூரிச் செயலரின் கடித ந. க. எண். 209/2020-2021 நாள். 02.03.2021.

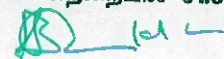
பார்வை (1) ல் காணும் கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகளில் கல்லூரியின் 1999-2000ம் ஆண்டின் பணிப்பளு அடிப்படையில் சென்னை - 106, து.கோ.வைணவக் கல்லூரிக்கு 04 (ஒன்பது) தாவரவியல் துறை உதவிப்பேராசிரியர் பணியிடங்கள் ஒப்பளிப்பு செய்து ஆணைகள் வழங்கப்பட்டுள்ளது.

பார்வை (4) ல் காணும் கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகளில் சென்னை - 106, து.கோ.வைணவக் கல்லூரியில் 01.06.2018 முதல் 31.05.2019 வரை காலியாக உள்ளதென தெரிவிக்கப்பட்டுள்ள 03 ஆசிரியர் பணியிடங்களில் தாவரவியல் துறைக்கு காலியாக இருந்த ஒரு பணியிடம் (01) நிரப்பிக் கொள்வதற்கு கல்லூரிச் செயலருக்கு அனுமதி வழங்கப்பட்டுள்ளது.

அதனடிப்படையில் சென்னை - 106, து.கோ.வைணவக் கல்லூரிச் செயலரால் பணியமர்த்தப்பட்டுள்ள முனைவர்.எஸ்.ஆனந்த பத்மநாபன் என்பாரது கல்வித் தகுதிகள் பல்கலைக்கழக மானியக் குழு நிர்ணயித்துள்ள கல்வித் தகுதிகளை நிறைவு செய்துள்ளதாலும், பார்வை (5) ல் காணும் சென்னை பல்கலைக்கழக பதிவாளரின் கடிதத்தில் அன்னாருக்கு உதவிப் பேராசிரியர் கல்வித் தகுதிக்கான ஒப்புதல் வழங்கப்பட்டுள்ளதன் அடிப்படையிலும் கீழ்க் குறிப்பிட்டுள்ள நிபந்தனைகளுக்குட்பட்டு அன்னாரது நியமனத்திற்கு 01.02.2021 அன்று முற்பகல் முதல் அரசு மானியத்திற்கு ஏற்பு வழங்கி ஆணையிடப்படுகிறது.

வ. எண்	பெயர் (மற்றும்) பதவி	பணியிடம் ஏற்பட்ட விதம்	நியமன நாள்
1	முனைவர்.எஸ்.ஆனந்த பத்மநாபன் உதவிப் பேராசிரியர் தாவரவியல் துறை	முனைவர் எஸ். செல்வராஜ் என்பார் 30.04.2019 அன்று ஓய்வு பெற்றதால் ஏற்பட்ட காலிப்பணியிடம்	01.02.2021 முற்பகல் முதல்

மேற்காண் உதவிப் பேராசிரியருக்கு ரூ. 57700-182400 தர ஊதியக் கற்றையில் 01.02.2021 அன்று முற்பகல் முதல் சம்பள மானியம் பெறவும் அனுமதி அளிக்கப்படுகிறது.



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.





# DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE

Managed by Sri Vallabhaiah Trust, P. O. Chinnai

Accredited 'A' Grade by NAAC

"GOKUL BAGH"

No. 801, PERIYAR E.V.R. SALAI, ARUMBAKKAM, CHENNAI - 600106

Bharat Kumar K. Shah

Secretary

Date: 01-08-2008

F1-3-2008

## PROCEEDINGS

Sub: Appointment of Full Time Staff

The Management is pleased to offer appointment to Mr.P.Ezhumalai, M.Sc.,M.Phil., Lecturer in the Department of Botany

The offer of appointment is purely on a contractual basis and is for a period of one year from 11-08-2008 or from the date of joining of the department whichever is later and lasts upto 30-04-2009 only on which date the appointment will automatically come to an end, subject to the following terms and conditions :

1. He/She will be allotted 16 hours of work and paid a consolidated sum of Rs.8000/- p.m.

2. Salary paid is subject to Income Tax and other statutory provisions wherever applicable.

3. He/She shall abide by the time table and handle classes allotted regularly and carry out any other work as may be assigned to him/her from time to time by the Principal or other authorities of the college.

4. He/She shall abide by the code of conduct, discipline and rules of the institution.

5. He/She shall apply himself/herself honestly, efficiently and discharge his/her duties diligently.

6. He/She shall not normally or on any pretext absent himself/herself from his/her duties without the prior permission of the authorities.

7. The Management of the College reserves the right to determine the services of the said lecturer without assigning any reasons during the period of contract as he/she has been engaged only on contract basis. In such an eventuality he/she will be given one month's notice or one month's salary in lieu thereof.

8. He/She is entitled to relinquish his/her appointment at any time during the period of contract by giving one month notice in writing or paying the college one month's salary in lieu of such notice.

9. Enrollment/Participation in any Union /Association Activity will entail Termination of the contract.

This letter of appointment is sent to you in duplicate. You are requested to return the duplicate copy duly signed in token of having accepted the same.

  
PRINCIPAL

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.





# Dwaraka Doss Goverdhan Doss Vaishnav College

"GOKUL BAGH"

833, Periyar E.V.R. High Road, Arumbakkam, Chennai - 600 106.  
(Managed by Sri Vallabhacharya Vidya Sabha, Chennai)

Shri SURAJ RAJANDAMANI  
Secretary

Phone : 4754349

Date 27/7/2000

Procs./Ref No 276/2000 Sec I PROCEEDINGS

Sub: Dwaraka Doss Goverdhan Doss Vaishnav College, Chennai-106  
Appointment of Thiru. R. Venkata Ramanan as Lecturer in  
Mathematics - ordered.

- Ref: 1. Director of Collegiate Education's Proceedings  
D's Pros D.Dis.No.1338/02/98 dated 29.10.1998.  
2. Commissioner of Collegiate Education's Pros.  
D.Dis.4845401/99 dated 28.10.1999.

Thiru. R. Venkata Ramanan, M.Sc. I Class 1991, M.Phil 1993 is  
appointed as Lecturer in Mathematics with a basic pay of Rs.8550  
in the scale of pay of Rs.8000-275-13500, with usual allowances  
in the vacant post, permitted to be filled up in the  
proceedings cited, subject to qualification approval by the  
University of Madras and also subject to approval of the  
appointment by the Joint Director of Collegiate Education,  
Chennai Region, Chennai 600 002.


He should join duty immediately producing medical fitness  
certificate issued by a Doctor not lower in rank than that of a  
Civil Assistant Surgeon.

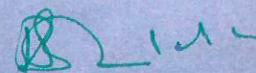
He will be paid salary only on the receipt of approval of  
salary grant from Government.

He will be placed on probation for two years on duty within  
a continuous period of three years.

He should execute the prescribed Agreement.

The appointed shall abide by the code of the conduct, discipline  
and rules of the institution.

  
S. R. Rajandamani  
SECRETARY



PRINCIPAL

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

To The Individual  
CC: The Joint Director of Collegiate Education,  
Chennai Region, Chennai 600 002.  
Attendance/Bill.  
H.D.D. concerned.  
Establishment section.  
Spare Copy - 3.





## Dwaraka Doss Goverdhan Doss Vaishnav College

"GOKUL BAGH"

833, Periyar E.V.R. High Road, Arumbakkam, Chennai - 600 106.

(Managed by Sri Vallabhacharya Vidya Sabha, Chennai)

SHRI SURAJ RATAN DAMANI

Secretary

Phone : 4754349

Procs./Ref. No.

297 / 2000-2001

### PROCEEDINGS

Date 21/1/2000

Sub : Dwaraka Doss Goverdhan Doss Vaishnav College, Chennai-106.  
Appointment of Mrs. M.Devika as Lecturer in Mathematics - ordered.

- Ref : 1. Director of Collegiate Education's Proceedings  
D.Dis.No.1338/Q2/98 dated 28-10-1998.  
2. Commissioner of Collegiate Education's Proceedings  
D.Dis.No.48454/G1/99 dated 28-10-1999.

Mrs. M.Devika M.Sc First Class, 1991, M.Phil 1993 is appointed as Lecturer in Mathematics with a basic pay of Rs.8550, in the scale of pay of Rs.8000-275-13500, with usual allowances in the vacant post permitted to be filled up in the Proceedings cited, subject to qualification approval by the University of Madras and also subject to approval of appointment by the Joint Director of Collegiate Education, Chennai Region, Chennai-600002.

She should join duty immediately producing medical fitness certificate issued by a Doctor not lower in rank than that of a Civil Assistant Surgeon.

She will be paid salary only on receipt of approval of salary grant from Government.

She will be placed on probation for two years on duty within a continuous period of three years.

She should execute the prescribed agreement.

The appointee shall abide by the code of conduct, discipline and rules of the institution.

To  
The Individual

2/1  
S. R. Ramani  
Secretary

cc: The Joint Director of Collegiate Education,  
Chennai Region, Chennai 600 002.  
Head Of Department Concerned.  
Attendance Section  
Bill Section  
Establishment Section  
Specs Copy Three

Principal

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



# Dwaraka Doss Goverdhan Doss Vaishnav Evening College

"GOKUL BAGH"

445, PERIYAR E. V. R. HIGH ROAD, ARUMBAKKAM, MADRAS - 600 106.  
(MANAGED BY SRI VALLABHACHARYA VIDYA SABHA, MADRAS)

PHONE: 4834349

S.R. Damani  
Secretary

Date 2-8-99

## Proceedings

Sub: Establishment - Teaching Staff - D.G.Vaishnav  
College, Chennai - 106 - appointment  
of lecturer - orders - issued.

Thiru./Ms./Mrs. N. Jayanth Karthik is appointed  
as Lecturer in the Department of Mathematics 9-8-1999  
in the ~~EVENING COLLEGE~~/DAY COLLEGE for the period from ~~01.08.1999~~ to  
31.05.2000. He/She will draw a consolidated salary of Rs. 8,000/-  
in the scale of 8,000-275-13,500.

He/She will be given 18 Hrs of work per week and he/she should  
carry out all such other work as may be assigned to him/her from time  
to time by or under direction of the principal.

He/She shall abide by the code of conduct, discipline and rules of  
the institution and shall involve himself/herself by his/her total  
commitment for the progress and development of his/her department and  
the institution. The appointee will abide by the time-table and handle  
classes allotted to him/her regularly without any default.

He/She shall produce all certificates (attested in original with  
the photostat copies) in respect of his/her qualifications.

1/2 S.R. Damani  
Secretary

To

Sri N. Jayanth Karthik

Copy to Evening College Office File.

Principal  
PRINCIPAL  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.





## Dwaraka Doss Goverdhan Doss Vaishnav College

"GOKUL BAGH"

833, Periyar E.V.R. High Road, Arumbakkam, Chennai - 600 106

(Managed by Sri Vallabhacharya Vidya Sabha, Chennai)

Shri. SURAJ RATAN DAMANI  
Secretary

Phone 475-1345

Date 21/7/2000

Procs./Ref. No. 294/2000-2001 **PROCEEDINGS**

Sub: Dwaraka Doss Goverdhan Doss Vaishnav College, Chennai-106  
Appointment of Thiru. R. Sivaraman as Lecturer in Mathematics -  
ordered.

Ref: 1. Director of Collegiate Education's Proceedings

D.Dis.No.1338/Q2/98 dated 29-10-1998.

2. Commissioner of Collegiate Education's Proceedings

D.Dis.No.48454/G1/99 dated 2-10-1999.

Thiru. R. Sivaraman M.Sc First Class, 1998, NET 1999 is appointed as Lecturer in Mathematics with a basic pay of Rs.8000, in the scale of pay of Rs.8000-275-13500, with usual allowances in the vacant post permitted to be filled up in the Proceedings cited, subject to qualification approval by the University of Madras and also subject to approval of appointment by the Joint Director of Collegiate Education, Chennai Region, Chennai-600002.

He should join duty immediately producing a medical fitness certificate issued by a Doctor not lower in rank than that of a Civil Surgeon.

He will be paid salary only on receipt of approval of salary grant from Government.

He will be placed on probation for two years on duty within a continuous period of three years.

He should execute the prescribed agreement.

The appointee shall abide by the code of conduct, discipline and rules of the institution.

To  
The Individual

cc: The Joint Director of Collegiate Education,  
Chennai Region, Chennai 600 002.  
Head Of Department Concerned.  
Attendance Section  
Bill Section  
Establishment Section  
Spare Copy Three

Secretary

**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.





# Dwaraka Doss Goverdhan Doss Vaishnav College

"GOKUL BAGH"

#833, PERIYAR E.V.R. HIGH ROAD, ARUMBAKKAM, CHENNAI - 600 106.

(MANAGED BY SRI VALLABHACHARYA VIDYA SABHA, CHENNAI)

**Bharat Kumar K. Shah**

Jt. Secretary

☎ : 2475 6655

**04.01.2007**

## PROCEEDINGS

Date : .....

### Sub: Appointment of Full Time Staff

The Management is pleased to offer appointment to **Mr.S.Radhakrishna M.Sc.,M.Phil.,M.B.A.,PGDCA.,** Lecturer in the Department of **Matl evnatics**

The offer of ap ntment is purely on a contractual basis and is for a period of one year **10.01.2007** or from the date of joining department whichever later and lasts upto **31.05.2007** only on which the appointment will automatically come to an end, subject to the followir terms and conditions :

1. He/She will be allotted **16** hours of work and paid a consolidated sum of **Rs.10000/-** p.m.

2. Salary paid is iect to Income Tax and other statutory provisions wherever applicable.

3. He/She shall e by the time table and handle classes allotted regularly and carry out other work as may be assigned to him/her from time to time by the Princi or other authorities of the college.

4. He/She shall a e by the code of conduct, discipline and rules of the institution.

5. He/She shall apply himself/herself honestly, efficiently and discharge his/her duties diligently.

6. He/She shall not normally or on any pretext absent himself/herself from his/her duties without the prior permission of the authorities.

7. The Management of the College reserves the right to determine the services of the said lecturer without assigning any reasons during the period of contract as he/she has been engaged only on contract basis. In such an eventuality he/she will be given one month's notice or one month's salary in lieu thereof.

8. He/She is entitled to relinquish his/her appointment at any time during the period of contract by giving one month notice in writing or pay the college one month's salary in lieu of such notice.

This letter of appointment is sent to you in duplicate. You are requested to return the duplicate copy **only** signed in token of having accepted the same.

**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.**



PROCEEDINGS OF THE JOINT DIRECTOR OF COLLEGIATE EDUCATION CHENNAI  
REGION, CHENNAI – 600 015.

Present: Dr. R. RAVANAN, M. Sc., M.Phil., Ph.D.,

R.C.No. 1231/E2/2019

Date: 13.07.2020

Subject: Aided Colleges – Chennai – 106, Dwaraka Doss Goverdhan Doss  
Vaishnav College – Dr. B. Abirami – Department of Mathematics  
- Assistant Professor – Appointment under Aided – Approval –  
Regarding.

- Ref:1. Chennai – 600 006, Proceedings of the Directorate of Collegiate  
Education – 48454/G1/1999 dated 28.10.1999.  
2. Chennai – 600 006, Proceedings of the Directorate of Collegiate  
Education – R.C.No.46843/G1/2009 dated 07.09.2012 with Government  
Letter No.169 Education (E1) department dated 08.08.2012.  
3. Chennai – 600 006, Proceedings of the Directorate of Collegiate  
Education, R.C.No.21663/G3/2011 dated 17.04.2017.  
4. Letter from the Registrar, University of Madras No.A-II/MPV/A.P-  
Approval/D.G.Vaishnav College/2018/333 dated 20.12.2018.  
5. Chennai-600106, Letter from the Secretary, Dwaraka Doss Goverdhan  
Doss Vaishnav College, R.C.No.300/2018-2019 dated 01.02.2019.  
6. Office letter dated 23.04.2019 and Direct letter No.1218/E2/2019 dated  
25.06.2019  
7. College Secretaries dated letter 19.09.2019

\*\*\*\*\*

With reference first cited, In the proceedings of the Directorate of Collegiate  
education, under the sanctioned posts of and based on the workload of Dwaraka Doss  
Goverdhan Doss Vaishnav College 18 posts of Assistant Professors were sanctioned and  
given.

With reference third cited, In the proceedings of the Directorate of Collegiate  
education, it is mentioned that the posts fell vacant from 01.06.2008 to 31.05.2011, under  
the vacant of 2 posts, College Secretary has been permitted to appoint 2 posts in the  
department of Mathematics.

Based on the above, Dr. B.Abirami, appointed as Assistant Professor in the  
Department of Mathematics by the Secretary, Dwaraka Doss Goverdhan Doss Vaishnav  
College, who has fulfilled the qualifications prescribed by the University Grants Commission.  
In the reference 4<sup>th</sup> cited above, The Registrar of University of Madras has given the  
qualification approval to him, Based on the qualification and also by abiding the below  
conditions. His appointment is approved from 12.10.2018 F.N. in order to avail Government  
Grants.

S.No	Name (and) designation	Vacancy details	Appointment date
1	Dr. B.Abirami, Assistant Professor, Department of Mathematics	T.R.Subramanian, permanently appointed on 30.10.2009 to the University of Madras	12.10.2018 Forenoon

The aforesaid Assistant Professor has permitted to receive salary grant of Rs.  
57700-182400 in the scale of pay from the forenoon of 12.10.2018.

**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**



## Dwaraka Doss Goverdhan Doss Vaishnav College

(Autonomous - Affiliated to the University of Madras)

Gokul Bagh, 833 Periyar E.V.R. High Road, Arumbakkam, Chennai - 600 106.  
Phone : 044 - 2363 5101, 2363 5102, Fax : 044 - 2363 5103.  
E-mail : secretary@dgvaishnavcollege.edu.in Website : www.dgvaishnavcollege.edu.in

R.C NO. 174/18-19

Ashok Kumar Mundhra  
Secretary

11.10.2018

### PROCEEDINGS

Sub: Aided Colleges - Dwaraka Doss Goverdhan Doss Vaishnav College, Chennai-600106 - Appointment of Dr.B.Abirami, M.Sc,M.Phil.,PGDCA.,Ph.D., as Assistant Professor in the Department of Mathematics - Orders - Issued.

Ref: Director of Collegiate Education Proc.R.C.No.21663/G3/2011, dated 17.04.2017.

\*\*\*\*\*

Dr.B.Abirami is appointed as Assistant Professor in the Department of Mathematics in the Pay Matrix entry level pay of Rs.57,700/- in the vacant post permitted to be filled up in the proceedings cited, subject to the qualification approval by the University of Madras, Chennai, and also subject to the approval of the appointment by the Joint Director of Collegiate Education, Chennai Region, Chennai - 600 015.

She should join duty immediately producing Medical Fitness Certificate issued by a Doctor not lower in rank than that of Civil Assistant Surgeon.

She will be paid salary only on the receipt of the approval of salary grant from the Government.


She will be placed on probation for two years.

She should execute the prescribed agreement.

The appointee shall abide by the code of conduct, discipline and rules of our college.

  
SECRETARY

- To,  
Dr.B.Abirami, M.Sc,M.Phil.,PGDCA.,Ph.D.,  
Copy to:1. The Registrar, University of Madras, Chennai -5.  
2. The Joint Director of Collegiate Education,  
Chennai Region, Chennai - 600 015.  
3. The Head of the Department, Mathematics.  
4. Attendance Section.  
5. Bill Section.  
6. Establishment Section.  
7. Spare copy

  
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



சென்னை-15, சென்னை மண்டலக் கல்லூரிக் கல்வி இணை இயக்குநர் அவர்களின் செயல்முறைகள்  
பிறப்பிப்பவர்: முனைவர்.இரா.இராவணன்., எம்.எஸ்ஸி., எம்.பில்., பிஎச்.டி.

ந.க.எண். 1304/ஈ/2/2021

நாள்: 20.04.2021

பொருள் : அரசு உதவிபெறும் கல்லூரிகள் - சென்னை - 106, து.கோ.வைணவக் கல்லூரி - முனைவர்.சு.ப.விஜயலக்ஷ்மி, கணிதவியல் துறை, உதவிப்பேராசிரியர் - பணியமர்வு அரசு மானியத்திற்கு நியமனம் ஏற்பு அளித்தல்.

- பார்வை :
1. சென்னை-6 கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகள் ப.மு.எண்.48454/ஐ1/1999 நாள்.28.10.1999.
  2. சென்னை-6 கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகள் ந.க.எண்.46843/ஐ1/2009 நாள்.07.09.2012 உடன் பெறப்பட்ட அரசு கடித எண் 169 உயர்கல்வி (E1) துறை, நாள்.08.08.2012.
  3. அரசாணை நிலை எண். 44, பணியாளர் மற்றும் வேலைவாய்ப்பு (டி) துறை நாள். 11.03.2015.
  4. சென்னை-6 கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகள் ந.க.எண். 12229/ஐ3/2014 நாள். 23.10.2020.
  5. சென்னைப் பல்கலைக்கழக பதிவாளரின் கடித எண். A-II/JPR/A.P-Approval/D.G. Vaishnav College/2021/037 Dt. 01.03.2021.
  6. சென்னை - 106, து.கோ.வைணவக் கல்லூரிச் செயலரின் நியமன ஆணை ந. க. எண். 131/2020-2021 நாள். 29.01.2021.
  7. சென்னை - 106, து.கோ.வைணவக் கல்லூரிச் செயலரின் கடித ந. க. எண். 199/2020-2021 நாள். 02.03.2021.

பார்வை (1) ல் காணும் கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகளில் கல்லூரியின் 1999-2000ம் ஆண்டின் பணிப்பளு அடிப்படையில் சென்னை - 106, து.கோ.வைணவக் கல்லூரிக்கு 12 (பன்னிரெண்டு) கணிதத் துறை, உதவிப் பேராசிரியர் பணியிடங்கள் ஒப்பளிப்பு செய்து ஆணைகள் வழங்கப்பட்டுள்ளது.

பார்வை (4) ல் காணும் கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகளில் சென்னை - 106, து.கோ.வைணவக் கல்லூரியில் 01.06.2011 முதல் 31.05.2014 வரை காலியாக உள்ளதென தெரிவிக்கப்பட்டுள்ள 14 ஆசிரியர் பணியிடங்களில் கணிதத் துறைக்கு காலியாக இருந்த மூன்று பணியிடங்கள் (03) நிரப்பிக் கொள்வதற்கு கல்லூரிச் செயலருக்கு அனுமதி வழங்கப்பட்டுள்ளது.

அதனடிப்படையில் சென்னை - 106, து.கோ.வைணவக் கல்லூரிச் செயலரால் கணிதத் துறை உதவிப் பேராசிரியராகப் பணியமர்த்தப்பட்டுள்ள முனைவர்.சு.ப.விஜயலக்ஷ்மி என்பாரது கல்வித் தகுதிகள் பல்கலைக்கழக மானியக் குழு நிர்ணயித்துள்ள கல்வித் தகுதிகளை நிறைவு செய்துள்ளதாலும், பார்வை (5) ல் காணும் சென்னை பல்கலைக்கழக பதிவாளரின் கடிதத்தில் அன்னாருக்கு உதவிப் பேராசிரியர் கல்வித் தகுதிக்கான ஒப்புதல் வழங்கப்பட்டுள்ளதன் அடிப்படையிலும் கீழ்க் குறிப்பிட்டுள்ள நிபந்தனைகளுக்குப்பட்டு அன்னாரது நியமனத்திற்கு 01.02.2021 அன்று முற்பகல் முதல் அரசு மானியத்திற்கு ஏற்பு வழங்கி ஆணையிடப்படுகிறது.

வ. எண்	பெயர் (மற்றும்) பதவி	பணியிடம் ஏற்பட்ட விதம்	நியமன நாள்
1	முனைவர். சு.ப.விஜயலக்ஷ்மி உதவிப் பேராசிரியர் கணிதவியல் துறை	முனைவர். எஸ். சுட்டநாதன் என்பார் 21.04.2012 அன்று மறைந்ததால் ஏற்பட்ட காலிப்பணியிடம்.	01.02.2021 முற்பகல் முதல்

மேற்காண் உதவிப் பேராசிரியருக்கு ரூ. 57700-182400 தர ஊதியக் கற்றையில் 01.02.2021 அன்று முற்பகல் முதல் சம்பள மானியம் பெறவும் அனுமதி அளிக்கப்படுகிறது.

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

R.C.No. 1303/E2/2021

Date: 20.04.2021

- Subject: Aided Colleges - Chennai - 106, Dwaraka Doss Goverdhan Doss Vaishnav College - Dr. S.P. Vijayalakshmi - Department of Mathematics- Assistant Professor - Appointment under Aided - Approval - Regarding.
- Ref:1. Chennai - 600 006, Proceedings of the Directorate of Collegiate Education - 48454/G1/1999 dated 28.10.1999.
2. Chennai - 600 006, Proceedings of the Directorate of Collegiate Education - R.C.No.46843/G1/2009 dated 07.09.2012 with Government Letter No.169 Education (E1) department dated 08.08.2012.
3. G.O.Ms.No.44, Personnel and Employment Department dated 11.03.2015.
4. Chennai - 600 006, Proceedings of the Directorate of Collegiate Education, R.C.No.12229/G3/2014 dated 23.10.2020.
5. Letter from the Registrar, University of Madras No.A-II/JPR/A.P-Approval/D.G.Vaishnav College/2021/037 dated 01.03.2021.
6. Chennai-600106, Dwaraka Doss Goverdhan Doss Vaishnav College Secretary Order R.C.No.131/2020-2021 dated 29.01.2021.
7. Chennai-600106, Letter from the Secretary, Dwaraka Doss Goverdhan Doss Vaishnav College, R.C.No.199/2020-2021 dated 02.03.2021.

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With reference first cited, In the proceedings of the Directorate of Collegiate education, under the sanctioned posts of 1999-2000 and based on the workload of Dwaraka Doss Goverdhan Doss Vaishnav College 12 posts of Assistant Professors for the Department of Mathematics were sanctioned and given.

With reference fourth cited, In the proceedings of the Directorate of Collegiate education, it is mentioned that the posts fell vacant from 01.06.2011 to 31.05.2014, under the vacant of 14 posts, College Secretary has been permitted to appoint 3 posts in the department of Mathematics.

Based on the above, Dr. S.P.Vijayalakshmi, appointed as Assistant Professor in the Department of Mathematics the Secretary, Dwaraka Doss Goverdhan Doss Vaishnav College, who has fulfilled the qualifications prescribed by the University Grants Commission. In the reference 5<sup>th</sup> cited above, The Registrar of University of Madras has given the qualification approval to her, Based on the qualification and also by abiding the below conditions. Her appointment is approved from 01.02.2021 F.N. in order to avail Government Grants.

S.No	Name (and) designation	Vacancy details	Appointment date
1	Dr. S.P. Vijayalakshmi Assistant Professor Department of Mathematics	Vacancy created due to expire of Dr. S. Sattanathan on 21.04.2012.	01.02.2021 From Forenoon onwards

The aforesaid Assistant Professor has permitted to receive salary grant of Rs. 57700-182400 in the scale of pay from the forenoon of 01.02.2021.

**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**



135

**CONDITIONS**

- 1) This Approval documents are subject to Audit, If there is any discrepancies in the particulars given by the Secretary, this Approval may be cancelled. This Approval should not be violating the regulations of the appointment.
- 2) The college should not exceed the sanctioned strength vacancies.
- 3) It should be ensure that the SSLC and all the certificates should be Genuine, the same may be informed to this office. After the confirmation of Genuinity, the appointment may be approved. It should be done before the grant of Second Annual increment. The action to be taken immediately.
- 4) With the reference 2<sup>nd</sup> cited, the appointment has been approved based on the Minority Status of the College.
- 5) With the reference 4<sup>th</sup> cited, as per the proceedings of the Directorate of Collegiate Education, this appointment may abide the conditions and regulations of the University grants commission.
- 6) As per the Secretary letter dated 09.03.2021, an advertisement published in the New Indian Express (English Daily) newspaper on 09.11.2020 regarding to fill up the teaching posts in various disciplines. Further, they mentioned that, the advertisement also displayed in their college website. Also they mentioned that, in future correspondence, while publishing the advertisement for recruitment they would follow the guidelines. Hence, the appointment has already been made. With reference 3<sup>rd</sup> cited, based on the G.O., they accepted to publish the recruitment advertisement in both (Tamil and English) newspapers in future, hence the appointment is approved.
- 7) The College Secretary confirmed that there is no court case is pending against the above appointment, hence it is approved. If it is found or the case filed against in future, it is informed that the College Secretary and the employee will be the responsible for the consequences. If there is any appeal arises regarding the appointment, the college secretary should be responsible to act as Appointing Officer for the above.

Enclosure: Original Certificates.

**Joint Director of collegiate Education  
Chennai Region, Chennai-600 015.**

To  
**The Secretary,**  
Dwaraka Doss Goverdhan Doss Vaishnav College,  
Chennai-600 106.

  
**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**

சென்னை-15, சென்னை மண்டலக் கல்லூரிக் கல்வி இணை இயக்குநர் அவர்களின் செயல்முறைகள்  
பிறப்பிப்பவர்: முனைவர்.இரா.இராவணன்., எம்.எஸ்.ஸி., எம்.பி.ஸி., பி.எச்.டி

ந.க.எண். 1291/ஈ2/2021

நாள்: 21.04.2021

பொருள் : அரசு உதவிபெறும் கல்லூரிகள் - சென்னை - 106, து.கோ.வைணவக் கல்லூரி - முனைவர்.சீ.ஹரிஹரன், கணிதவியல் துறை, உதவிப்பேராசிரியர் - பணியமர்வு அரசு மானியத்திற்கு நிபமனம் ஏற்பு அளித்தல்.

- பார்வை :
1. சென்னை-6 கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகள் ப.மு.எண்.48454/ஜி1/1999 நாள்.28.10.1999.
  2. சென்னை-6 கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகள் ந.க.எண்.46843/ஜி1/2009 நாள்.07.09.2012 உடன் பெறப்பட்ட அரசு கடித எண் 169 உயர்கல்வி (E1) துறை, நாள்.08.08.2012.
  3. அரசாணை நிலை எண். 44, பணியாளர் மற்றும் வேலைவாய்ப்பு (ட்டி) துறை நாள்: 11.03.2015.
  4. சென்னை-6 கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகள் ந.க.எண். 28289/ஜி3/2017 நாள். 23.10.2020.
  5. சென்னைப் பல்கலைக்கழக பதிவாளரின் கடித எண். A-II/JPR/A.P-Approval/D.G. Vaishnav College/2021/037 நாள். 01.03.2021.
  6. சென்னை - 106, து.கோ.வைணவக் கல்லூரிச் செயலரின் நியமன ஆணை ந. க. எண். 135/2020-2021 நாள். 29.01.2021.
  7. சென்னை - 106, து.கோ.வைணவக் கல்லூரிச் செயலரின் கடித ந. க. எண். 203/2020-2021 நாள். 02.03.2021.

பார்வை (1) ல் காணும் கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகளில் கல்லூரியின் 1999-2000ம் ஆண்டின் பணிப்பளு அடிப்படையில் சென்னை - 106, து.கோ.வைணவக் கல்லூரிக்கு 12 (பன்னிரெண்டு) கணிதத் துறை, உதவிப் பேராசிரியர் பணியிடங்கள் ஒப்பளிப்பு செய்து ஆணைகள் வழங்கப்பட்டுள்ளது.

பார்வை (4) ல் காணும் கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகளில் சென்னை - 106, து.கோ.வைணவக் கல்லூரியில் 01.06.2016 முதல் 31.05.2017 வரை காலியாக உள்ளதென தெரிவிக்கப்பட்டுள்ள 03 ஆசிரியர் பணியிடங்களில் கணிதத் துறைக்கு காலியாக இருந்த ஒரு பணியிடம் (01) நிரப்பிக் கொள்வதற்கு கல்லூரிச் செயலருக்கு அனுமதி வழங்கப்பட்டுள்ளது.

அதனடிப்படையில் சென்னை - 106, து.கோ.வைணவக் கல்லூரிச் செயலரால் கணிதத் துறை உதவிப் பேராசிரியராகப் பணியமர்த்தப்பட்டுள்ள முனைவர்.சீ.ஹரிஹரன் என்பாரது கல்வித் தகுதிகள் பல்கலைக்கழக மானியக் குழு நிர்ணயித்துள்ள கல்வித் தகுதிகளை நிறைவு செய்துள்ளதாலும், பார்வை (5) ல் காணும் சென்னை பல்கலைக்கழக பதிவாளரின் கடிதத்தில் அன்னாருக்கு உதவிப் பேராசிரியர் கல்வித் தகுதிக்கான ஒப்புதல் வழங்கப்பட்டுள்ளதன் அடிப்படையிலும் கீழ்க் குறிப்பிட்டுள்ள நிபந்தனைகளுக்குட்பட்டு அன்னாரது நியமனத்திற்கு 02.02.2021 அன்று முற்பகல் முதல் அரசு மானியத்திற்கு ஏற்பு வழங்கி ஆணையிடப்படுகிறது.

வ. எண்	பெயர் (மற்றும்) பதவி	பணியிடம் ஏற்பட்ட விதம்	நியமன நாள்
1	முனைவர்.சீ.ஹரிஹரன் உதவிப் பேராசிரியர் கணிதவியல் துறை	முனைவர். எம். அன்பகுரை என்பார் 31.03.2017 அன்று ஓய்வு பெற்றதால் ஏற்பட்ட காலிப்பணியிடம்	02.02.2021 முற்பகல் முதல்

மேற்காண் உதவிப் பேராசிரியருக்கு ரூ. 57700-182400 தர ஊதியக் கற்றையில் 02.02.2021 அன்று முற்பகல் முதல் சம்பள மானியம் பெறவும் அனுமதி அளிக்கப்படுகிறது.

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



R.C.No.1291/E2/2021

Date: 20.04.2021

Subject: Aided Colleges - Chennai - 106, Dwaraka Doss Goverdhan Doss Vaishnav College - Dr. S. Hariharan - Department of Mathematics- Assistant Professor - Appointment under Aided - Approval - Regarding.

- Ref:1. Chennai - 600 006, Proceedings of the Directorate of Collegiate Education - 48454/G1/1999 dated 28.10.1999.
2. Chennai - 600 006, Proceedings of the Directorate of Collegiate Education - R.C.No.46843/G1/2009 dated 07.09.2012 with Government Letter No.169 Education (E1) department dated 08.08.2012.
3. G.O.Ms.No.44, Personnel and Employment Department dated 11.03.2015.
4. Chennai - 600 006, Proceedings of the Directorate of Collegiate Education, R.C.No.28289/G3/2017 dated 23.10.2020.
5. Letter from the Registrar, University of Madras No.A-II/JPR/A.P-Approval/D.G.Vaishnav College/2021/037 dated 01.03.2021.
6. Chennai-600106, Dwaraka Doss Goverdhan Doss Vaishnav College Secretary Order R.C.No.135/2020-2021 dated 29.01.2021.
7. Chennai-600106, Letter from the Secretary, Dwaraka Doss Goverdhan Doss Vaishnav College, R.C.No.203/2020-2021 dated 02.03.2021.

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With reference first cited, In the proceedings of the Directorate of Collegiate education, under the sanctioned posts of 1999-2000 and based on the workload of Dwaraka Doss Goverdhan Doss Vaishnav College 12 posts of Assistant Professors for the Department of Mathematics were sanctioned and given.

With reference fourth cited, In the proceedings of the Directorate of Collegiate education, it is mentioned that the posts fell vacant from 01.06.2016 to 31.05.2017, under the vacant of 3 posts, College Secretary has been permitted to appoint 1 post in the department of Mathematics.

Based on the above, Dr. S. Hariharan, appointed as Assistant Professor in the Department of Mathematics by the Secretary, Dwaraka Doss Goverdhan Doss Vaishnav College, who has fulfilled the qualifications prescribed by the University Grants Commission. In the reference 5<sup>th</sup> cited above, The Registrar of University of Madras has given the qualification approval to her, Based on the qualification and also by abiding the below conditions. Her appointment is approved from 02.02.2021 F.N. in order to avail Government Grants.

S.No	Name (and) designation	Vacancy details	Appointment date
1	Dr. S. Hariharan Assistant Professor Department of Mathematics	Vacancy created due to the retirement of Dr. M. Anubudurai on 31.03.2017	02.02.2021 From Forenoon onwards

The aforesaid Assistant Professor has permitted to receive salary grant of Rs. 57700-182400 in the scale of pay from the forenoon of 02.02.2021.

**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106**

186

**CONDITIONS**

- 1) This Approval documents are subject to Audit, If there is any discrepancies in the particulars given by the Secretary, this Approval may be cancelled. This Approval should not be violating the regulations of the appointment.
- 2) The college should not exceed the sanctioned strength vacancies.
- 3) It should be ensure that the SSLC and all the certificates should be Genuine, the same may be informed to this office. After the confirmation of Genuinity, the appointment may be approved. It should be done before the grant of Second Annual increment. The action to be taken immediately.
- 4) With the reference 2<sup>nd</sup> cited, the appointment has been approved based on the Minority Status of the College.
- 5) With the reference 4<sup>th</sup> cited, as per the proceedings of the Directorate of Collegiate Education, this appointment may abide the conditions and regulations of the University grants commission.
- 6) As per the Secretary letter dated 09.03.2021, an advertisement published in the New Indian Express (English Daily) newspaper on 09.11.2020 regarding to fill up the teaching posts in various disciplines. Further, they mentioned that, the advertisement also displayed in their college website. Also they mentioned that, in future correspondence, while publishing the advertisement for recruitment they would follow the guidelines. Hence, the appointment has already been made. With reference 3<sup>rd</sup> cited, based on the G.O., they accepted to publish the recruitment advertisement in both (Tamil and English) newspapers in future, hence the appointment is approved.
- 7) The College Secretary confirmed that there is no court case is pending against the above appointment, hence it is approved. If it is found or the case filed against in future, it is informed that the College Secretary and the employee will be the responsible for the consequences. If there is any appeal arises regarding the appointment, the college secretary should be responsible to act as Appointing Officer for the above.

Enclosure: Original Certificates.

**Joint Director of collegiate Education  
Chennai Region, Chennai-600 015.**

To  
**The Secretary,**  
Dwaraka Doss Goverdhan Doss Vaishnav College,  
Chennai-600 106.



**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**



சென்னை-15, சென்னை மண்டலக் கல்லூரிக் கல்வி இணை இயக்குநர் அவர்களின் செயல்முறைகள்  
பிறப்பிப்பவர்: முனைவர்.இரா.இராவணன்., எம்.எஸ்ஸி., எம்.பில்., பிஎச்.டி

ந.க.எண். 1306/ஈ2/2021

நாள்: 20.04.2021

பொருள் : அரசு உதவிபெறும் கல்லூரிகள் - சென்னை - 106, து.கோ.வைணவக் கல்லூரி - முனைவர்.பி.பி.உஷா, கணிதவியல் துறை, உதவிப்பேராசிரியர் - பணியமர்வு அரசு மானியத்திற்கு நியமனம் ஏற்பு அளித்தல்.

- பார்வை :
1. சென்னை-6 கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகள் ப.மு.எண்.48454/ஐ1/1999 நாள்.28.10.1999.
  2. சென்னை-6 கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகள் ந.க.எண்.46843/ஐ1/2009 நாள்.07.09.2012 உடன் பெறப்பட்ட அரசு கடித எண் 169 உயர்கல்வி (E1) துறை, நாள்.08.08.2012.
  3. அரசாணை நிலை எண். 44, பணியாளர் மற்றும் வேலைவாய்ப்பு (டீ) துறை நாள்: 11.03.2015.
  4. சென்னை-6 கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகள் ந.க.எண். 12229/ஐ3/2014 நாள். 23.10.2020.
  5. சென்னைப் பல்கலைக்கழக பதிவாளரின் கடித எண். A-II/JPR/A.P-Approval/D.G. Vaishnav College/2021/037 நாள். 01.03.2021.
  6. சென்னை - 106, து.கோ.வைணவக் கல்லூரிச் செயலரின் நியமன ஆணை ந. க. எண். 132/2020-2021 நாள். 29.01.2021.
  7. சென்னை - 106, து.கோ.வைணவக் கல்லூரிச் செயலரின் கடித ந. க. எண். 200/2020-2021 நாள். 02.03.2021.

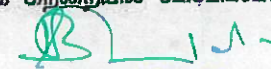
பார்வை (1) ல் காணும் கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகளில் கல்லூரியின் 1999-2000ம் ஆண்டின் பணிப்பளு அடிப்படையில் சென்னை - 106, து.கோ.வைணவக் கல்லூரிக்கு 12 (பன்னிரெண்டு) கணிதத் துறை, உதவிப் பேராசிரியர் பணியிடங்கள் ஒப்பளிப்பு செய்து ஆணைகள் வழங்கப்பட்டுள்ளது.

பார்வை (4) ல் காணும் கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகளில் சென்னை - 106, து.கோ.வைணவக் கல்லூரியில் 01.06.2011 முதல் 31.05.2014 வரை காலியாக உள்ளதென தெரிவிக்கப்பட்டுள்ள 14 ஆசிரியர் பணியிடங்களில் கணிதத் துறைக்கு காலியாக இருந்த மூன்று பணியிடங்கள் (03) நிரப்பிக் கொள்வதற்கு கல்லூரிச் செயலருக்கு அனுமதி வழங்கப்பட்டுள்ளது.

அதனடிப்படையில் சென்னை - 106, து.கோ.வைணவக் கல்லூரிச் செயலரால் கணிதத் துறை உதவிப் பேராசிரியராகப் பணியமர்த்தப்பட்டுள்ள முனைவர்.பி.பி.உஷா என்பாரது கல்வித் தகுதிகள் பல்கலைக்கழக மானியக் குழு நிர்ணயித்துள்ள கல்வித் தகுதிகளை நிறைவு செய்துள்ளதாலும், பார்வை (5) ல் காணும் சென்னை பல்கலைக்கழக பதிவாளரின் கடிதத்தில் அன்னாருக்கு உதவிப் பேராசிரியர் கல்வித் தகுதிக்கான ஒப்புதல் வழங்கப்பட்டுள்ளதன் அடிப்படையிலும் கீழ்க் குறிப்பிட்டுள்ள நிபந்தனைகளுக்குட்பட்டு அன்னாரது நியமனத்திற்கு 02.02.2021 அன்று முற்பகல் முதல் அரசு மானியத்திற்கு ஏற்பு வழங்கி ஆணையிடப்படுகிறது.

வ. எண்	பெயர் (மற்றும்) பதவி	பணியிடம் ஏற்பட்ட விதம்	நியமன நாள்
1	முனைவர்.பி.பி.உஷா உதவிப் பேராசிரியர் கணிதவியல் துறை	திரு.பி.எஸ்.மணி என்பார் 30.09.2012 அன்று ஒய்வு பெற்றதால் ஏற்பட்ட காலிப்பணியிடம்	02.02.2021 முற்பகல் முதல்

மேற்காண் உதவிப் பேராசிரியருக்கு ரூ. 57700-182400 தர உதவிக் கற்றையில் 02.02.2021 அன்று முற்பகல் முதல் சம்பள மானியம் பெறவும் அனுமதி அளிக்கப்படுகிறது.

  
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



# Dwaraka Doss Goverdhan Doss Vaishnav Evening College

"GOKUL BAGH"

833. PERIYAR E.V.R. SALAI, ARUMBAKKAM, CHENNAI - 600 106.

[Managed by Shri Vallabhacharya Vidya Sabha, Chennai]

☎ : 2475 4349

Date : .....

BHARAT KUMAR K SHAH, B.A., B.L., P.G.Dip. in Foreign Trade  
JOINT SECRETARY

## PROCEEDINGS

Sub: Appointment of Full Time/ Part Time Staff.

The Management is pleased to offer appointment to  
Mr./Ms. P. USHA PRABHAKAR, M.Sc., B.Ed., M.Phil  
Lecturer in the Department of Mathematics.

The offer of appointment is purely on a contractual basis and is for a period of one year from 01.06.2004 or from the date of joining of the department whichever is later and lasts upto 31.05.2005 only on which date the appointment will automatically come to an end, subject to the following terms and conditions :

1. He/She shall pass SLET/NET and qualify as stipulated by U.G.C./University of Madras Vide Letter No.A-III/2/Pres. Qln/2002/2016 dt.19.8.2002 for the post.
2. He/She will be allotted 16 hours of work and paid a consolidated sum of Rs. 7000/- p.m.
3. Salary paid is subject to Income Tax and other statutory provisions wherever applicable
4. He/She shall abide by the time table and handle classes allotted regularly and carry out any other work as may be assigned to him/her from time to time by the Principal or other authorities of the college.
5. He/She shall abide by the code of conduct, discipline and rules of the institution.
6. He/She shall apply himself/herself honestly, efficiently and discharge his/her duties diligently.
7. He/She shall not normally or on any pretext absent himself/herself from his/her duties without the prior permission of the authorities.
8. The Management of the College reserves the right to determine the services of the said lecturer without assigning any reasons during the period of contract as he/she has been engaged only on contract basis. In such an eventuality he/she will be given one month's notice or one month's salary in lieu thereof.
9. He/she is entitled to relinquish his/her appointment at any time during the period of contract by giving one month notice in writing or paying the college one month's salary in lieu of such notice.

This letter of appointment is sent to you in duplicate. You are requested to return the duplicate copy duly signed in token of having accepted the same.

PRINCIPAL

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

JOINT SECRETARY

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R.C.No. 1306/E2/2021

Date: 20.04.2021

Subject: Aided Colleges - Chennai - 106, Dwaraka Doss Goverdhan Doss Vaishnav College - Dr. P. Usha - Department of Mathematics - Assistant Professor - Appointment under Aided - Approval - Regarding.

- Ref:1. Chennai - 600 006, Proceedings of the Directorate of Collegiate Education - 48454/G1/1999 dated 28.10.1999.
2. Chennai - 600 006, Proceedings of the Directorate of Collegiate Education - R.C.No.46843/G1/2009 dated 07.09.2012 with Government Letter No.169 Education (E1) department dated 08.08.2012.
3. G.O.Ms.No.44, Personnel and Employment Department (T) dated 11.03.2015.
4. Chennai - 600 006, Proceedings of the Directorate of Collegiate Education, R.C.No.12229/G3/2014 dated 23.10.2020.
5. Letter from the Registrar, University of Madras No. A-II/JPR/A.P-Approval/ Dwaraka Doss Goverdhan Doss Vaishnav College/ 2021/037 dated 01.03.2021.
6. Chennai-600106, Dwaraka Doss Goverdhan Doss Vaishnav College Secretary Order R.C.No.132/2020-2021 dated 29.01.2021.
7. Chennai-600106, Letter from the Secretary, Dwaraka Doss Goverdhan Doss Vaishnav College, R.C.No.200/2020-2021 dated 02.03.2021.


\*\*\*\*\*

With reference first cited, In the proceedings of the Directorate of Collegiate education, under the sanctioned posts of 1999-2000 and based on the workload of Dwaraka Doss Goverdhan Doss Vaishnav College 12 (Twelve) posts of Assistant Professors for the Department of Mathematics were sanctioned and given.

With reference fourth cited, In the proceedings of the Directorate of Collegiate education, it is mentioned that the posts fell vacant from 01.06.2011 to 31.05.2014, under the vacant of 14 posts, College Secretary has been permitted to appoint three (03) posts in the department of Mathematics.

Based on the above, Dr. P. Usha, appointed as Assistant Professor in the Department of Mathematics by the Secretary, Dwaraka Doss Goverdhan Doss Vaishnav College, who has fulfilled the qualifications prescribed by the University Grants Commission. In the reference 5<sup>th</sup> cited above, The Registrar of University of Madras has given the qualification approval to him, Based on the qualification and also by abiding the below conditions. His appointment is approved from 02.02.2021 F.N. in order to avail Government Grants.

S.No	Name (and) designation	Vacancy details	Appointment date
1	Dr. P. Usha, Assistant Professor, Department of Mathematics	Vacancy was created due to retirement of Mr. P. S. Mani on 30.09.2012	From 02.02.2021 Forenoon onwards

  
**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**

167  
12

The aforesaid Assistant Professor has permitted to receive salary grant of Rs. 57700-182400 in the scale of pay from the forenoon of 02.02.2021.


**CONDITIONS**

- 1) This Approval documents are subject to Audit, If there is any discrepancies in the particulars given by the Secretary, this Approval may be cancelled. This Approval should not be violating the regulations of the appointment.
- 2) The college should not exceed the sanctioned strength vacancies.
- 3) It should be ensure that the SSLC and all the certificates should be Genuine, the same may be informed to this office. After the confirmation of Genuinity, the appointment may be approved. It should be done before the grant of Second Annual increment. The action to be taken immediately.
- 4) With the reference 2<sup>nd</sup> cited, the appointment has been approved based on the Minority Status of the College.
- 5) With the reference 4<sup>th</sup> cited, as per the proceedings of the Directorate of Collegiate Education, this appointment may abide the conditions and regulations of the University grants commission.
- 6) As per the Secretary letter dated 09.03.2021, an advertisement published in the New Indian Express (English Daily) newspaper on 09.11.2020 regarding to fill up the teaching posts in various disciplines. Further, they mentioned that, the advertisement also displayed in their college website. Also they mentioned that, in future correspondence, while publishing the advertisement for recruitment they would follow the guidelines. Hence, the appointment has already been made. With reference 3<sup>rd</sup> cited, based on the G.O., they accepted to publish the recruitment advertisement in both (Tamil and English) newspapers in future, hence the appointment is approved.
- 7) The College Secretary confirmed that there is no court case is pending against the above appointment, hence it is approved. If it is found or the case filed against in future, it is informed that the College Secretary and the employee will be the responsible for the consequences. If there is any appeal arises regarding the appointment, the college secretary should be responsible to act as Appointing Officer for the above.

Enclosure: Original Certificates.

**Joint Director of collegiate Education  
Chennai Region, Chennai-600 015.**

To  
**The Secretary,**  
Dwaraka Doss Goverdhan Doss Vaishnav College,  
Chennai-600 106.

  
**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**



சென்னை-15, சென்னை மண்டலக் கல்லூரிக் கல்வி இணை இயக்குநர் அவர்களின் செயல்முறைகள் பிறப்பிப்பவர்: முனைவர்.இரா.இராவணன்., எம்.எஸ்ஸி., எம்.பில்., பிஎச்.டி.

ந.க.எண். 1292/ஈ2/2021

நாள்: 20.04.2021

பொருள் : அரசு உதவிபெறும் கல்லூரிகள் - சென்னை - 106, து.கோ.வைணவக் கல்லூரி - முனைவர்.க.வைத்யசுப்ரமணியன், கணிதவியல் துறை, உதவிப்பேராசிரியர் - பணியமர்வு அரசு மானியத்திற்கு நியமனம் ஏற்பு அளித்தல்.

- பார்வை :
1. சென்னை-6 கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகள் ப.மு.எண்.48454/ஜி1/1999 நாள்.28.10.1999.
  2. சென்னை-6 கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகள் ந.க.எண்.46843/ஜி1/2009 நாள்.07.09.2012 உடன் பெறப்பட்ட அரசு கடித எண் 169 உயர்கல்வி (E1) துறை, நாள்.08.08.2012.
  3. அரசாணை நிலை எண். 44, பணியாளர் மற்றும் வேலைவாய்ப்பு (ட்டி) துறை நாள்: 11.03.2015.
  4. சென்னை-6 கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகள் ந.க.எண். 12229/ஜி3/2017 நாள். 23.10.2020.
  5. சென்னைப் பல்கலைக்கழக பதிவாளரின் கடித எண். A-II/JPR/A.P-Approval/D.G. Vaishnav College/2021/037 நாள். 01.03.2021.
  6. சென்னை - 106, து.கோ.வைணவக் கல்லூரிச் செயலரின் நியமன ஆணை ந. க. எண். 134/2020-2021 நாள். 29.01.2021.
  7. சென்னை - 106, து.கோ.வைணவக் கல்லூரிச் செயலரின் கடித ந. க. எண். 202/2020-2021 நாள். 02.03.2021.


