



Since 1991

SENGUNTHAR ARTS AND SCIENCE COLLEGE

(Affiliated to Periyar University, Salem and Approved by AICTE, New Delhi)

An ISO 9001:2015 Certified Institution

Recognised under section 2(f) and 12(B) of the UGC Act 1956

Accredited by NAAC A+

Tiruchengode – 637 205 Namakkal(Dt), Tamilnadu



6.3.1 Welfare measures for Teaching and Non – teaching staff members.

(Academic Year: 2023-24)



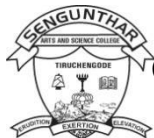
SENGUNTHAR ARTS AND SCIENCE COLLEGE
(Affiliated to Periyar University, Salem and Approved by AICTE, New Delhi)
An ISO 9001:2015 Certified Institution
Recognised under section 2(f) and 12(B) of the UGC Act 1956
Accredited by NAAC A+
Tiruchengode – 637 205

Since 1991



6.3.1 Welfare measures for Teaching and Non – teaching staff members

S.N O	WELFARE MEASURES	PA GE NO
1	Leave facilities i. CL(casual leave) ii. EL (Earned Leave) iii. OD (On Duty) iv. ML (Medical Leave)	1
2	Bonus for Non-teaching staff members	6
3	Festival advance for teaching staff members	8
4	Provident Fund	9



Since 1991

SENGUNTHAR ARTS AND SCIENCE COLLEGE

(Affiliated to Periyar University, Salem and Approved by AICTE, New Delhi)

An ISO 9001:2015 Certified Institution

Recognised under section 2(f) and 12(B) of the UGC Act 1956

Accredited by NAAC A+

Tiruchengode – 637 205



1. Leave facilities

1.CL(Casual leave)

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

APPLICATION FOR LEAVE (TEACHING STAFF)

Name : S. Thirunavukkarasu Date : 15.2.2024
Designation : Assistant Professor
Department : Mathematics

Please grant me leave as follows: ☒ Casual / Vacation

Category : Leave
Earned / Medical / on Duty

No. of days One
From To

Period :
On 16.02.2024

Purpose : Personal

Alternative arrangements to be indicated on the other side.

S. Thirunavukkarasu
Signature

* Previous Leave availed (days)		* Leave eligible for (days)	
1		11	
Casual	Vacation	Privilege	Medical
✓	-	-	-

* Fill in the category as applied for

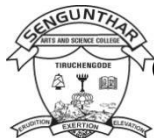
Forwarded	Sanctioned
<u>S. Thirunavukkarasu</u> HOD / Principal	<u>15/2/2024</u> Dean / Secretary

ATTESTED

S. Thirunavukkarasu
PRINCIPAL
PRINCIPAL

SENGUNTHAR ARTS AND SCIENCE COLLEGE
TIRUCHENGODE-637 205

S. Thirunavukkarasu
PRINCIPAL
SENGUNTHAR ARTS AND SCIENCE COLLEGE
TIRUCHENGODE - 637 205.



SENGUNTHAR ARTS AND SCIENCE COLLEGE

(Affiliated to Periyar University, Salem and Approved by AICTE, New Delhi)

An ISO 9001:2015 Certified Institution

Recognised under section 2(f) and 12(B) of the UGC Act 1956

Accredited by NAAC A+

Tiruchengode – 637 205

Since 1991



2.EL(Earned leave)

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

APPLICATION FOR LEAVE (TEACHING STAFF)

Name : R. Bharathi Date : 5.2.24
Designation : Assistant Professor
Department : Computer Application

Please grant me leave as follows:

Casual / Vacation EL
Category : ✓ Leave
Earned / Medical / on Duty
No. of days : 1
From : _____ To : _____
Period : _____
On : 31.1.24

Purpose : Not feeling well

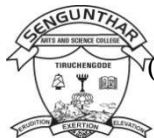
Alternative arrangements to be indicated on the other side.

R. Bharathi
Signature

* Previous Leave availed (days)		* Leave eligible for (days)	
77		27	
Casual	Vacation	Privilege	Medical
* Fill in the category as applied for			
Forwarded		Sanctioned	
<u>R. Bharathi</u> HOD / Principal		<u>S. S. S.</u> Dean / Secretary	

R. Bharathi
PRINCIPAL
SENGUNTHAR ARTS AND SCIENCE COLLEGE
TIRUCHENGODE-637 205

ATTESTED
R. Bharathi
PRINCIPAL
SENGUNTHAR ARTS AND SCIENCE COLLEGE
TIRUCHENGODE - 637 205.



SENGUNTHAR ARTS AND SCIENCE COLLEGE

(Affiliated to Periyar University, Salem and Approved by AICTE, New Delhi)

An ISO 9001:2015 Certified Institution

Recognised under section 2(f) and 12(B) of the UGC Act 1956

Since 1991

Accredited by NAAC A+

Tiruchengode – 637 205



3.OD(On Duty)

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

APPLICATION FOR LEAVE (TEACHING STAFF)

Name : A. SHAKESPEAR Date : 12.2.24
Designation : ASST. PROFESSOR
Department : COMPUTER SCIENCE

Please grant me leave as follows:

Casual / Vacation _____ Leave _____
Category : _____
Earned / Medical / on Duty _____
No. of days 1 day
From _____ To _____
Period : _____
On 29.1.24

Purpose : External for practical examination at KSR Arts & Science
Alternative arrangements to be indicated on the other side.

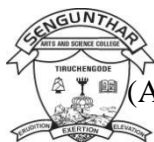
A. V. S. 12.2.24
Signature

* Previous Leave availed (days)		* Leave eligible for (days)	
Casual	Vacation	Privilege	Medical
-	-	-	-
* Fill in the category as applied for			
Forwarded		Sanctioned	
<u>R. B. L.</u> HOD / Principal		<u>A. V. S.</u> Dean / Secretary	

[Signature]
PRINCIPAL
PRINCIPAL

SENGUNTHAR ARTS AND SCIENCE COLLEGE
TIRUCHENGODE-637 205

ATTESTED
[Signature]
PRINCIPAL
SENGUNTHAR ARTS AND SCIENCE COLLEGE
TIRUCHENGODE - 637 205.



SENGUNTHAR ARTS AND SCIENCE COLLEGE

(Affiliated to Periyar University, Salem and Approved by AICTE, New Delhi)

An ISO 9001:2015 Certified Institution

Recognised under section 2(f) and 12(B) of the UGC Act 1956

Accredited by NAAC A+

Tiruchengode – 637 205

Since 1991



4. Medical Leave

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

APPLICATION FOR LEAVE (TEACHING STAFF)

Name : S. N. Samthi Date: 25.05.24
Designation : Asst. Prof. & Head
Department : Per. Corp. Secretariats

Please grant me leave as follows:

Category : Casual / Vacation Leave
Period / Medical / on Duty
No of days 2 to 4
From 1.4.24 To 2.4.24
Period : On except 2.4.24 & 3.4.24

Purpose: Health issue (Medical Treatment)

Alternative arrangements to be indicated on the other side

To be filled by the applicant

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

* Fill in the category as applied for

Forwarded: [Signature] Sent on: [Signature]

ATTESTED
[Signature]
PRINCIPAL
SENGUNTHAR ARTS AND SCIENCE COLLEGE
TIRUCHENGODE - 637 205.

[Signature]
PRINCIPAL
SENGUNTHAR ARTS AND SCIENCE COLLEGE
TIRUCHENGODE-637 205



SENGUNTHAR ARTS AND SCIENCE COLLEGE

(Affiliated to Periyar University, Salem and Approved by AICTE, New Delhi)