பார்வை (1) ல் காணும் கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகளில் கல்லூரியின் 1999-2000ம் ஆண்டின் பணிப்பளு அடிப்படையில் சென்னை - 106, து.கோ.வைணவக் கல்லூரிக்கு 12 (பன்னிரெண்டு) கணிதத் துறை, உதவிப் பேராசிரியர் பணியிடங்கள் ஒப்பளியு் செய்து ஆணைகள் வழங்கப்பட்டுள்ளது.

பார்வை (4) ல் காணும் கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகளில் சென்னை - 106, து.கோ.வைணவக் கல்லூரியில் 01.06.2014 முதல் 31.05.2016 வரை காலியாக உள்ளதென தெரிவிக்கப்பட்டுள்ள 09 ஆசிரியர் பணியிடங்களில் கணிதத் துறைக்கு காலியாக இருந்த ஒரு பணியிடம் (01) நிரப்பிக் கொள்வதற்கு கல்லூரிச் செயலருக்கு அனுமதி வழங்கப்பட்டுள்ளது.

அதனடிப்படையில் சென்னை - 106, து.கோ.வைணவக் கல்லூரிச் செயலரால் கணிதத் துறை உதவிப் பேராசிரியராகப் பணியமர்த்தப்பட்டுள்ள முனைவர்.க.வைத்யசுப்ரமணியன் என்பாரது கல்வித் தகுதிகள் பல்கலைக்கழக மானியக் குழு நிர்ணயித்துள்ள கல்வித் தகுதிகளை நிறைவு செய்துள்ளதாலும், பார்வை (5) ல் காணும் சென்னை பல்கலைக்கழக பதிவாளரின் கடிதத்தில் அன்னாருக்கு உதவிப் பேராசிரியர் கல்வித் தகுதிக்கான ஒப்புதல் வழங்கப்பட்டுள்ளதன் அடிப்படையிலும் கீழ்க் குறிப்பிட்டுள்ள நிபந்தனைகளுக்குப்பட்டு அன்னாரது நியமனத்திற்கு 02.02.2021 அன்று முற்பகல் முதல் அரசு மானியத்திற்கு ஏற்பு வழங்கி ஆணையிடப்படுகிறது.

வ. எண்	பெயர் (மற்றும்) பதவி	பணியிடம் ஏற்பட்ட விதம்	நியமன நாள்
1	முனைவர்.க.வைத்யசுப்ரமணியன் உதவிப் பேராசிரியர் கணிதவியல் துறை	முனைவர்.ஆர்.கோவிந்தராஜன் என்பார் 30.06.2015 அன்று ஓய்வு பெற்றதால் ஏற்பட்ட காலிப்பணியிடம்.	02.02.2021 முற்பகல் முதல்

மேற்காண் உதவிப் பேராசிரியருக்கு ரூ. 57700-182400 தர ஊதியக் சுற்றறியில் 02.02.2021 அன்று முற்பகல் முதல் சம்பள மானியம் பெறவும் அனுமதி அளிக்கப்படுகிறது.

  
PRINCIPAL  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

R.C.No. 1292/E2/2021

Date: 20.04.2021

- Subject: Aided Colleges - Chennai - 106, Dwaraka Doss Goverdhan Doss Vaishnav College - Dr. S. Vaithyasubramanian - Department of Mathematics - Assistant Professor - Appointment under Aided - Approval - Regarding.
- Ref:1. Chennai - 600 006, Proceedings of the Directorate of Collegiate Education - 48454/G1/1999 dated 28.10.1999.
2. Chennai - 600 006, Proceedings of the Directorate of Collegiate Education - R.C.No.46843/G1/2009 dated 07.09.2012 with Government Letter No.169 Education (E1) department dated 08.08.2012.
3. G.O.Ms.No.44, Personnel and Employment Department dated 11.03.2015.
4. Chennai - 600 006, Proceedings of the Directorate of Collegiate Education, R.C.No.12229/G3/2017 dated 23.10.2020.
5. Letter from the Registrar, University of Madras No. A-II/JPR/A.P-Approval/D. G. Vaishnav College/2021/037 dated 01.03.2021.
6. Chennai-600106, Dwaraka Doss Goverdhan Doss Vaishnav College Secretary Order R.C.No.134/2020-2021 dated 29.01.2021.
7. Chennai-600106, Letter from the Secretary, Dwaraka Doss Goverdhan Doss Vaishnav College, R. C. No. 202/2020-2021 dated 02.03.2021.

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With reference first cited, in the proceedings of the Directorate of Collegiate education, under the sanctioned posts of 1999-2000 and based on the workload of Dwaraka Doss Goverdhan Doss Vaishnav College 12 (Twelve) posts of Assistant Professors for the Department of Mathematics were sanctioned and given.

With reference fourth cited, In the proceedings of the Directorate of Collegiate education, it is mentioned that the posts fell vacant from 01.06.2014 to 31.05.2016, under the vacant of 09 posts, College Secretary has been permitted to appoint (01) posts in the department of Mathematics.

Based on the above, Dr. S. Vaithyasubramanian, appointed as Assistant Professor in the Department of Mathematics by the Secretary, Dwaraka Doss Goverdhan Doss Vaishnav College, who has fulfilled the qualifications prescribed by the University Grants Commission. In the reference 5<sup>th</sup> cited above, The Registrar of University of Madras has given the qualification approval to him, Based on the qualification and also by abiding the below conditions. His appointment is approved from 02.02.2021 F.N. in order to avail Government Grants.

S.No	Name (and) designation	Vacancy details	Appointment date
1	Dr. S. Vaithyasubramanian Assistant Professor Department of Mathematics	Vacancy was created due to Retirement of Dr. R. Govindarajan on 30.06.2015	From 02.02.2021 Forenoon Onwards

  
PRINCIPAL

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



The aforesaid Assistant Professor has permitted to receive salary grant of Rs. 57700-182400 in the scale of pay from the forenoon of 02.02.2021.

168


**CONDITIONS**

- 1) This Approval documents are subject to Audit, If there is any discrepancies in the particulars given by the Secretary, this Approval may be cancelled. This Approval should not be violating the regulations of the appointment.
- 2) The college should not exceed the sanctioned strength vacancies.
- 3) It should be ensure that the SSLC and all the certificates should be Genuine, the same may be informed to this office. After the confirmation of Genuinity, the appointment may be approved. It should be done before the grant of Second Annual increment. The action to be taken immediately.
- 4) With the reference 2<sup>nd</sup> cited, the appointment has been approved based on the Minority Status of the College.
- 5) With the reference 4<sup>th</sup> cited, as per the proceedings of the Directorate of Collegiate Education, this appointment may abide the conditions and regulations of the University grants commission.
- 6) As per the Secretary letter dated 09.03.2021, an advertisement published in the New Indian Express (English Daily) newspaper on 09.11.2020 regarding to fill up the teaching posts in various disciplines. Further, they mentioned that, the advertisement also displayed in their college website. Also they mentioned that, in future correspondence, while publishing the advertisement for recruitment they would follow the guidelines. Hence, the appointment has already been made. With reference 3<sup>rd</sup> cited, based on the G.O., they accepted to publish the recruitment advertisement in both (Tamil and English) newspapers in future, hence the appointment is approved.
- 7) The College Secretary confirmed that there is no court case is pending against the above appointment, hence it is approved. If it is found or the case filed against in future, it is informed that the College Secretary and the employee will be the responsible for the consequences. If there is any appeal arises regarding the appointment, the college secretary should be responsible to act as Appointing Officer for the above.

Enclosure: Original Certificates.

**Joint Director of collegiate Education  
Chennai Region, Chennai-600 015.**

To  
**The Secretary,**  
Dwaraka Doss Goverdhan Doss Vaishnav College,  
Chennai-600 106.

  
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

சென்னை-15, சென்னை மண்டலக் கல்லூரிக் கல்வி இணை இயக்குநர் அவர்களின் செயல்முறைகள்  
பிறப்பிப்பவர்: முனைவர்.இரா.இராவணன்., எம்.எஸ்ஸி., எம்.பில்., பிஎச்.டி

ந.க.எண். 1290/ஈ2/2021

நாள்: 20.04.2021

பொருள் : அரசு உதவிபெறும் கல்லூரிகள் - சென்னை - 106, து.கோ.வைணவக் கல்லூரி - முனைவர்.க.மயில்வாகனன், கணிதவியல் துறை, உதவிப்பேராசிரியர் - பணியமர்வு அரசு மானியத்திற்கு நியமனம் ஏற்பு அளித்தல்.

- பார்வை :
1. சென்னை-6 கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகள் ப.மு.எண்.48454/ஐ1/1999 நாள்.28.10.1999.
  2. சென்னை-6 கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகள் ந.க.எண்.46843/ஐ1/2009 நாள்.07.09.2012 உடன் பெறப்பட்ட அரசு கடித எண் 169 உயர்கல்வி (E1) துறை, நாள்.08.08.2012.
  3. அரசாணை நிலை எண். 44, பணியாளர் மற்றும் வேலைவாய்ப்பு (ட்டி) துறை நாள்: 11.03.2015.
  4. சென்னை-6 கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகள் ந.க.எண். 12229/ஐ3/2014 நாள். 23.10.2020.
  5. சென்னைப் பல்கலைக்கழக பதிவாளரின் கடித எண். A-II/JPR/A.P-Approval/D.G. Vaishnav College/2021/037 நாள். 01.03.2021.
  6. சென்னை - 106, து.கோ.வைணவக் கல்லூரிச் செயலரின் நியமன ஆணை ந. க. எண். 133/2020-2021 நாள். 29.01.2021.
  7. சென்னை - 106, து.கோ.வைணவக் கல்லூரிச் செயலரின் கடித ந. க. எண். 201/2020-2021 நாள். 02.03.2021.

பார்வை (1) ல் காணும் கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகளில் கல்லூரியின் 1999-2000ம் ஆண்டின் பணிப்பளு அடிப்படையில் சென்னை - 106, து.கோ.வைணவக் கல்லூரிக்கு 12 (பன்னிரெண்டு) கணிதத் துறை, உதவிப் பேராசிரியர் பணியிடங்கள் ஒப்பளிப்பு செய்து ஆணைகள் வழங்கப்பட்டுள்ளது.

பார்வை (4) ல் காணும் கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகளில் சென்னை - 106, து.கோ.வைணவக் கல்லூரியில் 01.06.2011 முதல் 31.05.2014 வரை காலியாக உள்ளதென தெரிவிக்கப்பட்டுள்ள 14 ஆசிரியர் பணியிடங்களில் கணிதத் துறைக்கு காலியாக இருந்த மூன்று பணியிடங்கள் (03) நிரப்பிக் கொள்வதற்கு கல்லூரிச் செயலருக்கு அனுமதி வழங்கப்பட்டுள்ளது.

அதனடிப்படையில் சென்னை - 106, து.கோ.வைணவக் கல்லூரிச் செயலரால் கணிதத் துறை உதவிப் பேராசிரியராகப் பணியமர்த்தப்பட்டுள்ள முனைவர்.க.மயில்வாகனன் என்பாரது கல்வித் தகுதிகள் பல்கலைக்கழக மானியக் குழு நிர்ணயித்துள்ள கல்வித் தகுதிகளை நிறைவு செய்துள்ளதாலும், பார்வை (5) ல் காணும் சென்னை பல்கலைக்கழக பதிவாளரின் கடிதத்தில் அன்னாருக்கு உதவிப் பேராசிரியர் கல்வித் தகுதிக்கான ஒப்புதல் வழங்கப்பட்டுள்ளதன் அடிப்படையிலும் கீழ்க் குறிப்பிட்டுள்ள நிபந்தனைகளுக்குட்பட்டு அன்னாரது நியமனத்திற்கு 02.02.2021 அன்று முற்பகல் முதல் அரசு மானியத்திற்கு ஏற்பு வழங்கி ஆணையிடப்படுகிறது.

வ. எண்	பெயர் (மற்றும்) பதவி	பணியிடம் ஏற்பட்ட விதம்	நியமன நாள்
1	முனைவர்.க.மயில்வாகனன் உதவிப் பேராசிரியர் கணிதவியல் துறை	முனைவர்.எஸ்.ஏ.சேட்டு என்பார் 30.04.2014 அன்று ஓய்வு பெற்றதால் ஏற்பட்ட காலிப்பணியிடம்.	02.02.2021 முற்பகல் முதல்

மேற்காண் உதவிப் பேராசிரியருக்கு ரூ. 57700-182400 தர ஊதியக் கற்றையில் 02.02.2021 அன்று முற்பகல் முதல் சம்பள மானியம் பெறவும் அனுமதி அளிக்கப்படுகிறது.

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



R.C.No. 1290/E2/2021

Date: 20.04.2021

Subject: Aided Colleges - Chennai - 106, Dwaraka Doss Goverdhan Doss Vaishnav College - Dr. S. Mayilvaganan - Department of Mathematics - Assistant Professor - Appointment under Aided - Approval - Regarding.

- Ref:1. Chennai - 600 006, Proceedings of the Directorate of Collegiate Education - 48454/G1/1999 dated 28.10.1999.
2. Chennai - 600 006, Proceedings of the Directorate of Collegiate Education - R.C.No.46843/G1/2009 dated 07.09.2012 with Government Letter No.169 Education (E1) department dated 08.08.2012.
3. G.O.Ms.No.44, Personnel and Employment Department dated 11.03.2015.
4. Chennai - 600 006, Proceedings of the Directorate of Collegiate Education, R.C.No.12229/G3/2014 dated 23.10.2020.
5. Letter from the Registrar, University of Madras No. A-II/JPR/A.P-Approval/D. G. Vaishnav College/2021/037 dated 01.03.2021.
6. Chennai-600106, Dwaraka Doss Goverdhan Doss Vaishnav College Secretary Order R.C.No.133/2020-2021 dated 29.01.2021.
7. Chennai-600106, Letter from the Secretary, Dwaraka Doss Goverdhan Doss Vaishnav College, R. C. No. 201/2020-2021 dated 02.03.2021.


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With reference first cited, in the proceedings of the Directorate of Collegiate education, under the sanctioned posts of 1999-2000 and based on the workload of Dwaraka Doss Goverdhan Doss Vaishnav College 12 (Twelve) posts of Assistant Professors for the Department of Mathematics were sanctioned and given.

With reference fourth cited, in the proceedings of the Directorate of Collegiate education, it is mentioned that the posts fell vacant from 01.06.2011 to 31.05.2014, under the vacant of 14 posts, College Secretary has been permitted to appoint (03) posts in the department of Mathematics.

Based on the above, Dr. S. Mayilvaganan, appointed as Assistant Professor in the Department of Mathematics by the Secretary, Dwaraka Doss Goverdhan Doss Vaishnav College, who has fulfilled the qualifications prescribed by the University Grants Commission. In the reference 5<sup>th</sup> cited above, The Registrar of University of Madras has given the qualification approval to him, Based on the qualification and also by abiding the below conditions. His appointment is approved from 02.02.2021 F.N. in order to avail Government Grants.

S.No	Name (and) designation	Vacancy details	Appointment date
1	Dr. S. Mayilvaganan, Assistant Professor Department of Mathematics	Vacancy was created due to Retirement of Dr. S. A. Settu on 30.04.2014	From 02.02.2021 Forenoon Onwards

  
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Ambakkam, Chennai - 600106.

The aforesaid Assistant Professor has permitted to receive salary grant of Rs. 57700-182400 in the scale of pay from the forenoon of 02.02.2021.

169


**CONDITIONS**

- 1) This Approval documents are subject to Audit, If there is any discrepancies in the particulars given by the Secretary, this Approval may be cancelled. This Approval should not be violating the regulations of the appointment.
- 2) The college should not exceed the sanctioned strength vacancies.
- 3) It should be ensure that the SSLC and all the certificates should be Genuine, the same may be informed to this office. After the confirmation of Genuinity, the appointment may be approved. It should be done before the grant of Second Annual increment. The action to be taken immediately.
- 4) With the reference 2<sup>nd</sup> cited, the appointment has been approved based on the Minority Status of the College.
- 5) With the reference 4<sup>th</sup> cited, as per the proceedings of the Directorate of Collegiate Education, this appointment may abide the conditions and regulations of the University grants commission.
- 6) As per the Secretary letter dated 09.03.2021, an advertisement published in the New Indian Express (English Daily) newspaper on 09.11.2020 regarding to fill up the teaching posts in various disciplines. Further, they mentioned that, the advertisement also displayed in their college website. Also they mentioned that, in future correspondence, while publishing the advertisement for recruitment they would follow the guidelines. Hence, the appointment has already been made. With reference 3<sup>rd</sup> cited, based on the G.O., they accepted to publish the recruitment advertisement in both (Tamil and English) newspapers in future, hence the appointment is approved.
- 7) The College Secretary confirmed that there is no court case is pending against the above appointment, hence it is approved. If it is found or the case filed against in future, it is informed that the College Secretary and the employee will be the responsible for the consequences. If there is any appeal arises regarding the appointment, the college secretary should be responsible to act as Appointing Officer for the above.

Enclosure: Original Certificates.

**Joint Director of collegiate Education  
Chennai Region, Chennai-600 015.**

To  
**The Secretary,**  
Dwaraka Doss Goverdhan Doss Vaishnav College,  
Chennai-600 106.

  
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.





# Dwaraka Doss Goverdhan Doss Vaishnav College

"GOKUL BAGH"

#833, PERIYAR E.V.R. HIGH ROAD, ARUMBAKKAM, CHENNAI - 600 106,  
(MANAGED BY SRI VALLABHACHARYA VIDYA SABHA, CHENNAI)

**Bharat Kumar K. Shah**  
Jt. Secretary

☎ : 2475 6655

Date : .....  
**21.08.2006**

## PROCEEDINGS

**Sub: Appointment of Full Time Staff**

The Management is pleased to offer appointment to **Ms. Poornima, M.Sc., M.Phil., Programmer cum Lecturer** in the Department of Mathematics.

The offer of appointment is purely on a contractual basis and is for a period of one year from 21.08.2006 or from the date of joining of the department whichever is later and lasts upto 31.05.2007 only on which date the appointment will automatically come to an end, subject to the following terms and conditions :

1. He/She will be allotted 16 hours of work and paid a consolidated sum of Rs.6000/- p.m.

2. Salary paid is subject to Income Tax and other statutory provisions wherever applicable.

3. He/She shall abide by the time table and handle classes allotted regularly and carry out any other work as may be assigned to him/her from time to time by the Principal or other authorities of the college.

4. He/She shall abide by the code of conduct, discipline and rules of the institution.

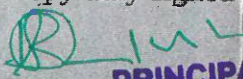
5. He/She shall apply himself/herself honestly, efficiently and discharge his/her duties diligently.

6. He/She shall not normally or on any pretext absent himself/herself from his/her duties without the prior permission of the authorities.

7. The Management of the College reserves the right to determine the services of the said lecturer without assigning any reasons during the period of contract as he/she has been engaged only on contract basis. In such an eventuality he/she will be given one month's notice or one month's salary in lieu thereof.

8. He/She is entitled to relinquish his/her appointment at any time during the period of contract by giving one month notice in writing or paying the college one month's salary in lieu of such notice.

This letter of appointment is sent to you in duplicate. You are requested to return the duplicate copy duly signed in token of having accepted the same.

  
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

  
**JOINT SECRETARY**



Shri.SURAJ RATAN DAMANI  
Secretary

Date: 15.07.2009

PROCEEDINGS

Sub: Appointment of Full Time/Part Time Staff.

The Management is pleased to offer appointment to  
Ms/Mr. S.U. Malini  
Lecturer in the Department of Mathematics

1. He/She will be allotted \_\_\_\_\_ hours of work and paid a consolidated sum of Rs. 8226 p.m
2. Salary paid is subject to Income Tax and other statutory provisions wherever applicable
3. He/She shall abide by the time table and handle classes allotted regularly and carry out any other work as may be assigned to him/her from time to time by the Principal or other authorities of the college
4. He/She shall abide by the time table and handle classes allotted regularly and carry out any other work as may be assigned to him/her from time to time by the Principal or other authorities of the college.
5. He/She shall apply himself/herself honestly, efficiently and discharge his/her duties diligently.
6. He/She shall not normally or on any pretext absent himself/herself from his/her duties without the prior permission of the authorities.
7. The Management of the college reserves the right to determine the services of the said lecturer without assigning any reasons during the period of contract as he/she has been engaged only on contract basis. In such an eventuality he/she will be given one month's notice or one month's salary in lieu thereof.
8. He/She is entitled to relinquish his/her appointment at any time during the period of contract by giving one month notice in writing or paying the college one month's salary in lieu of such notice.

This letter of appointment is sent to you in duplicate. You are requested to return the duplicate copy duly signed in token of having accepted the same.



**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**

Secretary





**Dwaraka Doss Goverdhan Doss Vaishnav College**  
(Autonomous-Affiliated to the University of Madras-Accredited at 'A' Grade by NAAC)

Gokul Bagh, 833 Periyar E.V.R. High Road, Arumbakkam, Chennai-600 106  
Phone: 044-24756655, 24754349 Fax: 044-24753008  
e-mail: principal@dgvaishnavcollege.com website: www.dgvaishnavcollege.com

**Shri P.Haridas**  
**Secretary**

**01.07.2011**

Staff Appt.FT / Dept. Mathematics /No.10/ Year 2011

**PROCEEDINGS OF THE SECRETARY**

**Sub : Your application for the Post of LECTURER**

**Ms.ARUNDHADHI.R M.Sc., M.Phil.,** is selected and appointed temporarily as a **LECTURER IN MATHEMATICS** for the period up to 31<sup>st</sup> May 2012 subject to her satisfying the Madras University norms as regards her qualifications. She will be paid a Consolidated salary of **Rs.17250/-** (Rupees Seventeen thousand two hundred and fifty only) per month.

She shall produce all certificates in respect of her qualification in original. She shall abide by the code of conduct, discipline and rules of the institution. The appointee will abide by the time table and handle classes allotted to her regularly without any default.

She should carry out all such other work as may be assigned to her from time to time by or under the direction of the principal. This order will take effect from her date of joining.

**E.Ravi/M.S/Sri.PH**

  
**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**

  
**SECRETARY**



**Dwaraka Doss Goverdhan Doss Vaishnav College**  
(Autonomous-Affiliated to the University of Madras-Accredited at 'A' Grade by NAAC)

Gokul Bagh, 833 Periyar E.V.R. High Road, Arumbakkam, Chennai-600 106  
Phone: 044-24750655, 24754349 Fax: 044-24753008  
e-mail: principal@dpvvaishnavcollege.com website: www.dpvvaishnavcollege.com

**Shri P. Haridas**  
Secretary

**01.07.2011**

Staff Appt. FT / Dept. Mathematics / No. 12 / Year 2011

**PROCEEDINGS OF THE SECRETARY**

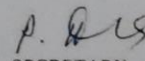
**Sub : Your application for the Post of LECTURER**

**Ms. SUBALAKSHMI M.Sc., M.Phil.,** is selected and appointed temporarily as a LECTURER IN MATHEMATICS for the period up to 31<sup>st</sup> May 2012 subject to her satisfying the Madras University norms as regards her qualifications. She will be paid a Consolidated salary of Rs. 17250/- (Rupees Seventeen thousand two hundred and fifty only) per month.

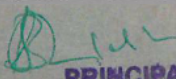
She shall produce all certificates in respect of her qualification in original. She shall abide by the code of conduct, discipline and rules of the institution. The appointee will abide by the time table and handle classes allotted to her regularly without any default.

She should carry out all such other work as may be assigned to her from time to time by or under the direction of the principal. This order will take effect from her date of joining.

E. Ravi M.S. Sri. PH

  
SECRETARY

Managed by SHRI VALLABHACHARYA VIDYA SABHA

  
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.





**Dwaraka Doss Goverdhan Doss Vaishnav College**  
(Autonomous Affiliated to the University of Madras (U.A. No. 107 of 1977))

Gokul Dagh, B33, Periyar E.V.R. High Road, Arumbakkam, Chennai - 600106  
Phone : 044 - 2393 5101, 2393 5102 Fax : 044 - 2393 5105  
E-mail : principal@dgvvaishnavcollege.com Website : www.dgvvaishnavcollege.com

**Shri. P. Haridas**  
Secretary

Establishment/Teaching/Appointment/10/ 2014

Date: 01.08.2014

**PROCEEDINGS OF THE SECRETARY**

To

**Mr. G.Somasundara Ori**  
**Mathematics**

Dear Sir/Madam

1. You are hereby appointed on probation as Assistant Professor in the Department of Mathematics. You are required to join on or before 01.08.2014 along with the joining report.
2. You will be paid a consolidated salary of Rs.12,500/- (Twelve Thousand Five Hundred Only) per month during the period. You are not entitled to any other benefit/privileges which are normally available to the regular employees of this institution.
3. You will be working for 42 hrs per week, out of which minimum 18 hrs will be classroom teaching.
4. You shall abide by the code of conduct, discipline and rules of the institution. You shall also abide by the time-table and handle classes allotted to you regularly without any default.
5. You shall carry out any other work as may be assigned to you from time to time by the Principal or any other authority under his direction.
6. You shall discharge your duties efficiently, diligently and should not misuse your position for any personal goal.

**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**

Managed by SHRI VALLABHACHARYA VIDYA SABHA

**P.T.O**



**Dwaraka Doss Goverdhan Doss Vaishnav College**  
(Autonomous-Affiliated to the University of Madras-Re Accredited at 'A' Grade by NAAC)

Gokul Bagh, 833, Periyar E.V.R. High Road, Arumbakkam, Chennai - 600 106.  
Phone : 044 - 2363 5101, 2363 5102 Fax : 044 - 2363 5103.  
E-mail : principal@dgvaishnavcollege.com Website : www.dgvaishnavcollege.com

**Shri. P. Haridas**  
Secretary

Establishment/Teaching/Appointment/02/2014

Date: 01.08.2014

**PROCEEDINGS OF THE SECRETARY**


To

**Ms. K. Kalpana**  
**Mathematics**

Dear Sir/Madam

1. You are hereby appointed on probation as Lecture in the Department of Mathematics. You are required to join on or before 01.08.2014 along with the joining report.
2. You will be paid a consolidated salary of Rs.12,500/- (Twelve Thousand Five Hundred Only) per month during the period. You are not entitled to any other benefit/privileges which are normally available to the regular employees of this institution.
3. You will be working for 42 hrs per week, out of which minimum 18 hrs will be classroom teaching.
4. You shall abide by the code of conduct, discipline and rules of the institution. You shall also abide by the time-table and handle classes allotted to you regularly without any default.
5. You shall carry out any other work as may be assigned to you from time to time by the Principal or any other authority under his direction.
6. You shall discharge your duties efficiently, diligently and should not misuse your position for any personal goal.

P.T.O

  
**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**

Managed by SHRI VALLABHACHARYA





**Dwaraka Doss Goverdhan Doss Vaishnav College**  
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Gokul Bagh, 833 Periyar E.V.R. High Road, Arumbakkam, Chennai-600 106  
Phone: 044-24756655, 24754349 Fax: 044-24753008  
e-mail: principal@dgvaishnavcollege.com website: www.dgvaishnavcollege.com

**Shri P.Haridas**  
Secretary

01.07.2011

Staff Appt.FT / Dept. Mathematics /No.11 / Year 2011

**PROCEEDINGS OF THE SECRETARY**

Sub : Your application for the Post of LECTURER

Ms.SANGEETHA B . M.Sc., M.Phil., is selected and appointed temporarily as a LECTURER IN MATHEMATICS for the period up to 31<sup>st</sup> May 2012 subject to her satisfying the Madras University norms as regards her qualifications. She will be paid a Consolidated salary of Rs.17250/- (Rupees Seventeen thousand two hundred and fifty only) per month.

She shall produce all certificates in respect of her qualification in original. She shall abide by the code of conduct, discipline and rules of the institution. The appointee will abide by the time table and handle classes allotted to her regularly without any default.

She should carry out all such other work as may be assigned to her from time to time by or under the direction of the principal. This order will take effect from her date of joining.

E.Ravi/M.S/Sri.PH

  
SECRETARY



**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**

Arumbakkam, Chennai - 600 106.  
Managed by SHRI VALLABHACHARYA VIDYA SABHA



**Dwaraka Doss Goverdhan Doss Vaishnav College**  
(Autonomous-Affiliated to the University of Madras-Accredited at 'A' Grade by NAAC)

Gokul Bagh, 833 Periyar E.V.R. High Road, Arumbakkam, Chennai-600 106  
Phone: 044-23636655, 23637949 Fax: 044-23637788  
e-mail: principal@dgvaishnavcollege.com website: www.dgvaishnavcollege.com

**P. Haridas**  
**Secretary**

AP. NO: 004

Date: 01.07.2013

To

Ms. G. Jayanthi, M.Sc., M.Phil.,  
Mathematics,

Dear Sir/Madam

1. You are temporarily appointed as Lecturer in Mathematics Department with effect from 01.07.2013 to 31<sup>st</sup> May, 2014
2. You have to qualify yourself by passing SLET/NET/Ph.D as per the norms of University of Madras during this academic year to enable the management to consider your case for the next academic year, which will be at the sole discretion of the management.
3. You will be paid a consolidated salary of Rs.12500/- (Rs Twelve thousand five hundred only) per month during this temporary period. You are not entitled to any other benefit/privileges which are normally available to the regular employees of this institution.
4. You will be working for 42 hrs per week, out of which minimum 18 hrs will be classroom teaching.
5. You shall abide by the code of conduct, discipline and rules of the institution. You shall also abide by the time-table and handle classes allotted to you regularly without any default.
6. You shall carry out any other work as may be assigned to you from time to time by the Principal or any other authority under his direction.
7. You shall discharge your duties efficiently, diligently and should not misuse your position for any personal goal.
8. Your temporary service shall also be liable to be terminated earlier than the stipulated period or on expiry of the above period as mentioned in clause 1 of this letter without any notice or without assigning any reason thereof.
9. You shall not normally or under any pretext absent yourself from duties without the prior permission of the authorities.

P.T.O

**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**

Managed by SHRI VALLABHACHARYA VIDYA SABHA





**Dwaraka Doss Goverdhan Doss Vaishnav College**  
(Autonomous-Affiliated to the University of Madras-Re Accredited at 'A' Grade by NAAC)

Gokul Bagh, 833, Periyar E.V.R. High Road, Arumbakkam, Chennai - 600 106  
Phone : 044 - 2363 5101, 2363 5102 Fax : 044 - 2363 5103.  
E-mail : principal@dyvaishnavcollege.com Website : www.dgvaishnavcollege.com

**Shri. P. Haridas**  
Secretary

Establishment/Teaching/Appointment/06/ 2015

Date: 24.01.2015

**PROCEEDINGS OF THE SECRETARY**

**To**

**Mr. P. Thirumal**  
**Mathematics**

Dear Sir/Madam

1. You are hereby appointed on probation as Assistant Professor in the Department of Mathematics. You are required to join on or before 24.01.2015 along with the joining report.
2. You will be paid a consolidated salary of Rs.19,500/- (Nineteen Thousand Five Hundred Only) per month during the period. You are not entitled to any other benefit/privileges which are normally available to the regular employees of this institution.
3. You will be working for 42 hrs per week, out of which minimum 18 hrs will be classroom teaching.
4. You shall abide by the code of conduct, discipline and rules of the institution. You shall also abide by the time-table and handle classes allotted to you regularly without any default.
5. You shall carry out any other work as may be assigned to you from time to time by the Principal or any other authority under his direction.
6. You shall discharge your duties efficiently, diligently and should not misuse your position for any personal goal.

**P.T.O**

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



**Haridas  
Secretary**

**Dwaraka Doss Goverdhan Doss Vaishnav College**  
(Autonomous-Affiliated to the University of Madras-Reaccredited at 'A' Grade by NAAC)

Gokul Bagh, 833 Periyar E.V.R. High Road, Arumbakkam, Chennai-600 106  
Phone: 044-23635101, 23635102 Fax: 044-23635103  
e-mail: principal@dgvaishnavcollege.com website: www.dgvaishnavcollege.com

Date: 06.07.2015

To

**Ms.S. Uthra M. Sc ., M. Phil.,  
Department of Maths**

Dear Sir/Madam

1. You are hereby appointed on probation for a period of one year as Lecture in the Department of Maths . You are required to join on or before 06.07.2015.along with the joining report.
2. The above temporary period is liable to be extended further at the discretion of the management.
3. You will be paid a consolidated salary of Rs.18,000/- (Rupees Eighteen thousand only) per month during this temporary period. You are not entitled to any other benefit/privileges which are normally available to the regular employees of this institution.
4. You will be working for 42 hrs per week, out of which minimum 18 hrs will be classroom teaching.
5. You shall abide by the code of conduct, discipline and rules of the institution. You shall also abide by the time-table and handle classes allotted to you regularly without any default.
6. You shall carry out any other work as may be assigned to you from time to time by the Principal or any other authority under his direction.
7. You shall discharge your duties efficiently, diligently and should not misuse your position for any personal goal.

**P.T.O**

**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
Arumbakkam, Chennai - 600106.

Managed by SHRI VALLABHACHARYA VIDYA SABHA





## Dwaraka Doss Goverdhan Doss Vaishnav College

(Autonomous-Affiliated to the University of Madras-It is Accredited at 'A' Grade by NAAC)

Gokul Bagh, 823, Periyar E.V.R. High Road, Arumbakkam, Chennai - 600 106

Phone : 044 - 2363 5101, 2363 5102 Fax : 044 - 2363 5103

E-mail : secretary@dgvaishnavcollege.edu.in Website : www.dgvaishnavcollege.edu.in

**Shri. Ashok Kumar Mundhra**

Secretary

Establishment/Staff Appt./No.61/Year 2016-17

Date: 01.12.2016

### **PROCEEDINGS OF THE SECRETARY**

#### **TERMS AND CONDITIONS OF SERVICE**

1. Ms. J.Kavitha M.Sc., M.Phil., SET appointed as Assistant Professor in the Department of Mathematics with effect from 01.12.2016 for a period of 1 year on probation. You are required to join duty on or before 01.12.2016 along with the joining report and all Original certificates.
2. He / She will be paid a consolidated salary of Rs.25,000/- (Twenty Five Thousand Only) per month during the period. You are not entitled to any other benefit/privileges which are normally available to the regular employees of this institution.
3. He / She will be working for 42 hrs per week, out of which minimum 18 hrs will be classroom teaching.
4. The Teacher so appointed shall be placed on probation for two years of service and approval of his/her qualifications by the University of Madras, or till such time his/her qualification is approved by the University of Madras.
5. During probation period, if the said teacher wants to leave the service, he/she shall give 3 months notice or one month pay in lieu of notice.
6. The teacher whose qualification has been approved and who has completed one full year of service shall be placed on probation.
7. The said teacher shall continue to be a probationer till such time; the Management decides to make his/her a permanent teacher. For this purpose, the Management will review the performance of the teacher and his/her commitment to the mission and goals of the Institution from time to time.
8. The Teacher agrees to execute all the work assigned to his/her by the Head of the Institution and the Head of the Department from time to time honestly and sincerely and carry out all the orders of the superiors.

  
**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.**

Managed by SHRI VALLABHACHARYA VIDYA SABI



**Ashok Kumar Mundhra**  
Secretary

## **Dwaraka Doss Goverdhan Doss Vaishnav College**

(Autonomous-Affiliated to the University of Madras-Accredited at 'A' Grade by NAAC)

Gokul Bagh, 833 Periyar E.V.R. High Road, Arumbakkam, Chennai-600 106  
Phone: 044-2363 5101, 2363 5102 Fax: 044-23635103  
e-mail: principal@dgvaishnavcollege.edu.in website: www.dgvaishnavcollege.edu.in

03.09.2018

To  
Mr.C.Sathish

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of Mathematics with effect from 03.09.2018 on the following terms.

1. You will be paid a total salary of Rs.25000 (Rupees Twenty five thousand only) per month (inclusive of all allowances).
2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.
3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.
4. You will be entitled to ten days' Casual leave in an academic year and you shall avail the same after obtaining prior written sanction. Unavailed casual leave shall lapse and shall not be carried over to the next year. The grant of leave shall be at the discretion of the management keeping in view the exigencies of work.
5. You shall constantly upgrade your subject knowledge and teaching skills so as to achieve excellence for the benefit of the students/college.
6. You will sincerely work for the development and progress of the college and look after the interest of students of your Department with regard to teaching, seminars, project work, assignments, tests etc.
7. You shall be a whole time employee of the college and, therefore, shall not, without previous written permission of the Management, engage yourself in any full time or part time work/profession/assignment/private tuition etc., either on honorary basis or otherwise during the period of your employment with the college.
8. Management shall encourage you to publish books, present papers, undertake research work without hampering your regular academic work. But they shall be only under the banner of this college.
9. You shall not engage yourself in any outside activity which will either directly or indirectly affect satisfactory performance of the duties assigned to you from time to time.
10. You will not enter into any monetary transactions or collection of any money, gratis or otherwise, from students, their parents/guardians nor misuse your position for any personal gains.

  
PRINCIPAL

PTO

Managed by SHRI VALLABHACHARYA VIDYA SABHA

**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
Arumbakkam, Chennai - 600106.





## Dwaraka Doss Goverdhan Doss Vaishnav College

(Autonomous-Affiliated to the University of Madras-Accredited at 'A' Grade by NAAC)

Gokul Bagh, 833 Periyar E.V.R. High Road, Arumbakkam, Chennai-600 106

Phone: 044-2363 5101, 2363 5102 Fax: 044-23635103

e-mail: principal@dgvaishnavcollege.edu.in website: www.dgvaishnavcollege.edu.in

**Ashok Kumar Mundhra**  
Secretary

03.09.2018

To  
Mr.P.Karnan

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of Mathematics with effect from 03.09.2018 on the following terms.

1. You will be paid a total salary of Rs.25000 (Rupees Twenty five thousand only) per month (inclusive of all allowances).
2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.
3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.
4. You will be entitled to ten days' Casual leave in an academic year and you shall avail the same after obtaining prior written sanction. Unavailed casual leave shall lapse and shall not be carried over to the next year. The grant of leave shall be at the discretion of the management keeping in view the exigencies of work.
5. You shall constantly upgrade your subject knowledge and teaching skills so as to achieve excellence for the benefit of the students/college.
6. You will sincerely work for the development and progress of the college and look after the interest of students of your Department with regard to teaching, seminars, project work, assignments, tests etc.
7. You shall be a whole time employee of the college and, therefore, shall not, without previous written permission of the Management, engage yourself in any full time or part time work/profession/assignment/private tuition etc., either on honorary basis or otherwise during the period of your employment with the college.
8. Management shall encourage you to publish books, present papers, undertake research work without hampering your regular academic work. But they shall be only under the banner of this college.
9. You shall not engage yourself in any outside activity which will either directly or indirectly affect satisfactory performance of the duties assigned to you from time to time.
10. You will not enter into any monetary transactions or collection of any money, gratis or otherwise, from students, their parents/guardians nor misuse your position for any personal gains.

PTO

Managed by SHRI VALLABHACHARYA VIDYA SABHA

**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**





## Dwaraka Doss Goverdhan Doss Vaishnav College

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Phone: 044-2363 5101, 2363 5102 Fax: 044-23635103

e-mail: principal@dgvaishnavcollege.edu.in website: www.dgvaishnavcollege.edu.in

**Ashok Kumar Mundhra**  
Secretary

17.06.2019

To  
Mr.M. Hari Prasath

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of Mathematics with effect from 17.06.2019 on the following terms.

1. You will be paid a total salary of Rs.25000 (Rupees Twenty five thousand only) per month (inclusive of all allowances).
2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.
3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.
4. You will be entitled to ten days' Casual leave in an academic year and you shall avail the same after obtaining prior written sanction. Unavailed casual leave shall lapse and shall not be carried over to the next year. The grant of leave shall be at the discretion of the management keeping in view the exigencies of work.
5. You shall constantly upgrade your subject knowledge and teaching skills so as to achieve excellence for the benefit of the students/college.
6. You will sincerely work for the development and progress of the college and look after the interest of students of your Department with regard to teaching, seminars, project work, assignments, tests etc.
7. You shall be a whole time employee of the college and, therefore, shall not, without previous written permission of the Management, engage yourself in any full time or part time work/profession/assignment/private tuition etc., either on honorary basis or otherwise during the period of your employment with the college.
8. Management shall encourage you to publish books, present papers, undertake research work without hampering your regular academic work. But they shall be only under the banner of this college.
9. You shall not engage yourself in any outside activity which will either directly or indirectly affect satisfactory performance of the duties assigned to you from time to time.
10. You will not enter into any monetary transactions or collection of any money, gratis or otherwise, from students, their parents/guardians nor misuse your position for any personal gains.

  
**PRINCIPAL**

PTO

Managed by SHRI VALLABHACHARYA

**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**

Arumbakkam, Chennai-600106  
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**Dwaraka Doss Goverdhan Doss Vaishnav College**  
(Autonomous Affiliated to the University of Madras - Accredited at A Grade by NAAC)  
Gokul Bazar, 833, Pethur E.V.R. High Road, Arumbakkam, Chennai - 600 106.  
Phone : 044 - 2363 5101, 2363 5102 Fax : 044 - 2363 5103  
E-mail : cdndopa@dgvvaishnavcollege.com Website : www.dgvvaishnavcollege.com

**Shri. P. Haridas**  
Secretary  
Haridas  
Secretary

Date: 14.08.2015

To  
**Mr.S. Tamil Selvi, M.Sc., M.Phil.,**  
Department of Maths

Dear Sir/Madam

1. You are hereby appointed on probation for a period of one year as Lecturer in the Department of Mathematics with effect from 05.08.2014 to 31.05.2015.
2. The above temporary period is liable to be extended further at the discretion of the management.
3. You will be paid a consolidated salary of Rs.12,500/- (Rupees Twelve Thousand Five Hundred nly) per month during this temporary period. You are not entitled to any other benefit/privileges which are normally available to the regular employees of this institution.
4. You will be working for 42 hrs per week, out of which minimum 18 hrs will be classroom teaching.
5. You shall abide by the code of conduct, discipline and rules of the institution. You shall also abide by the time-table and handle classes allotted to you regularly without any default.
6. You shall carry out any other work as may be assigned to you from time to time by the Principal or any other authority under his direction.
7. You shall discharge your duties efficiently, diligently and should not misuse your position for any personal goal.
8. Your temporary service shall also be liable to be terminated earlier than the stipulated period or on expiry of the above period as mentioned in clause 1 of this letter without any notice or without assigning any reason thereof.
9. You shall not normally or under any pretext absent yourself from duties without the prior permission of the authorities.

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**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**



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Phone : 044 - 2363 5101, 2363 5102 Fax : 044 - 2363 5103.  
E-mail : principal@dgvaishnavcollege.com Website : www.dgvaishnavcollege.com

**Shri. P. Haridas**  
Secretary

Establishment/Teaching/Appointment/04/ 2015

Date: 05.08.2015

**PROCEEDINGS OF THE SECRETARY**


To

**Ms. C.Yuvarani**  
**Mathematics**

Dear Sir/Madam

1. You are hereby appointed on probation as Lecture in the Department of Mathematics. You are required to join on or before 05.08.2015 along with the joining report.
2. You will be paid a consolidated salary of Rs.18,000/- (Eighteen Thousand Only) per month during the period. You are not entitled to any other benefit/privileges which are normally available to the regular employees of this institution.
3. You will be working for 42 hrs per week, out of which minimum 18 hrs will be classroom teaching.
4. You shall abide by the code of conduct, discipline and rules of the institution. You shall also abide by the time-table and handle classes allotted to you regularly without any default.
5. You shall carry out any other work as may be assigned to you from time to time by the Principal or any other authority under his direction.
6. You shall discharge your duties efficiently, diligently and should not misuse your position for any personal goal.

**P.T.O**

  
**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**

Managed by SHRI VALLABHA CHARI, VIDYA SABHA





## Dwaraka Doss Goverdhan Doss Vaishnav College

(Autonomous - Affiliated to the University of Madras - Accredited at 'A' Grade by NAAC)

Covent Road, 311 Periyar V R. High Road, Arumbakkam, Chennai 600 106

Phone: 044-23615101, 23615102 Fax: 044-23615103

e-mail: principal@dgvaishnavcollege.edu.in website: www.dgvaishnavcollege.edu.in

Ashok Kumar Mundhra  
Secretary

01.10.2020

To  
Mr. S. Rajasekar

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of Mathematics with effect from 01.10.2020 on the following terms.

1. You will be paid a total salary of Rs.25000 (Rupees Twenty five thousand only) per month (inclusive of all allowances).

2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.

3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.

4. You will be entitled to ten days' Casual leave in an academic year and you shall avail the same after obtaining prior written sanction. Unavailed casual leave shall lapse and shall not be carried over to the next year. The grant of leave shall be at the discretion of the management keeping in view the exigencies of work.

5. You shall constantly upgrade your subject knowledge and teaching skills so as to achieve excellence for the benefit of the students/college.

6. You will sincerely work for the development and progress of the college and look after the interest of students of your Department with regard to teaching, seminars, project work, assignments, tests etc.

7. You shall be a whole time employee of the college and, therefore, shall not, without previous written permission of the Management, engage yourself in any full time or part time work/profession/assignment/private tuition etc., either on honorary basis or otherwise during the period of your employment with the college.

8. Management shall encourage you to publish books, present papers, undertake research work without hampering your regular academic work. But they shall be only under the banner of this college.

9. You shall not engage yourself in any outside activity which will either directly or indirectly affect satisfactory performance of the duties assigned to you from time to time.

10. You will not enter into any monetary transactions or collection of any money, gratis or otherwise, from students, their parents/guardians nor misuse your position for any personal gains.

 **PRINCIPAL**

PTO

Dwaraka Doss Goverdhan Doss  
Vaishnav College

Managed by SHRIYALLABHACHARYA VIJAYASARMA

Arumbakkam, Chennai - 600106.



# Dwaraka Doss Goverdhan Doss Vaishnav College

(Autonomous-Affiliated to the University of Madras-Accredited at 'A' Grade by NAAC)

Gokul Bagh, 833 Periyar E.V.R. High Road, Arumbakkam, Chennai-600 106

Phone: 044-2363 5101, 2363 5102 Fax: 044-23635103

e-mail: principal@dgvaishnavcollege.edu.in website: www.dgvaishnavcollege.edu.in

**Ashok Kumar Mundhra**  
Secretary

01.10.2020

To  
Mr.V. Dhamodharan

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of Mathematics with effect from 01.10.2020 on the following terms.

1. You will be paid a total salary of Rs.25000 (Rupees Twenty five thousand only) per month (inclusive of all allowances).
2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.
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**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss**

**Vaishnav College**

**Arumbakkam, Chennai - 600106.**

**PTO**

Managed by SHRI VALLABHACHARYA





## Dwaraka Doss Goverdhan Doss Vaishnav College

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e-mail: principal@dgvaishnavcollege.edu.in website: www.dgvaishnavcollege.edu.in

**Ashok Kumar Mundhra**  
Secretary

01.10.2020

To  
Mr.R. Shankar

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of Mathematics with effect from 01.10.2020 on the following terms.

1. You will be paid a total salary of Rs.25000 (Rupees Twenty five thousand only) per month (inclusive of all allowances).
2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.
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PTO

**PRINCIPAL**

Managed by SHRI VALLABHACHARYA VIDYA SABH

**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**

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## **Dwaraka Doss Goverdhan Doss Vaishnav College**

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Gokul Bagh, 333 Periyar E.V.R. High Road, Arumbakkam, Chennai 600 106

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e-mail: principal@dgvaishnavcollege.edu.in website: www.dgvaishnavcollege.edu.in

**Ashok Kumar Mundhra**  
Secretary

01.10.2020

To  
Mr.R. Krishna

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of Mathematics with effect from 01.10.2020 on the following terms.

1. You will be paid a total salary of Rs.25000 (Rupees Twenty five thousand only) per month (inclusive of all allowances).
2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.
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**PRINCIPAL**

**PTO**

**Dwaraka Doss Goverdhan Doss**

**Vaishnav College**

**Arumbakkam, Chennai - 600106.**

Managed By SURESH K. ABRAHAM CHAIRMAN





## Dwaraka Doss Goverdhan Doss Vaishnav College

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Gokul Bagh, 833 Periyar E.V.R. High Road, Arumbakkam, Chennai-600 106

Phone: 044-23635101, 23635102 Fax: 044-23635103

E-mail: dgvooffice@gmail.com website: www.dgvaishnavcollege.edu.in

**Shri. Ashok Kumar Mundhra,**  
**Secretary**

To  
Dr. A. Rajkumar

03.11.2020

Dear Sir,

Sub: Offer Letter

Ref: Your application for the post of Assistant Professor.

This refers to the personal interview you had with us.

You are temporarily appointed as Assistant Professor in Mathematics Department.

You will be paid a total consolidated salary of Rs.25,000/- (Rupees Twenty Five Thousand Only) Per month inclusive of all allowances.

You are requested to bring the following within seven days of receipt of this letter.

- |                                |  |
|--------------------------------|--|
| a. Qualification Certificates  | - Original & Photo Copies                      |
| b. Experience Certificates     | - Original & Photo Copies                      |
| c. Date of Birth               | - Original & Photo Copies                      |
| d. Fitness Certificate         | - Original from any Regd. Medical Practitioner |
| e. Pass Port Size Colour Photo | - 2 Nos.                                       |
| f. Relieving Orders            | - From Previous Employer, if any               |
| g. Qualification Approval      | - By University of Madras, if any              |

You will be issued suitable orders on verification of the above and subject to your satisfying the norms laid down by University of Madras as regards your qualification.

Please confirm the date of your joining us.

Yours faithfully,  
For D.G.Vaishnav College (Evening)



*Ashok Kumar*  
SECRETARY

*[Signature]*  
PRINCIPAL

Managed by SHRI VALLABHACHANDRAN  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.





# Dwaraka Doss Goverdhan Doss Vaishnav College

POONAMALEE HIGH ROAD, ARUMBAKKAM, MADRAS - 600 106

(MANAGED BY SRI VALLABHACHARYA VIDYA SASHA, MADRAS)

P. HARI DAS

Secretary

PHONE: 4 2 2 1 1 7

Proc. / Ref. No.

Re No 745/88

ORDER

Sept. 14, 88  
Date

Read: Application dt. 9.5.88 of Thiru J. Jayasankar, M.Com., M.Phil. for the post of Assistant Professor in the Dept. of Commerce.

Thiru J. Jayasankar, M.Com., M.Phil. (Employment Register Number 137-10-SF dt. 27.4.87 and X01-55-SF 27.4.87) is appointed on probation as Assistant Professor of Commerce on Rs.700/- in the scale of Rs.700-40-1100-50-1300-EE-50-1600 with admissible allowances subject to the approval of authorities. He should join duty immediately.

He will also produce the original certificates regarding his qualifications with attested copies for our file. He is also requested to produce the Medical Fitness Certificate in the form prescribed.

He will be paid vacation salary as per rules.

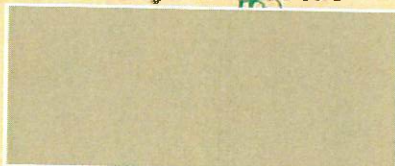
  
SECRETARY

To

✓ Shri J. Jayasankar, 35, Burkit Road, I. Nagar, Madras 600 017

Copy to:

1. The Head of Department of Commerce
  2. Accounts Section
  3. The Dy. Director of Collegiate Education, Madras Region, Madras
- The Assistant in-charge of I.S.R.



  
PRINCIPAL

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.





# Dwaraka Doss Goverdhan Doss Vaishnav College

445, E. V. R. PERIYAR HIGH ROAD, ARUMBAKKAM, MADRAS-600 106  
(MANAGED BY SRI VALLABHACHARYA VIDYA SABHA, MADRAS)

P. HARIDAS  
Secretary

Procs. / Ref. No. 748/91-92

## PROCEEDINGS

PHONE : 422117  
13th Sept 91  
Date : .....

Sub:- Establishment - Teaching - Appointment - S. Seshadrinathan, Department of Commerce - orders - issued - reg.  
Ref:- Proceedings of the Director K.Dis.No.39262/A4/91 dt. 4-9-91

---  
Thiru S. Seshadrinathan, M.Com., a candidates selected from the list of candidates received from the Employment Exchange, is appointed as Lecturer in the Department of Commerce, on probation from the date of joining on Rs.2200/- p.m. in the scale of Rs.2200-75-2800-100-4000 plus allowances: admissible subject to the approval of the authorities. He should join duty immediately. He should produce a Medical Fitness Certificate in the form prescribed. He will also produce the original certificates regarding his qualifications with four xerox copies for our file. He will be paid vacation salary as per rules.

SECRETARY

TO

Thiru S. Seshadrinathan, M.Com.,  
13, Thiru Vi Ka St., Ayanavaram, Madras-23  
Copy to the Dy. Director of Collegiate Education, Madras Region, Madras-2.

- " Asst. Director, Professional and Executive  
Employment Exchange, Doraway Road, T. Nagar,  
Madras 600 017
- " Head of Dept. of Commerce
- " Accounts Section
- " Establishment Section

PRINCIPAL  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



# Dwaraka Doss Goverdhan Doss Vaishnav Evening College

"GOKUL BAGH"  
833, PERIYAR E. V. R. HIGH ROAD, ARUMBAKKAM, CHENNAI - 600 106.  
(MANAGED BY SRI VALLABHACHARYA VIDYA SABHA, CHENNAI)

S.R. DAMANI  
SECRETARY

PHONE : 4754349

Date : 1-6-2000

## PROCEEDINGS

Sub: D.G. Vaishnav Evening College - Chennai - 106  
Appointment of Part time staff - ordered

The Secretary, D.G. Vaishnav Dev/Evening College, is pleased to appoint  
Mr. J. Satish ..... as Lecturer in the Department of  
Commerce ..... W.O. 1-6-2000 to till the end of the  
academic year i.e. 31-5-2001 or till his/h.r services are no longer required  
whichever is earlier.

He/she will be allotted ..... of work and paid Rs. 1,875/- per  
month.

He/she should abide by the time table and handle classes allotted  
regularly. He/she should also carry out all such other work as may be assigned  
from time to time or under the direction of the head of the institution.

He/she should abide by the code of conduct, discipline and the rules of  
the institution.

The salary drawn is subject to Income Tax as per provisions of the Act as  
applicable.

The appointment will automatically term to 31-05-2001 unless  
renewed or extended.

SECRETARY  
To

Mr. J. Satish

S. R. Damani  
SECRETARY

PRINCIPAL

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



சென்னை கல்லூரிக் கல்வி இயைக்கூறு இயக்குநர் அவர்களின் செயல்முறைகள்  
சென்னை - 15

முன்னிலை: முனைவர் ஆர்வச்சிங்கர், எம்.ஏ.காமப்பேட்டை, செ.த.டி.

ந.க.எண், 5378 / ஈ1/2013

நாள் 14-02-2014

பொருள்: உதவி பெறும் கல்லூரிகள் - து.கோ.வைணவக்கல்லூரி, சென்னை-106  
உதவிப் பேராசிரியர் பணியமர்வு - முனைவர் பா.விஜயகுமார் -  
வணிகவியல் துறை - அரசு மான்யத்திற்கு ஏற்பு அளித்தல்.

- பார்வை: 1) சென்னை-6 கல்லூரிக் கல்வி இயக்குநர் அவர்களின்  
செயல்முறைகள் ப.மு.எண்.48454/ஜி1/99 நாள் 28.10.1999  
2) சென்னை-6 கல்லூரிக் கல்வி இயக்குநர் அவர்களின்  
செயல்முறைகள் ந.க.எண் 26627/ஜி3/2007 நாள்: 26.07.2007  
3) சென்னை பல்கலைக்கழக பதிவாளரின் கடித எண்.  
A II / KK / Lect approval / D.G.Vaishnav 2013/568/ dated 14.05.2013  
4) அரசாணை நிலை எண் 350 உயர் கல்வித்துறை  
5) அரசாணை நிலை எண் 169 நாள்.8.8.2012 உயர் கல்வித் (E1) துறை.  
6) கல்லூரிச் செயலரின் கடித எண்.139 / 2013-14 நாள் 28.08.2013.

பார்வை (2)ல் காணும் இயக்குநரின் செயல்முறைகளில், து.கோ.வைணவக்கல்லூரி,  
சென்னை 106ல் காலியாகவிருந்த வணிகவியல் உதவிப்பேராசிரியர் பணியிடங்கள் இரண்டு  
நிரப்பிக்கொள்வதற்கு கல்லூரிச் செயலருக்கு அனுமதி அளிக்கப்பட்டுள்ளது.

பார்வை (3)ல் காணும் சென்னை பல்கலைக்கழகப் பதிவாளரின் கடிதத்தில் A II / KK /  
Lect.approval / D.G.Vaishnav 2013 / 568 / dated 14.05.2013 கல்வித்தகுதிக்கான ஒப்புதல்  
வழங்கப்பட்டுள்ளது.

து.கோ.வைணவக்கல்லூரி செயலரால் பணியமர்த்தப்பட்டுள்ள முனைவர் பா.விஜயகுமார்  
என்பாரது கல்வித்தகுதிகள் பல்கலைக்கழக மான்யக்குழு நிர்ணயித்துள்ள கல்வித் தகுதிகளை  
நிறைவு செய்துள்ளதாலும், சென்னைப் பல்கலைக்கழக பதிவாளரால் கல்வித் தகுதிக்கான ஒப்புதல்  
வழங்கப்பட்டுள்ளதன் அடிப்படையிலும், கீழ்க் குறிப்பிட்டுள்ள உதவிப் பேராசிரியரின் நியமனத்திற்கு  
அரசு மான்யத்திற்கு ஏற்பு வழங்கி சென்னை மண்டல கல்லூரிக் கல்வி இணை இயக்குநர்  
அவர்களால் ஆணையிடப்படுகிறது.

வ.எண்	பெயர் மற்றும் பதவி	பணியிடம் ஏற்பட்ட விதம்	பணி நியமன காலம்
1	முனைவர் பா.விஜயகுமார் உதவிப் பேராசிரியர், வணிகவியல் துறை	திரு விபத்மநாபன் 31.07.1999 அன்று பணி ஒய்வு பெற்றதால்.	18.03.2009 முதல்

அரசு நிதியிலிருந்து விதிகளின்படி சம்பள மானியம் பெறவும் அனுமதி அளிக்கப்படுகிறது.

Received  
B. Vaishnav  
17/2/14

Approved  
P. S. S.  
18/2/14

PRINCIPAL

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



# DWARAKA DOSS GOVERDHAN DOSS VAISHNAV EVENING COLLEGE

"GOKUL BAGH"

833, PERIYAR E.V.R. SALAI, ARUMBAKKAM, CHENNAI - 600 106.  
[MANAGED BY SRI VALI ABHACHARYA VIDYA SABHA, CHENNAI]

Shri. SURAJ RATAN DAMANI  
Secretary

Phone : 475 4349

Proc / Ref. No

Date : 17-6-02

## PROCEEDINGS

### Sub; Appointment of Full Time/Part Time Staff

The Management is pleased to offer appointment to Mr/Ms Hardayal sharma  
Lecturer in the Department of Commerce

The offer of appointment is purely on a contractual basis and is for a period of one year from 17.6.2002 or from the date of joining of the department whichever is later and lasts upto 31.05.2003 only, on which date the appointment will automatically come to an end, subject to the following terms and conditions.

- (1) He/She will be allotted 16 hours of work and paid a consolidated sum of Rs 6600 p.m.
- (2) Salary paid is subject to Income Tax and other statutory provisions wherever applicable
- (3) He/She shall abide by the time table and handle classes allotted regularly and carry out any other work as may be assigned to him/her from time to time by the Principal or other authorities.
- (4) He/She shall abide by the code of conduct, discipline and rules of the institution.
- (5) He/She shall apply himself/herself honestly, efficiently and discharge his/her duties diligently.
- (6) He/She shall not normally or on any pretext absent himself/herself from his/her duties without the prior permission of the authorities.
- (7) The Management of the College reserves the right to determine the services of the said lecturer without assigning any reasons during the period of contract as he/she has been engaged only on contract basis. In such an eventuality he/she will be given one month's salary in lieu thereof.
- (8) He/She is entitled to relinquish his/her appointment at any time during the period of contract by giving one month notice in writing or paying the college one month's salary in lieu of such notice.

This letter of appointment is sent to you in duplicate. You are requested to return the duplicate copy duly signed in token of having accepted the same.

  
PRINCIPAL

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

  
Joint Secretary.





**Dwaraka Doss Goverdhan Doss Vaisnav College**  
(Autonomous-Affiliated to the University of Madras-Recognized as A Grade by NAAC)

Gokul Bagh, 833 Periyar E.R. High Road, Arumbakkam, Chennai-600 106  
Phone: 044-29825701, 29825702 Fax: 044-29825703  
e-mail: principal@dgvdcollege.com website: www.dgvdcollege.com

**P. Haridas**  
**Secretary**

Date: 02.12.2013

To

Mr. Rakesh Shankar .R.M.Com., M.B.A. NET.,  
Corporate Secretaryship

Dear Sir/Madam

1. You are temporarily appointed as Lecturer in Corporate Secretaryship Department with effect from 02.12.2013. To 31<sup>st</sup> May 2014
2. The above temporary period is liable to be extended further at the discretion of the management.
3. You will be paid a consolidated salary of Rs.19500/- (Rs. Nineteen thousand five hundred only) per month during this temporary period. You are not entitled to any other benefit/privileges which are normally available to the regular employees of this institution.
4. You will be working for 42 hrs per week, out of which minimum 16 hrs will be classroom teaching.
5. You shall abide by the code of conduct, discipline and rules of the institution. You shall also abide by the time-table and handle classes allotted to you regularly without any default.
6. You shall carry out any other work, as may be assigned to you from time to time by the Principal or any other authority under his direction.
7. You shall discharge your duties efficiently, diligently and should not misuse your position for any personal goal.
8. Your temporary service shall also be liable to be terminated earlier than the stipulated period or on expiry of the above period as mentioned in clause 1 of this letter without any notice or without assigning any reason thereof.
9. You shall not normally or under any pretext absent yourself from duties without the prior permission of the authorities.

**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss**  
**Vaisnav College**  
**Arumbakkam, Chennai - 600106.**

Managed by SRS VALLABHACHARYA

**PROCEEDINGS OF THE JOINT DIRECTOR OF COLLEGIATE EDUCATION**

**CHENNAI REGION, CHENNAI – 600 015.**

**Present: Dr. R. RAVANAN, M. Sc., M.Phil., Ph.D.,**

**R.C.No. 1219/E2/2019**

**Date: 13.07.2020**

**Subject:** Aided Colleges – Chennai – 106, Dwaraka Doss Goverdhan Doss Vaishnav College – Dr. K. B. Manikandan – Department of Commerce – Assistant Professor – Appointment under Aided – Approval – Regarding.

- Ref:1.** Chennai – 600 006, Proceedings of the Directorate of Collegiate Education – 48454/G1/1999 dated 28.10.1999.
2. Chennai – 600 006, Proceedings of the Directorate of Collegiate Education – R.C.No.46843/G1/2009 dated 07.09.2012 with Government Letter No.169 Education (E1) department dated 08.08.2012.
3. Chennai – 600 006, Proceedings of the Directorate of Collegiate Education, R.C.No.21663/G3/2011 dated 17.04.2017.
4. Letter from the Registrar, University of Madras No.A-II/JPR/A.P-Approval/D.G.Vaishnav College/2018/333 dated 20.12.2018.
5. Chennai-600106, Letter from the Secretary, Dwaraka Doss Goverdhan Doss Vaishnav College, R.C.No.305/2018-2019 dated 01.02.2019.
6. Office letter dated 23.04.2019 and Direct letter No.1218/E2/2019 dated 25.06.2019
7. College Secretaries dated letter 19.09.2019

\*\*\*\*\*

With reference first cited, In the proceedings of the Directorate of Collegiate education, under the sanctioned posts of and based on the workload of Dwaraka Doss Goverdhan Doss Vaishnav College 18 posts of Assistant Professors were sanctioned and given.

With reference third cited, In the proceedings of the Directorate of Collegiate education, it is mentioned that the posts fell vacant from 01.06.2008 to 31.05.2011, under the vacant of 6 posts, College Secretary has been permitted to appoint 6 posts in the department of Commerce.

Based on the above, Dr. K. B. Manikandan, appointed as Assistant Professor in the Department of Commerce by the Secretary, Dwaraka Doss Goverdhan Doss Vaishnav College, who has fulfilled the qualifications prescribed by the University Grants Commission. In the reference 4<sup>th</sup> cited above, The Registrar of University of Madras has given the qualification approval to him, Based on the qualification and also by abiding the below conditions. His appointment is approved from 11.10.2018 F.N. in order to avail Government Grants.

S.No	Name (and) designation	Vacancy details	Appointment date
1	Dr. K. B. Manikandan, Assistant Professor, Department of Commerce	Thiru. G. Hanumantha Rao, Retired from 31.05.2001	11.10.2018

The aforesaid Assistant Professor has permitted to receive salary grant of Rs. 57700-182400 in the scale of pay from the forenoon of 11.10.2018.

**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**



### CONDITIONS

- 1) This Approval documents are subject to Audit, If there is any discrepancies in the particulars given by the Secretary, this Approval may be cancelled. This Approval should not be violating the regulations of the appointment.
- 2) The college should not exceed the sanctioned strength vacancies.
- 3) It should be ensure that the SSLC and all the certificates should be Genuine, the same may be informed to this office. After the confirmation of Genuinity, the appointment may be approved. It should be done before the grant of Second Annual increment. The action to be taken immediately.
- 4) With the reference 3<sup>rd</sup> cited, as per the proceedings of the Directorate of Collegiate Education, this appointment may abide the conditions and regulations of the University grants commission.
- 5) The College Secretary confirmed that there is no court case is pending against the above appointment, hence it is approved. If it is found or the case filed against in future, it is informed that the College Secretary and the employee will be the responsible for the consequences. If there is any appeal arises regarding the appointment, the college secretary should be responsible to act as Appointing Officer for the above.

Enclosure: Original Certificates.


**Joint Director of collegiate Education  
Chennai Region, Chennai-600 015.**

To

**The Secretary,**

Dwaraka Doss Goverdhan Doss Vaishnav College,  
Chennai-600 106.

Copy: Dr. K. B. Manikandan (Through The College Secretary)

  
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss Vaishnav College  
Anjambakkam, Chennai - 600106.

சென்னை-15, சென்னை மண்டலம் கல்லூரிக் கல்வி இணை இயக்குநர்  
அவர்களின் செயல்முறைகள்  
பிறப்பிப்பவர்: முனைவர் இரா. இராவணன், எம்.எஸ்சி., எம்.பி.ல்., பிஎச்.டி.,

ந.க.எண்.1219/ஈ2/2019

நாள் 13.07.2020

பொருள்: அரசு உதவி பெறும் கல்லூரிகள் - சென்னை-106, து.கோ. வைணவக் கல்லூரி, முனைவர் கே.பி. மணிகண்டன் - வணிகவியல் துறை - உதவிப் பேராசிரியர் நியமனம் - அரசு மான்யத்திற்கு ஏற்பு வழங்கப்படுதல் - தொடர்பாக.


- பார்வை : 1. சென்னை-6, கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகள் ப.மு.எண் 48454/ஜி1/99 நாள் 28.10.1999  
2. சென்னை-6, கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகள் ந.க. எண் 46843/ஜி1/2009 நாள் 07.09.2012 உடன் பெறப்பட்ட அரசு கடித எண் 169 உயர்கல்வி (E1) துறை நாள் 08.08.2012  
3. சென்னை-6, கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகள் ந.க. எண் 21663/ஜி3/2011 நாள் 17.04.2017  
4. சென்னை-5, சென்னை பல்கலைக்கழக பதிவாளரின் கடித எண் A-II/MPV/A.P-Approval/DG Vaishnav College/2018/333 நாள் 20.12.2018  
5. கல்லூரி செயலரின் கடித எண் 305/18-19 நாள் 01.02.2019  
6. இவ்வலுவலக கடித நாள் 23.04.2019 மற்றும் நேர்முக கடித எண் 1218/ஈ2/2019 நாள் 25.06.2019  
7. கல்லூரி செயலரின் 19.09.2019 நாள்ிட்ட கடிதம்

பார்வை 1-ல் காணும் கல்லூரிக் கல்வி இயக்குநரின் செயல்முறைகளில் சென்னை-106, து.கோ. வைணவக் கல்லூரிக்கு வணிகவியல் துறைக்கு 18 (பதினெட்டு) உதவிப் பேராசிரியர் பணியிடங்கள் அனுமதித்து ஆணை வழங்கப்பட்டுள்ளது.

பார்வை 3-ல் காணும் இயக்குநரின் செயல்முறைகளில் சென்னை-106, து.கோ. வைணவக் கல்லூரியில் 01.06.2008 முதல் 31.05.2011 முடிய காலியாக உள்ள பணியிடங்களில் வணிகவியல் துறைக்கு காலியாக இருந்த 06 (ஆறு) பணியிடங்கள் நிரப்பிக் கொள்வதற்கு கல்லூரிக் செயலருக்கு அனுமதி வழங்கப்பட்டுள்ளது.

அதனடிப்படையில் சென்னை-106, து.கோ. வைணவக் கல்லூரிக் செயலரால் பணியமர்த்தப்பட்டுள்ள முனைவர் கே.பி. மணிகண்டன் என்பாரது கல்வித் தகுதிகள் பல்கலைக்கழக மான்யக் குழு நிர்வாகித்துள்ள கல்வித் தகுதிகளை நிறைவு செய்துள்ளதாலும், பார்வை 4-ல் காணும் சென்னை பல்கலைக்கழக பதிவாளரின் கடிதத்தில் அன்னாருக்கு உதவிப் பேராசிரியர் கல்வித் தகுதிக்கான ஒப்பீதல் வழங்கப்பட்டுள்ளதன் அடிப்படையிலும் கீழ்க் குறிப்பிட்டுள்ள நிபந்தனைகளுக்குப்பட்டு அன்னாரது நியமனத்திற்கு 11.10.2018 முதலாக முதல் அரசு மான்யத்திற்கு ஏற்பு வழங்கி ஆணையிடப்படுகிறது.

வ.எண்	பெயர் மற்றும் பதவி	பணியிடம் ஏற்பட்ட விதம்	நியமன காலம்
1	முனைவர் கே.பி. மணிகண்டன் உதவிப் பேராசிரியர் வணிகவியல் துறை	திரு ஜி. ஹனுமந்த ராவ் என்பார் 31.05.2001 அன்று ஒய்வு பெற்றதினால் ஏற்பட்ட காலிப் பணியிடம்	11.10.2018 முதலாக

 **PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



**PROCEEDINGS OF THE JOINT DIRECTOR OF COLLEGIATE EDUCATION**

**CHENNAI REGION, CHENNAI - 600 015.**

**Present: Dr. R. RAVANAN, M. Sc., M.Phil., Ph.D.,**

**R.C.No. 1255/E2/2019**

**Date: 13.07.2020**

**Subject:** Aided Colleges - Chennai - 106, Dwaraka Doss Goverdhan Doss Vaishnav College - Dr. Pradeepa George - Department of Commerce - Assistant Professor - Appointment under Aided - Approval - Regarding.

- Ref:1.** Chennai - 600 006, Proceedings of the Directorate of Collegiate Education - 48454/G1/1999 dated 28.10.1999.
2. Chennai - 600 006, Proceedings of the Directorate of Collegiate Education - R.C.No.46843/G1/2009 dated 07.09.2012 with Government Letter No.169 Education (E1) department dated 08.08.2012.
3. Chennai - 600 006, Proceedings of the Directorate of Collegiate Education, R.C.No.21663/G3/2011 dated 17.04.2017.
4. Letter from the Registrar, University of Madras No.A-II/JPR/A.P-Approval/D.G.Vaishnav College/2018/333 dated 20.12.2018.
5. Chennai-600106, Letter from the Secretary, Dwaraka Doss Goverdhan Doss Vaishnav College, R.C.No.305/2018-2019 dated 01.02.2019.
6. Office letter dated 23.04.2019 and Direct letter No.1218/E2/2019 dated 25.06.2019
7. College Secretaries dated letter 19.09.2019

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With reference first cited, In the proceedings of the Directorate of Collegiate education, under the sanctioned posts of and based on the workload of Dwaraka Doss Goverdhan Doss Vaishnav College 18 posts of Assistant Professors were sanctioned and given.

With reference third cited, In the proceedings of the Directorate of Collegiate education, it is mentioned that the posts fell vacant from 01.06.2008 to 31.05.2011, under the vacant of 6 posts, College Secretary has been permitted to appoint 6 posts in the department of Commerce.

Based on the above, Dr. Pradeepa George, appointed as Assistant Professor in the Department of Commerce by the Secretary, Dwaraka Doss Goverdhan Doss Vaishnav College, who has fulfilled the qualifications prescribed by the University Grants Commission. In the reference 4<sup>th</sup> cited above, The Registrar of University of Madras has given the qualification approval to him, Based on the qualification and also by abiding the below conditions. His appointment is approved from 12.10.2018 F.N. in order to avail Government Grants.

S.No	Name (and) designation	Vacancy details	Appointment date
1	Dr. Pradeepa George, Assistant Professor, Department of Commerce	Dr. V.Prasanna Venkatesan retired from his service on 31.03.2010	12.10.2018

The aforesaid Assistant Professor has permitted to receive salary grant of Rs. 57700-182400 in the scale of pay from the forenoon of 12.10.2018.



**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.**

### **CONDITIONS**

- 1) This Approval documents are subject to Audit, If there is any discrepancies in the particulars given by the Secretary, this Approval may be cancelled. This Approval should not be violating the regulations of the appointment.
- 2) The college should not exceed the sanctioned strength vacancies.
- 3) It should be ensure that the SSLC and all the certificates should be Genuine, the same may be informed to this office. After the confirmation of Genuinity, the appointment may be approved. It should be done before the grant of Second Annual increment. The action to be taken immediately.
- 4) With the reference 3<sup>rd</sup> cited, as per the proceedings of the Directorate of Collegiate Education, this appointment may abide the conditions and regulations of the University grants commission.
- 5) The College Secretary confirmed that there is no court case is pending against the above appointment, hence it is approved. If it is found or the case filed against in future, it is informed that the College Secretary and the employee will be the responsible for the consequences. If there is any appeal arises regarding the appointment, the college secretary should be responsible to act as Appointing Officer for the above.

Enclosure: Original Certificates.

**Joint Director of collegiate Education  
Chennai Region, Chennai-600 015.**

To

**The Secretary,**

Dwaraka Doss Goverdhan Doss Vaishnav College,  
Chennai-600 106.

Copy: Dr. Pradeepa George (Through The College Secretary)



**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.**

PRINCIPAL

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106



**DWARAKA DOSS GOVERDHAN DOSS VAISHNAV EVENING COLLEGE**

GOKUL BAGH  
833, PERIYAR E.V.R. SALAI, ARUMBAKKAM, CHENNAI - 600 106  
(MANAGED BY SRI VALLABHACHARYA VIDYA SABHA, CHENNAI)

208, SURAJ RASTI, DAMAN

Phone 4754349

Date 1.6.02

PROCEEDINGS

Sub: Appointment of Full Time/ Part Time Staff.

The Management is pleased to offer appointment to  
Mr./Ms. Pradeepa George

Lecturer in the Department of Banking Management

The offer of appointment is purely on a contractual basis and is for a period of one year from 01.06.2002 or from the date of joining of the department whichever is later and lasts upto 31.05.2003 only, on which date the appointment will automatically come to an end, subject to the following terms and conditions:

- (1) He/She will be allotted 16 hours of work and paid a consolidated sum of Rs. 6600/- p.m.
- (2) Salary paid is subject to Income Tax and other statutory provisions wherever applicable.
- (3) He/She shall abide by the time table and handle classes allotted regularly and carry out any other work as may be assigned to him/her from time to time by the Principal or other authorities of the college.
- (4) He/She shall abide by the code of conduct, discipline and rules of the institution.
- (5) He/She shall apply himself/herself honestly, efficiently and discharge his/her duties diligently.
- (6) He/She shall not normally or on any pretext absent himself/herself from his/her duties without the prior permission of the authorities.
- (7) The Management of the College reserves the right to determine the services of the said lecturer without assigning any reasons during the period of contract as he/she has been engaged only on contract basis. In such an eventuality he/she will be given one month's notice or one month's salary in lieu thereof.
- (8) He/she is entitled to relinquish his/her appointment at any time during the period of contract by giving one month's notice in writing or paying the college one month's salary in lieu of such notice.

This letter of appointment is sent to you in duplicate. You are requested to return the duplicate copy duly signed in token of having accepted the same.

  
JOINT SECRETARY

  
PRINCIPAL

**Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.**



# DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE

(Managed by Shri Vallabhacharya Vidya Sabha, Chennai)

Accredited "A" Grade by NAAC

"GOKUL BAGH"

No. 833, PERIYAR E.V.R. SALAI, ARUMBAKKAM, CHENNAI - 600 106.

**Bharat Kumar K. Shah**

Jt. Secretary

Phone : 044 - 2475 6655

Date : ...01-06-2009...

## PROCEEDINGS

Sub: Appointment of Full Time Staff

The Management is pleased to offer appointment to **Ms. M.R.GEETHA,**  
**M.Com., M.Phil., SLET** Lecturer in the Department of **COMMERCE.**

The offer of appointment is purely on a contractual basis and is for a period of one year from 01-06-2009 or from the date of joining of the department whichever is later and lasts upto 31-05-2010 only on which date the appointment will automatically come to an end, subject to the following terms and conditions :

1. Your Working hours are **42** per week out of which **18** hours minimum is Classroom teaching. You will be paid a consolidated sum of **Rs.9880/-** p.m.

2. Salary paid is subject to Income Tax and other statutory provisions wherever applicable.

3. He/She shall abide by the time table and handle classes allotted regularly and carry out any other work as may be assigned to him/her from time to time by the Principal or other authorities of the college.

4. He/She shall abide by the code of conduct, discipline and rules of the institution.

5. He/She shall apply himself/herself honestly, efficiently and discharge his/her duties diligently.

6. He/She shall not normally or on any pretext absent himself/herself from his/her duties without the prior permission of the authorities.


7. The Management of the College reserves the right to determine the services of the said lecturer without assigning any reasons during the period of contract as he/she has been engaged only on contract basis. In such an eventuality he/she will be given one month's notice or one month's salary in lieu thereof.

8. He/She is entitled to relinquish his/her appointment at any time during the period of contract by giving one month notice in writing or paying the college one month's salary in lieu of such notice.

9. Enrollment \Participation in any Union \Association Activity will entail Termination of the contract.

This letter of appointment is sent to you in duplicate. You are requested to return the duplicate copy duly signed in token of having accepted the same.

  
\_\_\_\_\_  
JOINT SECRETARY

  
**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**



**PROCEEDINGS OF THE JOINT DIRECTOR OF COLLEGIATE EDUCATION  
CHENNAI REGION, CHENNAI - 600 015.**

**Present: Dr. R. RAVANAN, M. Sc., M.Phil., Ph.D.,**

**R.C.No. 1233/E2/2019**

**Date: 13.07.2020**

**Subject:** Aided Colleges - Chennai - 106, Dwaraka Doss Goverdhan Doss Vaishnav College - Dr. M.R.Geetha - Department of Commerce - Assistant Professor - Appointment under Aided - Approval - Regarding.

- Ref:1.** Chennai - 600 006, Proceedings of the Directorate of Collegiate Education - 48454/G1/1999 dated 28.10.1999.
- 2.** Chennai - 600 006, Proceedings of the Directorate of Collegiate Education - R.C.No.46843/G1/2009 dated 07.09.2012 with Government Letter No.169 Education (E1) department dated 08.08.2012.
- 3.** Chennai - 600 006, Proceedings of the Directorate of Collegiate Education, R.C.No.21663/G3/2011 dated 17.04.2017.
- 4.** Letter from the Registrar, University of Madras No.A-II/JPR/A.P-Approval/D.G.Vaishnav College/2018/333 dated 20.12.2018.
- 5.** Chennai-600106, Letter from the Secretary, Dwaraka Doss Goverdhan Doss Vaishnav College, R.C.No.305/2018-2019 dated 01.02.2019.
- 6.** Office letter dated 23.04.2019 and Direct letter No.1218/E2/2019 dated 25.06.2019
- 7.** College Secretaries dated letter 19.09.2019

\*\*\*\*\*

With reference first cited, In the proceedings of the Directorate of Collegiate education, under the sanctioned posts of and based on the workload of Dwaraka Doss Goverdhan Doss Vaishnav College 18 posts of Assistant Professors were sanctioned and given.

With reference third cited, In the proceedings of the Directorate of Collegiate education, it is mentioned that the posts fell vacant from 01.06.2008 to 31.05.2011, under the vacant of 6 posts, College Secretary has been permitted to appoint 6 posts in the department of Commerce.

Based on the above, Dr. M.R.Geetha, appointed as Assistant Professor in the Department of Commerce by the Secretary, Dwaraka Doss Goverdhan Doss Vaishnav College, who has fulfilled the qualifications prescribed by the University Grants Commission. In the reference 4<sup>th</sup> cited above, The Registrar of University of Madras has given the qualification approval to him, Based on the qualification and also by abiding the below conditions. His appointment is approved from 12.10.2018 F.N. in order to avail Government Grants.

S.No	Name (and) designation	Vacancy details	Appointment date
1	Dr. M.R.Geetha, Assistant Professor, Department of Commerce	Dr. B.Santhanam, retired on 31.10.2005	12.10.2018

The aforesaid Assistant Professor has permitted to receive salary grant of Rs. 57700-182400 in the scale of pay from the forenoon of 12.10.2018.

  
**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.**

### CONDITIONS

- 1) This Approval documents are subject to Audit, If there is any discrepancies in the particulars given by the Secretary, this Approval may be cancelled. This Approval should not be violating the regulations of the appointment.
- 2) The college should not exceed the sanctioned strength vacancies.
- 3) It should be ensure that the SSLC and all the certificates should be Genuine, the same may be informed to this office. After the confirmation of Genuinity, the appointment may be approved. It should be done before the grant of Second Annual increment. The action to be taken immediately.
- 4) With the reference 3<sup>rd</sup> cited, as per the proceedings of the Directorate of Collegiate Education, this appointment may abide the conditions and regulations of the University grants commission.
- 5) The College Secretary confirmed that there is no court case is pending against the above appointment, hence it is approved. If it is found or the case filed against in future, it is informed that the College Secretary and the employee will be the responsible for the consequences. If there is any appeal arises regarding the appointment, the college secretary should be responsible to act as Appointing Officer for the above.

Enclosure: Original Certificates.

**Joint Director of collegiate Education  
Chennai Region, Chennai-600 015.**

To

**The Secretary,**

Dwaraka Doss Goverdhan Doss Vaishnav College,  
Chennai-600 106.

Copy: Dr. M.R.Geetha (Through The College Secretary)



**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.**

PRINCIPAL  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106



PROCEEDINGS OF THE JOINT DIRECTOR OF COLLEGIATE EDUCATION CHENNAI  
REGION, CHENNAI – 600 015.

Present: Dr. R. RAVANAN, M. Sc., M.Phil., Ph.D.,

R.C.No. 1220/E2/2019

Date: 13.07.2020

Subject: Aided Colleges – Chennai – 106, Dwaraka Doss Goverdhan Doss  
Vaishnav College – Dr. R.Sundari – Department of Commerce  
- Assistant Professor – Appointment under Aided – Approval –  
Regarding.

- Ref:1. Chennai – 600 006, Proceedings of the Directorate of Collegiate  
Education – 48454/G1/1999 dated 28.10.1999.
2. Chennai – 600 006, Proceedings of the Directorate of Collegiate  
Education – R.C.No.46843/G1/2009 dated 07.09.2012 with  
Government Letter No.169 Education (E1) department dated  
08.08.2012.
3. Chennai – 600 006, Proceedings of the Directorate of Collegiate  
Education, R.C.No.21663/G3/2011 dated 17.04.2017.
4. Letter from the Registrar, University of Madras No.A-II/JPR/A.P-  
Approval/D.G.Vaishnav College/2018/333 dated 20.12.2018.
5. Chennai-600106, Letter from the Secretary, Dwaraka Doss Goverdhan  
Doss Vaishnav College, R.C.No.305/2018-2019 dated 01.02.2019.
6. Office letter dated 23.04.2019 and Direct letter No.1218/E2/2019 dated  
25.06.2019
7. College Secretaries dated letter 19.09.2019

\*\*\*\*\*

With reference first cited, In the proceedings of the Directorate of Collegiate  
education, under the sanctioned posts of and based on the workload of Dwaraka Doss  
Goverdhan Doss Vaishnav College 18 posts of Assistant Professors were sanctioned and  
given.

With reference third cited, In the proceedings of the Directorate of Collegiate  
education, it is mentioned that the posts fell vacant from 01.06.2008 to 31.05.2011, under  
the vacant of 6 posts, College Secretary has been permitted to appoint 6 posts in the  
department of Commerce.

Based on the above Dr. R.Sundari , appointed as Assistant Professor in the  
Department of Commerce by the Secretary, Dwaraka Doss Goverdhan Doss Vaishnav  
College, who has fulfilled the qualifications prescribed by the University Grants Commission.  
In the reference 4<sup>th</sup> cited above, The Registrar of University of Madras has given the  
qualification approval to him, Based on the qualification and also by abiding the below  
conditions. His appointment is approved from 12.10.2018 F.N. in order to avail Government  
Grants.

S.No	Name (and) designation	Vacancy details	Appointment date
1	Dr. R.Sundari , Assistant Professor, Department of Commerce	Dr. S.Gurusamy, permanently appointed on 19.08.2009 to the University of Madras	12.10.2018

The aforesaid Assistant Professor has permitted to receive salary grant of Rs.  
57700-182400 in the scale of pay from the forenoon of 12.10.2018.



**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.**


### CONDITIONS

- 1) This Approval documents are subject to Audit, If there is any discrepancies in the particulars given by the Secretary, this Approval may be cancelled. This Approval should not be violating the regulations of the appointment.
- 2) The college should not exceed the sanctioned strength vacancies.
- 3) It should be ensure that the SSLC and all the certificates should be Genuine, the same may be informed to this office. After the confirmation of Genuinity, the appointment may be approved. It should be done before the grant of Second Annual increment. The action to be taken immediately.
- 4) With the reference 3<sup>rd</sup> cited, as per the proceedings of the Directorate of Collegiate Education, this appointment may abide the conditions and regulations of the University grants commission.
- 5) The College Secretary confirmed that there is no court case is pending against the above appointment, hence it is approved. If it is found or the case filed against in future, it is informed that the College Secretary and the employee will be the responsible for the consequences. If there is any appeal arises regarding the appointment, the college secretary should be responsible to act as Appointing Officer for the above.

Enclosure: Original Certificates.

**Joint Director of collegiate Education  
Chennai Region, Chennai-600 015.**

To  
**The Secretary,**  
Dwaraka Doss Goverdhan Doss Vaishnav College,  
Chennai-600 106.  
Copy: Dr. R.Sundari (Through The College Secretary)



**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**

PRINCIPAL  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106



**PROCEEDINGS OF THE JOINT DIRECTOR OF COLLEGIATE EDUCATION  
CHENNAI REGION, CHENNAI - 600 015.**

**Present: Dr. R. RAVANAN, M. Sc., M.Phil., Ph.D.,**

**R.C.No. 1221/E2/2019**

**Date: 13.07.2020**


- Subject: Aided Colleges - Chennai - 106, Dwaraka Doss Goverdhan Doss Vaishnav College - Dr. K. Veeraraghavan - Department of Commerce - Assistant Professor - Appointment under Aided - Approval - Regarding.
- Ref:1. Chennai - 600 006, Proceedings of the Directorate of Collegiate Education - 48454/G1/1999 dated 28.10.1999.
2. Chennai - 600 006, Proceedings of the Directorate of Collegiate Education - R.C.No.46843/G1/2009 dated 07.09.2012 with Government Letter No.169 Education (E1) department dated 08.08.2012.
3. Chennai - 600 006, Proceedings of the Directorate of Collegiate Education, R.C.No.21663/G3/2011 dated 17.04.2017.
4. Letter from the Registrar, University of Madras No.A-II/JPR/A.P-Approval/D.G.Vaishnav College/2018/333 dated 20.12.2018.
5. Chennai-600106, Letter from the Secretary, Dwaraka Doss Goverdhan Doss Vaishnav College, R.C.No.305/2018-2019 dated 01.02.2019.
6. Office letter dated 23.04.2019 and Direct letter No.1218/E2/2019 dated 25.06.2019
7. College Secretaries dated letter 19.09.2019

\*\*\*\*\*

With reference first cited, In the proceedings of the Directorate of Collegiate education, under the sanctioned posts of and based on the workload of Dwaraka Doss Goverdhan Doss Vaishnav College 18 posts of Assistant Professors were sanctioned and given.

With reference third cited, In the proceedings of the Directorate of Collegiate education, it is mentioned that the posts fell vacant from 01.06.2008 to 31.05.2011, under the vacant of 6 posts, College Secretary has been permitted to appoint 6 posts in the department of Commerce.

Based on the above, Dr. K. Veeraraghavan, appointed as Assistant Professor in the Department of Commerce by the Secretary, Dwaraka Doss Goverdhan Doss Vaishnav College, who has fulfilled the qualifications prescribed by the University Grants Commission. In the reference 4<sup>th</sup> cited above, The Registrar of University of Madras has given the qualification approval to him, Based on the qualification and also by abiding the below conditions. His appointment is approved from 12.10.2018 F.N. in order to avail Government Grants.

S.No	Name (and) designation	Vacancy details	Appointment date
1	Dr. K. Veeraraghavan, Assistant Professor, Department of Commerce	Dr. R. Rangarajan, permanently appointed on 19.08.2009 to the University of Madras	12.10.2018 

**PRINCIPAL**

The aforesaid Assistant Professor has permitted to receive Rs. 57700-182400 in the scale of pay from the forenoon of 12.10.2018

**Dwaraka Doss Goverdhan Doss Vaishnav College  
Arumbakkam, Chennai - 600106.**

### CONDITIONS

- 1) This Approval documents are subject to Audit, If there is any discrepancies in the particulars given by the Secretary, this Approval may be cancelled. This Approval should not be violating the regulations of the appointment.
- 2) The college should not exceed the sanctioned strength vacancies.
- 3) It should be ensure that the SSLC and all the certificates should be Genuine, the same may be informed to this office. After the confirmation of Genuinity, the appointment may be approved. It should be done before the grant of Second Annual increment. The action to be taken immediately.
- 4) With the reference 3<sup>rd</sup> cited, as per the proceedings of the Directorate of Collegiate Education, this appointment may abide the conditions and regulations of the University grants commission.
- 5) The College Secretary confirmed that there is no court case is pending against the above appointment, hence it is approved. If it is found or the case filed against in future, it is informed that the College Secretary and the employee will be the responsible for the consequences. If there is any appeal arises regarding the appointment, the college secretary should be responsible to act as Appointing Officer for the above.

Enclosure: Original Certificates.

Joint Director of collegiate Education  
Chennai Region, Chennai-600 015.

To  
The Secretary,  
Dwaraka Doss Goverdhan Doss Vaishnav College,  
Chennai-600 106.  
Copy: Dr. K. Veeraraghavan (Through The College Secretary)



**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**

PRINCIPAL  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106





## Dwaraka Doss Goverdhan Doss Vaishnav College

(Autonomous-Affiliated to the University of Madras-Re Accredited at 'A' Grade by NAAC)

Gokul Bagh, 833, Periyar E.V.R. High Road, Arumbakkam, Chennai - 600 106.

Phone : 044 - 2363 5101, 2363 5102 Fax : 044 - 2363 5103.

E-mail : principal@dgvaishnavcollege.com Website : www.dgvaishnavcollege.com

**Shri. P. Haridas**  
Secretary

Establishment/Teaching/Appointment/14/ 2015

Date: 10.07.2015

### PROCEEDINGS OF THE SECRETARY

To

**Mr. Veeraraghavan**  
**Commerce**

Dear Sir/Madam

1. You are hereby appointed on probation as Assistant Professor in the Department of Commerce. You are required to join on or before 10.07.2015 along with the joining report.
2. You will be paid a consolidated salary of Rs.28,000/- (Twenty Eight Thousand Only) per month during the period. You are not entitled to any other benefit/privileges which are normally available to the regular employees of this institution.
3. You will be working for 42 hrs per week, out of which minimum 18 hrs will be classroom teaching.
4. You shall abide by the code of conduct, discipline and rules of the institution. You shall also abide by the time-table and handle classes allotted to you regularly without any default.
5. You shall carry out any other work as may be assigned to you from time to time by the Principal or any other authority under his direction.
6. You shall discharge your duties efficiently, diligently and should not misuse your position for any personal goal.

P.T.O

**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

Managed by SHRI VALLABHACHARYA VIDYA SABHA

R.C.No. 1295/E2/2021

Date: 20.04.2021

- Subject: Aided Colleges - Chennai - 106, Dwaraka Doss Goverdhan Doss Vaishnav College - Dr. A.G. Vijayanarayanan- Department of Commerce - Assistant Professor - Appointment under Aided - Approval - Regarding.
- Ref:1. Chennai - 600 006, Proceedings of the Directorate of Collegiate Education - 48454/G1/1999 dated 28.10.1999.
2. Chennai - 600 006, Proceedings of the Directorate of Collegiate Education - R.C.No.46843/G1/2009 dated 07.09.2012 with Government Letter No.169 Education (E1) department dated 08.08.2012.
3. G.O.Ms.No.44, Personnel and Employment Department dated 11.03.2015.
4. Chennai - 600 006, Proceedings of the Directorate of Collegiate Education, R.C.No.12229/G3/2014 dated 23.10.2020.
5. Letter from the Registrar, University of Madras No.A-II/JPR/A.P-Approval/D.G.Vaishnav College/2021/036 dated 01.03.2021.
6. Chennai-600106, Dwaraka Doss Goverdhan Doss Vaishnav College Secretary Order R.C.No.122/2020-2021 dated 29.01.2021.
7. Chennai-600106, Letter from the Secretary, Dwaraka Doss Goverdhan Doss Vaishnav College, R.C.No.210/2020-2021 dated 02.03.2021.

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With reference first cited, In the proceedings of the Directorate of Collegiate education, under the sanctioned posts of 1999-2000 and based on the workload of Dwaraka Doss Goverdhan Doss Vaishnav College 18 posts of Assistant Professors for the Department of Commerce were sanctioned and given.

With reference fourth cited, In the proceedings of the Directorate of Collegiate education, it is mentioned that the posts fell vacant from 01.06.2011 to 31.05.2014, under the vacant of 14 posts, College Secretary has been permitted to appoint 2 posts in the Department of Commerce.

Based on the above, Dr. A.G. Vijayanarayanan, appointed as Assistant Professor in the Department of Commerce by the Secretary, Dwaraka Doss Goverdhan Doss Vaishnav College, who has fulfilled the qualifications prescribed by the University Grants Commission. In the reference 5<sup>th</sup> cited above, The Registrar of University of Madras has given the qualification approval to him, based on the qualification and also by abiding the below conditions. His appointment is approved from 01.02.2021 F.N. in order to avail Government Grants.

S.No	Name (and) designation	Vacancy details	Appointment date
1	Dr. A.G. Vijayanarayanan Assistant Professor Department of Commerce	Vacancy was created due to retirement of Dr. T.S. Vembu on 31.12.2013	From 01.02.2021 Forenoon Onwards

The aforesaid Assistant Professor has permitted to receive salary grant of Rs. 57,700-1,82,400 in the scale of pay from the forenoon of 01.02.2021.

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



சென்னை-15, சென்னை மண்டலக் கல்லூரிக் கல்வி இணை இயக்குநர் அவர்களின் செயல்முறைகள் பிறப்பிப்பவர்: முனைவர்.இரா.இராவணன்., எம்.எஸ்ஸி., எம்.பில்., பிஎச்.டி

ந.க.எண். 1295/எ2/2021

நாள்: 20.04.2021

பொருள் : அரசு உதவிபெறும் கல்லூரிகள் - சென்னை - 106, து.கோ.வைணவக் கல்லூரி - முனைவர்.ஆ.கு.விஜயநாராயணன், வணிகவியல் துறை, உதவிப்பேராசிரியர் - பணியமர்வு அரசு மானியத்திற்கு நியமனம் ஏற்பு அளித்தல்.

- பார்வை :
1. சென்னை-6 கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகள் ப.மு.எண்.48454/ஜி1/1999 நாள்.28.10.1999.
  2. சென்னை-6 கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகள் ந.க.எண்.46843/ஜி1/2009 நாள்.07.09.2012 உடன் பெறப்பட்ட அரசு கடித எண் 169 உயர்கல்வி (E1) துறை, நாள்.08.08.2012.
  3. அரசாணை நிலை எண். 44, பணியாளர் மற்றும் வேலைவாய்ப்பு (ட்டி) துறை நாள்: 11.03.2015.
  4. சென்னை-6 கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகள் ந.க.எண். 12229/ஜி3/2014 நாள். 23.10.2020.
  5. சென்னைப் பல்கலைக்கழக பதிவாளரின் கடித எண். A-II/JPR/A.P-Approval/D.G. Vaishnav College/2021/036 நாள். 01.03.2021.
  6. சென்னை - 106, து.கோ.வைணவக் கல்லூரிச் செயலரின் நியமன ஆணை ந. க. எண். 122/2020-2021 நாள். 29.01.2021.
  7. சென்னை - 106, து.கோ.வைணவக் கல்லூரிச் செயலரின் கடித ந. க. எண். 210/2020-2021 நாள். 02.03.2021.

பார்வை (1) ல் காணும் கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகளில் கல்லூரியின் 1999-2000ம் ஆண்டின் பணிப்பளு அடிப்படையில் சென்னை - 106, து.கோ.வைணவக் கல்லூரிக்கு 18 (பதினெட்டு) வணிகவியல் துறை உதவிப்பேராசிரியர் பணியிடங்கள் ஒப்பளிப்பு செய்து ஆணைகள் வழங்கப்பட்டுள்ளது.

பார்வை (4) ல் காணும் கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகளில் சென்னை - 106, து.கோ.வைணவக் கல்லூரியில் 01.06.2011 முதல் 31.05.2014 வரை காலியாக உள்ளதென தெரிவிக்கப்பட்டுள்ள 14 ஆசிரியர் பணியிடங்களில் வணிகவியல் துறைக்கு காலியாக இருந்த இரண்டு பணியிடங்கள் (02) நிரப்பிக் கொள்வதற்கு கல்லூரிச் செயலருக்கு அனுமதி வழங்கப்பட்டுள்ளது.

அதன்படிப்படையில் சென்னை - 106, து.கோ.வைணவக் கல்லூரிச் செயலரால் வணிகவியல் துறை உதவிப் பேராசிரியராகப் பணியமர்த்தப்பட்டுள்ள முனைவர்.ஆ.கு.விஜயநாராயணன் என்பாரது கல்வித் தகுதிகள் பல்கலைக்கழக மானியக் குழு நிர்ணயித்துள்ள கல்வித் தகுதிகளை நிறைவு செய்துள்ளதாலும், பார்வை (5) ல் காணும் சென்னை பல்கலைக்கழக பதிவாளரின் கடிதத்தில் அன்னாருக்கு உதவிப் பேராசிரியர் கல்வித் தகுதிக்கான ஒப்புதல் வழங்கப்பட்டுள்ளதன் அடிப்படையிலும் கீழ்க் குறிப்பிட்டுள்ள நிபந்தனைகளுக்குட்பட்டு அன்னாரது நியமனத்திற்கு 01.02.2021 அன்று முற்பகல் முதல் அரசு மானியத்திற்கு ஏற்பு வழங்கி ஆணையிடப்படுகிறது.

வ. எண்	பெயர் (மற்றும்) பதவி	பணியிடம் ஏற்பட்ட விதம்	நியமன நாள்
1	முனைவர். ஆ.கு.விஜயநாராயணன் உதவிப் பேராசிரியர் வணிகவியல் துறை	திரு. டி.எஸ். வேம்பு என்பார் 31.12.2013 அன்று ஓய்வு பெற்றதால் ஏற்பட்ட காலிப்பணியிடம்	01.02.2021 முற்பகல் முதல்

மேற்காண் உதவிப் பேராசிரியருக்கு ரூ. 57700-182400 தர ஊதியக் கற்றையில் 01.02.2021 அன்று முற்பகல் முதல் சம்பள மானியம் பெறவும் அனுமதி அளிக்கப்படுகிறது.

PRINCIPAL  
Dwaraka Doss Government College  
Vaishnav College  
Arumbakkam, Chennai - 600106.

சென்னை-15, சென்னை மண்டலக் கல்லூரிக் கல்வி இணை இயக்குநர் அவர்களின் செயல்முறைகள்  
பிறப்பிப்பவர்: முனைவர்.இரா.இராவணன்., எம்.எஸ்ஸி., எம்.பி.ல., பிஎச்.டி

ந.க.எண். 1276/ஈ2/2021

நாள்: 20.04.2021

பொருள் : அரசு உதவிபெறும் கல்லூரிகள் - சென்னை - 106, து.கோ.வைணவக் கல்லூரி - முனைவர்.ஏ.ஜெயராம், வணிகவியல் துறை, உதவிப்பேராசிரியர் - பணியமர்வு அரசு மானியத்திற்கு நியமனம் ஏற்பு அளித்தல்.

- பார்வை :
1. சென்னை-6 கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகள் ப.மு.எண்.48454/ஐ1/1999 நாள்.28.10.1999.
  2. சென்னை-6 கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகள் ந.க.எண்.46843/ஐ1/2009 நாள்.07.09.2012 உடன் பெறப்பட்ட அரசு கடித எண் 169 உயர்கல்வி (E1) துறை, நாள்.08.08.2012.
  3. அரசாணை நிலை எண். 44, பணியாளர் மற்றும் வேலைவாய்ப்பு (டீ) துறை நாள்: 11.03.2015.
  4. சென்னை-6 கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகள் ந.க.எண். 12229/ஐ3/2014 நாள். 23.10.2020.
  5. சென்னைப் பல்கலைக்கழக பதிவாளரின் கடித எண். A-II/JPR/A.P-Approval/D.G. Vaishnav College/2021/036 Dt. 01.03.2021.
  6. சென்னை - 106, து.கோ.வைணவக் கல்லூரிச் செயலரின் நியமன ஆணை ந. க. எண். 123/2020-2021 நாள். 29.01.2021.
  7. சென்னை - 106, து.கோ.வைணவக் கல்லூரிச் செயலரின் கடித ந. க. எண். 211/2020-2021 நாள். 02.03.2021.

பார்வை (1) ல் காணும் கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகளில் கல்லூரியின் 1999-2000ம் ஆண்டின் பணிப்பளு அடிப்படையில் சென்னை - 106, து.கோ.வைணவக் கல்லூரிக்கு 18 (பதினெட்டு) வணிகவியல் துறை உதவிப்பேராசிரியர் பணியிடங்கள் ஒப்பளிப்பு செய்து ஆணைகள் வழங்கப்பட்டுள்ளது.

பார்வை (4) ல் காணும் கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகளில் சென்னை - 106, து.கோ.வைணவக் கல்லூரியில் 01.06.2011 முதல் 31.05.2014 வரை காலியாக உள்ளதென தெரிவிக்கப்பட்டுள்ள 14 ஆசிரியர் பணியிடங்களில் வணிகவியல் துறைக்கு காலியாக இருந்த இரண்டு பணியிடங்கள் (02) நிரப்பிக் கொள்வதற்கு கல்லூரிச் செயலருக்கு அனுமதி வழங்கப்பட்டுள்ளது.

அதனடிப்படையில் சென்னை - 106, து.கோ.வைணவக் கல்லூரிச் செயலரால் பணியமர்த்தப்பட்டுள்ள முனைவர்.ஏ.ஜெயராம் என்பாரது கல்வித் தகுதிகள் பல்கலைக்கழக மானியக் குழு நிர்ணயித்துள்ள கல்வித் தகுதிகளை நிறைவு செய்துள்ளதாலும், பார்வை (5) ல் காணும் சென்னை பல்கலைக்கழக பதிவாளரின் கடிதத்தில் அன்னாருக்கு உதவிப் பேராசிரியர் கல்வித் தகுதிக்கான ஒப்புதல் வழங்கப்பட்டுள்ளதன் அடிப்படையிலும் கீழ்க் குறிப்பிட்டுள்ள நிபந்தனைகளுக்குட்பட்டு அன்னாரது நியமனத்திற்கு 01.02.2021 அன்று முற்பகல் முதல் அரசு மானியத்திற்கு ஏற்பு வழங்கி ஆணையிடப்படுகிறது.

வ. எண்	பெயர் (மற்றும்) பதவி	பணியிடம் ஏற்பட்ட விதம்	நியமன நாள்
1	முனைவர்.ஏ.ஜெயராம் உதவிப் பேராசிரியர் வணிகவியல் துறை	முனைவர். எஸ். பாலசுப்ரமணியன் என்பார் 31.12.2013 அன்று ஓய்வு பெற்றதால் ஏற்பட்ட காலிப்பணியிடம்	01.02.2021 முற்பகல் முதல்

மேற்காண் உதவிப் பேராசிரியருக்கு ரூ. 57700-182400 தர ஊதியக் கற்றையில் 01.02.2021 அன்று முற்பகல் முதல் சம்பள மானியம் பெறவும் அனுமதி அளிக்கப்படுகிறது.

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



PROCEEDINGS OF THE JOINT DIRECTOR OF COLLEGIATE EDUCATION  
CHENNAI REGION, CHENNAI - 600 015.

Present: Dr.R.RAVANAN, M.Sc., M.Phil., Ph.D.,

R.C.No. No. 1276/2/2021

Date: 20.04.2021

Subject: Aided Colleges - Chennai - 106, Dwaraka Doss Goverdhan Doss Vaishnav College - Dr A.Jayaram, Department of Commerce - Assistant Professor - Appointment under Aided -Approval - Regarding.

- Ref:1. Chennai - 600 006, Proceedings of the Directorate of Collegiate Education-48454/G1/1999 dated 28.10.1999.
2. Chennai - 600 006, Proceedings of the Directorate of Collegiate Education -R.C.No.46843/G1/2009 dated 07.09.2012 with Government Letter No.169 Education (E1) department dated 08.08.2012.
3. G.O.Ms.No.44, Personnel and Employment Department dated 11.03.2015.
4. Chennai - 600 006, Proceedings of the Directorate of Collegiate Education, R.C.No.12229/G3/2014 dated 23.10.2020.
5. Letter from the Registrar, University of Madras No.A-II/JPR/A.P-Approval/D.G.Vaishnav College/2021/036 dated 01.03.2021.
6. Chennai-600106, Dwaraka Doss Goverdhan Doss Vaishnav College Secretary Order R.C.No.123/2020-2021 dated 29.01.2021.
7. Chennai-600106, Letter from the Secretary, Dwaraka Doss Goverdhan Doss Vaishnav College, R.C.No.211/2020-2021 dated 02.03.2021.

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With reference first cited, In the proceedings of the Directorate of Collegiate education, under the sanctioned posts of 1999-2000 and based on the workload of Dwaraka Doss Goverdhan Doss Vaishnav College 18 posts of Assistant Professors for the Department of Commerce were sanctioned and given.

With reference fourth cited, In the proceedings of the Directorate of Collegiate education, it is mentioned that the posts fell vacant from 01.06.2011 to 31.05.2014, under the vacant of 14 posts in the department of Commerce, College Secretary has been permitted to appoint 02 posts.

Based on the above, Dr A.Jayaram, appointed as Assistant Professor in the Department of Commerce by the Secretary, Dwaraka Doss Goverdhan Doss Vaishnav College, who has fulfilled the qualifications prescribed by the University Grants Commission. In the reference 5<sup>th</sup> cited above, The Registrar of University of Madras has given the qualification approval to him, Based on the qualification and also by abiding the below conditions. His appointment is approved from 01.02.2021 F.N. in order to avail Government Grants.

S.No	Name (and) designation	Vacancy details	Appointment date
1	Dr A.Jayaram, Assistant Professor, Department of Tamil Commerce	Dr. S.Balasubramaniyan Vacancy created due to retirement of on 31.12.2013	01.02.2021 from morning

The aforesaid Assistant Professor has permitted to receive salary grant of Rs. 57700-182400 in the scale of pay from the forenoon of 01.02.2021.

PRINCIPAL  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

### CONDITIONS

- 1) This Approval documents are subject to Audit, If there is any discrepancies in the particulars given by the Secretary, this Approval may be cancelled. This Approval should not be violating the regulations of the appointment.
- 2) The college should not exceed the sanctioned strength vacancies.
- 3) It should be ensure that the SSLC and all the certificates should be Genuine, the same may be informed to this office. After the confirmation of Genuinity, the appointment may be approved. It should be done before the grant of Second Annual increment. The action to be taken immediately.
- 4) With the reference 2<sup>nd</sup> cited, the appointment has been approved based on the Minority Status of the College.
- 5) With the reference 4<sup>th</sup> cited, as per the proceedings of the Directorate of Collegiate Education, this appointment may abide the conditions and regulations of the University grants commission.
- 6) As per the Secretary letter dated 09.03.2021, an advertisement published in the New Indian Express (English Daily) newspaper on 09.11.2020 regarding to fillup the teaching posts in various disciplines. Further, they mentioned that, the advertisement also displayed in their college website. Also they mentioned that, in future correspondence, while publishing the advertisement for recruitment they would follow the guidelines. Hence, the appointment has already been made. With reference 3<sup>rd</sup> cited, based on the G.O., they accepted to publish the recruitment advertisement in both (Tamil and English) newspapers in future, hence the appointment is approved.
- 7) He/She should pass the Tamil Language Test within Two years from the appointment date. If not, as per the agreement sl.no.2 the probationary period should be extended.
- 8) The College Secretary confirmed that there is no court case is pending against the above appointment, hence it is approved. If it is found or the case filed against in future, it is informed that the College Secretary and the employee will be the responsible for the consequences. If there is any appeal arises regarding the appointment, the college secretary should be responsible to act as Appointing Officer for the above.

Enclosure: Original Certificates.

**Joint Director of collegiate Education  
Chennai Region, Chennai-600 015.**

To  
**The Secretary,**  
Dwaraka Doss Goverdhan Doss Vaishnav College,  
Chennai-600 106.

  
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



R.C.No. 1301/E2/2021

Date: 20.04.2021

Subject: Aided Colleges - Chennai - 106, Dwaraka Doss Goverdhan Doss Vaishnav College - Dr. M. Rajesh- Department of Commerce - Assistant Professor - Appointment under Aided - Approval - Regarding.

- Ref:1. Chennai - 600 006, Proceedings of the Directorate of Collegiate Education - 48454/G1/1999 dated 28.10.1999.
2. Chennai - 600 006, Proceedings of the Directorate of Collegiate Education - R.C.No.46843/G1/2009 dated 07.09.2012 with Government Letter No.169 Education (E1) department dated 08.08.2012.
3. G.O.Ms.No.44, Personnel and Employment Department dated 11.03.2015.
4. Chennai - 600 006, Proceedings of the Directorate of Collegiate Education, R.C.No.34860/G3/2018 dated 28.10.2020.
5. Letter from the Registrar, University of Madras No.A-II/JPR/A.P-Approval/D.G.Vaishnav College/2021/036 dated 01.03.2021.
6. Chennai-600106, Dwaraka Doss Goverdhan Doss Vaishnav College Secretary Order R.C.No.128/2020-2021 dated 29.01.2021.
7. Chennai-600106, Letter from the Secretary, Dwaraka Doss Goverdhan Doss Vaishnav College, R.C.No.216/2020-2021 dated 02.03.2021.

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With reference first cited, In the proceedings of the Directorate of Collegiate education, under the sanctioned posts of 1999-2000 and based on the workload of Dwaraka Doss Goverdhan Doss Vaishnav College 18 posts of Assistant Professors for the Department of Commerce were sanctioned and given.

With reference fourth cited, In the proceedings of the Directorate of Collegiate education, it is mentioned that the posts fell vacant from 01.06.2018 to 31.05.2019, under the vacant of 3 posts, College Secretary has been permitted to appoint 1 posts in the Department of Commerce.

Based on the above, Dr. M. Rajesh, appointed as Assistant Professor in the Department of Commerce by the Secretary, Dwaraka Doss Goverdhan Doss Vaishnav College, who has fulfilled the qualifications prescribed by the University Grants Commission. In the reference 5<sup>th</sup> cited above, The Registrar of University of Madras has given the qualification approval to him, based on the qualification and also by abiding the below conditions. His appointment is approved from 02.02.2021 F.N. in order to avail Government Grants.

S.No	Name (and) designation	Vacancy details	Appointment date
1	Dr. M. Rajesh Assistant Professor Department of Commerce	Vacancy was created due to retirement of Dr. R. Ganesan on 30.09.2018	From 02.02.2021 Forenoon Onwards

The aforesaid Assistant Professor has permitted to receive salary grant of Rs. 57,700-1,82,400 in the scale of pay from the forenoon of 02.02.2021.

PRINCIPAL  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106

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CONDITIONS

- 1) This Approval documents are subject to Audit, If there is any discrepancies in the particulars given by the Secretary, this Approval may be cancelled. This Approval should not be violating the regulations of the appointment.
- 2) The college should not exceed the sanctioned strength vacancies.
- 3) It should be ensure that the SSLC and all the certificates should be Genuine, the same may be informed to this office. After the confirmation of Genuinity, the appointment may be approved. It should be done before the grant of Second Annual increment. The action to be taken immediately.
- 4) With the reference 2<sup>nd</sup> cited, the appointment has been approved based on the Minority Status of the College.
- 5) With the reference 4<sup>th</sup> cited, as per the proceedings of the Directorate of Collegiate Education, this appointment may abide the conditions and regulations of the University grants commission.
- 6) As per the Secretary letter dated 09.03.2021, an advertisement published in the New Indian Express (English Daily) newspaper on 09.11.2020 regarding to fill up the teaching posts in various disciplines. Further, they mentioned that, the advertisement also displayed in their college website. Also they mentioned that, in future correspondence, while publishing the advertisement for recruitment they would follow the guidelines. Hence, the appointment has already been made. With reference 3<sup>rd</sup> cited, based on the G.O., they accepted to publish the recruitment advertisement in both (Tamil and English) newspapers in future, hence the appointment is approved.
- 7) The College Secretary confirmed that there is no court case is pending against the above appointment, hence it is approved. If it is found or the case filed against in future, it is informed that the College Secretary and the employee will be the responsible for the consequences. If there is any appeal arises regarding the appointment, the college secretary should be responsible to act as Appointing Officer for the above.

Enclosure: Original Certificates.

**Joint Director of collegiate Education  
Chennai Region, Chennai-600 015.**

To  
**The Secretary,**  
Dwaraka Doss Goverdhan Doss Vaishnav College,  
Chennai-600 106.

  
**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**



சென்னை-15, சென்னை மண்டலக் கல்லூரிக் கல்வி இணை இயக்குநர் அவர்களின் செயல்முறைகள் பிறப்பிப்பவர்: முனைவர்.இரா.இராவணன்., எம்.எஸ்ஸி., எம்.பில்., பிஎச்.டி.

ந.க.எண். 1301/ஈ2/2021

நாள்: 21.04.2021

பொருள் : அரசு உதவிபெறும் கல்லூரிகள் - சென்னை - 106, து.கோ.வைணவக் கல்லூரி - முனைவர்.மு.ராஜேஷ், வணிகவியல் துறை, உதவிப்பேராசிரியர் - பணியமர்வு அரசு மானியத்திற்கு நியமனம் ஏற்பு அளித்தல்.

- பார்வை :
1. சென்னை-6 கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகள் ப.மு.எண்.48454/ஜி1/1999 நாள்.28.10.1999.
  2. சென்னை-6 கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகள் ந.க.எண்.46843/ஜி1/2009 நாள்.07.09.2012 உடன் பெறப்பட்ட அரசு கடித எண் 169 உயர்கல்வி (E1) துறை, நாள்.08.08.2012.
  3. அரசாணை நிலை எண். 44, பணியாளர் மற்றும் வேலைவாய்ப்பு (டீ) துறை நாள்: 11.03.2015.
  4. சென்னை-6 கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகள் ந.க.எண். 34860/ஜி3/2018, நாள். 28.10.2020.
  5. சென்னைப் பல்கலைக்கழக பதிவாளரின் கடித எண். A-II/JPR/A.P-Approval/D.G. Vaishnav College/2021/036 Dt. 01.03.2021.
  6. சென்னை - 106, து.கோ.வைணவக் கல்லூரிச் செயலரின் நியமன ஆணை ந. க. எண். 128/2020-2021 நாள். 29.01.2021.
  7. சென்னை - 106, து.கோ.வைணவக் கல்லூரிச் செயலரின் கடித ந. க. எண். 216/2020-2021 நாள். 02.03.2021.

பார்வை (1) ல் காணும் கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகளில் கல்லூரியின் 1999-2000ம் ஆண்டின் பணிப்பளு அடிப்படையில் சென்னை - 106, து.கோ.வைணவக் கல்லூரிக்கு 18 (பதினெட்டு) வணிகவியல் துறை உதவிப்பேராசிரியர் பணியிடங்கள் ஒப்பளிப்பு செய்து ஆணைகள் வழங்கப்பட்டுள்ளது.

பார்வை (4) ல் காணும் கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகளில் சென்னை - 106, து.கோ.வைணவக் கல்லூரியில் 01.06.2018 முதல் 31.05.2019 வரை காலியாக உள்ளதென தெரிவிக்கப்பட்டுள்ள 03 ஆசிரியர் பணியிடங்களில் வணிகவியல் துறைக்கு காலியாக இருந்த ஒரு பணியிடம் (01) நிரப்பிக் கொள்வதற்கு கல்லூரிச் செயலருக்கு அனுமதி வழங்கப்பட்டுள்ளது.

அதனடிப்படையில் சென்னை - 106, து.கோ.வைணவக் கல்லூரிச் செயலரால் பணியமர்த்தப்பட்டுள்ள முனைவர்.மு.ராஜேஷ் என்பாரது கல்வித் தகுதிகள் பல்கலைக்கழக மானியக் குழு நிர்ணயித்துள்ள கல்வித் தகுதிகளை நிறைவு செய்துள்ளதாலும், பார்வை (5) ல் காணும் சென்னை பல்கலைக்கழக பதிவாளரின் கடிதத்தில் அன்னாருக்கு உதவிப் பேராசிரியர் கல்வித் தகுதிக்கான ஒப்புதல் வழங்கப்பட்டுள்ளதன் அடிப்படையிலும் கீழ்க் குறிப்பிட்டுள்ள நிபந்தனைகளுக்குட்பட்டு அன்னாரது நியமனத்திற்கு 02.02.2021 அன்று முற்பகல் முதல் அரசு மானியத்திற்கு ஏற்பு வழங்கி ஆணையிடப்படுகிறது.

வ. எண்	பெயர் (மற்றும்) பதவி	பணியிடம் ஏற்பட்ட விதம்	நியமன நாள்
1	முனைவர்.மு.ராஜேஷ் உதவிப் பேராசிரியர் வணிகவியல் துறை	முனைவர்.ஆர்.கணேசன் என்பார் 30.09.2018 அன்று ஓய்வு பெற்றதால் ஏற்பட்ட காலிப்பணியிடம்	02.02.2021 முற்பகல் முதல்

மேற்காண் உதவிப் பேராசிரியருக்கு ரூ. 57700-182400 தர ஊதியக் கற்றையில் 02.02.2021 அன்று முற்பகல் முதல் சம்பள மானியம் பெறவும் அனுமதி அளிக்கப்படுகிறது.

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

சென்னை-15, சென்னை மண்டலக் கல்லூரிக் கல்வி இணை இயக்குநர் அவர்களின் செயல்முறைகள்  
பிறப்பிப்பவர்: முனைவர்.இரா.இராவணன்., எம்.எஸ்ஸி., எம்.பி.ல., பிஎச்.டி

ந.க.எண். 1300/ஈ2/2021

நாள்: 21.04.2021

பொருள் : அரசு உதவிபெறும் கல்லூரிகள் - சென்னை - 106, து.கோ.வைணவக் கல்லூரி - முனைவர்.எம்.ஆர்.ஹேமமாலினி, வணிகவியல் துறை, உதவிப்பேராசிரியர் - பணியமர்வு அரசு மானியத்திற்கு நியமனம் ஏற்பு அளித்தல்.

- பார்வை : 1. சென்னை-6 கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகள் ப.மு.எண்.48454/ஐ1/1999 நாள்.28.10.1999.  
2. சென்னை-6 கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகள் ந.க.எண்.46843/ஐ1/2009 நாள்.07.09.2012 உடன் பெறப்பட்ட அரசு கடித எண் 169 உயர்கல்வி (E1) துறை, நாள்.08.08.2012.  
3. அரசாணை நிலை எண். 44, பணியாளர் மற்றும் வேலைவாய்ப்பு (பி) துறை நாள்: 11.03.2015.  
4. சென்னை-6 கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகள் ந.க.எண். 12229/ஐ3/2017 நாள். 23.10.2020.  
5. சென்னைப் பல்கலைக்கழக பதிவாளரின் கடித எண். A-II/JPR/A.P-Approval/D.G. Vaishnav College/2021/036 Dt. 01.03.2021.  
6. சென்னை - 106, து.கோ.வைணவக் கல்லூரிச் செயலரின் நியமன ஆணை ந. க. எண். 126/2020-2021 நாள். 29.01.2021.  
7. சென்னை - 106, து.கோ.வைணவக் கல்லூரிச் செயலரின் கடித ந. க. எண். 214/2020-2021 நாள். 02.03.2021.

பார்வை (1) ல் காணும் கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகளில் கல்லூரியின் 1999-2000ம் ஆண்டின் பணிப்பளு அடிப்படையில் சென்னை - 106, து.கோ.வைணவக் கல்லூரிக்கு 18 (பதினெட்டு) வணிகவியல் துறை உதவிப்பேராசிரியர் பணியிடங்கள் ஒப்பளிப்பு செய்து ஆணைகள் வழங்கப்பட்டுள்ளது.

பார்வை (4) ல் காணும் கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகளில் சென்னை - 106, து.கோ.வைணவக் கல்லூரியில் 01.06.2014 முதல் 31.05.2016 வரை காலியாக உள்ளதென தெரிவிக்கப்பட்டுள்ள 09 ஆசிரியர் பணியிடங்களில் வணிகவியல் துறைக்கு காலியாக இருந்த மூன்று பணியிடங்கள் (03) நிரப்பிக் கொள்வதற்கு கல்லூரிச் செயலருக்கு அனுமதி வழங்கப்பட்டுள்ளது.

அதனடிப்படையில் சென்னை - 106, து.கோ.வைணவக் கல்லூரிச் செயலரால் வணிகவியல் துறை உதவிப் பேராசிரியராகப் பணியமர்த்தப்பட்டுள்ள முனைவர்.எம்.ஆர்.ஹேமமாலினி என்பாரது கல்வித் தகுதிகள் பல்கலைக்கழக மானியக் குழு நிர்ணயித்துள்ள கல்வித் தகுதிகளை நிறைவு செய்கின்றதாலும், பார்வை (5) ல் காணும் சென்னை பல்கலைக்கழக பதிவாளரின் கடிதத்தில் அன்னாருக்கு உதவிப் பேராசிரியர் கல்வித் தகுதிக்கான ஒப்புதல் வழங்கப்பட்டுள்ளதன் அடிப்படையிலும் கீழ்க் குறிப்பிட்டுள்ள நிபந்தனைகளுக்குட்பட்டு அன்னாரது நியமனத்திற்கு 02.02.2021 அன்று முற்பகல் முதல் அரசு மானியத்திற்கு ஏற்பு வழங்கி ஆணையிடப்படுகிறது.

வ. எண்	பெயர் (மற்றும்) பதவி	பணியிடம் ஏற்பட்ட விதம்	நியமன நாள்
1	முனைவர்.எம்.ஆர்.ஹேமமாலினி உதவிப் பேராசிரியர் வணிகவியல் துறை	முனைவர்.எம்.ஆர்.வாகதேவன் என்பார் 30.04.2016 அன்று ஓய்வு பெற்றதால் ஏற்பட்ட காலிப்பணியிடம்.	02.02.2021 முற்பகல் முதல்

மேற்காண் உதவிப் பேராசிரியருக்கு ரூ. 57700-182400 தர ஊதியக் கற்றையில் 02.02.2021 அன்று முற்பகல் முதல் சம்பள மானியம் பெறவும் அனுமதி அளிக்கப்படுகிறது.

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.





# DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE

(Managed by Shri Vallabhacharya Vidya Sabha, Chennai)

Accredited "A" Grade by NAAC

"GOKUL BAGH"

No. 833, PERIYAR E.V.R. SALAI, ARUMBAKKAM, CHENNAI - 600 106.

**Bharat Kumar K. Shah**

Jt. Secretary

Phone : 044 - 2475 6655

Date : .....

**01-7-2008**

## PROCEEDINGS

Sub: Appointment of Full Time Staff

The Management is pleased to offer appointment to **Ms.M.Akila,**  
**M.Com., M.Phil.,** Lecturer in the Department of **Corporate Secretaryship .**

The offer of appointment is purely on a contractual basis and is for a period of one year from 01-07-2008 or from the date of joining of the department whichever is later and lasts upto 31-05-2009 only on which date the appointment will automatically come to an end, subject to the following terms and conditions :

1. He/She will be allotted **16** hours of work and paid a consolidated sum of **Rs.8000/-** p.m.

2. Salary paid is subject to Income Tax and other statutory provisions wherever applicable.

3. He/She shall abide by the time table and handle classes allotted regularly and carry out any other work as may be assigned to him/her from time to time by the Principal or other authorities of the college.

4. He/She shall abide by the code of conduct, discipline and rules of the institution.


5. He/She shall apply himself/herself honestly, efficiently and discharge his/her duties diligently.

6. He/She shall not normally or on any pretext absent himself/herself from his/her duties without the prior permission of the authorities.

7. The Management of the College reserves the right to determine the services of the said lecturer without assigning any reasons during the period of contract as he/she has been engaged only on contract basis. In such an eventuality he/she will be given one month's notice or one month's salary in lieu thereof.

8. He/She is entitled to relinquish his/her appointment at any time during the period of contract by giving one month notice in writing or paying the college one month's salary in lieu of such notice.

This letter of appointment is sent to you in duplicate. You are requested to return the duplicate copy duly signed in token of having accepted the same.

  
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

  
**JOINT SECRETARY.**

சென்னை-15, சென்னை மண்டலக் கல்லூரிக் கல்வி இணை இயக்குநர் அவர்களின் செயல்முறைகள்  
பிறப்பிப்பவர்: முனைவர்.இரா.இராவணன்., எம்.எஸ்ஸி., எம்.பி.ல்., பிஎச்.டி.

ந.க.எண். 1294/ஈ2/2021

நாள்: 21.04.2021

பொருள் : அரசு உதவிபெறும் கல்லூரிகள் - சென்னை - 106, து.கோ.வைணவக் கல்லூரி - முனைவர்.எம்.அகிலா, வணிகவியல் துறை, உதவிப்பேராசிரியர் - பணியமர்வு அரசு மானியத்திற்கு நியமனம் ஏற்பு அளித்தல்.

- பார்வை :
1. சென்னை-6 கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகள் ப.மு.எண்.48454/ஜி1/1999 நாள்.28.10.1999.
  2. சென்னை-6 கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகள் ந.க.எண்.46843/ஜி1/2009 நாள்.07.09.2012 உடன் பெறப்பட்ட அரசு கடித எண் 169 உயர்கல்வி (E1) துறை, நாள்.08.08.2012.
  3. அரசாணை நிலை எண். 44, பணியாளர் மற்றும் வேலைவாய்ப்பு (பி) துறை நாள்: 11.03.2015.
  4. சென்னை-6 கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகள் ந.க.எண். 12229/ஜி3/2017 நாள். 23.10.2020.
  5. சென்னைப் பல்கலைக்கழக பதிவாளரின் கடித எண். A-II/JPR/A.P-Approval/D.G. Vaishnav College/2021/036 நாள். 01.03.2021.
  6. சென்னை - 106, து.கோ.வைணவக் கல்லூரிச் செயலரின் நியமன ஆணை ந. க. எண். 124/2020-2021 நாள். 29.01.2021.
  7. சென்னை - 106, து.கோ.வைணவக் கல்லூரிச் செயலரின் கடித ந. க. எண். 212/2020-2021 நாள். 02.03.2021.

பார்வை (1) ல் காணும் கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகளில் கல்லூரியின் 1999-2000ம் ஆண்டின் பணிப்பளு அடிப்படையில் சென்னை - 106, து.கோ.வைணவக் கல்லூரிக்கு 18 (பதினெட்டு) வணிகவியல் துறை உதவிப்பேராசிரியர் பணியிடங்கள் ஒப்பளிப்பு செய்து ஆணைகள் வழங்கப்பட்டுள்ளது.

பார்வை (4) ல் காணும் கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகளில் சென்னை - 106, து.கோ.வைணவக் கல்லூரியில் 01.06.2014 முதல் 31.05.2016 வரை காலியாக உள்ளதென தெரிவிக்கப்பட்டுள்ள 09 ஆசிரியர் பணியிடங்களில் வணிகவியல் துறைக்கு காலியாக இருந்த மூன்று பணியிடங்கள் (03) நிரப்பிக் கொள்வதற்கு கல்லூரிச் செயலருக்கு அனுமதி வழங்கப்பட்டுள்ளது.

அதனடிப்படையில் சென்னை - 106, து.கோ.வைணவக் கல்லூரிச் செயலரால் வணிகவியல் துறை உதவிப் பேராசிரியராகப் பணியமர்த்தப்பட்டுள்ள முனைவர்.எம்.அகிலா என்பாரது கல்வித் தகுதிகள் பல்கலைக்கழக மானியக் குழு நிர்ணயித்துள்ள கல்வித் தகுதிகளை நிறைவு செய்துள்ளதாலும், பார்வை (5) ல் காணும் சென்னை பல்கலைக்கழக பதிவாளரின் கடிதத்தில் அன்னாருக்கு உதவிப் பேராசிரியர் கல்வித் தகுதிக்கான ஒப்புதல் வழங்கப்பட்டுள்ளதன் அடிப்படையிலும் கீழ்க் குறிப்பிட்டுள்ள நிபந்தனைகளுக்குட்பட்டு அன்னாரது நியமனத்திற்கு 02.02.2021 அன்று முற்பகல் முதல் அரசு மானியத்திற்கு ஏற்பு வழங்கி ஆணையிடப்படுகிறது.

வ. எண்	பெயர் (மற்றும்) பதவி	பணியிடம் ஏற்பட்ட விதம்	நியமன நாள்
1	முனைவர்.எம்.அகிலா உதவிப் பேராசிரியர் வணிகவியல் துறை	முனைவர்.என்.கல்யாணராமன் என்பார் 30.11.2014 அன்று ஓய்வு பெற்றதால் ஏற்பட்ட காலிப்பணியிடம்	02.02.2021 முற்பகல் முதல்

மேற்காண் உதவிப் பேராசிரியருக்கு ரூ. 57700-182400 தர ஊதியக் கற்றையில் 02.02.2021 அன்று முற்பகல் முதல் சம்பள மானியம் பெறவும் அனுமதி அளிக்கப்படுகிறது.

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.





**Dwaraka Doss Goverdhan Doss Vaishnav College**  
(Autonomous-Affiliated to the University of Madras-Re Accredited at 'A' Grade by NAAC)

Gokul Bagh, 833, Periyar E.V.R. High Road, Arumbakkam, Chennai - 600 106.  
Phone : 044 - 2363 5101, 2363 5102 Fax : 044 - 2363 5103.  
E-mail : principal@dgvaishnavcollege.com Website : www.dgvaishnavcollege.com

**Shri. P. Haridas**  
Secretary

Establishment/Teaching/Appointment/05/ 2015

Date: 21.09.2015

**PROCEEDINGS OF THE SECRETARY**

To

**Ms. G. Yamuna**  
**Corporate Secretaryship**

Dear Sir/Madam

1. You are hereby appointed on probation as Lecture in the Department of Corporate Secretaryship. You are required to join on or before 21.09.2015 along with the joining report.
2. You will be paid a consolidated salary of Rs.25,000/- (Twenty Five Thousand Only) per month during the period. You are not entitled to any other benefit/privileges which are normally available to the regular employees of this institution.
3. You will be working for 42 hrs per week, out of which minimum 18 hrs will be classroom teaching.
4. You shall abide by the code of conduct, discipline and rules of the institution. You shall also abide by the time-table and handle classes allotted to you regularly without any default.
5. You shall carry out any other work as may be assigned to you from time to time by the Principal or any other authority under his direction.
6. You shall discharge your duties efficiently, diligently and should not misuse your position for any personal goal.

P.T.O

**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**

Managed by SHRI VALLABHACHARYA VIDYA SABHA

114  
209

**PROCEEDINGS OF THE JOINT DIRECTOR OF COLLEGIATE EDUCATION  
CHENNAI REGION, CHENNAI - 600 015.**

**Present: Dr.R.RAVANAN,M.Sc.,M.Phil.,Ph.D.,**

R.C.No. 1297/E2/2021

Date: 21.04.2021

Subject: Aided Colleges - Chennai - 106, Dwaraka Doss Goverdhan Doss Vaishnav College - Dr. G. YAMUNA - Department of Commerce - Assistant Professor - Appointment under Aided - Approval - Regarding.

- Ref:1. Chennai - 600 006, Proceedings of the Directorate of Collegiate Education - 48454/G1/1999 dated 28.10.1999.
2. Chennai - 600 006, Proceedings of the Directorate of Collegiate Education - R.C.No.46843/G1/2009 dated 07.09.2012 with Government Letter No.169 Education (E1) department dated 08.08.2012.
3. G.O.Ms.No.44, Personnel and Employment Department dated 11.03.2015.
4. Chennai - 600 006, Proceedings of the Directorate of Collegiate Education, R.C.No.12229/G3/2017 dated 23.10.2020.
5. Letter from the Registrar, University of Madras No.A-II/JPR/A.P-Approval/D.G.Vaishnav College/2021/036 dated 01.03.2021.
6. Chennai-600106, Dwaraka Doss Goverdhan Doss Vaishnav College Secretary Order R.C.No.125/2020-2021 dated 29.01.2021.
7. Chennai-600106, Letter from the Secretary, Dwaraka Doss Goverdhan Doss Vaishnav College, R.C.No.213/2020-2021 dated 02.03.2021.

\*\*\*\*\*

With reference first cited, In the proceedings of the Directorate of Collegiate education, under the sanctioned posts of 1999-2000 and based on the workload of Dwaraka Doss Goverdhan Doss Vaishnav College 18 posts of Assistant Professors for the Department of Commerce were sanctioned and given.

With reference fourth cited, in the proceedings of the Directorate of Collegiate education, it is mentioned that the posts fell vacant from 01.06.2014 to 31.05.2016, under the vacant of 9 posts, College Secretary has been permitted to appoint 3 posts in the department of Commerce.

Based on the above, Dr. G. YAMUNA, appointed as Assistant Professor in the Department of Commerce by the Secretary, Dwaraka Doss Goverdhan Doss Vaishnav College, who has fulfilled the qualifications prescribed by the University Grants Commission. In the reference 5<sup>th</sup> cited above, The Registrar of University of Madras has given the qualification approval to him, Based on the qualification and also by abiding the below conditions. His appointment is approved from 02.02.2021 F.N. in order to avail Government Grants.

S.No	Name (and) designation	Vacancy details	Appointment date
1	Dr. G. YAMUNA Assistant Professor Department of Commerce	Dr. R. Nagarajan retired on 31.05.2015	02.02.2021 Forenoon onwards

**PRINCIPAL**

The aforesaid Assistant Professor has permitted to receive salary grant of Rs. 57700-182400 in the scale of pay from the forenoon of 02.02.2021.

**Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106**



சென்னை-15, சென்னை மண்டலக் கல்லூரிக் கல்வி இணை இயக்குநர் அவர்களின் செயல்முறைகள்  
பிறப்பிப்பவர்: முனைவர்.இரா.இராவணன்., எம்.எஸ்ஸி., எம்.பில்., பிஎச்.டி.

ந.க.எண். 1297/எ2/2021

நாள்: 21.04.2021

பொருள் : அரசு உதவிபெறும் கல்லூரிகள் - சென்னை - 106, து.கோ.வைணவக் கல்லூரி - முனைவர்.ஜியமுனா, வணிகவியல் துறை, உதவிப்பேராசிரியர் - பணியமர்வு அரசு மானியத்திற்கு நியமனம் ஏற்பு அளித்தல்.

- பார்வை :
1. சென்னை-6 கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகள் ப.மு.எண்.48454/ஜி1/1999 நாள்.28.10.1999.
  2. சென்னை-6 கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகள் ந.க.எண்.46843/ஜி1/2009 நாள்.07.09.2012 உடன் பெறப்பட்ட அரசு கடித எண் 169 உயர்கல்வி (E1) துறை, நாள்.08.08.2012.
  3. அரசாணை நிலை எண். 44, பணியாளர் மற்றும் வேலைவாப்ப (பி) துறை நாள்: 11.03.2015.
  4. சென்னை-6 கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகள் ந.க.எண். 12229/ஜி3/2017 நாள். 23.10.2020.
  5. சென்னைப் பல்கலைக்கழக பதிவாளரின் கடித எண். A-II/JPR/A.P-Approval/D.G. Vaishnav College/2021/036 Dt. 01.03.2021.
  6. சென்னை - 106, து.கோ.வைணவக் கல்லூரிச் செயலரின் நியமன ஆணை ந. க. எண். 125/2020-2021 நாள். 29.01.2021.
  7. சென்னை - 106, து.கோ.வைணவக் கல்லூரிச் செயலரின் கடித ந. க. எண். 213/2020-2021 நாள். 02.03.2021.

பார்வை (1) ல் காணும் கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகளில் கல்லூரியின் 1999-2000ம் ஆண்டின் பணிப்பளு அடிப்படையில் சென்னை - 106, து.கோ.வைணவக் கல்லூரிக்கு 18 (பதினெட்டு) வணிகவியல் துறை உதவிப்பேராசிரியர் பணியிடங்கள் ஒப்பளிப்பு செய்து ஆணைகள் வழங்கப்பட்டுள்ளது.

பார்வை (4) ல் காணும் கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகளில் சென்னை - 106, து.கோ.வைணவக் கல்லூரியில் 01.06.2014 முதல் 31.05.2016 வரை காலியாக உள்ளதென தெரிவிக்கப்பட்டுள்ள 09 ஆசிரியர் பணியிடங்களில் வணிகவியல் துறைக்கு காலியாக இருந்த மூன்று பணியிடங்கள் (03) நிரப்பிக் கொள்வதற்கு கல்லூரிச் செயலருக்கு அனுமதி வழங்கப்பட்டுள்ளது.

அதனடிப்படையில் சென்னை - 106, து.கோ.வைணவக் கல்லூரிச் செயலரால் வணிகவியல் துறை உதவிப் பேராசிரியராகப் பணியமர்த்தப்பட்டுள்ள முனைவர்.ஜியமுனா என்பாரது கல்வித் தகுதிகள் பல்கலைக்கழக மானியக் குழு நிர்ணயித்துள்ள கல்வித் தகுதிகளை நிறைவு செய்துள்ளதாலும், பார்வை (5) ல் காணும் சென்னை பல்கலைக்கழக பதிவாளரின் கடிதத்தில் அன்னாருக்கு உதவிப் பேராசிரியர் கல்வித் தகுதிக்கான ஒப்புதல் வழங்கப்பட்டுள்ளதன் அடிப்படையிலும் கீழ்க் குறிப்பிட்டுள்ள நிபந்தனைகளுக்குட்பட்டு அன்னாரது நியமனத்திற்கு 02.02.2021 அன்று முற்பகல் முதல் அரசு மானியத்திற்கு ஏற்பு வழங்கி ஆணையிடப்படுகிறது.

வ. எண்	பெயர் (மற்றும்) பதவி	பணியிடம் ஏற்பட்ட விதம்	நியமன நாள்
1	முனைவர்.ஜியமுனா உதவிப் பேராசிரியர் வணிகவியல் துறை	முனைவர்.ஆர்.நாகராஜன் என்பார் 31.05.2015 அன்று ஓய்வு பெற்றதால் ஏற்பட்ட காலிப்பணியிடம்.	02.02.2021 முற்பகல் முதல்

மேற்காண் உதவிப் பேராசிரியருக்கு ரூ. 57700-182400 தர ஊதியக் கற்றையில் 02.02.2021 அன்று முற்பகல் முதல் சம்பள மானியம் பெறவும் அனுமதி அளிக்கப்படுகிறது.

**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**





**Dwaraka Doss Goverdhan Doss Vaishnav Evening College**

"GOKUL BAGH"

833, PERIYAR E.V.R. SALAI, ARUMBAKKAM, CHENNAI - 600 106

(Managed by Shri Vallabhacharya Vidya Sabha, Chennai)

☎ 2475 4349

BHARAT KUMAR K SHAH, B.A., B.L., P.G.Dip.in Foreign Trade.....  
JOINT SECRETARY 11-7-2005

PROCEEDINGS

Sub: Appointment of Full Time/ Part-Time Staff

The Management is pleased to offer appointment to  
Mr./Ms. N. Alamelu Sathiyabama M.Com  
Lecturer in the Department of BBA.

The offer of appointment is purely on a contractual basis and is for a period of one year from 11.07.2005 or from the date of joining of the department whichever is later and lasts upto 31.05.2006 only on which date the appointment will automatically come to an end, subject to the following terms and conditions :

1. He/She shall pass SLET/NET and qualify as stipulated by U.G.C./University of Madras Vide Letter No.A-III/2/Pres. Qln/2002/2016 dt.19.8.2002 for the post.
2. He/She will be allotted 16 hours of work and paid a consolidated sum of Rs. 7000/- p.m.
3. Salary paid is subject to Income Tax and other statutory provisions wherever applicable
4. He/She shall abide by the time table and handle classes allotted regularly and carry out any other work as may be assigned to him/her from time to time by the Principal or other authorities of the college.
5. He/She shall abide by the code of conduct, discipline and rules of the institution.
6. He/She shall apply himself/herself honestly, efficiently and discharge his/her duties diligently.
7. He/She shall not normally or on any pretext absent himself/herself from his/her duties without the prior permission of the authorities.
8. The Management of the College reserves the right to determine the services of the said lecturer without assigning any reasons during the period of contract as he/she has been engaged only on contract basis. In such an eventuality he/she will be given one month's notice or one month's salary in lieu thereof.
9. He/she is entitled to relinquish his/her appointment at any time during the period of contract by giving one month notice in writing or paying the college one month's salary in lieu of such notice.

This letter of appointment is sent to you in duplicate. You are requested to return the duplicate copy duly signed in token of having accepted the same.

JOINT SECRETARY

**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.**





**Dwaraka Doss Goverdhan Doss Vaishnav Evening College**  
"GOKUL BAGH"

633, PERIYAR E.V.R. SALAI, ARUMBAKKAM, CHENNAI - 600 106.  
(Managed by Shri Vallabhacharya Vidya Sabha, Chennai)

SHARAT KUMAR K. SHAH, B.A., B.L., P.C. Dip. in Foreign Trade  
JOINT SECRETARY

TE 2475 4349

Date: 2.10.16

**PROCEEDINGS**

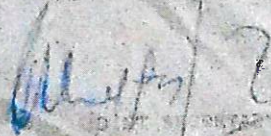
Sub: Appointment of Full Time / Part Time Staff

The Management is pleased to offer appointment to  
Mr/Ms. Dr. K. Shanmuga A. (Mrs. Moha), M.Ed, P.K.D., P.G.D.M.  
Lecturer in the Department of Commerce

The offer of appointment is purely on a contractual basis and  
is for a period of one year from 01.06.2016 or from the date of  
joining at the Department whichever is later and valid upto  
30.05.2017 only on which date the appointment will automatically  
come to an end, subject to the following terms and conditions:

1. He/She shall pass GLET/MET and qualify as stipulated  
by U.G.C./University of Madras. Vide letter No A-111/2/Gen  
Din/2002/2016 dt 19.8.2002 for the post.
2. He/She will be allotted 16 hours of work and paid a  
consolidated sum of Rs. 7500/- p.m.
3. Salary paid is subject to income tax and other statutory  
provisions wherever applicable.
4. He/She shall abide by the time table and handle classes  
allotted regularly and carry out any other work as may be  
assigned to him/her from time to time by the Principal or  
other authorities of the college.
5. He/She shall abide by the code of conduct, discipline and  
rules of the institution.
6. He/She shall apply himself/herself honestly, efficiently  
and discharge his/her duties diligently.
7. He/She shall not normally or on any pretext absent  
himself/herself from his/her duties without the prior  
permission of the authorities.
8. The Management of the College reserves the right to  
determine the services of the said lecturer without  
assigning any reasons during the period of contract as  
he/she has been engaged only on contract basis. In such an  
event a salary in lieu thereof.
9. He/She is entitled to relinquish his/her appointment at any  
time during the period of contract by giving one month  
notice in writing or paying the college one month's salary  
in lieu of such notice.

This letter of appointment is sent to you in duplicate. You  
are requested to return the duplicate copy duly signed in  
token of having accepted the same.

  
JOINT SECRETARY



**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.**





# Dwaraka Doss Goverdhan Doss Vaishnav College

"GOKUL BAGH"

#833, PERIYAR E.V.R. HIGH ROAD, ARUMBAKKAM, CHENNAI - 600 106.  
(MANAGED BY SRI VALLABHACHARYA VIDYA SABHA, CHENNAI)

**Bharat Kumar K. Shah**

Jt. Secretary

☎ : 2475 6655

**01.09-2008**

Date : .....

## PROCEEDINGS


Sub: Appointment of Full Time Staff

The Management is pleased to offer appointment to Ms.R.Premalatha,  
M.Com.,M.Phil.,M.B.A., Lecturer in the Department of Commerce.

The offer of appointment is purely on a contractual basis and is for a period of one year from 01-09-2008 or from the date of joining of the department whichever is later and lasts upto 30-04-2009 only on which date the appointment will automatically come to an end, subject to the following terms and conditions :

1. He/She will be allotted **16** hours of work and paid a consolidated sum of **Rs.9500/-** p.m.
2. Salary paid is subject to Income Tax and other statutory provisions wherever applicable.
3. He/She shall abide by the time table and handle classes allotted regularly and carry out any other work as may be assigned to him/her from time to time by the Principal or other authorities of the college.
4. He/She shall abide by the code of conduct, discipline and rules of the institution.
5. He/She shall apply himself/herself honestly, efficiently and discharge his/her duties diligently.
6. He/She shall not normally or on any pretext absent himself/herself from his/her duties without the prior permission of the authorities.
7. The Management of the College reserves the right to determine the services of the said lecturer without assigning any reasons during the period of contract as he/she has been engaged only on contract basis. In such an eventuality he/she will be given one month's notice or one month's salary in lieu thereof.
8. He/She is entitled to relinquish his/her appointment at any time during the period of contract by giving one month notice in writing or paying the college one month's salary in lieu of such notice.
9. Enrollment \Participation in any Union \Association Activity will entail Termination of the contract.

This letter of appointment is sent to you in duplicate. You are requested to return the duplicate copy duly signed in token of having accepted the same.

  
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

  
**JOINT SECRETARY.**





**Dwaraka Doss Goverdhan Doss Vaishnav College**  
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Gokul Bagh, 833 Periyar E.V.R. High Road, Arumbakkam, Chennai-600 106  
Phone: 044-24756655 24754349 Fax: 044-24753008  
e-mail: principal@dgvaishnavcollege.com website: www.dgvaishnavcollege.com

**Shri P.Haridas**  
Secretary

02.07.2012

Staff Appt. FT / Dept.Commerce /No. 49 / Year 2012

**PROCEEDINGS OF THE SECRETARY**

**Sub : Your application for the Post of LECTURER**

**Mr.SUNDARAVADIVEL .R M.Com., M.Phil., NET.,** is selected and appointed temporarily as a LECTURER IN COMMERCE for the period up to 31<sup>st</sup> May 2013 subject to his fulfilling the Madras University norms as regards his qualifications and approval. He will be paid a Consolidated salary of Rs.17250/- (Rupees Seventeen thousand two hundred and fifty only) per month.

He shall produce all certificates in respect of his qualification in original. He shall abide by the code of conduct, discipline and rules of the institution. The appointee will abide by the time table and handle classes allotted to his regularly without any default.

He should carry out all such other work as may be assigned to his from time to time by or under the direction of the principal. This order will take effect from his date of joining.

E.Ravi /Sri.PH

Received.  
R. S. Anand

P. R. S.  
SECRETARY

3/10  
D. M.  
PRINCIPAL  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



**Dwaraka Doss Goverdhan Doss Vaishnav College**  
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Gokul Bagh, 833 Pariyar E.V.R. High Road, Arumbakkam, Chennai-600 106  
Phone: 044-23635101, 23635102 Fax: 044-23635103  
e-mail: principal@dgvaishnavcollege.com website: www.dgvaishnavcollege.com

**P. Haridas**  
Secretary

Date: 02.12.2013

To

Ms. G. Ramya M.Com., M.Phil., NET.,  
Commerce, (Honours)

Dear Sir/Madam

1. You are temporarily appointed as Lecturer in Commerce, (Honours) Department with effect from 02.12.2013. To 31<sup>st</sup> May, 2014
2. The above temporary period is liable to be extended further at the discretion of the management.
3. You will be paid a consolidated salary of Rs.19500/- (Rs. Nineteen thousand five hundred only) per month during this temporary period. You are not entitled to any other benefit/privileges which are normally available to the regular employees of this institution.
4. You will be working for 42 hrs per week, out of which minimum 18 hrs will be classroom teaching.
5. You shall abide by the code of conduct, discipline and rules of the institution. You shall also abide by the time-table and handle classes allotted to you regularly without any default.
6. You shall carry out any other work as may be assigned to you from time to time by the Principal or any other authority under his direction.
7. You shall discharge your duties efficiently, diligently and should not misuse your position for any personal goal.
8. Your temporary service shall also be liable to be terminated earlier than the stipulated period or on expiry of the above period as mentioned in clause 1 of this letter without any notice or without assigning any reason thereof.
9. You shall not normally or under any pretext absent yourself from duties without the prior permission of the authorities.

**PRINCIPAL**

**P.T.O**

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.





## Dwaraka Doss Goverdhan Doss Vaishnav College

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Gokul Bagh, 833, Padiyar E.V.R. High Road, Arumbakkam, Chennai - 600 106  
Phone: 044-23615101, 23615102 Fax: 044-23615103  
E-mail: secretary@dgvvaishnavcollege.edu.in Website: www.dgvvaishnavcollege.edu.in

Shri. Ashok Kumar Mundhra

Secretary Establishment/Staff Appt./No.58/Year 2016-17

Date: 12.01.2017

### PROCEEDINGS OF THE SECRETARY

#### TERMS AND CONDITIONS OF SERVICE

1. Mrs. Sneha Karthikeyan M.Com., SET appointed as Part Time Assistant Professor in the Department of Commerce with effect from 12.01.2017 is appointed now on the full time basis from 01.03.2017 on probation for a period of one year. You are required to join duty on or before 12.01.2017 along with the joining report and all Original certificates.
2. He / She will be paid a consolidated salary of Rs.12,500/- (Twelve Thousand Five Hundred Only) per month during the period of Part Time and Full Time salary Rs 25000 (Twenty Five Thousand Only) with effect from 01.03.2017.
3. He / She will be working (Part Time) for 27 hrs per week, out of which minimum 9 hrs will be classroom teaching and She will be working Full Time for 42 hrs per week, out of which minimum 18 hrs will be classroom teaching.
4. You shall abide by the code of conduct, discipline and rules of the institution. You shall also abide by the time-table and handle classes allotted to you regularly without any default.
5. During probation period, if the said teacher wants to leave the service, he/she shall give 3 months notice or one month pay in lieu of notice.
6. You shall carry out any other work as may be assigned to you from time to time by the Principal or any other authority under his direction.
7. You shall be the whole-time employee of the college and shall not engage yourself in work / profession or employment either on honorary basis or otherwise during the period of employment with this college.
8. The Teacher agrees to execute all the work assigned to his/her by the Head of the Institution and the Head of the Department from time to time honestly and sincerely and carry out all the orders of the superiors.

**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

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## **Dwaraka Doss Goverdhan Doss Vaishnav College**

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Gokul Bagh, 833 Periyar E.V.R. High Road, Arumbakkam, Chennai-600 106

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e-mail: principal@dgvaishnavcollege.edu.in website: www.dgvaishnavcollege.edu.in

**Ashok Kumar Mundhra**  
**Secretary**

16.08.2018

To  
Ms.B.Sowmiya

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of Commerce with effect from 16.08.2018 on the following terms.

1. You will be paid a total salary of Rs.25000 (Rupees Twenty five thousand only) per month (inclusive of all allowances).
2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.
3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.
4. You will be entitled to ten days' Casual leave in an academic year and you shall avail the same after obtaining prior written sanction. Unavailed casual leave shall lapse and shall not be carried over to the next year. The grant of leave shall be at the discretion of the management keeping in view the exigencies of work.
5. You shall constantly upgrade your subject knowledge and teaching skills so as to achieve excellence for the benefit of the students/college.
6. You will sincerely work for the development and progress of the college and look after the interest of students of your Department with regard to teaching, seminars, project work, assignments, tests etc.
7. You shall be a whole time employee of the college and, therefore, shall not, without previous written permission of the Management, engage yourself in any full time or part time work/profession/assignment/private tuition etc., either on honorary basis or otherwise during the period of your employment with the college.
8. Management shall encourage you to publish books, present papers, undertake research work without hampering your regular academic work. But they shall be only under the banner of this college.
9. You shall not engage yourself in any outside activity which will either directly or indirectly affect satisfactory performance of the duties assigned to you from time to time.
10. You will not enter into any monetary transactions or collection of any money, gratis or otherwise, from students, their parents/guardians nor misuse your position for any personal gains.

  
**PRINCIPAL**

**PTO**



P. Haridas  
Secretary

Date: 01.12.2012

To

Mr. Ram Kumar G. M.B.A., M.Com., M.Phil., SLET., NET.,  
Economics.

Dear Sir/Madam

This refers to our letter dated 16.02.2010 appointing you as Lecturer in the Department of Economics.

1. You are placed on probation for a period of one year with effect from 01.12.2012, on the following terms and condition. The period of probation shall further be liable to be extended at the discretion of the Management. You shall continue to be on probation till your services are confirmed in writing by the management.

2. You will be paid a total salary of Rs.18300 (Rs. Eighteen thousand three hundred only) per month (inclusive of all allowances).

2-A. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.

3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.

4. You will be entitled to ten days' Casual leave in an academic year and you shall avail the same after obtaining prior written sanction. Unavailed casual leave shall lapse and shall not be carried over to the next year. The grant of leave shall be at the discretion of the management keeping in view the exigencies of work.

5. You shall constantly upgrade your subject knowledge and teaching skills so as to achieve excellence for the benefit of the students/college.

6. You will sincerely work for the development and progress of the college and look after the interest of students of your Department with regard to teaching, seminars, project work, assignments, tests etc.

7. You shall be a whole time employee of the college and, therefore, shall not, without previous written permission of the Management, engage yourself in any full time or part time work/profession/assignment/private tuition etc., either on honorary basis or otherwise during the period of your employment with the college.



**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

P.T.O



**Dwaraka Doss Goverdhan Doss Vaishnav College**  
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Gokul Bagh, 833 Periyar E.V.R. High Road, Arumbakkam, Chennai-600 106  
Phone: 044-23636655, 23637949 Fax: 044-23837788  
e-mail: principal@dgvaishnavcollege.com website: www.dgvaishnavcollege.com

AP . NO: 38

**P.Haridas**  
**Secretary**

Date: 20.06.2013

To

Mr. P. Sathyanarayanan, M.Com., M.Phil., SLET.,  
Commerce,

Dear Sir/Madam

1. You are temporarily appointed as Lecturer in Commerce Department with effect from 20.06.2013 to 31<sup>st</sup> May, 2014
2. The above temporary period is liable to be extended further at the discretion of the management.
3. You will be paid a consolidated salary of Rs.19500/- (Rs. Nineteen thousand five hundred only) per month during this temporary period. You are not entitled to any other benefit/privileges which are normally available to the regular employees of this institution.
4. You will be working for 42 hrs per week, out of which minimum 18 hrs will be classroom teaching.
5. You shall abide by the code of conduct, discipline and rules of the institution. You shall also abide by the time-table and handle classes allotted to you regularly without any default.
6. You shall carry out any other work as may be assigned to you from time to time by the Principal or any other authority under his direction.
7. You shall discharge your duties efficiently, diligently and should not misuse your position for any personal goal.
8. Your temporary service shall also be liable to be terminated earlier than the stipulated period or on expiry of the above period as mentioned in clause 1 of this letter without any notice or without assigning any reason thereof.
9. You shall not normally or under any pretext absent yourself from duties without the prior permission of the authorities.

P.T.O

**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**

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## Dwaraka Doss Goverdhan Doss Vaishnav College

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E-mail : principal@dgvaishnavcollege.com Website : www.dgvaishnavcollege.com

**Shri. P. Haridas**

Secretary

Establishment/Teaching/Appointment/27/ 2016

Date: 15.06.2016

### **PROCEEDINGS OF THE SECRETARY**

To

**Ms.T.Kamala**

**B.Com (Accounting & Finance)**

Dear Sir/Madam

1. You are appointed as Assistant Professor in the Department of B.Com (Accounting & Finance) with effect from 16.06.2016 for a period of 1 year on probation. You are required to join duty on or before 16.06.2016 along with the joining report and all Original Certificates.
2. You will be paid a consolidated salary of Rs.25,000/- (Twenty Five Thousand Only) per month during the period. You are not entitled to any other benefit/privileges which are normally available to the regular employees of this institution.
3. You will be working for 42 hrs per week, out of which minimum 18 hrs will be classroom teaching.
4. You shall abide by the code of conduct, discipline and rules of the institution. You shall also abide by the time-table and handle classes allotted to you regularly without any default.
5. You shall carry out any other work as may be assigned to you from time to time by the Principal or any other authority under his direction.
6. You shall discharge your duties efficiently, diligently and should not misuse your position for any personal goal.
7. The Management of the college reserves the right to terminate the services of the said Assistant Professor without assigning any reasons during the period of probation as he/she has been engaged only on probation. In such an eventuality he/she will be given three months notice or one month's salary in lieu thereof.

P.T.O

**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**



# Dwaraka Doss Goverdhan Doss Vaishnav College

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E-mail : principal@dgvaishnavcollege.com Website : www.dgvaishnavcollege.com

**Shri. P. Haridas**

Secretary

Establishment/Teaching/Appointment/25/ 2016

Date: 15.06.2016

## **PROCEEDINGS OF THE SECRETARY**

**To**

**Ms.M.Devaki  
Commerce**

Dear Sir/Madam

1. You are appointed as Assistant Professor in the Department of Commerce with effect from 16.06.2016 for a period of 1 year on probation. You are required to join duty on or before 16.06.2016 along with the joining report and all Original Certificates.
2. You will be paid a consolidated salary of Rs.25,000/ (Twenty Five Thousand Only) per month during the period. You are not entitled to any other benefit/privileges which are normally available to the regular employees of this institution.
3. You will be working for 42 hrs per week, out of which minimum 18 hrs will be classroom teaching.
4. You shall abide by the code of conduct, discipline and rules of the institution. You shall also abide by the time-table and handle classes allotted to you regularly without any default.
5. You shall carry out any other work as may be assigned to you from time to time by the Principal or any other authority under his direction.
6. You shall discharge your duties efficiently, diligently and should not misuse your position for any personal goal.
7. The Management of the college reserves the right to terminate the services of the said Assistant Professor without assigning any reasons during the period of probation as he/she has been engaged only on probation. In such an eventuality he/she will be given three months notice or one month's salary in lieu thereof.

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

**P.T.O**





# Dwaraka Doss Goverdhan Doss Vaishnav College

(Autonomous-Affiliated to the University of Madras-Accredited at 'A' Grade by UAAAC)

Gokul Bagh, 833 Periyar E.V.R. High Road, Arumbakkam, Chennai - 600 106

Phone: 044-2363 5191, 2363 5162 Fax: 044-2363 5193

e-mail: principal@dgvaishnavcollege.edu.in website: www.dgvaishnavcollege.edu.in

**Ashok Kumar Mundhra**  
Secretary

Date: 01.06.2018

To  
Ms. Jayashree N

## Letter of Appointment

Dear Sir/Madam

We are pleased to appoint you as Assistant Professor in the Department of Commerce on the following terms and conditions:

1. You are placed on probation for a period of one year w.e.f 01.06.2018. The period of probation shall further be liable to be extended at the discretion of the Management. During or at the expiry of the said period of probation or the extended period of probation, the Management shall have the right to terminate your services without any notice or without assigning any reason thereof. You shall continue to be on probation till your services are confirmed in writing by the management.

2. You will be paid a total salary of Rs.25000 (Rupees Twenty Five Thousand only) per month (inclusive of all allowances).

2-A. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.

3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.

4. You will be entitled to ten days' Casual leave in an academic year and you shall avail the same after obtaining prior written sanction. Unavailed casual leave shall lapse and shall not be carried over to the next year. The grant of leave shall be at the discretion of the management keeping in view the exigencies of work.


5. You shall constantly upgrade your subject knowledge and teaching skills so as to achieve excellence for the benefit of the students/college.

6. You will sincerely work for the development and progress of the college and look after the interest of students of your Department with regard to teaching, seminars, project work, assignments, tests etc.

7. You shall be a whole time employee of the college and, therefore, shall not, without previous written permission of the Management, engage yourself in any full time or part time work/profession/assignment/private tuition etc., either on honorary basis or otherwise during the period of your employment with the college.

8. Management shall encourage you to publish books, present papers, undertake research work without hampering your regular academic work. But they shall be only under the banner of this college.

Managed by SHRI VALLABHACHARYA VIDYA SABHA

  
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

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# Dwaraka Doss Goverdhan Doss Vaishnav College

(Autonomous-Affiliated to the University of Madras-Accredited at 'A' Grade by NAAC)

Gokul Bagh, 833 Periyar E.V.R. High Road, Arumbakkam, Chennai-600 106

Phone: 044-2363 5101, 2363 5102 Fax: 044-23635103

e-mail: principal@dgvaishnavcollege.edu.in website: www.dgvaishnavcollege.edu.in

**Ashok Kumar Mundhra**  
Secretary

25.09.2018

To  
Ms.N.Subhashree

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of Commerce with effect from 25.09.2018 on the following terms.

1. You will be paid a total salary of Rs.25000 () per month (inclusive of all allowances).
2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.
3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.
4. You will be entitled to ten days' Casual leave in an academic year and you shall avail the same after obtaining prior written sanction. Unavailed casual leave shall lapse and shall not be carried over to the next year. The grant of leave shall be at the discretion of the management keeping in view the exigencies of work.
5. You shall constantly upgrade your subject knowledge and teaching skills so as to achieve excellence for the benefit of the students/college.
6. You will sincerely work for the development and progress of the college and look after the interest of students of your Department with regard to teaching, seminars, project work, assignments, tests etc.
7. You shall be a whole time employee of the college and, therefore, shall not, without previous written permission of the Management, engage yourself in any full time or part time work/profession/assignment/private tuition etc., either on honorary basis or otherwise during the period of your employment with the college.
8. Management shall encourage you to publish books, present papers, undertake research work without hampering your regular academic work. But they shall be only under the banner of this college.
9. You shall not engage yourself in any outside activity which will either directly or indirectly affect satisfactory performance of the duties assigned to you from time to time.
10. You will not enter into any monetary transactions or collection of any money, gratis or otherwise, from students, their parents/guardians nor misuse your position for any personal gains.

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

Monitored by SHRI VALLABHACHARYA

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**Ashok Kumar Mundhra**  
Secretary


04.01.2019

To  
Mr.G.Gnanasekaran

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of Commerce with effect from 04.01.2019 on the following terms.

1. You will be paid a total salary of Rs.30000 (Rupees Thirty thousand only) per month (inclusive of all allowances).
2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.
3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.
4. You will be entitled to ten days' Casual leave in an academic year and you shall avail the same after obtaining prior written sanction. Unavailed casual leave shall lapse and shall not be carried over to the next year. The grant of leave shall be at the discretion of the management keeping in view the exigencies of work.
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**PRINCIPAL**

PTO

**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**



**Ashok Kumar Mundhra**  
Secretary

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01.07.2019

To  
Dr.L.N. Jayanthi

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of Commerce with effect from 01.07.2019 on the following terms.

1. You will be paid a total salary of Rs.35000 (Rupees Thirty five thousand only) per month (inclusive of all allowances).
2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.
3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.
4. You will be entitled to ten days' Casual leave in an academic year and you shall avail the same after obtaining prior written sanction. Unavailed casual leave shall lapse and shall not be carried over to the next year. The grant of leave shall be at the discretion of the management keeping in view the exigencies of work.
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**PRINCIPAL**

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Managed by SHR

**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**





# Dwaraka Doss Goverdhan Doss Vaishnav Evening College

"GOKUL BAGH"

833. PERIYAR E.V.R. SALAI, ARUMBAKKAM, CHENNAI - 600 106.

[Managed by Shri Vallabhacharya Vidya Sabha, Chennai]

☎ : 2475 4349

Date: 12.6.2004

BHARAT KUMAR K SHAH, B.A., B.L., P.G.Dip.in Foreign Trade  
JOINT SECRETARY

## PROCEEDINGS

Sub: Appointment of Full Time/ Part Time Staff.

The Management is pleased to offer appointment to  
Mr./Ms. A. Venkatesh

Lecturer in the Department of Commerce

The offer of appointment is purely on a contractual basis and is for a period of one year from 01.06.2004 or from the date of joining of the department whichever is later and lasts upto 31.05.2005 only on which date the appointment will automatically come to an end, subject to the following terms and conditions :

1. He/She shall pass SLET/NET and qualify as stipulated by U.G.C./University of Madras Vide Letter No.A-III/2/Pres. Qln/2002/2016 dt.19.8.2002 for the post.
2. He/She will be allotted 16 hours of work and paid a consolidated sum of Rs. 7200/- p.m.
3. Salary paid is subject to Income Tax and other statutory provisions wherever applicable
4. He/She shall abide by the time table and handle classes allotted regularly and carry out any other work as may be assigned to him/her from time to time by the Principal or other authorities of the college.
5. He/She shall abide by the code of conduct, discipline and rules of the institution.
6. He/She shall apply himself/herself honestly, efficiently and discharge his/her duties diligently.
7. He/She shall not normally or on any pretext absent himself/herself from his/her duties without the prior permission of the authorities.
8. The Management of the College reserves the right to determine the services of the said lecturer without assigning any reasons during the period of contract as he/she has been engaged only on contract basis. In such an eventuality he/she will be given one month's notice or one month's salary in lieu thereof.
9. He/she is entitled to relinquish his/her appointment at any time during the period of contract by giving one month notice in writing or paying the college one month's salary in lieu of such notice.

This letter of appointment is sent to you in duplicate. You are requested to return the duplicate copy duly signed in token of having accepted the same

  
PRINCIPAL

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

  
JOINT SECRETARY

# DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE

(Managed by Shri Vallabhacharya Vidya Sabha, Chennai)  
Accredited "A" Grade by NAAC  
"GOKUL BAGH"

No. 833, PERIYAR E.V.R. SALAI, ARUMBAKKAM, CHENNAI - 600 106.

Sharat Kumar K. Shah

Secretary

Phone : 044 - 2475 6655

04-01-2010  
Date : .....

## PROCEEDINGS

Sub: Appointment of Full Time Staff

The Management is pleased to offer appointment to Ms. C. BHUVANESWARIL.M.Com., M.Phil Lecturer in the Department of COMMERCE

The offer of appointment is purely on a contractual basis and is for a period of Five month from 04-01-2010 or from the date of joining of the department whichever is later and lasts upto 31-05-2010 only on which date the appointment will automatically come to an end, subject to the following terms and conditions :

1. Your Working hours are 42 per week out of which 18 hours minimum is Classroom teaching. You will be paid a consolidated sum of Rs.9750/- p.m.
2. Salary paid is subject to Income Tax and other statutory provisions wherever applicable.
3. He/She shall abide by the time table and handle classes allotted regularly and carry out any other work as may be assigned to him/her from time to time by the Principal or other authorities of the college.
4. He/She shall abide by the code of conduct, discipline and rules of the institution.
5. He/She shall apply himself/herself honestly, efficiently and discharge his/her duties diligently.
6. He/She shall not normally or on any pretext absent himself/herself from his/her duties without the prior permission of the authorities.
7. The Management of the College reserves the right to determine the services of the said lecturer without assigning any reasons during the period of contract as he/she has been engaged only on contract basis. In such an eventuality he/she will be given one month's notice or one month's salary in lieu thereof.
8. He/She is entitled to relinquish his/her appointment at any time during the period of contract by giving one month notice in writing or paying the college one month's salary in lieu of such notice.
9. Enrollment/Participation in any Union /Association Activity will entail Termination of the contract.

This letter of appointment is sent to you in duplicate. You are requested to return the duplicate copy duly signed in token of having accepted the same.

PRINCIPAL  
D.G. VAISHNAV COLLEGE  
ARUMBAKKAM  
CHENNAI-600 106

JOINT SECRETARY

PRINCIPAL  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
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**Shri. P. Haridas**  
Secretary

Establishment/Teaching/Appointment/26/ 2016

Date: 15.06.2016

**PROCEEDINGS OF THE SECRETARY**

To  
**Ms. Sasirekha**  
**Commerce**

Dear Sir/Madam

1. You are appointed as Assistant Professor in the Department of Commerce with effect from 16.06.2016 for a period of 1 year on probation. You are required to join duty on or before 16.06.2016 along with the joining report and all Original Certificates.
2. You will be paid a consolidated salary of Rs.18,000/- (Eighteen Thousand Only) per month during the period. You are not entitled to any other benefit/privileges which are normally available to the regular employees of this institution.
3. You will be working for 42 hrs per week, out of which minimum 18 hrs will be classroom teaching.
4. You shall abide by the code of conduct, discipline and rules of the institution. You shall also abide by the time-table and handle classes allotted to you regularly without any default.
5. You shall carry out any other work as may be assigned to you from time to time by the Principal or any other authority under his direction.
6. You shall discharge your duties efficiently, diligently and should not misuse your position for any personal goal.
7. The Management of the college reserves the right to terminate the services of the said Assistant Professor without assigning any reasons during the period of probation if he/she has been engaged only on probation. In such an eventuality he/she will be given three months notice or one month's salary in lieu thereof.

**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**

**P.T.O**





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**Ashok Kumar Mundhra**  
Secretary

20.01.2020

To  
Ms.P.R.Vishalakshi

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of Commerce with effect from 20.01.2020 on the following terms.

1. You will be paid a total salary of Rs.25000 (Rupees Twenty five thousand only) per month (inclusive of all allowances).

2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.

3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.

4. You will be entitled to ten days' Casual leave in an academic year and you shall avail the same after obtaining prior written sanction. Unavailed casual leave shall lapse and shall not be carried over to the next year. The grant of leave shall be at the discretion of the management keeping in view the exigencies of work.

5. You shall constantly upgrade your subject knowledge and teaching skills so as to achieve excellence for the benefit of the students/college.

6. You will sincerely work for the development and progress of the college and look after the interest of students of your Department with regard to teaching, seminars, project work, assignments, tests etc.

7. You shall be a whole time employee of the college and, therefore, shall not, without previous written permission of the Management, engage yourself in any full time or part time work/profession/assignment/private tuition etc., either on honorary basis or otherwise during the period of your employment with the college.

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**Ashok Kumar Mundhra**  
Secretary

01.10.2020

To  
Mr.Naveen Pradeep

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of Commerce with effect from 01.10.2020 on the following terms.

1. You will be paid a total salary of Rs.30000 (Rupees Thirty thousand only) per month (inclusive of all allowances).
2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.
3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.
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Dwaraka Doss Goverdhan Doss

Vaishnav College  
Arumbakkam, Chennai - 600106.

Managed by SHRI VALLABHACHARYA VIDYA SABHA

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**P.Haridas**  
**Secretary**

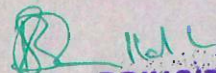
20.1.2015

To  
Ms.D.Senthamarai

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of Commerce with effect from 20.1.2015 on the following terms.

1. You will be paid a total salary of Rs.12500 (Rupees Twelve thousand five hundred only) per month (inclusive of all allowances).
2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.
3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.
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**Ashok Kumar Mundhra**  
**Secretary**

03.07.2019

To  
Mr.S. Sairam

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of Honours with effect from 03.07.2019 on the following terms.

1. You will be paid a total salary of Rs.27500 (Rupees Twenty seven thousand five hundred only) per month (inclusive of all allowances).
2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.
3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.
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**Ashok Kumar Mundhra**  
Secretary

15.07.2019

To  
Mr.D.K.Selva Ganesh

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of B.Com.Honours with effect from 15.07.2019 on the following terms.

1. You will be paid a total salary of Rs.25000 (Rupees Twenty five thousand only) per month (inclusive of all allowances).
2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.
3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.
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**PRINCIPAL**

Managed by SHRI VALLABHACHARYA VIDYA SARI

**Dwaraka Doss Goverdhan Doss**

**Vaishnav College**

**Arumbakkam, Chennai - 600106.**

PTO





# Dwaraka Doss Goverdhan Doss Vaishnav College

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**Ashok Kumar Mundhra**  
Secretary

17.06.2019

To  
Ms.V. Renuka

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of Commerce with effect from 17.06.2019 on the following terms.

1. You will be paid a total salary of Rs.35000 (Rupees Thirty five thousand only) per month (inclusive of all allowances).
2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.
3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.
4. You will be entitled to ten days' Casual leave in an academic year and you shall avail the same after obtaining prior written sanction. Unavailed casual leave shall lapse and shall not be carried over to the next year. The grant of leave shall be at the discretion of the management keeping in view the exigencies of work.
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7. You shall be a whole time employee of the college and, therefore, shall not, without previous written permission of the Management, engage yourself in any full time or part time work/profession/assignment/private tuition etc., either on honorary basis or otherwise during the period of your employment with the college.
8. Management shall encourage you to publish books, present papers, undertake research work without hampering your regular academic work. But they shall be only under the banner of this college.
9. You shall not engage yourself in any outside activity which will either directly or indirectly affect satisfactory performance of the duties assigned to you from time to time.
10. You will not enter into any monetary transactions or collection of any money, gratis or otherwise, from students, their parents/guardians nor misuse your position for any personal gains.

  
**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
Arumbakkam, Chennai - 600106.

PTO



**Dwaraka Doss Goverdhan Doss Vaishnav College**  
(Autonomous-Affiliated to the University of Madras-Accredited at 'A' Grade by NAAC)

Gokul Bagh, 833 Periyar E.V.R. Salai, Arumbakkam, Chennai - 600 106  
Phone: 044-24756655, 24754349 Fax: 044-24753008  
e-mail: principal@dgvaishnavcollege.com website: www.dgvaishnavcollege.com


Date: 18.06.2014

To  
P. Haridas  
Secretary

Mr.K.Moneesh Kumar.M.Com.,M.Phil., SET.  
Commerce,

Dear Sir/Madam

1. You are temporarily appointed as Lecturer in Commerce, Department with effect from 18.06.2014. To 31<sup>st</sup> May, 2015
2. The above temporary period is liable to be extended further at the discretion of the management.
3. You will be paid a consolidated salary of Rs.19500/- (Rs. Nineteen thousand five hundred only) per month during this temporary period. You are not entitled to any other benefit/privileges which are normally available to the regular employees of this institution.
4. You will be working for 42 hrs per week, out of which minimum 18 hrs will be classroom teaching.
5. You shall abide by the code of conduct, discipline and rules of the institution. You shall also abide by the time-table and handle classes allotted to you regularly without any default.
6. You shall carry out any other work as may be assigned to you from time to time by the Principal or any other authority under his direction.
7. You shall discharge your duties efficiently, diligently and should not misuse your position for any personal goal.
8. Your temporary service shall also be liable to be terminated earlier than the stipulated period or on expiry of the above period as mentioned in clause 1 of this letter without any notice or without assigning any reason thereof.
9. You shall not normally or under any pretext absent yourself from duties without the prior permission of the authorities.

  
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



சென்னை-15, சென்னை மண்டலக் கல்லூரிக் கல்வி இணை இயக்குநர் அவர்களின் செயல்முறைகள்  
பிறப்பிப்பவர்: முனைவர்.இரா.இராவணன், எம்.எஸ்ஸி, எம்.பில், பிஎச்.டி

ந.க.எண். 1296/ஈ/2/2021

நாள்: 21.04.2021

பொருள் : அரசு உதவிபெறும் கல்லூரிகள் - சென்னை - 106, து.கோ.வைணவக் கல்லூரி - முனைவர்.கு.மோணிஷ் குமார், வணிகவியல் துறை, உதவிப்பேராசிரியர் - பணியமர்வு அரசு மானியத்திற்கு நியமனம் ஏற்பு அளித்தல்.

- பார்வை :
1. சென்னை-6 கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகள் ப.மு.எண்.48454/ஜி1/1999 நாள்.28.10.1999.
  2. சென்னை-6 கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகள் ந.க.எண்.46843/ஜி1/2009 நாள்.07.09.2012 உடன் பெறப்பட்ட அரசு கடித எண் 169 உயர்கல்வி (E1) துறை, நாள்.08.08.2012.
  3. அரசாணை நிலை எண். 44, பணியாளர் மற்றும் வேலைவாய்ப்பு (ட்டி) துறை நாள். 11.03.2015.
  4. சென்னை-6 கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகள் ந.க.எண். 24176/ஜி3/2018 நாள். 28.10.2020.
  5. சென்னைப் பல்கலைக்கழக பதிவாளரின் கடித எண். A-II/JPR/A.P-Approval/D.G. Vaishnav College/2021/036 Dt. 01.03.2021.
  6. சென்னை - 106, து.கோ.வைணவக் கல்லூரிச் செயலரின் நியமன ஆணை ந. க. எண். 127/2020-2021 நாள். 29.01.2021.
  7. சென்னை - 106, து.கோ.வைணவக் கல்லூரிச் செயலரின் கடித ந. க. எண். 215/2020-2021 நாள். 02.03.2021.

பார்வை (1) ல் காணும் கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகளில் கல்லூரியின் 1999-2000ம் ஆண்டின் பணிப்பளு அடிப்படையில் சென்னை - 106, து.கோ.வைணவக் கல்லூரிக்கு 18 (பதினெட்டு) வணிகவியல் துறை உதவிப்பேராசிரியர் பணியிடங்கள் ஒப்பளிப்பு செய்து ஆணைகள் வழங்கப்பட்டுள்ளது.

பார்வை (4) ல் காணும் கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகளில் சென்னை - 106, து.கோ.வைணவக் கல்லூரியில் 01.06.2017 முதல் 31.05.2018 வரை காலியாக உள்ளதென தெரிவிக்கப்பட்டுள்ள 02 ஆசிரியர் பணியிடங்களில் வணிகவியல் துறைக்கு காலியாக இருந்த ஒரு பணியிடம் (01) நிரப்பிக் கொள்வதற்கு கல்லூரிச் செயலருக்கு அனுமதி வழங்கப்பட்டுள்ளது.

அதனடிப்படையில் சென்னை - 106, து.கோ.வைணவக் கல்லூரிச் செயலரால் வணிகவியல் துறை உதவிப் பேராசிரியராகப் பணியமர்த்தப்பட்டுள்ள முனைவர்.கு.மோணிஷ் குமார் என்பாரது கல்வித் தகுதிகள் பல்கலைக்கழக மானியக் குழு நிர்ணயித்துள்ள கல்வித் தகுதிகளை நிறைவு செய்துள்ளதாலும், பார்வை (5) ல் காணும் சென்னை பல்கலைக்கழக பதிவாளரின் கடிதத்தில் அன்னாருக்கு உதவிப் பேராசிரியர் கல்வித் தகுதிக்கான ஒப்புதல் வழங்கப்பட்டுள்ளதன் அடிப்படையிலும் கீழ்க் குறிப்பிட்டுள்ள நிபந்தனைகளுக்குட்பட்டு அன்னாரது நியமனத்திற்கு 02.02.2021 அன்று முற்பகல் முதல் அரசு மானியத்திற்கு ஏற்பு வழங்கி ஆணையிடப்படுகிறது.

வ. எண்	பெயர் (மற்றும்) பதவி	பணியிடம் ஏற்பட்ட விதம்	நியமன நாள்
1	முனைவர்.கு.மோணிஷ் குமார் உதவிப் பேராசிரியர் வணிகவியல் துறை	திரு.ஏ.பி.சுந்தரவடிவேலு என்பார் 30.06.2017 அன்று ஓய்வு பெற்றதால் ஏற்பட்ட காலிப்பணியிடம்	02.02.2021 முற்பகல் முதல்

மேற்காண் உதவிப் பேராசிரியருக்கு ரூ. 57700-182400 தர ஊதியக் கற்றையில் 02.02.2021 அன்று முற்பகல் முதல் சம்பள மானியம் பெறவும் அனுமதி அளிக்கப்படுகிறது.

  
PRINCIPAL

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



# Dwaraka Doss Goverdhan Doss Vaishnav Evening College

"GOKUL BAGH"

445, PERIYAR E. V. R. HIGH ROAD, ARUMBAKKAM, MADRAS - 600 106.  
(MANAGED BY SRI VALLABHACHARYA VIDYA SABHA, MADRAS)

S. R. Ramani  
Secretary

PHONE xxxxx 4349  
475

Date 9-8-99

## Proceeding

Sub: Establishment - Teaching Staff - D.G. Vaishnav  
Evening College, Chennai - 106 - appointment  
of lecturer - orders - issued.

Thiru./Ms./Mrs. Prabha chari, M.Com., M.Phil., is appointed  
as Lecturer in the Department of M.B.A. 7-8-99  
in the EVENING COLLEGE/DAY COLLEGE for the period from ~~xxxxxxx~~ to  
31.08.2000. He/She will draw a consolidated salary of Rs. 9,100/-  
in the scale of 8,000 - 275 - 13,500.

He/She will be given 18 Hrs of work per week and he/she should  
carry out all such other work as may be assigned to him/her from time  
to time by or under direction of the principal.

He/She shall abide by the code of conduct, discipline and rules of  
the institution and shall involve himself/herself by his/her total  
commitment for the progress and development of his/her department and  
the institution. The appointee will abide by the time-table and handle  
classes allotted to him/her regularly without any default.

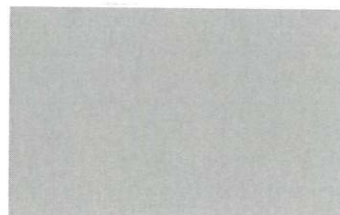
He/She shall produce all certificates (attested in original with  
the photostat copies) in respect of his/her qualifications.


1/2

S. R. Ramani  
Secretary

To

Mrs. Prabhachari, M.Com., M.Phil.,  
Copy to Evening College Office File.



  
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.





# DWARAKA DOSS GOVERDHAN DOSS VAISHNAV EVENING COLLEGE

"GOKUL BAGH"

833, PERIYAR E.V.R. SALAI, ARUMBAKKAM, CHENNAI - 600 106.  
(MANAGED BY SRI VALLABHACHARYA VIDYA SABHA, CHENNAI)

Procs. / Ref. No.

Shri. SURAJ RATANDAMANI  
Secretary

Phone: 475 4349

Procs. / Ref. No.

## PROCEEDINGS

Date: 16.6.2003

Sub: Appointment of Full Time/ Part Time Staff.

The Management is pleased to offer appointment to  
Mr./Ms. Prem Kumar. D M.Com. MPhil.


Lecturer in the Department of Corporate Secretaryship

The offer of appointment is purely on a contractual basis and is for a period of one year from 01.06.2003 or from the date of joining of the department whichever is later and lasts upto 31.05.2004 only on which date the appointment will automatically come to an end, subject to the following terms and conditions:

1. He/She shall pass SLET/NET and qualify as stipulated by U.G.C./University of Madras Vide Letter No.A-111/2/Pres. Qln/2002/2018 dt.19.6.2002 for the post.
2. He/She will be allotted 16 hours of work and paid a consolidated sum of Rs. 7000/- p.m.
3. Salary paid is subject to Income Tax and other statutory provisions wherever applicable
4. He/She shall abide by the time table and handle classes allotted regularly and carry out any other work as may be assigned to him/her from time to time by the Principal or other authorities of the college.
5. He/She shall abide by the code of conduct, discipline and rules of the institution.
6. He/She shall apply himself/herself honestly, efficiently and discharge his/her duties diligently.
7. He/She shall not normally or on any pretext absent himself/herself from his/her duties without the prior permission of the authorities.
8. The Management of the College reserves the right to determine the services of the said lecturer without assigning any reasons during the period of contract as he/she has been engaged only on contract basis. In such an eventuality he/she will be given one month's notice or one month's salary in lieu thereof.
9. He/she is entitled to relinquish his/her appointment at any time during the period of contract by giving one month notice in writing or paying the college one month's salary in lieu of such notice.

This letter of appointment is sent to you in duplicate. You are requested to return the duplicate copy duly signed in token of having accepted the same.

3/2003/procee

  
S. R. Damodhar  
PRINCIPAL SECRETARY

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.





# Dwaraka Doss Goverdhan Doss Vaishnav Evening College

"GOKUL BAGH"

833, PERIYAR E.V.R. SALAI, ARUMBAKKAM, CHENNAI - 600 106.

[Managed by Sri Vallabhacharya Vidya Sabha, Chennai]

☎ : 2475 4349

Date: 1.7.2004

BHARAT KUMAR K SHAH, B.A., B.L., P.G. Dip. in Foreign Trade  
JOINT SECRETARY

## PROCEEDINGS

Sub: Appointment of Full Time/ Part Time Staff.

The Management is pleased to offer appointment to

Mr./Ms. K. Kalpana Devi, MBA

Lecturer in the Department of Corporate Secretaryship & Business Administration

The offer of appointment is purely on a contractual basis and for a period of one year from 01.06.2004 or from the date of joining of the department whichever is later and lasts upto 31.05.2005 only on which date the appointment will automatically come to an end, subject to the following terms and conditions :

1. He/She shall pass SLET/NET and qualify as stipulated by U.G.C./University of Madras Vide Letter No.A-III/2/Pres. Qln/2002/2016 dt.19.8.2002 for the post.
2. He/She will be allotted 8+8 hours of work and paid a consolidated sum of Rs. 7000/- p.m.
3. Salary paid is subject to Income Tax and other statutory provisions wherever applicable
4. He/She shall abide by the time table and handle classes allotted regularly and carry out any other work as may be assigned to him/her from time to time by the Principal or other authorities of the college.
5. He/She shall abide by the code of conduct, discipline and rules of the institution.
6. He/She shall apply himself/herself honestly, efficiently and discharge his/her duties diligently.
7. He/She shall not normally or on any pretext absent himself/herself from his/her duties without the prior permission of the authorities.
8. The Management of the College reserves the right to determine the services of the said lecturer without assigning any reasons during the period of contract as he/she has been engaged only on contract basis. In such an eventuality he/she will be given one month's notice or one month's salary in lieu thereof.
9. He/she is entitled to relinquish his/her appointment at any time during the period of contract by giving one month notice in writing or paying the college one month's salary in lieu of such notice.

This letter of appointment is sent to you in duplicate. You are requested to return the duplicate copy duly signed in token of having accepted the same.

  
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



சென்னை-15, சென்னை மண்டலக் கல்லூரிக் கல்வி இணை இயக்குநர் அவர்களின் செயல்முறைகள்  
பிறப்பிப்பவர்: முனைவர்.இரா.இராணன்., எம்.எஸ்ஸி., எம்.பி., பிஎச்.டி

ந.க.எண். 1305/ஈ/2021

நாள்: 20.04.2021

பொருள் : அரசு உதவிபெறும் கல்லூரிகள் - சென்னை - 106, து.கோ.வைணவக் கல்லூரி - முனைவர்.கு.கல்பனா தேவி, நிறுமச் செயலாண்மை துறை, உதவிப்பேராசிரியர் - பணியமர்வு அரசு மானியத்திற்கு நியமனம் ஏற்பு அளித்தல்.

- பார்வை :
1. சென்னை-6 கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகள் ப.மு.எண்.48454/ஐ1/1999 நாள்.28.10.1999.
  2. சென்னை-6 கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகள் ந.க.எண்.46843/ஐ1/2009 நாள்.07.09.2012 உடன் பெறப்பட்ட அரசு கடித எண் 169 உயர்கல்வி (E1) துறை, நாள்.08.08.2012.
  3. அரசாணை நிலை எண். 44, பணியாளர் மற்றும் வேலைவாட்பு (டீ) துறை நாள்: 11.03.2015.
  4. சென்னை-6 கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகள் ந.க.எண். 12229/ஐ3/2014 நாள். 23.10.2020.
  5. சென்னைப் பல்கலைக்கழக பதிவாளரின் கடித எண். A-II/JPR/A.P-Approval/D.G. Vaishnav College/2021/036 நாள். 01.03.2021.
  6. சென்னை - 106, து.கோ.வைணவக் கல்லூரிச் செயலரின் நியமன ஆணை ந. க. எண். 129/2020-2021 நாள். 29.01.2021.
  7. சென்னை - 106, து.கோ.வைணவக் கல்லூரிச் செயலரின் கடித ந. க. எண். 198/2020-2021 நாள். 02.03.2021.

பார்வை (1) ல் காணும் கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகளில் கல்லூரியின் 1999-2000ம் ஆண்டின் பணிப்பளு அடிப்படையில் சென்னை - 106, து.கோ.வைணவக் கல்லூரிக்கு 04 (நான்கு) நிறுமச் செயலாண்மை துறை, உதவிப்பேராசிரியர் பணியிடங்கள் ஒப்பளிப்பு செய்து ஆணைகள் வழங்கப்பட்டுள்ளது.

பார்வை (4) ல் காணும் கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகளில் சென்னை - 106, து.கோ.வைணவக் கல்லூரியில் 01.06.2011 முதல் 31.05.2014 வரை காலியாக உள்ளதென தெரிவிக்கப்பட்டுள்ள 14 ஆசிரியர் பணியிடங்களில் நிறுமச் செயலாண்மை துறைக்கு காலியாக இருந்த ஒரு பணியிடம் (01) நிரப்பிக் கொள்வதற்கு கல்லூரிச் செயலருக்கு அனுமதி வழங்கப்பட்டுள்ளது.

அதனடிப்படையில் சென்னை - 106, து.கோ.வைணவக் கல்லூரிச் செயலரால் நிறுமச் செயலாண்மை துறை உதவிப் பேராசிரியராகப் பணியமர்த்தப்பட்டுள்ள முனைவர்.கு.கல்பனா தேவி என்பாரது கல்வித் தகுதிகள் பல்கலைக்கழக மானியக் குழு நிர்ணயித்துள்ள கல்வித் தகுதிகளை நிறைவு செய்துள்ளதாலும், பார்வை (5) ல் காணும் சென்னை பல்கலைக்கழக பதிவாளரின் கடிதத்தில் அன்னாருக்கு உதவிப் பேராசிரியர் கல்வித் தகுதிக்கான ஒப்புதல் வழங்கப்பட்டுள்ளதன் அடிப்படையிலும் கீழ்க் குறிப்பிட்டுள்ள நிபந்தனைகளுக்குட்பட்டு அன்னாரது நியமனத்திற்கு 01.02.2021 முற்பகல் முதல் அரசு மானியத்திற்கு ஏற்பு வழங்கி ஆணையிடப்படுகிறது.

வ. எண்	பெயர் (மற்றும்) பதவி	பணியிடம் ஏற்பட்ட விதம்	நியமன நாள்
1	முனைவர்.கு.கல்பனா தேவி உதவிப் பேராசிரியர் நிறுமச் செயலாண்மையியல் துறை	முனைவர்.ஆர்.சம்பத் என்பார் 30.11.2012 அன்று ஓய்வு பெற்றதால் ஏற்பட்ட காலிப்பணியிடம்.	01.02.2021 முற்பகல் முதல்

மேற்காண் உதவிப் பேராசிரியருக்கு ரூ. 57700-182400 தர ஊதியக் கற்றையில் 01.02.2021 அன்று முற்பகல் முதல் சம்பள மானியம் பெறவும் அனுமதி அளிக்கப்படுகிறது.

  
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



# Dwaraka Doss Goverdhan Doss Vaishnav College

(Autonomous-Affiliated to the University of Madras-Re Accredited at 'A' Grade by NAAC)

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**Shri. P. Haridas**

Secretary

Date: 08.08.2015

## **PROCEEDINGS OF THE SECRETARY**

To

Mr.B.Franklin Edburg

B.Com (Corporate Secretaryship)

Dear Sir/Madam

1. You are appointed as Assistant Professor in the Department of B.Com (Corporate Secretaryship) with effect from 08.08.2015 for a period of 1 year on probation. You are required to join duty on or before 08.08.2015 along with the joining report and all Original Certificates.
2. You will be paid a consolidated salary of Rs.15,000/- (Fifteen Thousand Only) per month during the period. You are not entitled to any other benefit/privileges which are normally available to the regular employees of this institution.
3. You will be working for 42 hrs per week, out of which minimum 18 hrs will be classroom teaching.
4. You shall abide by the code of conduct, discipline and rules of the institution. You shall also abide by the time-table and handle classes allotted to you regularly without any default.
5. You shall carry out any other work as may be assigned to you from time to time by the Principal or any other authority under his direction.
6. You shall discharge your duties efficiently, diligently and should not misuse your position for any personal goal.
7. The Management of the college reserves the right to terminate the services of the said Assistant Professor without assigning any reasons during the period of probation as he/she has been engaged only on probation. In such an eventuality he/she will be given three months notice or one month's salary in lieu thereof.

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

**P.T.O**





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**Shri. P. Haridas**  
Secretary

Establishment/Teaching/Appointment/05/ 2015

Date: 21.09.2015

**PROCEEDINGS OF THE SECRETARY**

To

**Ms. G. Yamuna**  
**Corporate Secretaryship**

Dear Sir/Madam

1. You are hereby appointed on probation as Lecture in the Department of Corporate Secretaryship. You are required to join on or before 21.09.2015 along with the joining report.
2. You will be paid a consolidated salary of Rs.25,000/- (Twenty Five Thousand Only) per month during the period. You are not entitled to any other benefit/privileges which are normally available to the regular employees of this institution.
3. You will be working for 42 hrs per week, out of which minimum 18 hrs will be classroom teaching.
4. You shall abide by the code of conduct, discipline and rules of the institution. You shall also abide by the time-table and handle classes allotted to you regularly without any default.
5. You shall carry out any other work as may be assigned to you from time to time by the Principal or any other authority under his direction.
6. You shall discharge your duties efficiently, diligently and should not misuse your position for any personal goal.

P.T.O

**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**

Managed by SHRI VALLABHACHARYA VIDYA SABHA





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**Shri. P. Haridas**  
Secretary

Establishment/Teaching/Appointment/24/ 2016

Date: 15.06.2016

**PROCEEDINGS OF THE SECRETARY**

To  
**Dr.R.Vasudevan**  
Corporate Secretaryship

Dear Sir/Madam

1. You are appointed as Assistant Professor in the Department of Corporate Secretaryship with effect from 16.06.2016 for a period of 1 year on probation. You are required to join duty on or before 16.06.2016 along with the joining report and all Original Certificates.
2. You will be paid a consolidated salary of Rs.25,000/- (Twenty Five Thousand Only) per month during the period. You are not entitled to any other benefit/privileges which are normally available to the regular employees of this institution.
3. You will be working for 42 hrs per week, out of which minimum 18 hrs will be classroom teaching.
4. You shall abide by the code of conduct, discipline and rules of the institution. You shall also abide by the time-table and handle classes allotted to you regularly without any default.
5. You shall carry out any other work as may be assigned to you from time to time by the Principal or any other authority under his direction.
6. You shall discharge your duties efficiently, diligently and should not misuse your position for any personal goal.
7. The Management of the college reserves the right to terminate the services of the said Assistant Professor without assigning any reasons during the period of probation as he/she has been engaged only on probation. In such an eventuality he/she will be given three months notice or one month's salary in lieu thereof.

P.T.O

*Received  
By R. Vasudevan  
VMD*

**PRINCIPAL**

Managed by SHRI VALLABHACHARYA VIDYA SABHA

**Dwaraka Doss Goverdhan Doss  
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**Shri. Ashok Kumar Mundhra**

Secretary

Establishment/Staff Appt./No.32/Yr 2017-18

Date: 19.07.2017

## **PROCEEDINGS OF THE SECRETARY**

### **TERMS AND CONDITIONS OF SERVICE, CODE OF CONDUCT & LEAVE RULES**

1. Dr.R.K.Gopinath M.Com.,M.Phil.,Ph.D appointed as Assistant Professor in the Department of B.Com (Accounting & Finance) with effect from 19.07.2017 on temporary basis. He is required to join duty on or before 19.07.2017 along with the joining report.
2. He will be paid a consolidated salary of Rs.25,000/- (Twenty Five Thousand Only) per month during the period. He will not be entitled to any other benefit/privileges which are normally available to the regular employees of this institution.
3. He will be working for 42 hrs per week, out of which minimum 18 hrs will be class room teaching.
4. His appointment shall be purely on temporary basis for a period of two years subject to approval of his qualifications by the University of Madras, or till such time his qualification is approved by the University of Madras.
5. During temporary period, if the said teacher wants to leave the service, he shall give 3 months notice or one month pay in lieu of notice.
6. He shall agree to execute all the work assigned to his by the Head of the Institution and the Head of the Department from time to time honestly and sincerely and carry out all the orders of the superiors.
7. He should undertake to fully abide by the leave rules and the code of conduct, copies of which have been received by him and to which he has fully submitted as an integral part of his contract of employment with the college.
8. He undertakes not to carry out any other trade, business, or activity which goes his contract of employment with the College. He shall not accept any work outside the Institution without the permission of the Secretary of the College, conduct any trade, business or like activity, raise/receive any money/ donation, without any written authority either in the name of the College or for any College activity, or in any way tarnish the name and goodwill of the College.

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**Ashok Kumar Mundhra**  
Secretary

17.06.2019

To  
Ms.P. Jeyanthi

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of Corporate Secretaryship with effect from 17.06.2019 on the following terms.

1. You will be paid a total salary of Rs.30000 (Rupees Thirty thousand only) per month (inclusive of all allowances).
2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.
3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.
4. You will be entitled to ten days' Casual leave in an academic year and you shall avail the same after obtaining prior written sanction. Unavailed casual leave shall lapse and shall not be carried over to the next year. The grant of leave shall be at the discretion of the management keeping in view the exigencies of work.
5. You shall constantly upgrade your subject knowledge and teaching skills so as to achieve excellence for the benefit of the students/college.
6. You will sincerely work for the development and progress of the college and look after the interest of students of your Department with regard to teaching, seminars, project work, assignments, tests etc.
7. You shall be a whole time employee of the college and, therefore, shall not, without previous written permission of the Management, engage yourself in any full time or part time work/profession/assignment/private tuition etc., either on honorary basis or otherwise during the period of your employment with the college.
8. Management shall encourage you to publish books, present papers, undertake research work without hampering your regular academic work. But they shall be only under the banner of this college.
9. You shall not engage yourself in any outside activity which will either directly or indirectly affect satisfactory performance of the duties assigned to you from time to time.
10. You will not enter into any monetary transactions or collection of any money, gratis or otherwise, from students, their parents/guardians nor misuse your position for any personal gains.

PTO

**PRINCIPAL**

Managed by SHRI VALLABHACHARYA VIDYA SARMA

**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**





# **Dwaraka Doss Goverdhan Doss Vaishnav College**

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**Ashok Kumar Mundhra**  
Secretary

17.06.2019

To  
Ms.R. Indumathi

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of Corporate Secretaryship with effect from 17.06.2019 on the following terms.

1. You will be paid a total salary of Rs.25000 (Rupees Twenty five thousand only) per month (inclusive of all allowances).
2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.
3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.
4. You will be entitled to ten days' Casual leave in an academic year and you shall avail the same after obtaining prior written sanction. Unavailed casual leave shall lapse and shall not be carried over to the next year. The grant of leave shall be at the discretion of the management keeping in view the exigencies of work.
5. You shall constantly upgrade your subject knowledge and teaching skills so as to achieve excellence for the benefit of the students/college.
6. You will sincerely work for the development and progress of the college and look after the interest of students of your Department with regard to teaching, seminars, project work, assignments, tests etc.
7. You shall be a whole time employee of the college and, therefore, shall not, without previous written permission of the Management, engage yourself in any full time or part time work/profession/assignment/private tuition etc., either on honorary basis or otherwise during the period of your employment with the college.
8. Management shall encourage you to publish books, present papers, undertake research work without hampering your regular academic work. But they shall be only under the banner of this college.
9. You shall not engage yourself in any outside activity which will either directly or indirectly affect satisfactory performance of the duties assigned to you from time to time.
10. You will not enter into any monetary transactions or collection of any money, gratis or otherwise, from students, their parents/guardians nor misuse your position for any personal gains.



PTO

**PRINCIPAL**

Managed by SHRI VALLABHACHARYA VIDYA S.

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**Ashok Kumar Mundhra**  
Secretary

11.07.2019

To  
Mr.S. Rajesh Kannan

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of Corporate Secretaryship with effect from 11.07.2019 on the following terms.

1. You will be paid a total salary of Rs.36000 (Rupees Thirty six thousand only) per month (inclusive of all allowances).

2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.

3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.

4. You will be entitled to ten days' Casual leave in an academic year and you shall avail the same after obtaining prior written sanction. Unavailed casual leave shall lapse and shall not be carried over to the next year. The grant of leave shall be at the discretion of the management keeping in view the exigencies of work.

5. You shall constantly upgrade your subject knowledge and teaching skills so as to achieve excellence for the benefit of the students/college.

6. You will sincerely work for the development and progress of the college and look after the interest of students of your Department with regard to teaching, seminars, project work, assignments, tests etc.

7. You shall be a whole time employee of the college and, therefore, shall not, without previous written permission of the Management, engage yourself in any full time or part time work/profession/assignment/private tuition etc., either on honorary basis or otherwise during the period of your employment with the college.

8. Management shall encourage you to publish books, present papers, undertake research work without hampering your regular academic work. But they shall be only under the banner of this college.

9. You shall not engage yourself in any outside activity which will either directly or indirectly affect satisfactory performance of the duties assigned to you from time to time.

10. You will not enter into any monetary transactions or collection of any money, gratis or otherwise, from students, their parents/guardians nor misuse your position for any personal gains.

  
**PRINCIPAL**

**PTO**

**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
Arumbakkam, Chennai - 600106.





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e-mail: principal@dgvaishnavcollege.com website: www.dgvaishnavcollege.com

**P.Haridas**  
**Secretary**

AP. NO : 028


Date: 12.08.2013

To

Mr. M. Balaji, M.Com., M.Phil.,  
Corporate Secretaryship,

Dear Sir/Madam

1. You are temporarily appointed as Lecturer in Corporate Secretaryship Department with effect from 12.08.2013 to 31<sup>st</sup> May, 2014
2. You have to qualify yourself by passing SLET/NET/Ph.D as per the norms of University of Madras during this academic year to enable the management to consider your case for the next academic year, which will be at the sole discretion of the management.
3. You will be paid a consolidated salary of Rs.12500/- (Rs Twelve thousand five hundred only) per month during this temporary period. You are not entitled to any other benefit/privileges which are normally available to the regular employees of this institution.
4. You will be working for 42 hrs per week, out of which minimum 18 hrs will be classroom teaching.
5. You shall abide by the code of conduct, discipline and rules of the institution. You shall also abide by the time-table and handle classes allotted to you regularly without any default.
6. You shall carry out any other work as may be assigned to you from time to time by the Principal or any other authority under his direction.
7. You shall discharge your duties efficiently, diligently and should not misuse your position for any personal goal.
8. Your temporary service shall also be liable to be terminated earlier than the stipulated period or on expiry of the above period as mentioned in clause 1 of this letter without any notice or without assigning any reason thereof.
9. You shall not normally or under any pretext absent yourself from duties without the prior permission of the authorities.

  
**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**





Ashok Kumar Mundhra  
Secretary

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28.08.2019

To  
Dr.M.Rajachitra

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of Corporate Secretaryship with effect from 28.08.2019 on the following terms.

1. You will be paid a total salary of Rs.25000 (Rupees Twenty five thousand only) per month (inclusive of all allowances).
2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.
3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.
4. You will be entitled to ten days' Casual leave in an academic year and you shall avail the same after obtaining prior written sanction. Unavailed casual leave shall lapse and shall not be carried over to the next year. The grant of leave shall be at the discretion of the management keeping in view the exigencies of work.
5. You shall constantly upgrade your subject knowledge and teaching skills so as to achieve excellence for the benefit of the students/college.
6. You will sincerely work for the development and progress of the college and look after the interest of students of your Department with regard to teaching, seminars, project work, assignments, tests etc.
7. You shall be a whole time employee of the college and, therefore, shall not, without previous written permission of the Management, engage yourself in any full time or part time work/profession/assignment/private tuition etc., either on honorary basis or otherwise during the period of your employment with the college.
8. Management shall encourage you to publish books, present papers, undertake research work without hampering your regular academic work. But they shall be only under the banner of this college.
9. You shall not engage yourself in any outside activity which will either directly or indirectly affect satisfactory performance of the duties assigned to you from time to time.
10. You will not enter into any monetary transactions or collection of any money, gratis or otherwise, from students, their parents/guardians nor misuse your position for any personal gains.

PTO

Managed by SHRI VALLABHACHARYA VIDYA SABHA

B.L.V.

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**Ashok Kumar Mundhra**  
Secretary

29.09.2020

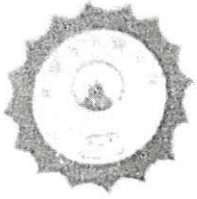
To  
Dr.P.M.Rameshkumar

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of Corporate Secretaryship with effect from 29.09.2020 on the following terms.

1. You will be paid a total salary of Rs.18000 (Rupees Eighteen thousand only) per month (inclusive of all allowances).
2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.
3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.
4. You will be entitled to ten days' Casual leave in an academic year and you shall avail the same after obtaining prior written sanction. Unavailed casual leave shall lapse and shall not be carried over to the next year. The grant of leave shall be at the discretion of the management keeping in view the exigencies of work.
5. You shall constantly upgrade your subject knowledge and teaching skills so as to achieve excellence for the benefit of the students/college.
6. You will sincerely work for the development and progress of the college and look after the interest of students of your Department with regard to teaching, seminars, project work, assignments, tests etc.
7. You shall be a whole time employee of the college and, therefore, shall not, without previous written permission of the Management, engage yourself in any full time or part time work/profession/assignment/private tuition etc., either on honorary basis or otherwise during the period of your employment with the college.
8. Management shall encourage you to publish books, present papers, undertake research work without hampering your regular academic work. But they shall be only under the banner of this college.
9. You shall not engage yourself in any outside activity which will either directly or indirectly affect satisfactory performance of the duties assigned to you from time to time.
10. You will not enter into any monetary transactions or collection of any money, gratis or otherwise, from students, their parents/guardians nor misuse your position for any personal gains.

**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College PTO**  
**Arumbakkam, Chennai - 600106.**



# Dwaraka Doss Goverdhan Doss Vaishnav College

(Autonomous & Affiliated to the University of Madras)

Gokul Bagh, 833 Periyar E.V.R. High Road, Arumbakkam, Chennai-600 106

Phone: 044-23635101, 23635102 Fax: 044-23635103

E-mail: secretary@dgvaishnavcollege.edu.in website: www.dgvaishnavcollege.edu.in

Ashok Kumar Mundhra

Secretary

To

Mr. R. Sathyanarayanan

28.09.2020

Dear Sir,

Sub: Offer Letter

Ref: Your application for the post of Assistant Professor.

This refers to the personal interview you had with us

You are temporarily appointed as Assistant Professor in Corporate Secretaryship Department.

You will be paid a total consolidated salary of Rs.20,000/- (Rupees Thirty Thousand Only) Per month inclusive of all allowances.

You are requested to bring the following within seven days of receipt of this letter.

- |                                |  |
|--------------------------------|--|
| a. Qualification Certificates  | - Original & Photo Copies                      |
| b. Experience Certificates     | - Original & Photo Copies                      |
| c. Date of Birth               | - Original & Photo Copies                      |
| d. Fitness Certificate         | - Original from any Regd. Medical Practitioner |
| e. Pass Port Size Colour Photo | - 2 Nos.                                       |
| f. Relieving Orders            | - From Previous Employer, if any               |
| g. Qualification Approval      | - By University of Madras, if any              |

You will be issued suitable orders on verification of the above and subject to your satisfying the norms laid down by University of Madras as regards your qualification.

Please confirm the date of your joining us.

Yours faithfully,  
For D.G.Vaishnav College (Evening)



*[Handwritten signature]*

*[Handwritten signature]*  
SECRETARY

*[Handwritten signature]*

PRINCIPAL

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.





# Dwaraka Doss Goverdhan Doss Vaishnav College

"GOKUL BAGH"

#833, PERIYAR E.V.R. HIGH ROAD, ARUMBAKKAM, CHENNAI - 600 106.  
(MANAGED BY SRI VALLABHACHARYA VIDYA SAIHA, CHENNAI)

**Bharat Kumar K. Shah**  
Jt. Secretary

☎ : 2475 6655

**01-07-2009**

Date : .....

## PROCEEDINGS

Sub: Appointment of Full Time Staff

The Management is pleased to offer appointment to **Ms. SANGEETHA R. M.Com., M.Phil.,** Lecturer in the Department of **COMMERCE.**

The offer of appointment is purely on a contractual basis and is for a period of one year from 01-07-2009 or from the date of joining of the department whichever is later and lasts upto 31-05-2010 only on which date the appointment will automatically come to an end, subject to the following terms and conditions :

1. He/She will be allotted **18** hours of work and paid a consolidated sum of **Rs.9000/-** p.m.

2. Salary paid is subject to Income Tax and other statutory provisions wherever applicable.

3. He/She shall abide by the time table and handle classes allotted regularly and carry out any other work as may be assigned to him/her from time to time by the Principal or other authorities of the college.

4. He/She shall abide by the code of conduct, discipline and rules of the institution.

5. He/She shall apply himself/herself honestly, efficiently and discharge his/her duties diligently.

6. He/She shall not normally or on any pretext absent himself/herself from his/her duties without the prior permission of the authorities.

7. The Management of the College reserves the right to determine the services of the said lecturer without assigning any reasons during the period of contract as he/she has been engaged only on contract basis. In such an eventuality he/she will be given one month's notice or one month's salary in lieu thereof.

8. He/She is entitled to relinquish his/her appointment at any time during the period of contract by giving one month notice in writing or paying the college one month's salary in lieu of such notice.

9. Enrollment \Participation in any Union \Association Activity will entail Termination of the contract.

This letter of appointment is sent to you in duplicate. You are requested to return the duplicate copy duly signed in token of having accepted the same.

  
**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**

  
**JOINT SECRETARY**





## Dwaraka Doss Goverdhan Doss Vaishnav College

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Gokul Bagh, 833 Periyar E.V.R. High Road, Arumbakkam, Chennai-600 106

Phone: 044-2363 5101, 2363 5102 Fax: 044-23635103

e-mail: principal@dgvaishnavcollege.edu.in website: www.dgvaishnavcollege.edu.in

**Ashok Kumar Mundhra**  
Secretary

Date: 01.06.2018

To  
Ms.M.Kalyana Sundari

### Letter of Confirmation

Dear Sir/Madam

You were appointed as Assistant Professor with effect from 21.07.2010. Management is pleased to confirm you on the following terms w.e.f. 01.06.2018 (Subject to Qualification Approval from University of Madras) in the Department of Bank Management:

1. You will be paid a total salary of Rs.27500 (Rupees Twenty Seven Thousand Five Hundred only) per month (inclusive of all allowances).
2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.
3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.
4. You will be entitled to ten days' Casual leave in an academic year and you shall avail the same after obtaining prior written sanction. Unavailed casual leave shall lapse and shall not be carried over to the next year. The grant of leave shall be at the discretion of the management keeping in view the exigencies of work.
5. You shall constantly upgrade your subject knowledge and teaching skills so as to achieve excellence for the benefit of the students/college.
6. You will sincerely work for the development and progress of the college and look after the interest of students of your Department with regard to teaching, seminars, project work, assignments, tests etc.
7. You shall be a whole time employee of the college and, therefore, shall not, without previous written permission of the Management, engage yourself in any full time or part time work/profession/assignment/private tuition etc., either on honorary basis or otherwise during the period of your employment with the college.
8. Management shall encourage you to publish books, present papers, undertake research work without hampering your regular academic work. But they shall be only under the banner of this college.
9. You shall not engage yourself in any outside activity which will either directly or indirectly affect satisfactory performance of the duties assigned to you from time to time.

  
PRINCIPAL

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

P.T.O





## Dwaraka Doss Goverdhan Doss Vaishnav College

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e-mail: principal@dgvaishnavcollege.edu.in website: www.dgvaishnavcollege.edu.in

Ashok Kumar Mundhra  
Secretary

Date: 01.06.2018

To  
Ms. Vidhya.S

### Letter of Confirmation

Dear Sir/Madam

You were appointed with effect from 01.07.2013 on Probation. Management is pleased to confirm you on the following terms w.e.f. 01.06.2018 (Subject to Qualification Approval from University of Madras) in the Department of Bank Management on the following terms and conditions:

1. You will be paid a total salary of Rs.21000 (Rupees Twenty One Thousand only) per month (inclusive of all allowances).
2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.
3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.
4. You will be entitled to ten days' Casual leave in an academic year and you shall avail the same after obtaining prior written sanction. Unavailed casual leave shall lapse and shall not be carried over to the next year. The grant of leave shall be at the discretion of the management keeping in view the exigencies of work.
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8. Management shall encourage you to publish books, present papers, undertake research work without hampering your regular academic work. But they shall be only under the banner of this college.
9. You shall not engage yourself in any outside activity which will either directly or indirectly affect satisfactory performance of the duties assigned to you from time to time.

P.T.O

Managed by SHRI VALLABHACHARYA VIDYA SABHA

  
PRINCIPAL

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.





## Dwaraka Doss Goverdhan Doss Vaishnav College

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e-mail: principal@dgvaishnavcollege.edu.in website: www.dgvaishnavcollege.edu.in

**Ashok Kumar Mundhra**  
Secretary

17.06.2019

To  
Ms.S. Saratha Bhavani

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of Bank Management with effect from 17.06.2019 on the following terms.

1. You will be paid a total salary of Rs.25000 (Rupees Twenty five thousand only) per month (inclusive of all allowances).
2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.
3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.
4. You will be entitled to ten days' Casual leave in an academic year and you shall avail the same after obtaining prior written sanction. Unavailed casual leave shall lapse and shall not be carried over to the next year. The grant of leave shall be at the discretion of the management keeping in view the exigencies of work.
5. You shall constantly upgrade your subject knowledge and teaching skills so as to achieve excellence for the benefit of the students/college.
6. You will sincerely work for the development and progress of the college and look after the interest of students of your Department with regard to teaching, seminars, project work, assignments, tests etc.
7. You shall be a whole time employee of the college and, therefore, shall not, without previous written permission of the Management, engage yourself in any full time or part time work/profession/assignment/private tuition etc., either on honorary basis or otherwise during the period of your employment with the college.
8. Management shall encourage you to publish books, present papers, undertake research work without hampering your regular academic work. But they shall be only under the banner of this college.
9. You shall not engage yourself in any outside activity which will either directly or indirectly affect satisfactory performance of the duties assigned to you from time to time.
10. You will not enter into any monetary transactions or collection of any money, gratis or otherwise, from students, their parents/guardians nor misuse your position for any personal gains.

**PRINCIPAL**

**PTO**

Managed by SHRI VALLABHAJI  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.





## Dwaraka Doss Goverdhan Doss Vaishnav College

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Phone: 044-2363 5101, 2363 5102 Fax: 044-23635103

e mail: principal@dgvaishnavcollege.edu.in website: www.dgvaishnavcollege.edu.in

**Ashok Kumar Mundhra**  
Secretary


01.10.2020

To  
Ms.C. Umamaheswari

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of Bank Management with effect from 01.10.2020 on the following terms.

1. You will be paid a total salary of Rs.25000 (Rupees Twenty five thousand only) per month (inclusive of all allowances).
2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.
3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.
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**PRINCIPAL**

PTO

Managed by SHRI VALLABHACHARYA VIDYA SABHA  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai-600106

Scanned With CamScanner



# Dwaraka Doss Goverdhan Doss Vaishnav College

"GOKUL BAGH"

445, Periyar E.V.R. High Road, Arumbakkam, Chennai - 600 106.

(Managed by Sri Vallabhacharya Vidya Sabha, Chennai)

Procs./Ref. No. ....

S.R. DAMANI  
SECRETARY

Phone : 4754349

Date : 1-7-99

## PROCEEDINGS

Ref: Establishment - Teaching Staff - D.G. Vaishnav  
Evening College, Chennai - 106. Appointment of  
part time / full time Lecturers Orders - issued.

We are pleased to appoint you as part-time Lecturer in the Department of Commerce in the ~~DAY~~/EVENING COLLEGE. Your tenure of appointment is from 1.07.1999 to 31-05-2000. Such period may be abridged by one month's notice in writing on either side or on payment of one month's salary in lieu thereof. No separate intimation regarding termination of appointment will be sent on expiry of the term unless renewed or extended. You will be paid a consolidated remuneration of Rs. 3,750. You will be allotted 10 Hours of work per week and he / she should carry out all such other work as may be assigned to him / her from time to time by or under direction of the Principal. He/She shall abide by the code of conduct discipline and rules of the Institution and shall involve himself/herself in his/ her Department and the Institution. The appointee will abide by the time-table and handle classes allotted to him/her regularly without any default. The salary paid is to be treated as income for Income Tax purpose.

S. R. Damani  
SECRETARY

To  
Sri B. Sivakumar,  
Dept. of Commerce.

PRINCIPAL

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.





**Dwaraka Doss Goverdhan Doss Vaishnav Evening College**

COED. BASS  
445, VENTYAS E.V.R. ROAD, ARUMBAKKAM, MADRAS - 600 106.  
(MANAGED BY SRI VILLABHACHARYA VIVEK SASTRI, MADRAS)

PHONE : 4824246

S.R. DAMANI  
SECRETARY.

Date 01-07-1998

PROCEEDINGS

Sub: ESTABLISHMENT - Teaching Staff - D.S. Vaishnav  
Evening College, Chennai-106 - appointment  
of - regd.

Thiru/Ms/Miss. L. Arumugam, M.A. is  
appointed as Lecturer in the Department of Bachelor of Labour  
Management in  
the EVENING COLLEGE/DAY COLLEGE for the period from 01-07-1998 to  
30-06-1999. He/She will draw a consolidated salary of Rs. 2500/-  
in the scale of 2500-200-3500-250-4750.

He/She shall produce all certificates in respect of his/her  
qualifications in original and he/she shall abide by the code of  
conduct, discipline and rules of the institution and shall involve  
himself/herself by his/her total commitment for the progress and  
development of his/her department and the Institution. The  
appointee will abide by the time table and handle classes allotted  
to him/her regularly without any default.

He/She should carry out all such other work as may be  
assigned to him/her from time to time by or under direction of the  
Principal.

S. R. Damani  
SECRETARY.

To L. Arumugam, M.A.

Copy to the office file.

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav  
Arumbakkam, Chennai - 600106.



**Dwaraka Doss Goverdhan Doss Vaishnav College**  
(Autonomous-Affiliated to the University of Madras-Accredited at 'A' Grade by NAAC)

Gokul Bagh, 833 Periyar E.V.R. High Road, Arumbakkam, Chennai-600 106  
Phone: 044-24756655, 24754349 Fax: 044-24753008  
e-mail: principal@dgvaishnavcollege.com website: www.dgvaishnavcollege.com

**Shri P.Haridas**  
**Secretary**

**01.09.2010**

Staff Appt. PT / B.B.A /No. 1 / Year 2010

**PROCEEDINGS OF THE SECRETARY**

**Sub : Your application for the Post of LECTURER**


**Mr.K. PRASANTH RAO M.B.A.,M.Phil.,** is selected and appointed temporarily as a **LECTURER IN BUSINESS ADMINISTRATION** (Part time 9Hrs per week) for the period up to 30<sup>th</sup> April 2011 subject to his satisfying the Madras University norms as regards his qualifications. He will be paid a Consolidated salary of Rs.5000/- (Rupees five thousand only ) per month.

He shall produce all certificates in respect of his qualification in original. He shall abide by the code of conduct, discipline and rules of the institution. The appointee will abide by the time table and handle classes allotted to his regularly without and default.

He should carry out all such other work as may be assigned to his from time to time by or under the direction of the principal. This order will take effect from his date of joining.

E.Ravi/Ms/Sri.PH

  
**SECRETARY**

  
**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**





# Dwaraka Doss Goverdhan Doss Vaishnav College

(Autonomous-Affiliated to the University of Madras-Re Accredited at 'A' Grade by NAAC)

Gokul Bagh, 833, Periyar E.V.R. High Road, Arumbakkam, Chennai - 600 106

Phone : 044 - 2363 5101, 2363 5102 Fax : 044 - 2363 5103

E-mail : principal@dgvaishnavcollege.com Website : www.dgvaishnavcollege.com

**Shri. P. Haridas**

Secretary

Establishment/Teaching/Appointment/04/ 2014

Date: 04.08.2014

## **PROCEEDINGS OF THE SECRETARY**

To

**Ms. M. Renuka**  
**B.Com (Honours)**

Dear Sir/Madam

1. You are hereby appointed on probation as Assistant Professor in the Department of B.Com (Honours). You are required to join on or before 04.08.2014 along with the joining report.
2. You will be paid a consolidated salary of Rs.12,500/- (Twelve Thousand Five Hundred Only) per month during the period. You are not entitled to any other benefit/privileges which are normally available to the regular employees of this institution.
3. You will be working for 42 hrs per week, out of which minimum 18 hrs will be classroom teaching.
4. You shall abide by the code of conduct, discipline and rules of the institution. You shall also abide by the time-table and handle classes allotted to you regularly without any default.
5. You shall carry out any other work as may be assigned to you from time to time by the Principal or any other authority under his direction.
6. You shall discharge your duties efficiently, diligently and should not misuse your position for any personal goal.

**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



**Dwaraka Doss Goverdhan Doss Vaishnav College**  
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Sekel Bagh, 332, Panzer E.V.R. High Road, Arumbakkam, Chennai - 600 106  
Phone : 044 - 2563 5161, 2563 5162 Fax : 044 - 2563 5163  
E-mail : principal@dvvaishnavcollege.com Website : www.dvvaishnavcollege.com

**Shri P Haridas**  
Secretary

Establishment/Teaching/Appointment/22/2016

Date: 13.06.2016

**PROCEEDINGS OF THE SECRETARY**

To  
**Ms.N.Sarulatha**  
**BBA**

Dear Sir/Madam

1. You are appointed as Assistant Professor in the Department of BBA with effect from 13.06.2016 for a period of 1 year on probation. You are required to join duty on or before 13.06.2016 along with the joining report and all Original Certificates.
2. You will be paid a consolidated salary of Rs.25,000/- (Twenty Five Thousand Only) per month during the period. You are not entitled to any other benefit/privileges which are normally available to the regular employees of this institution.
3. You will be working for 42 hrs per week, out of which minimum 18 hrs will be classroom teaching.
4. You shall abide by the code of conduct, discipline and rules of the institution. You shall also abide by the time-table and handle classes allotted to you regularly without any default.
5. You shall carry out any other work as may be assigned to you from time to time by the Principal or any other authority under his direction.
6. You shall discharge your duties efficiently, diligently and should not misuse your position for any personal goal.
7. The Management of the college reserves the right to terminate the services of the said Assistant Professor without assigning any reasons during the period of probation as he/she has been engaged only on probation. In such an eventuality he/she will be given three months notice or one month's salary in lieu thereof.

**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**

P.T.O





## Dwaraka Doss Goverdhan Doss Vaishnav College

(Autonomous - Affiliated to the University of Madras - Accredited at 'A' Grade by NAAC)

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e-mail: principal@dgvaishnavcollege.edu.in website: www.dgvaishnavcollege.edu.in

**Ashok Kumar Mundhra**  
Secretary

17.06.2019

To  
Ms.M. Mahalakshmi Priyadharsini

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of Business Administration with effect from 17.06.2019 on the following terms.

1. You will be paid a total salary of Rs.25000 (Rupees Twenty five thousand only) per month (inclusive of all allowances).
2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.
3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.
4. You will be entitled to ten days' Casual leave in an academic year and you shall avail the same after obtaining prior written sanction. Unavailed casual leave shall lapse and shall not be carried over to the next year. The grant of leave shall be at the discretion of the management keeping in view the exigencies of work.
5. You shall constantly upgrade your subject knowledge and teaching skills so as to achieve excellence for the benefit of the students/college.
6. You will sincerely work for the development and progress of the college and look after the interest of students of your Department with regard to teaching, seminars, project work, assignments, tests etc.
7. You shall be a whole time employee of the college and, therefore, shall not, without previous written permission of the Management, engage yourself in any full time or part time work/profession/assignment/private tuition etc., either on honorary basis or otherwise during the period of your employment with the college.
8. Management shall encourage you to publish books, present papers, undertake research work without hampering your regular academic work. But they shall be only under the banner of this college.
9. You shall not engage yourself in any outside activity which will either directly or indirectly affect satisfactory performance of the duties assigned to you from time to time.
10. You will not enter into any monetary transactions or collection of any money, gratis or otherwise, from students, their parents/guardians nor misuse your position for any personal gains.

  
PRINCIPAL

**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**



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e-mail: principal@dgvaishnavcollege.edu.in website: www.dgvaishnavcollege.edu.in

**Ashok Kumar Mundhra**  
**Secretary**

17.06.2019

To  
Ms. P. Pavithra

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of Business Administration with effect from 17.06.2019 on the following terms.

1. You will be paid a total salary of Rs.25000 (Rupees Twenty five thousand only) per month (inclusive of all allowances).
2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.
3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.
4. You will be entitled to ten days' Casual leave in an academic year and you shall avail the same after obtaining prior written sanction. Unavailed casual leave shall lapse and shall not be carried over to the next year. The grant of leave shall be at the discretion of the management keeping in view the exigencies of work.
5. You shall constantly upgrade your subject knowledge and teaching skills so as to achieve excellence for the benefit of the students/college.
6. You will sincerely work for the development and progress of the college and look after the interest of students of your Department with regard to teaching, seminars, project work, assignments, tests etc.
7. You shall be a whole time employee of the college and, therefore, shall not, without previous written permission of the Management, engage yourself in any full time or part time work/profession/assignment/private tuition etc., either on honorary basis or otherwise during the period of your employment with the college.
8. Management shall encourage you to publish books, present papers, undertake research work without hampering your regular academic work. But they shall be only under the banner of this college.
9. You shall not engage yourself in any outside activity which will either directly or indirectly affect satisfactory performance of the duties assigned to you from time to time.
10. You will not enter into any monetary transactions or collection of any money, gratis or otherwise, from students, their parents/guardians nor misuse your position for any personal gains.

**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
Arumbakkam, Chennai - 600106.





## Dwaraka Doss Goverdhan Doss Vaishnav College

(Autonomous-Affiliated to the University of Madras-Accredited at 'A' Grade by NAAC)

Gokul Bagh, 833 Periyar E.V.R. High Road, Arumbakkam, Chennai-600 106

Phone: 044-2363 5101, 2363 5102 Fax: 044-23635103

e-mail: principal@dgvaishnavcollege.edu.in website: www.dgvaishnavcollege.edu.in

**Ashok Kumar Mundhra**  
Secretary

17.06.2019

To  
Mr. S. Balamurali

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of Business Administration with effect from 17.06.2019 on the following terms.

1. You will be paid a total salary of Rs.30000 (Rupees Thirty thousand only) per month (inclusive of all allowances).
2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.
3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.
4. You will be entitled to ten days' Casual leave in an academic year and you shall avail the same after obtaining prior written sanction. Unavailed casual leave shall lapse and shall not be carried over to the next year. The grant of leave shall be at the discretion of the management keeping in view the exigencies of work.
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**PRINCIPAL**

PTO

Managed by SHRI VALLABHACHARYA VIDYA SABITA

**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
Arumbakkam, Chennai - 600106.



# Dwaraka Doss Goverdhan Doss Vaishnav College

"GOKUL BAGH"

#833, PERIYAR E.V.R. HIGH ROAD, ARUMBAKKAM, CHENNAI - 600 106.  
(MANAGED BY SRI VALLABHACHARYA VIDYA SABHA, CHENNAI)

**Bharat Kumar K. Shah**

Jt. Secretary

☎ : 2475 6655

Date : .....

**20.01.2007**

## PROCEEDINGS

Sub: Appointment of Full Time Staff

The Management is pleased to offer appointment to **Ms.K.Lakshmi**  
**M.Sc(M.Phil)** Lecturer in the Department of **Corporate Secretaryship**

The offer of appointment is purely on a contractual basis and is for a period of one year from 20.01.2007 or from the date of joining of the department whichever is later and lasts upto 31.05.2007 only on which date the appointment will automatically come to an end, subject to the following terms and conditions :

1. He/She will be allotted **8** hours of work and paid a consolidated sum of **Rs3500/-** p.m.

2. Salary paid is subject to Income Tax and other statutory provisions wherever applicable.

3. He/She shall abide by the time table and handle classes allotted regularly and carry out any other work as may be assigned to him/her from time to time by the Principal or other authorities of the college.

4. He/She shall abide by the code of conduct, discipline and rules of the institution.

5. He/She shall apply himself/herself honestly, efficiently and discharge his/her duties diligently.

6. He/She shall not normally or on any pretext absent himself/herself from his/her duties without the prior permission of the authorities.

7. The Management of the College reserves the right to determine the services of the said lecturer without assigning any reasons during the period of contract as he/she has been engaged only on contract basis. In such an eventuality he/she will be given one month's notice or one month's salary in lieu thereof.

8. He/She is entitled to relinquish his/her appointment at any time during the period of contract by giving one month notice in writing or paying the college one month's salary in lieu of such notice.

This letter of appointment is sent to you in duplicate. You are requested to return the duplicate copy duly signed in token of having accepted the same.



**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

  
**JOINT SECRETARY**





# Dwaraka Doss Goverdhan Doss Vaishnav College

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e-mail: principal@dgvaishnavcollege.edu.in website: www.dgvaishnavcollege.edu.in

**P.Haridas**  
**Secretary**

15.06.2016

To  
Ms. D. Suba

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of Business Administration with effect from 15.06.2016 on the following terms.

1. You will be paid a total salary of Rs.18000 (Rupees Eighteen thousand only) per month (inclusive of all allowances).
2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.
3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.
4. You will be entitled to ten days' Casual leave in an academic year and you shall avail the same after obtaining prior written sanction. Unavailed casual leave shall lapse and shall not be carried over to the next year. The grant of leave shall be at the discretion of the management keeping in view the exigencies of work.
5. You shall constantly upgrade your subject knowledge and teaching skills so as to achieve excellence for the benefit of the students/college.
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**PRINCIPAL PTO**

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



# Dwaraka Doss Goverdhan Doss Vaishnav College

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e-mail: principal@dgvaishnavcollege.edu.in website: www.dgvaishnavcollege.edu.in

**Ashok Kumar Mundhra**  
Secretary

17.06.2019

To  
Mr. S. Gunalan

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of Business Administration with effect from 17.06.2019 on the following terms.

1. You will be paid a total salary of Rs.25000 (Rupees Twenty five thousand only) per month (inclusive of all allowances).
2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.
3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.
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**PRINCIPAL**

**PTO**

Managed by SHRI VALLABHACHARYA VIDYA SABHA

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.





## Dwaraka Doss Goverdhan Doss Vaishnav College

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e-mail: principal@dgvaishnavcollege.edu.in website: www.dgvaishnavcollege.edu.in

**Ashok Kumar Mundhra**  
Secretary

28.11.2018

To  
Dr.S.P.Deepeka

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of Tourism and Travel Management with effect from 28.11.2018 on the following terms.

1. You will be paid a total salary of Rs.25000 (Rupees Twenty five thousand only) per month (inclusive of all allowances).
2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.
3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.
4. You will be entitled to ten days' Casual leave in an academic year and you shall avail the same after obtaining prior written sanction. Unavailed casual leave shall lapse and shall not be carried over to the next year. The grant of leave shall be at the discretion of the management keeping in view the exigencies of work.
5. You shall constantly upgrade your subject knowledge and teaching skills so as to achieve excellence for the benefit of the students/college.
6. You will sincerely work for the development and progress of the college and look after the interest of students of your Department with regard to teaching, seminars, project work, assignments, tests etc.
7. You shall be a whole time employee of the college and, therefore, shall not, without previous written permission of the Management, engage yourself in any full time or part time work/profession/assignment/private tuition etc., either on honorary basis or otherwise during the period of your employment with the college.
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**PRINCIPAL**

PTO

Managed by SHRI VALLABHACHARYA VIDYA

**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
Arumbakkam, Chennai-600106



## Dwaraka Doss Goverdhan Doss Vaishnav College

(Linguistic Minority Institution)  
Accredited at "A" Grade by NAAC  
"Gokul Bagh"

833, PERIYAR E.V.R. SALAI, ARUMBAKKAM, CHENNAI - 600 106  
(Managed by Sri Vallabhaacharya Vidya Sabha, Chennai)

Shri. Suraj Ratan Damani  
Secretary

Phones: 2475 5555 / 2475 4349 / 5547 3008  
Fax: 044 - 2475 3008  
E-mail: principal@dgvvaishnavcollege.com  
23.03.2009

Procs / Ref No. 460/08-09

Date

### PROCEEDINGS

Sub : Dwaraka Doss Goverdhan Doss Vaishnav College, Chennai - 106.  
Appointment of Ms.B.Sulapriya as lecturer in Social Work ordered.

- Ref : 1. Director of Collegiate Education's Proceedings  
RC.No.18821/G3/2006 - dated : 19.07.2006  
2. Director of Collegiate Education's Proceedings  
RC.No.26627/G3/2007 - dated : 26.07.2007

Ms.B.Sulapriya is appointed as lecturer in Social Work in the scale of pay of Rs.8000-275-13500 in the vacant post permitted to be filled up in the Proceedings cited, subject to the qualification approval by the University of Madras, Chennai and also subject to the approval of the appointment by the Joint Director of Collegiate Education, Chennai Region, Chennai - 600 015.

She should join duty immediately producing medical fitness certificate issued by a Doctor not lower in rank than that of a Civil Assistant Surgeon.

She will be paid salary only on the receipt of the approval of salary grant from the Government.

She will be placed on probation for two years.

She should execute the prescribed agreement.


The appointee shall abide by the code of conduct, discipline and rules of our College.

S R Damani  
Secretary

✓ To  
The Individual

- CC : 1. The Joint Director of Collegiate Education,  
Chennai Region, Chennai - 600 015.  
2. Head of the Department Concerned  
3. Attendance Section  
4. Bill Section  
5. Establishment Section

Spare Copy Three

  
PRINCIPAL  
Dwarakā Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.





## Dwaraka Doss Goverdhan Doss Vaishnav College

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Reno-180/18-19

Ashok Kumar Mundhra  
Secretary

11.10.2018

### PROCEEDINGS

Sub: Aided Colleges - Dwaraka Doss Goverdhan Doss Vaishnav College, Chennai-600106 - Appointment of **Dr.Akileswari.S, MSW.,SLET,NET & Ph.D.** as Assistant Professor in the Department of Social Work - Orders - Issued.

Ref: Director of Collegiate Education Proc.R.C.No.21663/G3/2011, dated 17.04.2017.

\*\*\*\*\*

**Dr.Akileswari.S** is appointed as Assistant Professor in the Department of Social Work in the Pay Matrix entry level pay of Rs.57,700/- in the vacant post permitted to be filled up in the proceedings cited, subject to the qualification approval by the University of Madras, Chennai, and also subject to the approval of the appointment by the Joint Director of Collegiate Education, Chennai Region, Chennai - 600 015.

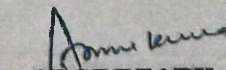
She should join duty immediately producing Medical Fitness Certificate issued by a Doctor not lower in rank than that of Civil Assistant Surgeon.

She will be paid salary only on the receipt of the approval of salary grant from the Government.

She will be placed on probation for two years.

She should execute the prescribed agreement.

The appointee shall abide by the code of conduct, discipline and rules of our college.

  
SECRETARY

To,

**Dr.Akileswari.S, MSW.,SLET,NET& Ph.D.**

Copy to: 1. The Registrar, University of Madras, Chennai -5.

2. The Joint Director of Collegiate Education,  
Chennai Region, Chennai - 600 015.

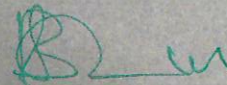
3. The Head of the Department, Social Work.

4. Attendance Section.

5. Bill Section.

6. Establishment Section.

7. Spare copy



**PRINCIPAL**

Dwaraka Doss Goverdhan Doss

Vaishnav College

Arumbakkam, Chennai - 600106.

Managed by SHRI VALLABHACHARYA VIDYA SABHA



சென்னை-15, சென்னை மண்டலக் கல்லூரிக் கல்வி இணை இயக்குநர் அவர்களின் செயல்முறைகள்  
பிறப்பிப்பவர்: முனைவர்.இரா.இராவணன்., எம்.எஸ்ஸி., எம்பிள்., பிஎச்.டி.

ந.க.எண். 1299/ந/2/2021

நாள்: 21.04.2021

பொருள் : அரசு உதவிபெறும் கல்லூரிகள் - சென்னை - 106, து.கோ.வைணவக் கல்லூரி - முனைவர்.சு.மதுசூதனன், சமூகப்பணித் துறை, உதவிப்பேராசிரியர் - பணியமர்வு அரசு மானியத்திற்கு நியமனம் ஏற்பு அளித்தல்.

- பார்வை : 1. சென்னை-6 கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகள் ப.மு.எண்.48454/ஜி1/1999 நாள்.28.10.1999.  
2. சென்னை-6 கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகள் ந.க.எண்.46843/ஜி1/2009 நாள்.07.09.2012 உடன் பெறப்பட்ட அரசு கடித எண் 169 உயர்கல்வி (E1) துறை, நாள்.08.08.2012.  
3. அரசாணை நிலை எண். 44, பணியாளர் மற்றும் வேலைவாய்ப்பு (ட்டி) துறை நாள்: 11.03.2015.  
4. சென்னை-6 கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகள் ந.க.எண். 12229/ஜி3/2017 நாள். 23.10.2020.  
5. சென்னைப் பல்கலைக்கழக பதிவாளரின் கடித எண். A-II/JPR/A.P-Approval/D.G. Vaishnav College/2021/036 நாள். 01.03.2021.  
6. சென்னை - 106, து.கோ.வைணவக் கல்லூரிச் செயலரின் நியமன ஆணை ந. க. எண். 130/2020-2021 நாள். 29.01.2021.  
7. சென்னை - 106, து.கோ.வைணவக் கல்லூரிச் செயலரின் கடித ந. க. எண். 217/2020-2021 நாள். 02.03.2021.

பார்வை (1) ல் காணும் கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகளில் கல்லூரியின் 1999-2000ம் ஆண்டின் பணிப்பளு அடிப்படையில் சென்னை - 106, து.கோ.வைணவக் கல்லூரிக்கு 03 (மூன்று) சமூகப்பணித் துறை உதவிப்பேராசிரியர் பணியிடங்கள் ஒப்பளிப்பு செய்து ஆணைகள் வழங்கப்பட்டுள்ளது.

பார்வை (4) ல் காணும் கல்லூரிக் கல்வி இயக்குநர் அவர்களின் செயல்முறைகளில் சென்னை - 106, து.கோ.வைணவக் கல்லூரியில் 01.06.2014 முதல் 31.05.2016 வரை காலியாக உள்ளதென தெரிவிக்கப்பட்டுள்ள 09 ஆசிரியர் பணியிடங்களில் சமூகப்பணித் துறைக்கு காலியாக இருந்த ஒரு பணியிடம் (01) நிரப்பிக் கொள்வதற்கு கல்லூரிச் செயலருக்கு அனுமதி வழங்கப்பட்டுள்ளது.

அதனடிப்படையில் சென்னை - 106, து.கோ.வைணவக் கல்லூரிச் செயலரால் சமூகப்பணித் துறை உதவிப்பேராசிரியராக பணியமர்த்தப்பட்டுள்ள முனைவர்.சு.மதுசூதனன் என்பாரது கல்வித் தகுதிகள் பல்கலைக்கழக மானியக் குழு நிர்ணயித்துள்ள கல்வித் தகுதிகளை நிறைவு செய்துள்ளதாலும், பார்வை (5) ல் காணும் சென்னை பல்கலைக்கழக பதிவாளரின் கடிதத்தில் அன்னாருக்கு உதவிப் பேராசிரியர் கல்வித் தகுதிக்கான ஒப்புதல் வழங்கப்பட்டுள்ளதன் அடிப்படையிலும் கீழ்க் குறிப்பிட்டுள்ள நிபந்தனைகளுக்குட்பட்டு அன்னாரது நியமனத்திற்கு 01.02.2021 முற்பகல் முதல் அரசு மானியத்திற்கு ஏற்பு வழங்கி ஆணையிடப்படுகிறது.

வ. எண்	பெயர் (மற்றும்) பதவி	பணியிடம் ஏற்பட்ட விதம்	நியமன நாள்
1	முனைவர்.சு.மதுசூதனன் உதவிப் பேராசிரியர் சமூகப்பணித் துறை	முனைவர்.வித்யா சீனிவாசன் என்பார் 31.03.2015 அன்று ஓய்வு பெற்றதால் ஏற்பட்ட காலிப்பணியிடம்	01.02.2021 முற்பகல் முதல்

மேற்காண் உதவிப் பேராசிரியருக்கு ரூ. 57700-182400 தர ஊதியக் குறைபாடு 01.02.2021 அன்று முற்பகல் முதல் சம்பள மானியம் பெறவும் அனுமதி அளிக்கப்படுகிறது.

Principal  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.





**Dwaraka Doss Goverdhan Doss Vaishnav Evening College**

"GOKUL BAGH"

445, PERIYAR E. V. R. HIGH ROAD, ARUMBAKKAM, MADRAS - 600 106.  
(MANAGED BY SRI VALLABHAGHARYA VIDYA SABHA, MADRAS)

PHONE : 4834348

26-10-1998

Date ~~XXXXXXXXXX~~

S.R. DAMANI  
SECRETARY.

PROCEEDINGS

Sub: ESTABLISHMENT - Teaching Staff - D.G. Vaishnav  
Evening College, Chennai-106 - appointment  
of - regd.

Thiru/Ms/Miss. \_\_\_\_\_ Mrs. M. Arunakumari, \_\_\_\_\_ is  
appointed as Lecturer in the Department of Social Work in  
the ~~EVENING COLLEGE~~/DAY COLLEGE for the period from ~~26-10-1998~~ to  
30-06-1999. He/She will draw a consolidated salary of Rs. 3,000/-  
~~xxxxxxxxxxxxxxx~~

He/She shall produce all certificates in respect of his/her  
qualifications in original and he/she shall abide by the code of  
conduct, discipline and rules of the institution and shall involve  
himself/herself by his/her total commitment for the progress and  
development of his/her department and the Institution. The  
appointee will abide by the time table and handle classes allotted  
to him/her regularly without any default.

He/She should carry out all such other work as may be  
assigned to him/her from time to time by or under direction of the  
Principal.

To  
Mrs. M. Arunakumari, M.A., M.Phil.,  
Copy to the office file.

1. S.R. Damani  
2. SECRETARY.

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



# Dwaraka Doss Goverdhan Doss Vaishnav College

(Autonomous-Affiliated to the University of Madras-Accredited at 'A' Grade by NAAC)

Gokul Bagh, 833 Periyar E.V.R. High Road, Arumbakkam, Chennai-600 106  
Phone: 044-24756655, 24754349 Fax: 044-24753008  
e-mail: principal@dgvaishnavcollege.com website: www.dgvaishnavcollege.com

**Shri P.Haridas**  
Secretary

18.01.2012

Staff Appt.FT / Dept. MSW. /No.44/ Year 2012

## PROCEEDINGS OF THE SECRETARY

**Sub : Your application for the Post of LECTURER**

**Ms.VIJAYALAKSHMI R M.S.W.,M.Phil.,** is selected and appointed temporarily as a LECTURER IN SOCIAL WORK for the period up to 31<sup>st</sup> May 2012 subject to her satisfying the Madras University norms as regards her qualifications. She will be paid a Consolidated salary of Rs.12000/- (Rupees Twelve thousand only) per month.

She shall produce all certificates in respect of her qualification in original. She shall abide by the code of conduct, discipline and rules of the institution. The appointee will abide by the time table and handle classes allotted to her regularly without any default.

She should carry out all such other work as may be assigned to her from time to time by or under the direction of the principal. This order will take effect from her date of joining.

*P. DCS*  
SECRETARY

E.Ravi/M.S/Sri.PH

*Received the original  
appointment letter on 18.01.2012  
Dina Lakshmi S.*

*18/01/2012*

*R. I. S.*  
PRINCIPAL

**Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106**





## Dwaraka Doss Goverdhan Doss Vaishnav College

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e-mail: principal@dgvaishnavcollege.com website: www.dgvaishnavcollege.com

**P.Haridas**  
**Secretary**

Date: 01.12.2012

To

Ms.Sindhu.M.K. MSW.,NET,  
Social Work,

Dear Sir/Madam

1. You are temporarily appointed as Lecturer in Social Work Department with effect from 01.12.2012. To 31<sup>st</sup> May, 2013
2. The above temporary period is liable to be extended further at the discretion of the management.
3. You will be paid a consolidated salary of Rs.17500/- (Rs. Seventeen thousand five hundred only) per month during this temporary period. You are not entitled to any other benefit/privileges which are normally available to the regular employees of this institution.
4. You will be working for 42 hrs per week, out of which minimum 18 hrs will be classroom teaching.
5. You shall abide by the code of conduct, discipline and rules of the institution. You shall also abide by the time-table and handle classes allotted to you regularly without any default.
6. You shall carry out any other work as may be assigned to you from time to time by the Principal or any other authority under his direction.
7. You shall discharge your duties efficiently, diligently and should not misuse your position for any personal goal.
8. Your temporary service shall also be liable to be terminated earlier than the stipulated period or on expiry of the above period as mentioned in clause 1 of this letter without any notice or without assigning any reason thereof.
9. You shall not normally or under any pretext absent yourself from duties without the prior permission of the authorities.

**P.T.O**

**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**

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**Ashok Kumar Mundhra**  
Secretary

# **Dwaraka Doss Goverdhan Doss Vaishnav College**

(Autonomous-Affiliated to the University of Madras-Accredited at 'A' Grade by NAAC)

Gokul Bagh, 833 Periyar E.V.R. High Road, Arumbakkam, Chennai-600 106  
Phone: 044-2363 5101, 2363 5102 Fax: 044 23635103  
e-mail: principal@dgvaishnavcollege.edu.in website: www.dgvaishnavcollege.edu.in

01.03.2019

To  
Ms.Vinitha Sukumar

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of Social Work with effect from 01.03.2019 on the following terms.

1. You will be paid a total salary of Rs.25000 (Rupees Twenty five thousand only) per month (inclusive of all allowances).
2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.
3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.
4. You will be entitled to ten days' Casual leave in an academic year and you shall avail the same after obtaining prior written sanction. Unavailed casual leave shall lapse and shall not be carried over to the next year. The grant of leave shall be at the discretion of the management keeping in view the exigencies of work.
5. You shall constantly upgrade your subject knowledge and teaching skills so as to achieve excellence for the benefit of the students/college.
6. You will sincerely work for the development and progress of the college and look after the interest of students of your Department with regard to teaching, seminars, project work, assignments, tests etc.
7. You shall be a whole time employee of the college and, therefore, shall not, without previous written permission of the Management, engage yourself in any full time or part time work/profession/assignment/private tuition etc., either on honorary basis or otherwise during the period of your employment with the college.
8. Management shall encourage you to publish books, present papers, undertake research work without hampering your regular academic work. But they shall be only under the banner of this college.
9. You shall not engage yourself in any outside activity which will either directly or indirectly affect satisfactory performance of the duties assigned to you from time to time.
10. You will not enter into any monetary transactions or collection of any money, gratis or otherwise, from students, their parents/guardians nor misuse your position for any personal gains.

  
**PRINCIPAL**

**PTO**

Managed by SHRI VALLABHACHARYA VIDYA VATHA  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

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**Dwaraka Doss Goverdhan Doss Vaishnav College**  
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**Shri P.Haridas**  
**Secretary**

**23.08.2012**

Staff Appt.FT / Dept. School of Management. /No.73/ Year 2012

**PROCEEDINGS OF THE SECRETARY**

**Sub : Your application for the Post of LECTURER**

**Ms.AMALESHWARI. U M.BA.,M.Phil.,NET.,SET.,** Selected and appointed temporarily as a LECTURER IN SCHOOL OF MANAGEMENT for the period up to 31<sup>st</sup> May 2013 subject to her satisfying the Madras University norms as regards her qualifications. She will be paid a Consolidated salary of Rs.21000/- (Rupees Twenty one thousand only) per month.

She shall produce all certificates in respect of her qualification in original. She shall abide by the code of conduct, discipline and rules of the institution. The appointee will abide by the time table and handle classes allotted to her regularly without any default.

She should carry out all such other work as may be assigned to her from time to time by or under the direction of the principal. This order will take effect from her date of joining.

ER/PH

**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**

**SECRETARY**



# Dwaraka Doss Goverdhan Doss Vaishnav Evening College

"GOKUL DAQH"

445, PERIYAR E. V. R. HIGH ROAD, ARUMBAKKAM, MADRAS - 600 106.  
(MANAGED BY SRI VALLABHACHARYA VIDYA SABHA, MADRAS)

PHONE : 4834348

Date 28-08-2001

S.R. DAMANI  
SECRETARY

## PROCEEDINGS

Sub: D.G. Vaishnav Evening College - Chennai - 106  
Appointment of Staff - ordered.

The Secretary, D.G. Vaishnav Evening College, is pleased to <sup>appoint</sup> ~~continue~~ your services as ~~Lecturer-Cum-Programmer~~ in the Department of ..... ~~School of Management~~ ..... in the Evening College w.e.f. ~~date of joining~~ till the end of the academic year i.e. 31-5-2002 or till your services are no longer required which ever is earlier.

You will be ~~given not less than~~ ~~xxxx~~ Hours of work per week and paid consolidated amount ~~xx the Scale of Rs. 2000-275-12500~~ ~~per month~~ at Rs. 6500/- per month/ at Rs. Per month. No other allowances are admissible.

You should abide by the time table and handle classes regularly. You should also carry out all such other work as may be assigned from time to time or under the direction of the Head of the Institution. You should abide by the code of conduct, discipline and the rules of the institution.

The salary drawn is subject to Income Tax as per provisions of the Act as applicable.

The appointment will automatically terminate on 31-5-2002 unless renewed or extended.


In the case of persons who do not possess the qualification prescribed by U.G.C., their continuance will depend upon their acquiring the said qualification.

S. R. Damani  
SECRETARY

To

T.K. Prasad,  
5, Rajaji Street,  
Tiruttani Hills, Tiruttani 631 209.

CC: H.O.D.  
CC: Evening College.

  
PRINCIPAL  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.





**Dwaraka Doss Goverdhan Doss Vaishnav College**  
(Autonomous-Affiliated to the University of Madras-Re Accredited at 'A' Grade by NAAC)

Gokul Bagh, 833, Periyar E.V.R. High Road, Arumbakkam, Chennai - 600 106.  
Phone : 044 - 2363 5101, 2363 5102 Fax : 044 - 2363 5103.  
E-mail : principal@dgvaishnavcollege.com Website : www.dgvaishnavcollege.com

**Shri. P. Haridas**

Secretary

Establishment/Teaching/Appointment/36/ 2016

Date: 01.07.2016

**PROCEEDINGS OF THE SECRETARY**

To

Dr.K.R.Kolammal

MBA

Dear Sir/Madam

1. You are appointed as Assistant Professor in the Department of MBA with effect from 01.07.2016 for a period of 1 year on probation. You are required to join duty on or before 01.07.2016 along with the joining report and all Original Certificates.
2. You will be paid a consolidated salary of Rs.28,000/- (Twenty Eight Thousand Only) per month during the period. You are not entitled to any other benefit/privileges which are normally available to the regular employees of this institution.
3. You will be working for 42 hrs per week, out of which minimum 18 hrs will be classroom teaching.
4. You shall abide by the code of conduct, discipline and rules of the institution. You shall also abide by the time-table and handle classes allotted to you regularly without default.
5. You shall carry out any other work as may be assigned to you from time to time by Principal or any other authority under his direction.
6. You shall discharge your duties efficiently, diligently and should not misuse your position for any personal goal.
7. The Management of the college reserves the right to terminate the services of the Assistant Professor without assigning any reasons during the period of probation if he/she has been engaged only on probation. In such an eventuality he/she will be given three months notice or one month's salary in lieu thereof.

P.T.O

**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**



## Dwaraka Doss Goverdhan Doss Vaishnav College

(VAI. SEC.) - Affiliated to the University of Madras - 2012 (U. Madras No. N. 54/1)

Gokul Bagh, 833 Periyar E. V. R. High Road, Arumbakkam, Chennai - 600 106

Phone: 044-23525101, 23525102 Fax: 044-23535133

e-mail: principal@dgvaishnavcollege.edu.in, website: www.dgvaishnavcollege.edu.in

**Ashok Kumar Mundhra**  
Secretary

Date: 01.06.2018

To  
Ms. Nanthiga

### Letter of Appointment

Dear Sir/Madam

We are pleased to appoint you as Assistant Professor in the Department of Business Administration on the following terms and conditions:

1. You are placed on probation for a period of one year w.e.f 01.06.2018. The period of probation shall further be liable to be extended at the discretion of the Management. During or at the expiry of the said period of probation or the extended period of probation, the Management shall have the right to terminate your services without any notice or without assigning any reason thereof. You shall continue to be on probation till your services are confirmed in writing by the management.

2. You will be paid a total salary of Rs.25000 (Rupees Twenty Five Thousand only) per month (inclusive of all allowances).

2-A. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.

3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.

4. You will be entitled to ten days' Casual leave in an academic year and you shall avail the same after obtaining prior written sanction. Unavailed casual leave shall lapse and shall not be carried over to the next year. The grant of leave shall be at the discretion of the management keeping in view the exigencies of work.

5. You shall constantly upgrade your subject knowledge and teaching skills so as to achieve excellence for the benefit of the students/college.

6. You will sincerely work for the development and progress of the college and look after the interest of students of your Department with regard to teaching, seminars, project work, assignments, tests etc.

7. You shall be a whole time employee of the college and, therefore, shall not, without previous written permission of the Management, engage yourself in any full time or part time work/profession/assignment/private tuition etc., either on honorary basis or otherwise during the period of your employment with the college.

8. Management shall encourage you to publish books, present papers, undertake research work without hampering your regular academic work. But this shall be only under the banner of this college.

**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**

P.T.O





# Dwaraka Doss Goverdhan Doss Vaishnav College

(Autonomous - Affiliated to the University of Madras-Reaccredited as 'A' Grade by NAAC)

Gokul Bagh, 833 Periyar E.V.R. High Road, Arumbakkam, Chennai - 600 106.  
Phone : 044 - 2363 5101, 2363 5102, Fax : 044 - 2363 5103.  
E-mail : secretary@dgvaishnavcollege.edu.in Website : www.dgvaishnavcollege.edu.in

**Ashok Kumar Mundhra**  
Secretary

01.07.2018

To

Ms.Ancy Stephenos,  
Assistant Professor,  
Department of MBA.

Dear Sir/Madam

You are temporarily appointed with effect from 01.07.2018 on the following terms.

1. You will be paid a total salary of Rs.25,000.00 (Rupees Twenty five thousand only) per month (inclusive of all allowances).
2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.
3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.
4. You will be entitled to ten days' Casual leave in an academic year and you shall avail the same after obtaining prior written sanction. Unavailed casual leave shall lapse and shall not be carried over to the next year. The grant of leave shall be at the discretion of the management keeping in view the exigencies of work.
5. You shall constantly upgrade your subject knowledge and teaching skills so as to achieve excellence for the benefit of the students/college.
6. You will sincerely work for the development and progress of the college and look after the interest of students of your Department with regard to teaching, seminars, project work, assignments, tests etc.
7. You shall be a whole time employee of the college and, therefore, shall not, without previous written permission of the Management, engage yourself in any full time or part time work/profession/assignment/private tuition etc., either on honorary basis or otherwise during the period of your employment with the college.
8. Management shall encourage you to publish books, present papers, undertake research work without hampering your regular academic work. But they shall be only under the banner of this college.
9. You shall not engage yourself in any outside activity which will either directly or indirectly affect satisfactory performance of the duties assigned to you from time to time.
10. You will not enter into any monetary transaction or collection of any money, gratis or otherwise, from students, their parents, guardians or any other person in your position for any personal gains.

  
**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106**





## Dwaraka Doss Goverdhan Doss Vaishnav College

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Phone: 044-2363 5101, 2363 5102 Fax: 044-23635103

e-mail: principal@dgvaishnavcollege.edu.in website: www.dgvaishnavcollege.edu.in

**Ashok Kumar Mundhra**  
Secretary

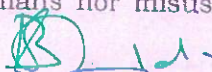
18.01.2019

To  
Ms.Jeevitha R

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of Business Administration with effect from 18.01.2019 on the following terms.

1. You will be paid a total salary of Rs.25000 (Rupees Twenty five thousand only) per month (inclusive of all allowances).
2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.
3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.
4. You will be entitled to ten days' Casual leave in an academic year and you shall avail the same after obtaining prior written sanction. Unavailed casual leave shall lapse and shall not be carried over to the next year. The grant of leave shall be at the discretion of the management keeping in view the exigencies of work.
5. You shall constantly upgrade your subject knowledge and teaching skills so as to achieve excellence for the benefit of the students/college.
6. You will sincerely work for the development and progress of the college and look after the interest of students of your Department with regard to teaching, seminars, project work, assignments, tests etc.
7. You shall be a whole time employee of the college and, therefore, shall not, without previous written permission of the Management, engage yourself in any full time or part time work/profession/assignment/private tuition etc., either on honorary basis or otherwise during the period of your employment with the college.
8. Management shall encourage you to publish books, present papers, undertake research work without hampering your regular academic work. But they shall be only under the banner of this college.
9. You shall not engage yourself in any outside activity which will either directly or indirectly affect satisfactory performance of the duties assigned to you from time to time.
10. You will not enter into any monetary transactions or collection of any money, gratis or otherwise, from students, their parents/guardians nor misuse your position for any personal gains.



**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss**

**Vaishnav College**

**Arumbakkam, Chennai - 600106.**

**PTO**





# Dwaraka Doss Goverdhan Doss Vaishnav College

(Autonomous-Affiliated to the University of Madras)

Gokul Bagh, 833 Periyar E.V.R. High Road, Arumbakkam, Chennai-600 106

Phone: 044-2363 5101, 2363 5102 Fax: 044-23635103

e-mail: principal@dgvaishnavcollege.edu.in website: www.dgvaishnavcollege.edu.in

**Ashok Kumar Mundhra**  
**Secretary**

03.11.2020

To  
Ms.R.Lokeshwari

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of Business Administration with effect from 03.11.2020 on the following terms.

1. You will be paid a total salary of Rs.25000 (Rupees Twenty five thousand only) per month (inclusive of all allowances).
2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.
3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.
4. You will be entitled to ten days' Casual leave in an academic year and you shall avail the same after obtaining prior written sanction. Unavailed casual leave shall lapse and shall not be carried over to the next year. The grant of leave shall be at the discretion of the management keeping in view the exigencies of work.
5. You shall constantly upgrade your subject knowledge and teaching skills so as to achieve excellence for the benefit of the students/college.
6. You will sincerely work for the development and progress of the college and look after the interest of students of your Department with regard to teaching, seminars, project work, assignments, tests etc.
7. You shall be a whole time employee of the college and, therefore, shall not, without previous written permission of the Management, engage yourself in any full time or part time work/profession/assignment/private tuition etc., either on honorary basis or otherwise during the period of your employment with the college.
8. Management shall encourage you to publish books, present papers, undertake research work without hampering your regular academic work. But they shall be only under the banner of this college.
9. You shall not engage yourself in any outside activity which will either directly or indirectly affect satisfactory performance of the duties assigned to you from time to time.
10. You will not enter into any monetary transactions or collection of any money, gratis or otherwise, from students, their parents/guardians nor misuse your position for any personal gains.

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



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**Ashok Kumar Mundhra**  
Secretary

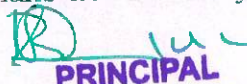
06.01.2020

To  
Ms.DE.Vijaya deepika

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of Business Administration with effect from 06.01.2020 on the following terms.

1. You will be paid a total salary of Rs.25000 (Rupees Twenty five thousand only) per month (inclusive of all allowances).
2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.
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**Shri. P. Haridas**  
Establishment/Teaching/Appointment/08/ 2015  
Secretary

Date: 13.07.2015

**PROCEEDINGS OF THE SECRETARY**

To

**Ms. Kavitha Menon**  
**B.com (Accounting & Finance)**

Dear Sir/Madam

1. You are hereby appointed on probation as Assistant Professor in the Department of B.Com (Accounting & Finance). You are required to join on or before 13.07.2015 along with the joining report.
2. You will be paid a consolidated salary of Rs.40,000/- (Forty Thousand Only) per month during the period. You are not entitled to any other benefit/privileges which are normally available to the regular employees of this institution.
3. You will be working for 42 hrs per week, out of which minimum 18 hrs will be classroom teaching.
4. You shall abide by the code of conduct, discipline and rules of the institution. You shall also abide by the time-table and handle classes allotted to you regularly without any default.
5. You shall carry out any other work as may be assigned to you from time to time by the Principal or any other authority under his direction.
6. You shall discharge your duties efficiently, diligently and should not misuse your position for any personal goal.

P.T.O

**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
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**Arumbakkam, Chennai - 600106.**



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**Ashok Kumar Mundhra**  
Secretary

16.08.2018

To  
Ms.Narmadha.D

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of Account & Finance with effect from 16.08.2018 on the following terms.

1. You will be paid a total salary of Rs.25000 (Rupees Twenty five thousand only) per month (inclusive of all allowances).
2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.
3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.
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**PRINCIPAL**

PTO

Managed by SRI YALI Dwaraka Doss Goverdhan Doss

Vaishnav College

Arumbakkam, Chennai - 600106.

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**Ashok Kumar Mundhra**  
Secretary


16.08.2018

To  
Ms. Tamilselvi

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of Account & Finance with effect from 16.08.2018 on the following terms.

1. You will be paid a total salary of Rs.25000 (Rupees Twenty five thousand only) per month (inclusive of all allowances).
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**Ashok Kumar Mundhra**  
Secretary

17.06.2019

To  
Mr. S. Palaniappan

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of Accounting & Finance with effect from 17.06.2019 on the following terms.

1. You will be paid a total salary of Rs.30000 (Rupees Thirty thousand only) per month (inclusive of all allowances).

2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.

3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.

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**PRINCIPAL**

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Managed by SHRI VALLABHACHARYA VIDYA SARILA  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**





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**Ashok Kumar Mundhra**  
Secretary

17.06.2019

To  
Ms.P. Sruthi

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of Accounting & Finance with effect from 17.06.2019 on the following terms.

1. You will be paid a total salary of Rs.25000 (Rupees Twenty five thousand only) per month (inclusive of all allowances).

2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.

3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.

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Managed by SHRI VALLABH CHANDRA VIDYA SATHI

**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**

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**Ashok Kumar Mundhra**  
Secretary

09.07.2019

To  
Dr.J. Chitralega

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of Accounting & Finance with effect from 09.07.2019 on the following terms.

1. You will be paid a total salary of Rs.35000 (Rupees Thirty five thousand only) per month (inclusive of all allowances).

2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.

3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.

4. You will be entitled to ten days' Casual leave in an academic year and you shall avail the same after obtaining prior written sanction. Unavailed casual leave shall lapse and shall not be carried over to the next year. The grant of leave shall be at the discretion of the management keeping in view the exigencies of work.

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**Ashok Kumar Mundhra**  
Secretary

12.07.2019

To  
Dr.C.P.Vijayalakshmi

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of Accounting & Finance with effect from 12.07.2019 on the following terms.

1. You will be paid a total salary of Rs.32500 (Rupees Thirty two thousand five hundred only) per month (inclusive of all allowances).
2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.
3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.
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**Ashok Kumar Mundhra**  
Secretary

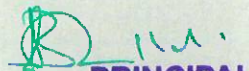
01.10.2020

To  
Dr.D.Jayaprakash

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of Accounting and Finance with effect from 01.10.2020 on the following terms.

1. You will be paid a total salary of Rs.30000 (Rupees Thirty thousand only) per month (inclusive of all allowances).
2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.
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**Arumbakkam, Chennai - 600106.**





# DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE

(Managed by Shri Vallabhacharya Vidya Sabha, Chennai)  
Accredited "A" Grade by NAAC

"GOKUL BAGH"

No. 833, PERIYAR E.V.R. SALAI, ARUMBAKKAM, CHENNAI - 600 106.

**Bharat Kumar K. Shah**

Jt. Secretary

Phone : 044 - 2475 6655

Date : .....  
**01-7-2008**

## PROCEEDINGS

Sub: Appointment of Full Time Staff

The Management is pleased to offer appointment to Ms.M.Akila,  
M.Com., M.Phil., Lecturer in the Department of Corporate Secretaryship.

The offer of appointment is purely on a contractual basis and is for a period of one year from 01-07-2008 or from the date of joining of the department whichever is later and lasts upto 31-05-2009 only on which date the appointment will automatically come to an end, subject to the following terms and conditions:-

1. He/She will be allotted **16** hours of work and paid a consolidated sum of **Rs.8000/-** p.m.
2. Salary paid is subject to Income Tax and other statutory provisions wherever applicable.
3. He/She shall abide by the time table and handle classes allotted regularly and carry out any other work as may be assigned to him/her from time to time by the Principal or other authorities of the college.
4. He/She shall abide by the code of conduct, discipline and rules of the institution.
5. He/She shall apply himself/herself honestly, efficiently and discharge his/her duties diligently.
6. He/She shall not normally or on any pretext absent himself/herself from his/her duties without the prior permission of the authorities.
7. The Management of the College reserves the right to determine the services of the said lecturer without assigning any reasons during the period of contract as he/she has been engaged only on contract basis. In such an eventuality he/she will be given one month's notice or one month's salary in lieu thereof.
8. He/She is entitled to relinquish his/her appointment at any time during the period of contract by giving one month notice in writing or paying the college one month's salary in lieu of such notice.

This letter of appointment is sent to you in duplicate. You are requested to return the duplicate copy duly signed in token of having accepted the same.

  
**PRINCIPAL**

  
**JOINT SECRETARY.**

**Dwaraka Doss Goverdhan Doss**  
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**Arumbakkam, Chennai - 600106.**

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**Ashok Kumar Mundhra**  
Secretary

01.10.2020

To  
Ms. Purnima Iyer

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of Finance and Taxation with effect from 01.10.2020 on the following terms.

1. You will be paid a total salary of Rs.25000 (Rupees Twenty five thousand only) per month (inclusive of all allowances).
2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.
3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.
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8. Management shall encourage you to publish books, present papers, undertake research work without hampering your regular academic work. But they shall be only under the banner of this college.
9. You shall not engage yourself in any outside activity which will either directly or indirectly affect satisfactory performance of the duties assigned to you from time to time.
10. You will not enter into any monetary transactions or collection of any money, gratis or otherwise, from students, their parents/guardians nor misuse your position for any personal gains.

PTO

PRINCIPAL

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.





## Dwaraka Doss Goverdhan Doss Vaishnav College

(Autonomous - Affiliated to the University of Madras)

Gokul Bagh, 833 Penyar E.V.R. High Road, Arumbakkam, Chennai - 600 106

Phone : 044 - 2363 5101, 2363 5102. Fax : 044 - 2363 5103.

E-mail : dgvooffice@gmail.com Website : www.dgvaishnavcollege.edu.in

**P.Haridas  
Secretary**

Date: 20.06.2013

To  
Ms.R.Sindhu,  
Deaprtment of Commerce.

Dear Madam

You are temporarily appointed as Lecturer in the department of Commerce.

You have not qualified yet by passing SLET/NET or Ph.D as per the norms of the University of Madras. As such, in accordance with the above rule you are temporarily appointed with effect from 20.06.2013 on the following terms. You are required to qualify as per the norms of the University of Madras before the end of this academic year, i.e.31<sup>st</sup> May 2014, to enable the management to consider your case, failing which the management may take such steps as they deem necessary.

1. You will be paid a total salary of Rs.12,500.00 (Rupees Twelve thousand five hundred only) per month (inclusive of all allowances).

2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.

3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.

4. You will be entitled to ten days' Casual leave in an academic year and you shall avail the same after obtaining prior written sanction. Unavailed casual leave shall lapse and shall not be carried over to the next year. The grant of leave shall be at the discretion of the management keeping in view the exigencies of work.

5. You shall constantly upgrade your subject knowledge and teaching skills so as to achieve excellence for the benefit of the students/college.

6. You will sincerely work for the development and progress of the college and look after the interest of students of your Department with regard to teaching, seminars, project work, assignments, tests etc.


7. Management shall encourage you to publish books, present papers, undertake research work without hampering your regular academic work. But they shall be only under the banner of this college.

8. You shall not engage yourself in any outside activity which will either directly or indirectly affect satisfactory performance of the duties assigned to you from time to time.

9. You shall not engage yourself in any outside activity which will either directly or indirectly affect satisfactory performance of the duties assigned to you from time to time.

Managed by SHRI VALLABHACHARYA VIDYA SABHA

P.T.O

  
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



# Dwaraka Doss Goverdhan Doss Vaishnav College

(Autonomous - Affiliated to the University of Madras-Reaccredited as 'A' Grade by NAAC)

Gokul Bagh, 833 Periyar E.V.R. High Road, Arumbakkam, Chennai - 600 106.  
Phone : 044 - 2363 5101, 2363 5102, Fax : 044 - 2363 5103.  
E-mail : secretary@dgvaishnavcollege.edu.in Website : www.dgvaishnavcollege.edu.in

**Ashok Kumar Mundhra**  
Secretary

Date: 01.06.2018

To  
Ms.V.Gayathri,  
Assistant Professor  
Department of Commerce.

Dear Sir/Madam

You were appointed with effect from 10.08.2015 on probation. Management is pleased to confirm you on the following terms w.e.f.01.06.2018. (Subject to the qualification approval from University of Madras)

1. You will be paid a total salary of Rs.25,500.00 (Rupees Twenty five thousand five hundred only) per month (inclusive of all allowances).

2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.

3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.

4. You will be entitled to ten days' Casual leave in an academic year and you shall avail the same after obtaining prior written sanction. Unavailed casual leave shall lapse and shall not be carried over to the next year. The grant of leave shall be at the discretion of the management keeping in view the exigencies of work.

5. You shall constantly upgrade your subject knowledge and teaching skills so as to achieve excellence for the benefit of the students/college.

6. You will sincerely work for the development and progress of the college and look after the interest of students of your Department with regard to teaching, seminars, project work, assignments, tests etc.

7. You shall be a whole time employee of the college and, therefore, shall not, without previous written permission of the Management, engage yourself in any full time or part time work/profession/assignment/private tuition etc., either on honorary basis or otherwise during the period of your employment with the college.

8. Management shall encourage you to publish books, present papers, undertake research work without hampering your regular academic work. But they shall be only under the banner of this college.

9. You shall not engage yourself in any outside activity which will either directly or indirectly affect satisfactory performance of the duties assigned to you from time to time.

  
**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**

Managed by SHRI VALLABHACHARYA

P.T.O





# Dwaraka Doss Goverdhan Doss Vaishnav College

(Autonomous-Affiliated to the University of Madras-Accredited at 'A' Grade by NAAC)

Gokul Bagh, 833 Periyar E.V.R. High Road, Arumbakkam, Chennai-600 106

Phone: 044-2363 5101, 2363 5102 Fax: 044-23635103

e-mail: principal@dgvaishnavcollege.edu.in website: www.dgvaishnavcollege.edu.in

**Ashok Kumar Mundhra**  
Secretary

22.10.2020

To  
D.Yamuna

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of Marketing Management with effect from 22.10.2020 on the following terms.

1. You will be paid a total salary of Rs.25000 (Rupees Twenty five thousand only) per month (inclusive of all allowances).
2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.
3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.
4. You will be entitled to ten days' Casual leave in an academic year and you shall avail the same after obtaining prior written sanction. Unavailed casual leave shall lapse and shall not be carried over to the next year. The grant of leave shall be at the discretion of the management keeping in view the exigencies of work.
5. You shall constantly upgrade your subject knowledge and teaching skills so as to achieve excellence for the benefit of the students/college.
6. You will sincerely work for the development and progress of the college and look after the interest of students of your Department with regard to teaching, seminars, project work, assignments, tests etc.
7. You shall be a whole time employee of the college and, therefore, shall not, without previous written permission of the Management, engage yourself in any full time or part time work/profession/assignment/private tuition etc., either on honorary basis or otherwise during the period of your employment with the college.
8. Management shall encourage you to publish books, present papers, undertake research work without hampering your regular academic work. But they shall be only under the banner of this college.
9. You shall not engage yourself in any outside activity which will either directly or indirectly affect satisfactory performance of the duties assigned to you from time to time.
10. You will not enter into any monetary transactions or collection of any money, gratis or otherwise, from students, their parents/guardians nor misuse your position for any personal gains.

  
PRINCIPAL

PTO

Managed by SHRI VALLABHACHARYA VIDYA SABHA

Dwaraka Doss Goverdhan Doss  
Vaishnav College

Arumbakkam, Chennai - 600106.





**Ashok Kumar Mundhra**  
Secretary

To  
Mr.R. Ashok

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the Department of Marketing Management with effect from 01.10.2020 on the following terms

1. You will be paid a total salary of Rs.30000 (Rupees Thirty thousand only) per month (inclusive of all allowances).
2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.
3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.
4. You will be entitled to ten days' Casual leave in an academic year and you shall avail the same after obtaining prior written sanction. Unavailed casual leave shall lapse and shall not be carried over to the next year. The grant of leave shall be at the discretion of the management keeping in view the exigencies of work.
5. You shall constantly upgrade your subject knowledge and teaching skills so as to achieve excellence for the benefit of the students/college.
6. You will sincerely work for the development and progress of the college and look after the interest of students of your Department with regard to teaching, seminars, project work, assignments, tests etc.
7. You shall be a whole time employee of the college and, therefore, shall not, without previous written permission of the Management, engage yourself in any full time or part time work/profession/assignment/private tuition etc., either on honorary basis or otherwise during the period of your employment with the college.
8. Management shall encourage you to publish books, present papers, undertake research work without hampering your regular academic work. But they shall be only under the banner of this college.
9. You shall not engage yourself in any outside activity which will either directly or indirectly affect satisfactory performance of the duties assigned to you from time to time.
10. You will not enter into any monetary transactions or collection of any money, gifts or otherwise, from students, their parents/guardians nor misuse your position for any personal gains.

  
**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss**  
**Vaidhyan College**  
**Arumbakkam, Chennai - 600106.**

PTO





"GOKUL BAGH"

833, PERIYAR E.V.R. SALAI, ARUMBAKKAM, CHENNAI - 600 106.

(Managed by Shri Vallabhacharya Vidya Sabha, Chennai)

BHARAT KUMAR K SHAH, B.A., B.L., P.G.Dip.in Foreign Trade  
JOINT SECRETARY

2475 4349

20-6-2005

Date : .....

PROCEEDINGS

Sub: Appointment of Full Time/Part Time Staff

The Management is pleased to offer appointment to  
Mr./Ms. Dr. P.T. Srinivasan H.O.D  
Lecturer in the Department of Bio-Chemistry.

The offer of appointment is purely on a contractual basis and is for a period of one year from 01.06.2005 or from the date of joining of the department whichever is later and lasts upto 31.05.2006 only on which date the appointment will automatically come to an end, subject to the following terms and conditions :

1. He/She will be allotted 16 hours of work and paid a consolidated sum of Rs. 15000/- p.m.
2. Salary paid is subject to Income Tax and other statutory provisions wherever applicable
3. He/She shall abide by the time table and handle classes allotted regularly and carry out any other work as may be assigned to him/her from time to time by the Principal or other authorities of the college.
4. He/She shall abide by the code of conduct, discipline and rules of the institution.
5. He/She shall apply himself/herself honestly, efficiently and discharge his/her duties diligently.
6. He/She shall not normally or on any pretext absent himself/herself from his/her duties without the prior permission of the authorities.
7. The Management of the College reserves the right to determine the services of the said lecturer without assigning any reasons during the period of contract as he/she has been engaged only on contract basis. In such an eventuality he/she will be given one month's notice or one month's salary in lieu thereof.
8. He/she is entitled to relinquish his/her appointment at any time during the period of contract by giving one month notice in writing or paying the college one month's salary in lieu of such notice.

This letter of appointment is sent to you in duplicate. You are requested to return the duplicate copy duly signed in token of having accepted the same.

PRINCIPAL

Dwaraka Doss Goverdhan Doss  
Vaighnav College  
Arumbakkam, Chennai - 600106.

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**Doss Goverdhan Doss Vaishnav Evening College**

"GOKUL BAGH"

833, PERIYAR E.V.R. SALAI, ARUMBAKKAM, CHENNAI - 600 106.

[Managed by Shri Vallabhacharya Vidya Sabha, Chennai]

☎ 2475 4349

BHARAT KUMAR K SHAH, B.A., B.L., P.G.Dip.in Foreign Trade  
JOINT SECRETARY

Date: 12.9.2005

PROCEEDINGS

Sub: Appointment of Full Time/ ~~Part Time~~ Staff

The Management is pleased to offer appointment to  
Mr./Ms. Sangeetha Sathyanarayan M.Sc.  
Lecturer in the Department of Bio-Chemistry.

The offer of appointment is purely on a contractual basis and is for a period of one year from 12.09.2005 or from the date of joining of the department whichever is later and lasts upto 31.05.2006 only on which date the appointment will automatically come to an end, subject to the following terms and conditions :

1. He/She shall pass SLET/NET and qualify as stipulated by U.G.C./University of Madras Vide Letter No.A-III/2/Pres. Qln/2002/2016 dt.19.8.2002 for the post.
2. He/She will be allotted 16 hours of work and paid a consolidated sum of Rs. 7000/- p.m.
3. Salary paid is subject to Income Tax and other statutory provisions wherever applicable
4. He/She shall abide by the time table and handle classes allotted regularly and carry out any other work as may be assigned to him/her from time to time by the Principal or other authorities of the college.
5. He/She shall abide by the code of conduct, discipline and rules of the institution.
6. He/She shall apply himself/herself honestly, efficiently and discharge his/her duties diligently.
7. He/She shall not normally or on any pretext absent himself/herself from his/her duties without the prior permission of the authorities.
8. The Management of the College reserves the right to determine the services of the said lecturer without assigning any reasons during the period of contract as he/she has been engaged only on contract basis. In such an eventuality he/she will be given one month's notice or one month's salary in lieu thereof.
9. He/she is entitled to relinquish his/her appointment at any time during the period of contract by giving one month notice in writing or paying the college one month's salary in lieu of such notice.

This letter of appointment is sent to you in duplicate. You are requested to return the duplicate copy duly signed in token of having accepted the same.



**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss** JOINT SECRETARY

**Vaishnav College**

**Arumbakkam, Chennai - 600106.**





# Dwaraka Doss Goverdhan Doss Vaishnav College

"GOKUL BAGH"

#833, PERIYAR E.V.R. HIGH ROAD, ARUMBAKKAM, CHENNAI - 600 106.  
(MANAGED BY SRI VALLABHACHARYA VIDYA SABHA, CHENNAI)

**Bharat Kumar K. Shah**

Jt. Secretary

☎ : 2475 6655

**20.12.2006**

Date : .....

## PROCEEDINGS

Sub: Appointment of Full Time Staff

The Management is pleased to offer appointment to **Ms.S Vaidehi M.Sc.,**  
**Lecturer** in the Department of **Bio chemistry**

The offer of appointment is purely on a contractual basis and is for a period of one year from 20.12.2006 or from the date of joining of the department whichever is later and lasts upto 31.05.2007 only on which date the appointment will automatically come to an end, subject to the following terms and conditions :

1. He/She will be allotted **8** hours of work and paid a consolidated sum of **Rs3500/-** p.m.
2. Salary paid is subject to Income Tax and other statutory provisions wherever applicable.
3. He/She shall abide by the time table and handle classes allotted regularly and carry out any other work as may be assigned to him/her from time to time by the Principal or other authorities of the college.
4. He/She shall abide by the code of conduct, discipline and rules of the institution.
5. He/She shall apply himself/herself honestly, efficiently and discharge his/her duties diligently.
6. He/She shall not normally or on any pretext absent himself/herself from his/her duties without the prior permission of the authorities.
7. The Management of the College reserves the right to determine the services of the said lecturer without assigning any reasons during the period of contract as he/she has been engaged only on contract basis. In such an eventuality he/she will be given one month's notice or one month's salary in lieu thereof.
8. He/She is entitled to relinquish his/her appointment at any time during the period of contract by giving one month notice in writing or paying the college one month's salary in lieu of such notice.

This letter of appointment is sent to you in duplicate. You are requested to return the duplicate copy duly signed in token of having accepted the same.

**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

**JOINT SECRETARY**



# Dwaraka Doss Goverdhan Doss Vaishnav College

"GOKUL BAGH"

#833, PERIYAR E.V.R. HIGH ROAD, ARUMBAKKAM, CHENNAI - 600 106.  
(MANAGED BY SRI VALLABHACHARYA VIDYA SABHA, CHENNAI)

**Bharat Kumar K. Shah**  
Jt. Secretary

☎ : 2475 6655

**01.02.2007**  
Date

## PROCEEDINGS

Sub: Appointment of Full Time Staff

The Management is pleased to offer appointment to **Ms.K.Nagalakshmi**  
**M.Sc., SLET.,NET., Lecturer** in the Department of **Bio Chemistry**

The offer of appointment is purely on a contractual basis and is for a period of one year from 01.02.2007 or from the date of joining of the department whichever is later and lasts upto 31.05.2007 only on which date the appointment will automatically come to an end, subject to the following terms and conditions :

1. He/She will be allotted **16** hours of work and paid a consolidated sum of **Rs.8250/-** p.m.
2. Salary paid is subject to Income Tax and other statutory provisions wherever applicable.
3. He/She shall abide by the time table and handle classes allotted regularly and carry out any other work as may be assigned to him/her from time to time by the Principal or other authorities of the college.
4. He/She shall abide by the code of conduct, discipline and rules of the institution.
5. He/She shall apply himself/herself honestly, efficiently and discharge his/her duties diligently.
6. He/She shall not normally or on any pretext absent himself/herself from his/her duties without the prior permission of the authorities.
7. The Management of the College reserves the right to determine the services of the said lecturer without assigning any reasons during the period of contract as he/she has been engaged only on contract basis. In such an eventuality he/she will be given one month's notice or one month's salary in lieu thereof.
8. He/She is entitled to relinquish his/her appointment at any time during the period of contract by giving one month notice in writing or paying the college one month's salary in lieu of such notice.

This letter of appointment is sent to you in duplicate. You are requested to return the duplicate copy duly signed in token of having accepted the same.

**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**

**JOINT SECRETARY**





**Dwaraka Doss Goverdhan Doss Vaishnav College**  
(Autonomous-Affiliated to the University of Madras-Accredited at 'A' Grade by NAAC)

Gokul Bagh, 833 Periyar E.V.R. Salai, Arumbakkam, Chennai - 600 106  
Phone: 044-24756655, 24754349 Fax: 044-24753008  
e-mail: principal@dgvaishnavcollege.com website: www.dgvaishnavcollege.com

Date: 01.08.2014

To  
**P. Haridas**  
Secretary

**Dr. G. Sriram Prasath. M.Sc., Ph.D.,**  
Biochemisty,

Dear Sir/Madam

1. You are temporarily appointed as Lecturer in Biochemistry Department with effect from 01.08.2014. To 31<sup>st</sup> May, 2015
2. The above temporary period is liable to be extended further at the discretion of the management.
3. You will be paid a consolidated salary of Rs.19500/- (Rs. Nineteen thousand five hundred only) per month during this temporary period. You are not entitled to any other benefit/privileges which are normally available to the regular employees of this institution.
4. You will be working for 42 hrs per week, out of which minimum 18 hrs will be classroom teaching.
5. You shall abide by the code of conduct, discipline and rules of the institution. You shall also abide by the time-table and handle classes allotted to you regularly without any default.
6. You shall carry out any other work as may be assigned to you from time to time by the Principal or any other authority under his direction.
7. You shall discharge your duties efficiently, diligently and should not misuse your position for any personal goal.
8. Your temporary service shall also be liable to be terminated earlier than the stipulated period or on expiry of the above period as mentioned in clause 1 of this letter without any notice or without assigning any reason thereof.
9. You shall not normally or under any pretext absent yourself from duties without the prior permission of the authorities.

**P.T.O**

**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
Arumbakkam, Chennai - 600106.

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**Dwaraka Doss Goverdhan Doss Vaishnav College**  
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Phone : 044 - 2363 5101, 2363 5102 Fax : 044 - 2363 5103.  
E-mail : principal@dgvaishnavcollege.com Website : www.dgvaishnavcollege.com

**Shri. P. Haridas**  
Secretary

Establishment/Teaching/Appointment/24/ 2016

Date: 18.01.2016

**PROCEEDINGS OF THE SECRETARY**

To

**Ms.M.Maria Caroline Rebellow. M.Sc., M.Phil., NET**  
**Bio Chemistry**

Dear Sir/Madam

1. You are hereby appointed on probation as Assistant Professor in the Department of Bio Chemistry. You are required to join on or before 18.01.2016 along with the joining report.
2. You will be paid a consolidated salary of Rs.25,000/- (Twenty Five Thousand Only) per month during the period. You are not entitled to any other benefit/privileges which are normally available to the regular employees of this institution.
3. You will be working for 42 hrs per week, out of which minimum 18 hrs will be classroom teaching.
4. You shall abide by the code of conduct, discipline and rules of the institution. You shall also abide by the time-table and handle classes allotted to you regularly without any default.
5. You shall carry out any other work as may be assigned to you from time to time by the Principal or any other authority under his direction.
6. You shall discharge your duties efficiently, diligently and should not misuse your position for any personal goal.

**P.T.O**

  
**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**





# Dwaraka Doss Goverdhan Doss Vaishnav College

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Phone: 044-2363 5101, 2363 5102 Fax: 044-23635103

e-mail: principal@dgvvaishnavcollege.edu.in website: www.dgvvaishnavcollege.edu.in

**Ashok Kumar Mundhra**  
Secretary

02.07.2019

To  
Dr. D.S.Pushpa Rani

Dear Sir/Madam

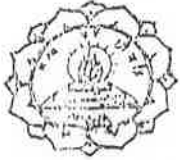
You are temporarily appointed as Assistant Professor in the department of Bio Chemistry with effect from 02.07.2019 on the following terms.

1. You will be paid a total salary of Rs.32500 (Rupees Thirty Two thousand five hundred only) per month (inclusive of all allowances).
2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.
3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.
4. You will be entitled to ten days' Casual leave in an academic year and you shall avail the same after obtaining prior written sanction. Unavailed casual leave shall lapse and shall not be carried over to the next year. The grant of leave shall be at the discretion of the management keeping in view the exigencies of work.
5. You shall constantly upgrade your subject knowledge and teaching skills so as to achieve excellence for the benefit of the students/college.
6. You will sincerely work for the development and progress of the college and look after the interest of students of your Department with regard to teaching, seminars, project work, assignments, tests etc.
7. You shall be a whole time employee of the college and, therefore, shall not, without previous written permission of the Management, engage yourself in any full time or part time work/profession/assignment/private tuition etc., either on honorary basis or otherwise during the period of your employment with the college.
8. Management shall encourage you to publish books, present papers, undertake research work without hampering your regular academic work. But they shall be only under the banner of this college.
9. You shall not engage yourself in any outside activity which will either directly or indirectly affect satisfactory performance of the duties assigned to you from time to time.
10. You will not enter into any monetary transactions or collection of any money, gratis or otherwise, from students, their parents/guardians nor misuse your position for any personal gains.

  
**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
Arumbakkam, Chennai - 600106.

PTO



# Dwaraka Doss Goverdhan Doss Vaishnav Evening College

"GOKUL BAGH"

445, PERIYAR E. V. R. HIGH ROAD, ARUMBAKKAM, MADRAS - 600 106.  
(MANAGED BY SRI VALLABHACHARYA VIDYA SANITHA, MADRAS)

PHONE : 4834349

26-10-1998

Date: 26-10-1998

S.R. DAMANI  
SECRETARY.

## PROCEEDINGS

Sub: ESTABLISHMENT - Teaching Staff - D.G. Vaishnav  
Evening College, Chennai-106 - appointment  
of - regd.


Thiru/Ms/Miss. R. Uma, M.Sc., is  
appointed as Lecturer in the Department of Bio-Chemistry in  
the EVENING COLLEGE/DAY COLLEGE for the period from 26-10-1998 to  
30-06-1999. He/She will draw a consolidated salary of Rs 3,500/-  
in the scale of 3500-200-4500-250-5750.

He/She shall produce all certificates in respect of his/her  
qualifications in original and he/she shall abide by the code of  
conduct, discipline and rules of the institution and shall involve  
himself/herself by his/her total commitment for the progress and  
development of his/her department and the Institution. The  
appointee will abide by the time table and handle classes allotted  
to him/her regularly without any default.

He/She should carry out all such other work as may be  
assigned to him/her from time to time by or under direction of the  
Principal. To join duty forthwith.

To Ms. R. Uma, M.Sc.,  
Copy to the office file.

S. R. Damani  
SECRETARY.

  
PRINCIPAL  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.





# DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE

(Managed by Shri Vallabhacharya Vidya Sabha, Chennai)

Accredited "A" Grade by NAAC

"GOKUL BAGH"

No. 833, PERIYAR E.V.R. SALAI, ARUMBAKKAM, CHENNAI - 600 106.

**Bharat Kumar K. Shah**

Jt. Secretary

Phone : 044 - 2475 6655

Date: 25-6-2008

## PROCEEDINGS

Sub: Appointment of Full Time Staff

The Management is pleased to offer appointment to **Ms. Indumathi P. M.Sc., M.Phil.,** Lecturer in the Department of **Biotechnology.**

The offer of appointment is purely on a contractual basis and is for a period of one year from 25-06-2008 or from the date of joining of the department whichever is later and lasts upto 31-05-2009 only on which date the appointment will automatically come to an end, subject to the following terms and conditions :

1. He/She will be allotted **16** hours of work and paid a consolidated sum of **Rs.8500/-** p.m.

2. Salary paid is subject to Income Tax and other statutory provisions wherever applicable.

3. He/She shall abide by the time table and handle classes allotted regularly and carry out any other work as may be assigned to him/her from time to time by the Principal or other authorities of the college.

4. He/She shall abide by the code of conduct, discipline and rules of the institution.

5. He/She shall apply himself/herself honestly, efficiently and discharge his/her duties diligently.

6. He/She shall not normally or on any pretext absent himself/herself from his/her duties without the prior permission of the authorities.

7. The Management of the College reserves the right to determine the services of the said lecturer without assigning any reasons during the period of contract as he/she has been engaged only on contract basis. In such an eventuality he/she will be given one month's notice or one month's salary in lieu thereof.

8. He/She is entitled to relinquish his/her appointment at any time during the period of contract by giving one month notice in writing or paying the college one month's salary in lieu of such notice.

This letter of appointment is sent to you in duplicate. You are requested to return the duplicate copy duly signed in token of having accepted the same.

*Enrollment- / Participation in any union/Association  
activity will entail Termination of the  
Contract*

**JOINT SECRETARY.**

**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss**

**Vaishnav College**

**Arumbakkam, Chennai - 600106.**



**Dwaraka Doss Goverdhan Doss Vaishnav College**  
(Autonomous-Affiliated to the University of Madras-Re Accredited at 'A' Grade by NAAC)

Gokul Bagh, 833, Periyar E.V.R. High Road, Arumbakkam, Chennai - 600 106.  
Phone : 044 - 2363 5101, 2363 5102 Fax : 044 - 2363 5103.  
E-mail : principal@dgvaishnavcollege.com Website : www.dgvaishnavcollege.com

**Shri. P. Haridas**  
Secretary

Establishment/Teaching/Appointment/17/ 2016

Date: 10.06.2016

**PROCEEDINGS OF THE SECRETARY**

To

**Dr.M.D.Balakumaran**  
**Bio Technology**

Dear Sir/Madam

1. You are appointed as Assistant Professor in the Department of Bio Technology with effect from 10.06.2016 for a period of 1 year on probation. You are required to join duty on or before 10.06.2016 along with the joining report and all Original Certificates.
2. You will be paid a consolidated salary of Rs.25,000/- (Twenty Five Thousand Only) per month during the period. You are not entitled to any other benefit/privileges which are normally available to the regular employees of this institution.
3. You will be working for 42 hrs per week, out of which minimum 18 hrs will be classroom teaching.
4. You shall abide by the code of conduct, discipline and rules of the institution. You shall also abide by the time-table and handle classes allotted to you regularly without any default.
5. You shall carry out any other work as may be assigned to you from time to time by the Principal or any other authority under his direction.
6. You shall discharge your duties efficiently, diligently and should not misuse your position for any personal goal.
7. The Management of the college reserves the right to terminate the services of the said Assistant Professor without assigning any reasons during the period of probation as he/she has been engaged only on probation. In such an eventuality he/she will be given three months notice or one month's salary in lieu thereof.

P.T.O

  
**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**

Managed by SHRI VAI ARHACHARYA Arumbakkam, Chennai - 600106.





**Ashok Kumar Mundhra**  
Secretary

## **Dwaraka Doss Goverdhan Doss Vaishnav College**

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e-mail: principal@dgvaishnavcollege.edu.in website: www.dgvaishnavcollege.edu.in

17.06.2019

To  
Dr. R. Ashwini

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of Bio Technology with effect from 17.06.2019 on the following terms.

1. You will be paid a total salary of Rs.25000 (Rupees Twenty five thousand only) per month (inclusive of all allowances).
2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.
3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.
4. You will be entitled to ten days' Casual leave in an academic year and you shall avail the same after obtaining prior written sanction. Unavailed casual leave shall lapse and shall not be carried over to the next year. The grant of leave shall be at the discretion of the management keeping in view the exigencies of work.
5. You shall constantly upgrade your subject knowledge and teaching skills so as to achieve excellence for the benefit of the students/college.
6. You will sincerely work for the development and progress of the college and look after the interest of students of your Department with regard to teaching, seminars, project work, assignments, tests etc.
7. You shall be a whole time employee of the college and, therefore, shall not, without previous written permission of the Management, engage yourself in any full time or part time work/profession/assignment/private tuition etc., either on honorary basis or otherwise during the period of your employment with the college.
8. Management shall encourage you to publish books, present papers, undertake research work without hampering your regular academic work. But they shall be only under the banner of this college.
9. You shall not engage yourself in any outside activity which will either directly or indirectly affect satisfactory performance of the duties assigned to you from time to time.
10. You will not enter into any monetary transactions or collection of any money, gratis or otherwise, from students, their parents/guardians nor misuse your position for any personal gains.

**PRINCIPAL**

PTO

Managed by SHRI VALLABHACHARYA VIDYA SABHA

**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
Arumbakkam, Chennai - 600106.





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**Ashok Kumar Mundhra**  
Secretary

17.06.2019

To  
Ms.S Uma

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of Bio Technology with effect from 17.06.2019 on the following terms.

1. You will be paid a total salary of Rs.25000 (Rupees Twenty five thousand only) per month (inclusive of all allowances).
2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.
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**PRINCIPAL**

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**Ashok Kumar Mundhra**  
Secretary

17.06.2019

To  
Dr. P. Amali

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of Bio Technology with effect from 17.06.2019 on the following terms.

1. You will be paid a total salary of Rs.27500 (Rupees Twenty seven thousand five hundred only) per month (inclusive of all allowances).
2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.
3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.
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**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**



**Ashok Kumar Mundhra**  
Secretary

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e-mail: principal@dgvaishnavcollege.edu.in website: www.dgvaishnavcollege.edu.in

17.06.2019

To  
Dr. A. Sivaranjani

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of Bio Technology with effect from 17.06.2019 on the following terms.

1. You will be paid a total salary of Rs.25000 (Rupees Twenty five thousand only) per month (inclusive of all allowances).
2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.
3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.
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PT

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**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**





# Dwaraka Doss Goverdhan Doss Vaishnav College

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**Ashok Kumar Mundhra**  
Secretary

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Phone: 044-2363 5101, 2363 5102 Fax: 044-23635103  
e-mail: principal@dgvaishnavcollege.edu.in website: www.dgvaishnavcollege.edu.in

15.07.2019

To  
Dr.M.Pavithra

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of Biotechnology with effect from 15.07.2019 on the following terms.

1. You will be paid a total salary of Rs.25000 (Rupees Twenty five thousand only) per month (inclusive of all allowances).
2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.
3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.
4. You will be entitled to ten days' Casual leave in an academic year and you shall avail the same after obtaining prior written sanction. Unavailed casual leave shall lapse and shall not be carried over to the next year. The grant of leave shall be at the discretion of the management keeping in view the exigencies of work.
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 **PRINCIPAL PTO**

Managed by SHRI VALLABHACHARYA VIDYA SABHA

**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**

**Arumbakkam, Chennai - 600106.**

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**Ashok Kumar Mundhra**  
**Secretary**

17.06.2019

To  
Mr.M.Sivasankaran

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of Bio Technology with effect from 17.06.2019 on the following terms.

1. You will be paid a total salary of Rs.18000 (Rupees Eighteen thousand only) per month (inclusive of all allowances).

2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.

3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.

4. You will be entitled to ten days' Casual leave in an academic year and you shall avail the same after obtaining prior written sanction. Unavailed casual leave shall lapse and shall not be carried over to the next year. The grant of leave shall be at the discretion of the management keeping in view the exigencies of work.

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9. You shall not engage yourself in any outside activity which will either directly or indirectly affect satisfactory performance of the duties assigned to you from time to time.

10. You will not enter into any monetary transactions or collection of any money, gratis or otherwise, from students, their parents/guardians nor misuse your position for any personal gains.

**PRINCIPAL**

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**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**





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**Ashok Kumar Mundhra**  
Secretary

To  
Mrs. G. Shoba

02.05.2019

Dear Madam,

Sub: Offer Letter,

Ref: Your application for the post of Assistant Professor.

This refers to the personal interview you had with us.

You are temporarily appointed as Assistant Professor in Biotechnology Department.

You will be paid a total consolidated salary of Rs.18,000/- (Rupees Eighteen Thousand Only) Per month inclusive of all allowances.

You are requested to bring the following within seven days of receipt of this letter.

- |                                |  |
|--------------------------------|--|
| a. Qualification Certificates  | - Original & Photo Copies                      |
| b. Experience Certificates     | - Original & Photo Copies                      |
| c. Date of Birth               | - Original & Photo Copies                      |
| d. Fitness Certificate         | - Original from any Regd. Medical Practitioner |
| e. Pass Port Size Colour Photo | - 2 Nos.                                       |
| f. Relieving Orders            | - From Previous Employer, if any               |
| g. Qualification Approval      | - By University of Madras, if any              |

You will be issued suitable orders on verification of the above and subject to your satisfying the norms laid down by University of Madras as regards your qualification.

Please confirm the date of your joining us.

Yours faithfully,  
For D.G.Vaishnav College (Evening)



*Ashok Kumar*

SECRETARY

*R. Iyer*

**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**



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**Ashok Kumar Mundhra**  
**Secretary**

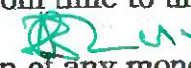
18.01.2019

To  
Ms.K.Nithya

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of Biotechnology with effect from 18.01.2019 on the following terms.

1. You will be paid a total salary of Rs.18000 (Rupees Eighteen thousand only) per month (inclusive of all allowances).
2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.
3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.
4. You will be entitled to ten days' Casual leave in an academic year and you shall avail the same after obtaining prior written sanction. Unavailed casual leave shall lapse and shall not be carried over to the next year. The grant of leave shall be at the discretion of the management keeping in view the exigencies of work.
5. You shall constantly upgrade your subject knowledge and teaching skills so as to achieve excellence for the benefit of the students/college.
6. You will sincerely work for the development and progress of the college and look after the interest of students of your Department with regard to teaching, seminars, project work, assignments, tests etc.
7. You shall be a whole time employee of the college and, therefore, shall not, without previous written permission of the Management, engage yourself in any full time or part time work/profession/assignment/private tuition etc., either on honorary basis or otherwise during the period of your employment with the college.
8. Management shall encourage you to publish books, present papers, undertake research work without hampering your regular academic work. But they shall be only under the banner of this college.
9. You shall not engage yourself in any outside activity which will either directly or indirectly affect satisfactory performance of the duties assigned to you from time to time.
10. You will not enter into any monetary transactions or collection of any money, gratis or otherwise, from students, their parents/guardians nor misuse your position for any personal gains.

  
**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.** PTO





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**Ashok Kumar Mundhra**  
Secretary

-2-

11. You will abide by all rules and regulations, existing or amended from time to time and shall carry out all lawful orders, instructions, advises etc. of the management or your superiors.

12. You are advised to inform any change in the personal information/data and residential address already provided by you to the management within three days from the date of such change.

13. Due to exigencies of work, your services are liable to be transferred from one department/section to another, at the sole discretion of the management and you shall comply with such instructions forthwith.

14. You shall not practice or incite any student to practice casteism, communalism and untouchability. You shall not attend or organize meeting without prior written permission from the management.

15. Enrolment / participation in any union/association activity will entail termination of appointment.

16. Your services are liable for termination by the management without assigning any reason or notice thereof.

Please return the duplicate copy of this letter duly signed by you in token of your acceptance.



Yours faithfully,  
For D.G.Vaishnav College (Evening)

*Ashok Kumar*  
**SECRETARY**

I have gone through the conditions as detailed above. I accept the same. I shall join duty on ....

Signature:

Date:

**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**

*for*  
*Kiran*  
*25/01/2021*



# Dwaraka Doss Goverdhan Doss Vaishnav College

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**Ashok Kumar Mundhra**  
Secretary

22.01.2019

To  
Ms.B.Kiran Sharma

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of Biotechnology with effect from 22.01.2019 on the following terms.

1. You will be paid a total salary of Rs.18000 (Rupees Eighteen thousand only) per month (inclusive of all allowances).
2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.
3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.
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**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106. PTO





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**Ashok Kumar Mundhra**  
**Secretary**

-2-

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12. You are advised to inform any change in the personal information/data and residential address already provided by you to the management within three days from the date of such change.

13. Due to exigencies of work, your services are liable to be transferred from one department/section to another, at the sole discretion of the management and you shall comply with such instructions forthwith.

14. You shall not practice or incite any student to practice casteism, communalism and untouchability. You shall not attend or organize meeting without prior written permission from the management.

15. Enrolment / participation in any union/association activity will entail termination of appointment.

16. Your services are liable for termination by the management without assigning any reason or notice thereof.

Please return the duplicate copy of this letter duly signed by you in token of your acceptance.



Yours faithfully,  
For D.G.Vaishnav College (Evening)

*Ashok Kumar*  
**SECRETARY**

I have gone through the conditions as detailed above. I accept the same. I shall join duty on ....

*[Signature]*  
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

Signature:  
Date:

*Kiran*  
25/01/2021



# Dwaraka Doss Goverdhan Doss Vaishnav College

(Autonomous-Affiliated to the University of Madras-Re Accredited at 'A' Grade by NAAC)

Gokul Bagh, 833, Periyar E.V.R. High Road, Arumbakkam, Chennai - 600 106.

Phone : 044 - 2363 5101, 2363 5102 Fax : 044 - 2363 5103.

E-mail : principal@dgvaishnavcollege.com Website : www.dgvaishnavcollege.com

Establishment/Teaching/Appointment/16/ 2016

Date: 12.09.2016

**Shri. P. Haridas**

Secretary

## **PROCEEDINGS OF THE SECRETARY**

To

**Ms.Shagufta Fathima**

**Interior Design & Decoration**

Dear Sir/Madam

1. You are appointed as Assistant Professor in the Department of Interior Design & Decoration with effect from 12.09.2016 for a period of 1 year on probation. You are required to join duty on or before 12.09.2016 along with the joining report and all Original Certificates.
2. You will be paid a consolidated salary of Rs.20,000/- (Twenty Thousand Only) per month during the period. You are not entitled to any other benefit/privileges which are normally available to the regular employees of this institution.
3. You will be working for 42 hrs per week, out of which minimum 18 hrs will be classroom teaching.
4. You shall abide by the code of conduct, discipline and rules of the institution. You shall also abide by the time-table and handle classes allotted to you regularly without any default.
5. You shall carry out any other work as may be assigned to you from time to time by the Principal or any other authority under his direction.
6. You shall discharge your duties efficiently, diligently and should not misuse your position for any personal goal.
7. The Management of the college reserves the right to terminate the services of the said Assistant Professor without assigning any reasons during the period of probation as he/she has been engaged only on probation. In such an eventuality he/she will be given three months notice or one month's salary in lieu thereof.

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

**P.T.O**





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**Shri. P. Haridas**

Secretary

Establishment/Teaching/Appointment/07/ 2015

Date: 01.07.2015

## PROCEEDINGS OF THE SECRETARY

To

**Ms. Amrutha Karayil**

**B.A. Criminology & Police Administration**

Dear Sir/Madam-

1. You are hereby appointed on probation as Assistant Professor in the Department of B.A.Criminology & Police Administration. You are required to join on or before 01.07.2015 along with the joining report.
2. You will be paid a consolidated salary of Rs.25,000/- (Twenty Five Thousand Only) per month during the period. You are not entitled to any other benefit/privileges which are normally available to the regular employees of this institution.
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**PRINCIPAL**

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Vaishnav College  
Arumbakkam, Chennai - 600106.



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**Shri. P. Haridas**

Secretary

Establishment/Teaching/Appointment/14/ 2016

Date: 09.06.2016

**PROCEEDINGS OF THE SECRETARY**

To

**Mr.A.Michael Loordhu Valan**  
**Criminology & Police Administration**

Dear Sir/Madam

1. You are appointed as Assistant Professor in the Department of Criminology & Police Administration with effect from 09.06.2016 for a period of 1 year on probation. You are required to join duty on or before 09.06.2016 along with the joining report and all Original Certificates.
2. You will be paid a consolidated salary of Rs.25,000/- (Twenty Five Thousand Only) per month during the period. You are not entitled to any other benefit/privileges which are normally available to the regular employees of this institution.
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6. You shall discharge your duties efficiently, diligently and should not misuse your position for any personal goal.
7. The Management of the college reserves the right to terminate the services of the Assistant Professor without assigning any reasons during the period of probation. He/she has been engaged only on probation. In such an eventuality he/she will be given three months notice or one month's salary in lieu thereof.

**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**





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**Ashok Kumar Mundhra**  
**Secretary**

09.07.2018

To  
Mr. M. Sridhar

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of Criminology and Police Administration with effect from 09.07.2018 on the following terms.

1. You will be paid a total salary of Rs.20000 (Rupees Twenty thousand only) per month (inclusive of all allowances).
2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.
3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.
4. You will be entitled to ten days' Casual leave in an academic year and you shall avail the same after obtaining prior written sanction. Unavailed casual leave shall lapse and shall not be carried over to the next year. The grant of leave shall be at the discretion of the management keeping in view the exigencies of work.
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**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
Arumbakkam, Chennai - 600106.



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**Ashok Kumar Mundhra**  
Secretary

03.01.2020

To  
Ms. K. ShanmugaPriya

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of Criminology and Police Administration with effect from 03.01.2020 on the following terms.

1. You will be paid a total salary of Rs.20000 (Rupees Twenty thousand only) per month (inclusive of all allowances).
2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.
3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.
4. You will be entitled to ten days' Casual leave in an academic year and you shall avail the same after obtaining prior written sanction. Unavailed casual leave shall lapse and shall not be carried over to the next year. The grant of leave shall be at the discretion of the management keeping in view the exigencies of work.
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**PRINCIPAL**

**PTO**

**Dwaraka Doss Goverdhan Doss**

**Vaishnav College**

**Arumbakkam, Chennai - 600106.**





**Ashok Kumar Mundhra**  
Secretary

**Dwaraka Doss Goverdhan Doss Vaishnav College**  
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To  
Ms.Devipriya

24.08.2018

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of Tourism & Travel Management with effect from 24.08.2018 on the following terms.

1. You will be paid a total salary of Rs.25000 (Rupees Twenty five thousand only) per month (inclusive of all allowances).
2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.
3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.
4. You will be entitled to ten days\* Casual leave in an academic year and you shall avail the same after obtaining prior written sanction. Unavailed casual leave shall lapse and shall not be carried over to the next year. The grant of leave shall be at the discretion of the management keeping in view the exigencies of work.
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Managed by SHRI VALLABHACHARYA VIDYA SABHA

  
**PRINCIPAL**

PTO

**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**





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**Ashok Kumar Mundhra**  
**Secretary**

04.07.2019

To  
Ms. D.Swathi

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of Tourism & Travel Management with effect from 04.07.2019 on the following terms.

1. You will be paid a total salary of Rs.25000 (Rupees Twenty five thousand only) per month (inclusive of all allowances).

2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.

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8. Management shall encourage you to publish books, present papers, undertake research work without hampering your regular academic work. But they shall be only under the banner of this college.

9. You shall not engage yourself in any outside activity which will either directly or indirectly affect satisfactory performance of the duties assigned to you from time to time.

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**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
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**Ashok Kumar Mundhra**  
**Secretary**

05.12.2019

To  
Ms.H.Preethi

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of Tourism & Travel Management with effect from 05.12.2019 on the following terms.

1. You will be paid a total salary of Rs.25000 (Rupees Twenty five thousand only) per month (inclusive of all allowances).
2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.
3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.
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**Shri. P. Haridas**  
Secretary

Establishment/Teaching/Appointment/26/ 2015

Date: 10.12.2015


## **PROCEEDINGS OF THE SECRETARY**

**To**  
**Mr.C.Chidambaranathan**  
**Sociology**

Dear Sir/Madam

1. You are hereby appointed on probation as Assistant Professor in the Department of Sociology. You are required to join on or before 10.12.2015 along with the joining report.
2. You will be paid a consolidated salary of Rs.25,000/- (Twenty Five Thousand Only) per month during the period. You are not entitled to any other benefit/privileges which are normally available to the regular employees of this institution.
3. You will be working for 42 hrs per week, out of which minimum 18 hrs will be classroom teaching.
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6. You shall discharge your duties efficiently, diligently and should not misuse your position for any personal goal.

**P.T.O**

  
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.





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**Shri. P. Haridas**

Secretary

Establishment/Teaching/Appointment/11/ 2016

Date: 09.06.2016

## **PROCEEDINGS OF THE SECRETARY**

To

**Dr.I.Jenitta Mary**  
**Sociology**

Dear Sir/Madam

1. You are appointed as Assistant Professor in the Department of Sociology with effect from 09.06.2016 for a period of 1 year on probation. You are required to join duty on or before 09.06.2016 along with the joining report and all Original Certificates.
2. You will be paid a consolidated salary of Rs.25,000/- (Twenty Five Thousand Only) per month during the period. You are not entitled to any other benefit/privileges which are normally available to the regular employees of this institution.
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**P.T.O**



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**Ashok Kumar Mundhra**  
Secretary


17.06.2019

To  
Mr. N. Syed Azeez Ahmed

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of Sociology with effect from 17.06.2019 on the following terms.

1. You will be paid a total salary of Rs.25000 (Rupees Twenty five thousand only) per month (inclusive of all allowances).
2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.
3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.
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PRINCIPAL  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.  
PTO





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**Ashok Kumar Mundhra**  
**Secretary**

01.08.2019

To  
Ms.D.Shalin

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of Sociology with effect from 01.08.2019 on the following terms.

1. You will be paid a total salary of Rs.25000 (Rupees Twenty five thousand only) per month (inclusive of all allowances).
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**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**





**Ashok Kumar Mundhra**  
Secretary

## **Dwaraka Doss Goverdhan Doss Vaishnav College**

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18.06.2018

To  
Ms.R.Aswini

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of Psychology with effect from 18.06.2018 on the following terms.

1. You will be paid a total salary of Rs.25000 (Rupees Twenty five thousand only) per month (inclusive of all allowances).
2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.
3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.
4. You will be entitled to ten days' Casual leave in an academic year and you shall avail the same after obtaining prior written sanction. Unavailed casual leave shall lapse and shall not be carried over to the next year. The grant of leave shall be at the discretion of the management keeping in view the exigencies of work.
5. You shall constantly upgrade your subject knowledge and teaching skills so as to achieve excellence for the benefit of the students/college.
6. You will sincerely work for the development and progress of the college and look after the interest of students of your Department with regard to teaching, seminars, project work, assignments, tests etc.
7. You shall be a whole time employee of the college and, therefore, shall not, without previous written permission of the Management, engage yourself in any full time or part time work/profession/assignment/private tuition etc., either on honorary basis or otherwise during the period of your employment with the college.
8. Management shall encourage you to publish books, present papers, undertake research work without hampering your regular academic work. But they shall be only under the banner of this college.
9. You shall not engage yourself in any outside activity which will either directly or indirectly affect satisfactory performance of the duties assigned to you from time to time.
10. You will not enter into any monetary transactions or collection of any money, gratis or otherwise, from students, their parents/guardians nor misuse your position for any personal gains.

PTO

**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**





## Dwaraka Doss Goverdhan Doss Vaishnav College

(Autonomous-Affiliated to the University of Madras-Accredited at 'A' Grade by NAAC)

Gokul Bagh, 833 Periyar E.V.R. High Road, Arumbakkam, Chennai-600 106

Phone: 044-2363 5101, 2363 5102 Fax: 044-23635103

e-mail: principal@dgvaishnavcollege.edu.in website: www.dgvaishnavcollege.edu.in

**Ashok Kumar Mundhra**  
Secretary

17.06.2019

To  
Mr.P.K. Varshith

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of Psychology with effect from 17.06.2019 on the following terms.

1. You will be paid a total salary of Rs.25000 (Rupees Twenty five thousand only) per month (inclusive of all allowances).

2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.

3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.

4. You will be entitled to ten days' Casual leave in an academic year and you shall avail the same after obtaining prior written sanction. Unavailed casual leave shall lapse and shall not be carried over to the next year. The grant of leave shall be at the discretion of the management keeping in view the exigencies of work.

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PTO

Managed by SHRI VALLABHACHARYA VIDYA SABHA

  
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.





## Dwaraka Doss Goverdhan Doss Vaishnav College

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Phone: 044-23635101, 23635102 Fax: 044-23635103

E-mail: secretary@dgvaishnavcollege.edu.in website: www.dgvaishnavcollege.edu.in

03.07.2017

To **Ashok Kumar Mundhra**  
Secretary

Ms.R.Vijaya Lakshmi

Dear Sir/Madam

Please refer to our letter appointing you as Lecturer in the Department of Psychology.

You have not qualified yet by passing SLET/NET or Ph.D as per the norms of the University of Madras. As such, in accordance with the above rule you are temporarily appointed with effect from 03.07.2017 on the following terms. You are required to qualify as per the norms of the University of Madras before the end of this academic year, i.e.31<sup>st</sup> May 2018, to enable the management to consider your case, failing which the management may take such steps as they deem necessary.

1. You will be paid a total salary of Rs.18,000.00 (Rupees Eighteen thousand only) per month (inclusive of all allowances).

2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.

3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.

4. You will be entitled to ten days' Casual leave in an academic year and you shall avail the same after obtaining prior written sanction. Unavailed casual leave shall lapse and shall not be carried over to the next year. The grant of leave shall be at the discretion of the management keeping in view the exigencies of work.

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8. Management shall encourage you to publish books, present papers, undertake research work without hampering your regular academic work. But they shall be only under the banner of this college.

P.T.O

Managed by SHRI VALLABHACHARYA VIDYA SABHA

  
PRINCIPAL

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.





## Dwaraka Doss Goverdhan Doss Vaishnav College

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e-mail: principal@dgvaishnavcollege.edu.in website: www.dgvaishnavcollege.edu.in

**Ashok Kumar Mundhra**  
Secretary

17.06.2019

To  
Dr. S. Sundarabalan

Dear Sir/Madam

You are temporarily appointed as Head i/c in the department of Statistics with effect from 17.06.2019 on the following terms.

1. You will be paid a total salary of Rs.35000 (Rupees Thirty five thousand only) per month (inclusive of all allowances).
2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.
3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.
4. You will be entitled to ten days' Casual leave in an academic year and you shall avail the same after obtaining prior written sanction. Unavailed casual leave shall lapse and shall not be carried over to the next year. The grant of leave shall be at the discretion of the management keeping in view the exigencies of work.
5. You shall constantly upgrade your subject knowledge and teaching skills so as to achieve excellence for the benefit of the students/college.
6. You will sincerely work for the development and progress of the college and look after the interest of students of your Department with regard to teaching, seminars, project work, assignments, tests etc.
7. You shall be a whole time employee of the college and, therefore, shall not, without previous written permission of the Management, engage yourself in any full time or part time work/profession/assignment/private tuition etc., either on honorary basis or otherwise during the period of your employment with the college.
8. Management shall encourage you to publish books, present papers, undertake research work without hampering your regular academic work. But they shall be only under the banner of this college.
9. You shall not engage yourself in any outside activity which will either directly or indirectly affect satisfactory performance of the duties assigned to you from time to time.
10. You will not enter into any monetary transactions or collection of any money, gratis or otherwise, from students, their parents/guardians nor misuse your position for any personal gains.

PTO

Managerial & SHRI VALLABHACHARYA VIDYA SABHA

**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**



## **Dwaraka Doss Goverdhan Doss Vaishnav College**

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e-mail: principal@dgvaishnavcollege.edu.in website: www.dgvaishnavcollege.edu.in

**Ashok Kumar Mundhra**  
Secretary

01.10.2020

To  
Mr.T. Maheswaran

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of Statistics with effect from 01.10.2020 on the following terms.

1. You will be paid a total salary of Rs.25000 (Rupees Twenty five thousand only) per month (inclusive of all allowances).
2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.
3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.
4. You will be entitled to ten days' Casual leave in an academic year and you shall avail the same after obtaining prior written sanction. Unavailed casual leave shall lapse and shall not be carried over to the next year. The grant of leave shall be at the discretion of the management keeping in view the exigencies of work.
5. You shall constantly upgrade your subject knowledge and teaching skills so as to achieve excellence for the benefit of the students/college.
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7. You shall be a whole time employee of the college and, therefore, shall not, without previous written permission of the Management, engage yourself in any full time or part time work/profession/assignment/private tuition etc., either on honorary basis or otherwise during the period of your employment with the college.
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PTO

Managed by SHRI VALLABHACHARYA VIDYA SABHA

**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**





# DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE

(Managed by Shri Vallabhacharya Vidya Sabha, Chennai)

Accredited "A" Grade by NAAC

"GOKUL BAGH"

No. 833, PERIYAR E.V.R. SALAI, ARUMBAKKAM, CHENNAI - 600 106.

**Bharat Kumar K. Shah**

Jt. Secretary

Phone : 044 - 2475 6655

**01-10-2009**

Date

## PROCEEDINGS

Sub: Appointment of Full Time Staff

The Management is pleased to offer appointment to **Ms. C. THILAGA. M.A., M.S.W., M.B.A.,** Lecturer in the Department of **MA Human Resource Management.**

The offer of appointment is purely on a contractual basis and is for a period of Eight month from 01-10-2009 or from the date of joining of the department whichever is later and lasts upto 31-05-2010 only on which date the appointment will automatically come to an end, subject to the following terms and conditions :

1. Your Working hours are **42** per week out of which **18** hours minimum is Classroom teaching. You will be paid a consolidated sum of **Rs.18000/-** p.m.
2. Salary paid is subject to Income Tax and other statutory provisions wherever applicable.
3. He/She shall abide by the time table and handle classes allotted regularly and carry out any other work as may be assigned to him/her from time to time by the Principal or other authorities of the college.
4. He/She shall abide by the code of conduct, discipline and rules of the institution.
5. He/She shall apply himself/herself honestly, efficiently and discharge his/her duties diligently.
6. He/She shall not normally or on any pretext absent himself/herself from his/her duties without the prior permission of the authorities.
7. The Management of the College reserves the right to determine the services of the said lecturer without assigning any reasons during the period of contract as he/she has been engaged only on contract basis. In such an eventuality he/she will be given one month's notice or one month's salary in lieu thereof.
8. He/She is entitled to relinquish his/her appointment at any time during the period of contract by giving one month notice in writing or paying the college one month's salary in lieu of such notice.
9. Enrollment/Participation in any Union /Association Activity will entail Termination of the contract.

This letter of appointment is sent to you in duplicate. You are requested to return the duplicate copy duly signed in token of having accepted the same.

**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.**

**JOINT SECRETARY**



# Dwaraka Doss Goverdhan Doss Vaishnav College

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Gokul Bagh, 833 Periyar E.V.R. High Road, Arumbakkam, Chennai-600 106

Phone: 044-23636655, 23637949 Fax: 044-23637788

e-mail: principal@dgvaishnavcollege.com website: www.dgvaishnavcollege.com

AP. NO: 42

**P. Haridas  
Secretary**

Date: 20.06.2013

To

Mr. A. Pushpanathan, M.A., MBA., NET.,  
Human Resource Management,

Dear Sir/Madam

1. You are temporarily appointed as Lecturer in Human Resource Management Department with effect from 20.06.2013 to 31st May, 2014
2. The above temporary period is liable to be extended further at the discretion of the management.
3. You will be paid a consolidated salary of Rs. 20000/- (Rs. Twenty thousand only) per month during this temporary period. You are not entitled to any other benefit/privileges which are normally available to the regular employees of this institution.
4. You will be working for 42 hrs per week, out of which minimum 18 hrs will be classroom teaching.
5. You shall abide by the code of conduct, discipline and rules of the institution. You shall also abide by the time-table and handle classes allotted to you regularly without any default.
6. You shall carry out any other work as may be assigned to you from time to time by the Principal or any other authority under his direction.
7. You shall discharge your duties efficiently, diligently and should not misuse your position for any personal goal.
8. Your temporary service shall also be liable to be terminated earlier than the stipulated period or on expiry of the above period as mentioned in clause 1 of this letter without any notice or without assigning any reason thereof.
9. You shall not normally or under any pretext absent yourself from duties without the prior permission of the authorities.

**PRINCIPAL**

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.

**P.T.O**





**Dwaraka Doss Goverdhan Doss Vaishnav College**  
(Autonomous-Affiliated to the University of Madras-Re Accredited at 'A' Grade by NAAC)

Gokul Bagh, 833, Periyar E.V.R. High Road, Arumbakkam, Chennai - 600 106.  
Phone : 044 - 2363 5101, 2363 5102 Fax : 044 - 2363 5103.  
E-mail : principal@dgvaishnavcollege.com Website : www.dgvaishnavcollege.com

**Shri. P. Haridas**  
Secretary

Establishment/Teaching/Appointment/08/ 2014

Date: 18.06.2014

**PROCEEDINGS OF THE SECRETARY**

To

**Mr. S. Narendran**  
HRM

Dear Sir/Madam

1. You are hereby appointed on probation as Assistant Professor in the Department of HRM. You are required to join on or before 18.06.2014 along with the joining report.
2. You will be paid a consolidated salary of Rs.19,500/- (Nineteen Thousand Five Hundred Only) per month during the period. You are not entitled to any other benefit/privileges which are normally available to the regular employees of this institution.
3. You will be working for 42 hrs per week, out of which minimum 18 hrs will be classroom teaching.
4. You shall abide by the code of conduct, discipline and rules of the institution. You shall also abide by the time-table and handle classes allotted to you regularly without any default.
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P.T.O

Managed by SHRI VALLABHACHARYA VIDYA SABHA

**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**



## Dwaraka Doss Goverdhan Doss Vaishnav College

(Autonomous-Affiliated to the University of Madras/Accredited at 'A' Grade by NAAC)

Gotal Bagh, B.U. Periyar E.V.R. High Road, Arumbakkam, Chennai 600 106

Phone: 044 23615101, 23615102 Fax: 044 23615103

e-mail: principal@dvvaishnavcollege.edu.in website: www.dvvaishnavcollege.edu.in

**Ashok Kumar Mundhra**  
Secretary

17.06.2019

To  
Dr. N. C. Martin

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of Human Resource Management with effect from 17.06.2019 on the following terms.

1. You will be paid a total salary of Rs.40000 (Rupees Forty thousand only) per month (inclusive of all allowances).
2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.
3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.
4. You will be entitled to ten days' Casual leave in an academic year and you shall avail the same after obtaining prior written sanction. Unavailed casual leave shall lapse and shall not be carried over to the next year. The grant of leave shall be at the discretion of the management keeping in view the exigencies of work.
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**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
Arumbakkam, Chennai - 600106.

Scanned with CamScanner





# Dwaraka Doss Goverdhan Doss Vaishnav College

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**Ashok Kumar Mundhra**  
Secretary

01.07.2019

To  
Ms. Subatini Santhiya A

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of Social Work with effect from 01.07.2019 on the following terms.

1. You will be paid a total salary of Rs.25000 (Rupees Twenty five thousand only) per month (inclusive of all allowances).
2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.
3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.
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PTO

Managed by SHRI VALLABHACHARYA VIDYA SABHA

PRINCIPAL

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



**Dwaraka Doss Goverdhan Doss Vaishnav Evening College**

"GOKUL BAGH"

445, Periyar E.V.R. High Road, Arumbakkam, Chennai - 600 106.

(Managed by Sri Vallabhacharya Vidya Sabha, Chennai)

**Shri. SURAJ RATAN DAMANI**

SECRETARY

PROCEEDINGS OF THE SECRETARY.

Phone 483 4349

Date: 1-7-1997

Sub: ESTABLISHMENT - Teaching Staff -  
D.G.Vaishnav Evening College, Madras - 106 -  
appointment of - regd.

Ref: Application of Mrs. P.Vidya for the post of  
lectr. in the Dept. of ~~Biochem~~ Micro-biology.  
...X..


Mrs. P. Vidya, M.Sc., M.Phil., is selected  
and appointed as lecturer in Micro-biology in the  
EVENING COLLEGE. She will draw a consolidated salary  
of Rs. 6,000/- p.m.

She shall produce all certificates in respect  
of her qualifications in original and she shall abide by  
the code of conduct, discipline and rules of the Institu-  
tion and shall involve herself by her total commitment  
for the progress and development of her department and the  
Institution. The appointee will abide by the time-  
table and handle classes allotted to her regularly  
without any default.

She should carry out all such other work as may  
be assigned to her from time to time by or under  
direction of the Principal.

S R. (Damani)  
SECRETARY.

To  
Mrs. P. Vidya, M.Sc., M.Phil.,  
Copy to the H.O.D. Micro-biology.

  
**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.





# Dwaraka Doss Goverdhan Doss Vaishnav Evening College

"GOKUL BAGH"

445, Periyar E.V.R. High Road, Arumbakkam, Chennai - 600 106.

(Managed by Sri Vallabhacharya Vidya Sabha, Chennai)

Shri. SURAJ RATAN DAMANI  
SECRETARY

## PROCEEDINGS OF THE SECRETARY.

Phone : 483 4349

Date : 1 -7 -1 997

Sub: ESTABLISHMENT - Teaching staff -  
D.G.Vaishnav Evening College, Madras -1 06  
appointment of - regd.

Ref; Application of Ms. S.Vijayalakshmi  
for the post of lectr.in Micro Biology.  
..x..

Ms. S. Vijayalakshmi, M.Sc., M.Phil., is  
selected and appointed as lecturer in Micro-biology in the  
EVENING COLLEGE. She will draw a consolidated salary  
of Rs.6,000/- p.m.

She shall produce all certificates in respect  
of her qualifications in original and she shall abide by  
the code of conduct, discipline and rules of the Institu-  
tion and shall involve herself by her total commitment  
for the progress and development of her department and the  
Institution. The appointee will abide by the time-  
table and handle classes allotted to her regularly  
without any default.

She should carry out all such other work as may  
be assigned to her from time to time by or under  
direction of the Principal.

To  
Ms. S. Vijayalakshmi, M.Sc., M.Phil.,  
Copy to the H.O.D. Micro-Biology.

S R. Damani  
SECRETARY.

PRINCIPAL

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



# Dwaraka Doss Goverdhan Doss Vaishnav Evening College

" GOKUL BAGH "

445, PERIYAR E. V. R. HIGH ROAD, ARUMBAKKAM, MADRAS - 600 106.  
(MANAGED BY SRI VALLABHACHARYA VIDYA SABHA, MADRAS)

PHONE: 4 8 3 4 3 4 9

Shri SURAJ RATAN DAMANI  
SECRETARY

Date 08.02.1999

## Proceedings of the Secretary

Sub: Estd - Teaching staff - D.G. Vaishnav Evening College,  
Chennai 106- appointment of - regd.

-.-

Mrs Radhika Jevanand, M. Sc is appointed as Lecturer in  
the Dept of Micro-Biology in the Evening College from 1st Feb '99.

She shall produce all certificates in respect of her  
qualifications in original and she shall abide by code of conduct,  
discipline and rules of the Institution for the progress and  
development of her Department and the Institution. The appointee  
will abide by the Time Table and handle classes allotted to her  
regularly without any default.

She should carry out all such other works as may be  
assigned to her from time to time by or under direction of the  
Principal.

She will draw a consolidated salary of Rs.5,000/- p.m.  
for 3 months i.e. February, March and April '99 and her probation  
will be considered on her satisfactory performance in the  
Department.

*S R Damani*

SECRETARY.

cc: Mrs. Radhika Jevanand  
No.3, Vivekananda street  
Gowrivakkam Extn  
Chembakkam.

cc: Office file.

*[Signature]*

PRINCIPAL

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.





# DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE

(Managed by Shri Vallabhacharya Vidya Sabha, Chennai)

Accredited "A" Grade by NAAC

"GOKUL BAGH"

No. 833, PERIYAR E.V.R. SALAI, ARUMBAKKAM, CHENNAI - 600 106.

**Bharat Kumar K. Shah**

Jt. Secretary

Phone: 044-24756655  
**14-7-2008**

## PROCEEDINGS

Date : .....

Sub: Appointment of Full Time Staff

The Management is pleased to offer appointment to **Ms.S.Jagadeeswari, M.Sc.,M.Phil.,** Lecturer in the Department of **Micro Biology.**

The offer of appointment is purely on a contractual basis and is for a period of one year from 14-07-2008 or from the date of joining of the department whichever is later and lasts upto 31-05-2009 only on which date the appointment will automatically come to an end, subject to the following terms and conditions :

1. He/She will be allotted **16** hours of work and paid a consolidated sum of **Rs.8000/-** p.m.

2. Salary paid is subject to Income Tax and other statutory provisions wherever applicable.

3. He/She shall abide by the time table and handle classes allotted regularly and carry out any other work as may be assigned to him/her from time to time by the Principal or other authorities of the college.

4. He/She shall abide by the code of conduct, discipline and rules of the institution.

5. He/She shall apply himself/herself honestly, efficiently and discharge his/her duties diligently.

6. He/She shall not normally or on any pretext absent himself/herself from his/her duties without the prior permission of the authorities.

7. The Management of the College reserves the right to determine the services of the said lecturer without assigning any reasons during the period of contract as he/she has been engaged only on contract basis. In such an eventuality he/she will be given one month's notice or one month's salary in lieu thereof.

8. He/She is entitled to relinquish his/her appointment at any time during the period of contract by giving one month notice in writing or paying the college one month's salary in lieu of such notice.

9. Enrollment\Participation in any Union \Association Activity will entail Termination of the contract.

This letter of appointment is sent to you in duplicate. You are requested to return the duplicate copy duly signed in token of having accepted the same.

**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss  
Vaishnav College**

**Arumbakkam, Chennai - 600106.**

**JOINT SECRETARY.**





# Dwaraka Doss Goverdhan Doss Vaishnav College

"GOKUL BAGH"

#833, PERIYAR E.V.R. HIGH ROAD, ARUMBAKKAM, CHENNAI - 600 106.  
(MANAGED BY SRI VALLABHACHARYA VIDYA SABHA, CHENNAI)

**Bharat Kumar K. Shah**

Jt. Secretary

☎ : 2475 6655

**30-01-2009**

Date : .....

## PROCEEDINGS

Sub: Appointment of Full Time Staff

The Management is pleased to offer appointment to **Ms.KIRTHIGA B M.Sc.,M.Phil.,** Lecturer in the Department of **MICRO BIOLOGY.**

The offer of appointment is purely on a contractual basis and is for a period of four month from 30-01-2009 or from the date of joining of the department whichever is later and lasts upto 31-05-2009 only on which date the appointment will automatically come to an end, subject to the following terms and conditions :

1. He/She will be allotted **18** hours of work and paid a consolidated sum of **Rs.9000/-** p.m.

2. Salary paid is subject to Income Tax and other statutory provisions wherever applicable.

3. He/She shall abide by the time table and handle classes allotted regularly and carry out any other work as may be assigned to him/her from time to time by the Principal or other authorities of the college.

4. He/She shall abide by the code of conduct, discipline and rules of the institution.

5. He/She shall apply himself/herself honestly, efficiently and discharge his/her duties diligently.

6. He/She shall not normally or on any pretext absent himself/herself from his/her duties without the prior permission of the authorities.

7. The Management of the College reserves the right to determine the services of the said lecturer without assigning any reasons during the period of contract as he/she has been engaged only on contract basis. In such an eventuality he/she will be given one month's notice or one month's salary in lieu thereof.

8. He/She is entitled to relinquish his/her appointment at any time during the period of contract by giving one month notice in writing or paying the college one month's salary in lieu of such notice.

9. Enrollment \Participation in any Union \Association Activity will entail Termination of the contract.

This letter of appointment is sent to you in duplicate. You are requested to return the duplicate copy duly signed in token of having accepted the same.

**PRINCIPAL**

**JOINT SECRETARY**

**Dwaraka Doss Goverdhan Doss**

**Vaishnav College**

**Arumbakkam, Chennai - 600106.**

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## Dwaraka Doss Goverdhan Doss Vaishnav College

(Autonomous-Affiliated to the University of Madras-Accredited at 'A' Grade by NAAC)

Gokul Bagh, 833 Periyar E.V.R. High Road, Arumbakkam, Chennai-600 106

Phone: 044-2363 5101, 2363 5102 Fax: 044-23635103

e-mail: principal@dgvaishnavcollege.edu.in website: www.dgvaishnavcollege.edu.in

**Ashok Kumar Mundhra**  
Secretary

03.08.2018

To  
Ms.A.Mageswari

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of Microbiology with effect from 03.08.2018 on the following terms.

1. You will be paid a total salary of Rs.25000 (Rupees Twenty five thousand only) per month (inclusive of all allowances).
2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.
3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.
4. You will be entitled to ten days' Casual leave in an academic year and you shall avail the same after obtaining prior written sanction. Unavailed casual leave shall lapse and shall not be carried over to the next year. The grant of leave shall be at the discretion of the management keeping in view the exigencies of work.
5. You shall constantly upgrade your subject knowledge and teaching skills so as to achieve excellence for the benefit of the students/college.
6. You will sincerely work for the development and progress of the college and look after the interest of students of your Department with regard to teaching, seminars, project work, assignments, tests etc.
7. You shall be a whole time employee of the college and, therefore, shall not, without previous written permission of the Management, engage yourself in any full time or part time work/profession/assignment/private tuition etc., either on honorary basis or otherwise during the period of your employment with the college.
8. Management shall encourage you to publish books, present papers, undertake research work without hampering your regular academic work. But they shall be only under the banner of this college.
9. You shall not engage yourself in any outside activity which will either directly or indirectly affect satisfactory performance of the duties assigned to you from time to time.
10. You will not enter into any monetary transactions or collection of any money, gratis or otherwise, from students, their parents/guardians nor misuse your position for any personal gains.

**PRINCIPAL**

**PTO**

**Dwaraka Doss Goverdhan Doss**

**Vaishnav College**

**Arumbakkam, Chennai - 600106.**

Managed by SHRI VALLABHACHARIAN



# Dwaraka Doss Goverdhan Doss Vaishnav College

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e-mail: principal@dgvaishnavcollege.edu.in website: www.dgvaishnavcollege.edu.in

**Ashok Kumar Mundhra**  
Secretary

01.07.2019

To  
Ms. V. Thamizh

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of Microbiology with effect from 01.07.2019 on the following terms.

1. You will be paid a total salary of Rs.16000 (Rupees Sixteen thousand only) per month (inclusive of all allowances).
2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.
3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.
4. You will be entitled to ten days' Casual leave in an academic year and you shall avail the same after obtaining prior written sanction. Unavailed casual leave shall lapse and shall not be carried over to the next year. The grant of leave shall be at the discretion of the management keeping in view the exigencies of work.
5. You shall constantly upgrade your subject knowledge and teaching skills so as to achieve excellence for the benefit of the students/college.
6. You will sincerely work for the development and progress of the college and look after the interest of students of your Department with regard to teaching, seminars, project work, assignments, tests etc.
7. You shall be a whole time employee of the college and, therefore, shall not, without previous written permission of the Management, engage yourself in any full time or part time work/profession/assignment/private tuition etc., either on honorary basis or otherwise during the period of your employment with the college.
8. Management shall encourage you to publish books, present papers, undertake research work without hampering your regular academic work. But they shall be only under the banner of this college.
9. You shall not engage yourself in any outside activity which will either directly or indirectly affect satisfactory performance of the duties assigned to you from time to time.
10. You will not enter into any monetary transactions or collection of any money, gratis or otherwise, from students, their parents/guardians nor misuse your position for any personal gains.

**PRINCIPAL**

**PTO**

**Dwaraka Doss Goverdhan Doss**

**Vaishnav College**

**Arumbakkam, Chennai - 600106.**





## DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE

(Managed by Shri Vallabhacharya Vidya Sabha, Chennai)

Accredited "A" Grade by NAAC

"GOKUL BAGH"

No. 833, PERIYAR E.V.R. SALAI, ARUMBAKKAM, CHENNAI - 600 106.

**Bharat Kumar K. Shah**

Jt. Secretary

Phone : 044 - 2475 6655

Date **06-08-2009**

### PROCEEDINGS

Sub: Appointment of Full Time Staff

The Management is pleased to offer appointment to **Ms.N.C.KRISHNA PRIYA. M.A.,(M.Phil.)**, Lecturer in the Department of **VISUAL COMMUNICATION**.

The offer of appointment is purely on a contractual basis and is for a period of one year from 06-08-2009 or from the date of joining of the department whichever is later and lasts upto 31-05-2010 only on which date the appointment will automatically come to an end, subject to the following terms and conditions :

1. He/She will be allotted **18** hours of work and paid a consolidated sum of **Rs.15000/-** p.m.
2. Salary paid is subject to Income Tax and other statutory provisions wherever applicable.
3. He/She shall abide by the time table and handle classes allotted regularly and carry out any other work as may be assigned to him/her from time to time by the Principal or other authorities of the college.
4. He/She shall abide by the code of conduct, discipline and rules of the institution.
5. He/She shall apply himself/herself honestly, efficiently and discharge his/her duties diligently.
6. He/She shall not normally or on any pretext absent himself/herself from his/her duties without the prior permission of the authorities.
7. The Management of the College reserves the right to determine the services of the said lecturer without assigning any reasons during the period of contract as he/she has been engaged only on contract basis. In such an eventuality he/she will be given one month's notice or one month's salary in lieu thereof.
8. He/She is entitled to relinquish his/her appointment at any time during the period of contract by giving one month notice in writing or paying the college one month's salary in lieu of such notice.
9. Enrollment \Participation in any Union \Association Activity will entail Termination of the contract.

This letter of appointment is sent to you in duplicate. You are requested to return the duplicate copy duly signed in token of having accepted the same.

**PRINCIPAL**

**JOINT SECRETARY**

**Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.**





## Dwaraka Doss Goverdhan Doss Vaishnav College

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e-mail: principal@dgvaishnavcollege.edu.in website: www.dgvaishnavcollege.edu.in

**Ashok Kumar Mundhra**  
Secretary

01.10.2020

To  
Ms.T. Vedhavarshini

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of B.A. Journalism with effect from 01.10.2020 on the following terms.

1. You will be paid a total salary of Rs.25000 (Rupees Twenty five thousand only) per month (inclusive of all allowances).
2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.
3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.
4. You will be entitled to ten days' Casual leave in an academic year and you shall avail the same after obtaining prior written sanction. Unavailed casual leave shall lapse and shall not be carried over to the next year. The grant of leave shall be at the discretion of the management keeping in view the exigencies of work.
5. You shall constantly upgrade your subject knowledge and teaching skills so as to achieve excellence for the benefit of the students/college.
6. You will sincerely work for the development and progress of the college and look after the interest of students of your Department with regard to teaching, seminars, project work, assignments, tests etc.
7. You shall be a whole time employee of the college and, therefore, shall not, without previous written permission of the Management, engage yourself in any full time or part time work/profession/assignment/private tuition etc., either on honorary basis or otherwise during the period of your employment with the college.
8. Management shall encourage you to publish books, present papers, undertake research work without hampering your regular academic work. But they shall be only under the banner of this college.
9. You shall not engage yourself in any outside activity which will either directly or indirectly affect satisfactory performance of the duties assigned to you from time to time.
10. You will not enter into any monetary transactions or collection of any money, gratis or otherwise, from students, their parents/guardians nor misuse your position for any personal gains.

**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss**

Managed by SHRI V. S. CHANDRA MOYA SABHA

**Vaishnav College**

**Arumbakkam, Chennai - 600106.**

PTO





# DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE

(Managed by Shri Vallabhacharya Vidya Sabha, Chennai)

Accredited "A" Grade by NAAC

"GOKUL BAGH"

No. 833, PERIYAR E.V.R. SALAI, ARUMBAKKAM, CHENNAI - 600 106.

Arat Kumar K. Shah  
Secretary

## PROCEEDINGS

Phone: 044-2475 6656  
01.07.2008

Date: .....

Dwaraka Doss Goverdhan Doss Vaishnav Evening College is pleased to appoint you Ms. VASANTH G M.A., M.Phil. Lecturer in the Department of VISUAL COMMUNICATION in this college. The conditions governing your appointment are detailed below.

1. Your appointment is confirmed as permanent w.e.f. 01.07.2008.
2. You will be paid a Salary in all Rs 20700/- The annual increment is subject to your continued satisfactory performance and is not claimable as a matter of right.
3. Your working hours are 42 per week out of which 18 hours minimum is classroom teaching. You will maintain regular diary of your work and produce when demanded.
4. You will be entitled to membership of Provident Fund and employer contribution thereon in accordance with rules and regulations as applicable to similar category of persons.
5. You will be entitled for 10 days casual leave and you will leave station only on obtaining prior permission \ leave.
6. You will constantly upgrade your subject knowledge and teaching skills so as to achieve excellence in the Department\ College.
7. You will sincerely work for the development and progress of the College\ Department and look after the interest of students with regard to teaching, seminars, project work, assignments, tests etc.
8. You shall be a whole time employee of the college and therefore, shall not without previous written permission of the Management, engage yourself in any work, profession, employment, private tuition, either part time or otherwise, with or without any honorarium or payments.
9. Management shall appreciate you to publish book, present papers, undertake research works but only under the banner of this college, without hampering your regular academic work. You shall not engage yourself in any outside activity that will either directly affect your satisfactory performance of tasks assigned to you.

**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.**



# DWARAKA DOSS GOYERDHAN DOSS VAISHNAV COLLEGE

(Managed by Shri Vallabhacharya Vidya Sabha, Chennai)

Accredited "A" Grade by NAAC

"GOKUL BAGH"

No. 833, PERIYAR E.V.R. SALAI, ARUMBAKKAM, CHENNAI - 600 106.

**Bharat Kumar K. Shah**

Jt Secretary

Phone 044 - 2475 6655

**31-08-2009**

Date

## PROCEEDINGS

Sub: Appointment of Full Time Staff

The Management is pleased to offer appointment to **Mr. PRABANAND C.** **M.Sc., M.Phil.,** Lecturer in the Department of **VISUAL COMMUNICATION.**

The offer of appointment is purely on a contractual basis and is for a period of Nine month from 31-08-2009 or from the date of joining of the department whichever is later and lasts upto 31-05-2010 only on which date the appointment will automatically come to an end, subject to the following terms and conditions :

1. Your Working hours are 42 per week out of which 18 hours minimum is Classroom teaching You will be paid a consolidated sum of Rs.16000/- p.m.

2. Salary paid is subject to Income Tax and other statutory provisions wherever applicable.

3. He/She shall abide by the time table and handle classes allotted regularly and carry out any other work as may be assigned to him/her from time to time by the Principal or other authorities of the college.

4. He/She shall abide by the code of conduct, discipline and rules of the institution.

5. He/She shall apply himself/herself honestly, efficiently and discharge his/her duties diligently.

6. He/She shall not normally or on any pretext absent himself/herself from his/her duties without the prior permission of the authorities.

7. The Management of the College reserves the right to determine the services of the said lecturer without assigning any reasons during the period of contract as he/she has been engaged only on contract basis. In such an eventuality he/she will be given one month's notice or one month's salary in lieu thereof.

8. He/She is entitled to relinquish his/her appointment at any time during the period of contract by giving one month notice in writing or paying the college one month's salary in lieu of such notice.

9. Enrollment/Participation in any Union /Association Activity will entail Termination of the contract.

This letter of appointment is sent to you in duplicate. You are requested to return the duplicate copy duly signed in token of having accepted the same.

**PRINCIPAL**

**Dwaraka Doss Goyerdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**

**JOINT SECRETARY**





# Dwaraka Doss Goverdhan Doss Vaishnav College

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e-mail: principal@dgvaishnavcollege.edu.in website: www.dgvaishnavcollege.edu.in

**Ashok Kumar Mundhra**  
**Secretary**

02.08.2018

To  
Ms.Revathy.R

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of Visual Communication with effect from 02.08.2018 on the following terms.

1. You will be paid a total salary of Rs.25000 (Rupees Twenty five thousand only) per month (inclusive of all allowances).
2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.
3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.
4. You will be entitled to ten days' Casual leave in an academic year and you shall avail the same after obtaining prior written sanction. Unavailed casual leave shall lapse and shall not be carried over to the next year. The grant of leave shall be at the discretion of the management keeping in view the exigencies of work.
5. You shall constantly upgrade your subject knowledge and teaching skills so as to achieve excellence for the benefit of the students/college.
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7. You shall be a whole time employee of the college and, therefore, shall not, without previous written permission of the Management, engage yourself in any full time or part time work/profession/assignment/private tuition etc., either on honorary basis or otherwise during the period of your employment with the college.
8. Management shall encourage you to publish books, present papers, undertake research work without hampering your regular academic work. But they shall be only under the banner of this college.
9. You shall not engage yourself in any outside activity which will either directly or indirectly affect satisfactory performance of the duties assigned to you from time to time.
10. You will not enter into any monetary transactions or collection of any money, gratis or otherwise, from students, their parents/guardians nor misuse your position for any personal gains.

**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.





**Ashok Kumar Mundhra**  
Secretary

## **Dwaraka Doss Goverdhan Doss Vaishnav College**

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Phone: 044-2363 5101, 2363 5102 Fax: 044-23635103  
e-mail: principal@dgvaishnavcollege.edu.in website: www.dgvaishnavcollege.edu.in

To  
Mr. C. Sriram

17.06.2019

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of Visual Communication with effect from 17.06.2019 on the following terms.

1. You will be paid a total salary of Rs.30000 (Rupees Thirty thousand only) per month (inclusive of all allowances).
2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.
3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.
4. You will be entitled to ten days' Casual leave in an academic year and you shall avail the same after obtaining prior written sanction. Unavailed casual leave shall lapse and shall not be carried over to the next year. The grant of leave shall be at the discretion of the management keeping in view the exigencies of work.
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**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss**

**Vaishnav College**

**Arumbakkam, Chennai - 600106.**

**PTO**





## Dwaraka Doss Goverdhan Doss Vaishnav College

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**Ashok Kumar Mundhra**  
Secretary

17.06.2019

To  
Mr.Vivek Nagarajan

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of Visual Communication with effect from 17.06.2019 on the following terms.

1. You will be paid a total salary of Rs.30000 (Rupees Thirty thousand only) per month (inclusive of all allowances).
2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.
3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.
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**PRINCIPAL**

**PTO**

**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**

**Arumbakkam, Chennai - 600106.**

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# Dwaraka Doss Goverdhan Doss Vaishnav College

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e-mail: principal@dgvaishnavcollege.edu.in website: www.dgvaishnavcollege.edu.in

**Ashok Kumar Mundhra**  
**Secretary**

05.08.2019

To  
Ms.C.Nandhini

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of Visual Communication with effect from 05.08.2019 on the following terms.

1. You will be paid a total salary of Rs.34000 (Rupees Thirty four thousand only) per month (inclusive of all allowances).
2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.
3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.
4. You will be entitled to ten days' Casual leave in an academic year and you shall avail the same after obtaining prior written sanction. Unavailed casual leave shall lapse and shall not be carried over to the next year. The grant of leave shall be at the discretion of the management keeping in view the exigencies of work.
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7. You shall be a whole time employee of the college and, therefore, shall not, without previous written permission of the Management, engage yourself in any full time or part time work/profession/assignment/private tuition etc., either on honorary basis or otherwise during the period of your employment with the college.
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**PRINCIPAL**  
Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.





# Dwaraka Doss Goverdhan Doss Vaishnav College

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**Ashok Kumar Mundhra**  
Secretary

17.06.2019

To  
Ms. Isai Amutha

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of Visual Communication with effect from 17.06.2019 on the following terms.

1. You will be paid a total salary of Rs.18000 (Rupees Eighteen thousand only) per month (inclusive of all allowances).
2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.
3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.
4. You will be entitled to ten days' Casual leave in an academic year and you shall avail the same after obtaining prior written sanction. Unavailed casual leave shall lapse and shall not be carried over to the next year. The grant of leave shall be at the discretion of the management keeping in view the exigencies of work.
5. You shall constantly upgrade your subject knowledge and teaching skills so as to achieve excellence for the benefit of the students/college.
6. You will sincerely work for the development and progress of the college and look after the interest of students of your Department with regard to teaching, seminars, project work, assignments, tests etc.
7. You shall be a whole time employee of the college and, therefore, shall not, without previous written permission of the Management, engage yourself in any full time or part time work/profession/assignment/private tuition etc., either on honorary basis or otherwise during the period of your employment with the college.
8. Management shall encourage you to publish books, present papers, undertake research work without hampering your regular academic work. But they shall be only under the banner of this college.
9. You shall not engage yourself in any outside activity which will either directly or indirectly affect satisfactory performance of the duties assigned to you from time to time.
10. You will not enter into any monetary transactions or collection of any money, gratis or otherwise, from students, their parents/guardians nor misuse your position for any personal gains.

**PRINCIPAL**

**PTO**

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



## Dwaraka Doss Goverdhan Doss Vaishnav College

(Autonomous - Affiliated to the University of Madras)

Gokul Bagh, 833 Pethur E.V.R. High Road, Arumbakkam, Chennai - 600 106.  
Phone : 044 - 2363 5101, 2363 5102, Fax : 044 - 2363 5103.  
E-mail : dgvo@ gmail.com Website : www.dgvaishnavcollege.edu.in

Ashok Kumar Mundhra  
Secretary

11.07.2019

To  
Ms. A. Gayathri

Dear Madam,

Sub: Offer Letter  
Ref: Your application for the post of Assistant Professor.

This refers to the personal interview you had with us.

You are temporarily appointed as Assistant Professor in Visual Communication Department.

You will be paid a total consolidated salary of Rs.18,000/- (Rupees Eighteen Thousand Only) Per month inclusive of all allowances.

You are requested to bring the following within seven days of receipt of this letter.

- |                                |  |
|--------------------------------|--|
| a. Qualification Certificates  | - Original & Photo Copies                      |
| b. Experience Certificates     | - Original & Photo Copies                      |
| c. Date of Birth               | - Original & Photo Copies                      |
| d. Fitness Certificate         | - Original from any Regd. Medical Practitioner |
| e. Pass Port Size Colour Photo | - 2 Nos.                                       |
| f. Relieving Orders            | - From Previous Employer, if any               |
| g. Qualification Approval      | - By University of Madras, if any              |

You will be issued suitable orders on verification of the above and subject to your satisfying the norms laid down by University of Madras as regards your qualification.

Please confirm the date of your joining us.

Yours faithfully,  
For D.G.Vaishnav College (Evening)



SECRETARY

Managed by SHRI VALLABHACHARYA VIDYA SABHA

PRINCIPAL

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.





# Dwaraka Doss Goverdhan Doss Vaishnav College

(Autonomous-Affiliated to the University of Madras)

Gokul Bagh, 833 Periyar E.V.R. High Road, Arumbakkam, Chennai-600 106.

Phone: 044-2363 5101, 2363 5102 Fax: 044-23635103

e-mail: principal@dgvaishnavcollege.edu.in website: www.dgvaishnavcollege.edu.in

**Ashok Kumar Mundhra**  
Secretary

10.07.2019

To  
Ms. Arivu Nidhi

Dear Sir/Madam

You are temporarily appointed as Assistant Professor in the department of Visual Communication with effect from 10.07.2019 on the following terms.

1. You will be paid a total salary of Rs.20000 (Rupees Twenty thousand only) per month (inclusive of all allowances).
2. The annual increments cannot be claimed as of right and grant of such annual increment shall be at the sole discretion of the management subject to your satisfactory and loyal discharge of duties.
3. Your working hours would be 42 hours per week out of which minimum 18 hours will be classroom teaching. You will maintain regular diary of your work and produce the same as and when demanded.
4. You will be entitled to ten days' Casual leave in an academic year and you shall avail the same after obtaining prior written sanction. Unavailed casual leave shall lapse and shall not be carried over to the next year. The grant of leave shall be at the discretion of the management keeping in view the exigencies of work.
5. You shall constantly upgrade your subject knowledge and teaching skills so as to achieve excellence for the benefit of the students/college.
6. You will sincerely work for the development and progress of the college and look after the interest of students of your Department with regard to teaching, seminars, project work, assignments, tests etc.
7. You shall be a whole time employee of the college and, therefore, shall not, without previous written permission of the Management, engage yourself in any full time or part time work/profession/assignment/private tuition etc., either on honorary basis or otherwise during the period of your employment with the college.
8. Management shall encourage you to publish books, present papers, undertake research work without hampering your regular academic work. But they shall be only under the banner of this college.
9. You shall not engage yourself in any outside activity which will either directly or indirectly affect satisfactory performance of the duties assigned to you from time to time.
10. You will not enter into any monetary transactions or collection of any money, gratis or otherwise, from students, their parents/guardians nor misuse your position for any personal gains.



**PRINCIPAL**

**PTO**

Managed by SHRI VALLABHACHARYA VIDYA SABHA

Dwaraka Doss Goverdhan Doss  
Vaishnav College  
Arumbakkam, Chennai - 600106.



**Dwaraka Doss Goverdhan Doss Vaishnav College**  
(Autonomous-Affiliated to the University of Madras-Recognized by NAAC)

Gokul Bagh, 833, Penyar S.V.R. High Road, Arumbakkam, Chennai - 600 106.  
Phone : 044 - 2363 5101, 2363 5102 Fax : 044 - 2363 5103.  
E-mail : principal@dvvaishnavcollege.com Website : www.dvvaishnavcollege.com

**Shri. P. Haridas**  
Secretary

02.08.2011

Staff Appt.FT / Dept. Physical Director / No.27 / Year 2011

**PROCEEDINGS OF THE SECRETARY**

Sub : Your application for the Post of PHYSICAL DIRECTOR

Dr.M.KARTHIKEYAN M.A.,M.B.A.,M.PED.,M.Phil.,P.hD., is selected and appointed as a DIRECTOR OF PHYSICAL EDUCATION (Full Time) from the year 2011-2012 subject to his fulfilling the Madras University norms as regards his qualifications and approval.

He shall produce all certificates in respect of his qualification in original. He shall abide by the code of conduct, discipline and rules of the institution. The appointee will abide by the time table and handle classes allotted to him regularly without any default.

He shall carry out all such other work, apart from his regular duties, as may be assigned from time to time by or under the direction of the principal. This order will take effect from his date of joining.

*P. Q.*  
SECRETARY

Managed by SHRI VALLABHACHARYA VIDYA SABHA

*B.L.W.*  
**PRINCIPAL**

**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
Arumbakkam, Chennai - 600106.



173

**PROCEEDINGS OF THE JOINT DIRECTOR OF COLLEGIATE EDUCATION  
CHENNAI REGION, CHENNAI - 600 015.**

**Present: Dr.R.RAVANAN, M.Sc., M.Phil., Ph.D.,**

R.C.No. No. 1227/2/2019

Date: 13. 07.2020

Subject: Aided Colleges - Chennai - 106, Dwaraka Doss Goverdhan Doss Vaishnav College - Dr. M.Karthikeyan, Director of Physical Education - Department of Physical Education - Appointment under Aided - Approval - Regarding.

- Ref:1. Chennai - 600 006, Proceedings of the Directorate of Collegiate Education-48454/G1/1999 dated 28.10.1999.
2. Chennai - 600 006, Proceedings of the Directorate of Collegiate Education -R.C.No.46843/G1/2009 dated 07.09.2012 with Government Letter No.169 Education (E1) department dated 08.08.2012.
3. Chennai - 600 006, Proceedings of the Directorate of Collegiate Education, R.C.No.21663/G3/2011 dated 17.04.2017.
4. Letter from the Registrar, University of Madras No.A-II/JPR/A.P-Approval/D.G.Vaishnav College/2018/333 dated 20.12.2018.
5. College Secretary letter no 312/18-19 Dated 01.02.2019
6. Office letter Date 23.04.2019 and Interview letter No 1218/2/2019 Dated 25.06.2019.
7. Chennai-600106, Dwaraka Doss Goverdhan Doss Vaishnav College Secretary Order latter dated 19.09.2019.

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With reference first cited, In the proceedings of the Directorate of Collegiate education, under the sanctioned posts of 1999-2000 and based on the workload of Dwaraka Doss Goverdhan Doss Vaishnav College 01 posts of Assistant Professors for the Department of Hindi were sanctioned and given.

With reference fourth cited, In the proceedings of the Directorate of Collegiate education, it is mentioned that the posts fell vacant from 01.06.2008 to 31.05.2011, under the vacant of Department of Physical Education, College Secretary has been permitted to appoint 01 posts.

Based on the above, M.Karthikeyan, appointed as Director of Physical Education in the Department of Physical Education by the Secretary, Dwaraka Doss Goverdhan Doss Vaishnav College, who has fulfilled the qualifications prescribed by the University Grants Commission. In the reference 4<sup>th</sup> cited above, The Registrar of University of Madras has given the qualification approval to him, Based on the qualification and also by abiding the below conditions. His appointment is approved from 12.10.2018 F.N. in order to avail Government Grants.

S.No	Name (and) designation	Vacancy details	Appointment date
1	M.Karthikeyan, Director of Physical Education, Department of Physical Education	Dr K.Moorthy Vacancy created due to retirement of on 30.09.2009	12.10.2018 from morning

The aforesaid Assistant Professor has permitted to receive salary grant of Rs. 57700-182400 in the scale of pay from the forenoon of 12.10.2018.

**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**



**Ashok Kumar Mundhra**  
Secretary

## **Dwaraka Doss Goverdhan Doss Vaishnav College**

(Autonomous-Affiliated to the University of Madras-Accredited at 'A' Grade by NAAC)

Gokul Bagh, 833 Periyar E.V.R. High Road, Arumbakkam, Chennai-600 106  
Phone: 044-2363 5101, 2363 5102 Fax: 044-23635103  
e-mail: principal@dgvaishnavcollege.edu.in website: www.dgvaishnavcollege.edu.in

06.02.2019

### **OFFER LETTER**

To  
Ms.M.Sudha,  
12, Rajeevgandhi 1<sup>st</sup> Cross street,  
Lakshmi Nagar,  
Maduravoyal Earikkarai,  
Chennai - 600095.

Dear Madam,

Ref: Your application for the post of Assistant Professor.

This refers to the personal interview you had with us.

You are temporarily appointed as Assistant Physical Director in the Department of Physical Education.

You will be paid a total consolidated salary of Rs.18,000.00 (Rupees Eighteen thousand only) per month inclusive of all allowances.

You are requested to bring the following within seven days of receipt of this letter.

- |                                |  |
|--------------------------------|--|
| a. Qualification Certificates  | - Original & Photo Copies                      |
| b. Experience Certificates     | - Original & Photo Copies                      |
| c. Date of Birth               | - Original & Photo Copies                      |
| d. Fitness Certificate         | - Original from any Regd. Medical Practitioner |
| e. Pass Port Size Colour Photo | - 2 Nos.                                       |
| f. Relieving Orders            | - From Previous Employer, if any               |

You will be issued suitable orders on verification of the above and subject to your satisfying the norms laid down by University of Madras as regards your qualification.

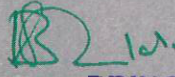
Please confirm the date of your joining us.

Yours faithfully,

**For D.G.Vaishnav College (Evening)**

  
**PRINCIPAL**  
**D.G. VAISHNAV COLLEGE**  
**ARUMBAKKAM**  
**CHENNAI-600 106**



  
**PRINCIPAL**  
**Dwaraka Doss Goverdhan Doss**  
**Vaishnav College**  
**Arumbakkam, Chennai - 600106.**  
**SECRETARY**

Managed by SHRI VALLABHACHARYA VIDYA SABHA