An ISO 9001:2015 Certified Institution

Recognised under section 2(f) and 12(B) of the UGC Act 1956

Since 1991

Accredited by NAAC A+

Tiruchengode – 637 205



2. Bonus for Non- Teaching staff members

SENGUNTHAR ARTS AND SCIENCE COLLEGE TIRUCHENGODE

Diwali Bonus for the Academic Year 2023-2024

S.No.	NAME	Designation	Date of Joining	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23	May 23	June 23	July 23	Aug 23	Sept 23	Oct 23	Total Salary	8.33% of Total Salary	Bonus Amount	Remarks
1	Mr R RAJAVELU	Peon	13.04.1993	12136	12136	12136	12136	12136	12136	12136	12136	12136	12136	12136	12136	166632	13880	10000 ✓	
2	Mr K KARTHI	Bus In-Charge	11.12.1996	18400	18400	18400	18400	18400	20400	20400	20400	20400	20400	20400	20400	234800	19559	10000 ✓	
3	Mr G ANANDHAN	Driver	08.12.2003	11110	11110	11110	11110	11110	12110	12110	12110	12110	12110	12110	12110	140320	11689	10000 ✓	
4	Mr C ANBAZHAGAN	Driver	21.03.2005	10835	10835	10835	10835	10835	11835	11835	11835	11835	11835	11835	11835	137020	11414	10000 ✓	
5	Mr S SARAVANAN	Driver	04.11.2010	10698	10698	10698	10698	10698	11698	11698	11698	11698	11698	11698	11698	135376	11277	10000 ✓	
6	Mr R PERIYASAMY	Driver	25.02.2009	10725	10725	10725	10725	10725	11725	11725	11725	11725	11725	11725	11725	135700	11304	10000 ✓	
7	Mr M PERIYASAMY	Driver	10.08.2007	10780	10780	10780	10780	10780	11780	11780	11780	11780	11780	11780	11780	136360	11359	10000 ✓	
8	Mr A RAJMOHAN	Driver	27.07.2015	9680	9680	9680	9680	9680	10680	10680	10680	10680	10680	10680	10680	123160	10259	10000 ✓	
9	Mr S NATARAJAN	Driver	21.12.2015	9680	9680	9680	9680	9680	10680	10680	10680	10680	10680	10680	10680	123160	10259	10000 ✓	
10	Mr M BALASUBRAMANIAM-2	Driver	06.06.2018	9200	9200	9200	9200	9200	10200	10200	10200	10200	10200	10200	10200	117400	9779	9779 ✓	
11	Mr M THANGAVEL	Driver	11.11.2019	9000	9000	9000	9000	9000	10000	10000	10000	10000	10000	10000	10000	115000	9580	9580 ✓	
12	Mr V GOKULCHANDRAN	Driver	01.10.2021	9000	9000	9000	9000	9000	10000	10000	10000	10000	10000	10000	10000	115000	9580	9580 ✓	
13	Mr N SELVARASU	Driver	06.10.2021	9000	9000	9000	9000	9000	10000	10000	10000	10000	10000	10000	10000	115000	9580	9580 ✓	
14	Mr M DHANAPAL	Driver	12.10.2021	9000	9000	9000	9000	9000	10000	10000	10000	10000	10000	10000	10000	115000	9580	9580 ✓	
15	Mr K KUMAR	Conductor	11.12.2013	5954	5954	5954	5954	5954	7200	7200	7200	7200	7200	7200	7200	80170	6678	6678 ✓	
16	Mr S SARASU	Sweeper	01.06.1992	8008	8008	8008	7722	7233	9758	9758	9758	9758	9758	9758	9758	107285	8937	8937 ✓	
17	Mr R KAVITHA	Sweeper	14.07.1993	7952	7952	7952	7952	3848	9437	9702	9702	9702	9702	9702	9702	103305	8605	8605 ✓	
18	Mr S CHINTHAMANI	Sweeper	25.07.1997	6490	6490	6490	6490	6490	7690	7690	7690	7690	7690	7690	7690	86280	7187	7187 ✓	
19	Mr S SELVI	Sweeper	21.02.2006	5995	5995	5784	5995	5995	6795	6795	6795	6795	6795	6795	6795	77329	6442	6442 ✓	
20	Mr S MANI	Sweeper	21.03.2008	5885	5885	5678	5885	5885	6635	6635	6635	6635	6635	6635	6635	75663	6303	6303 ✓	
21	Mr M CHANDRA	Sweeper	10.11.2008	5665	5665	5665	5665	5665	6415	6415	6415	6415	6415	6415	6415	73230	6100	6100 ✓	
22	Mr M MALLIKA	Sweeper	01.08.1996	6545	6545	5912	6545	6545	7845	7845	7845	7845	7845	7845	7845	87007	7248	7248 ✓	
23	Mr KUPPAYEE	Sweeper	08.02.2013	5459	5665	4268	5665	5665	6415	6415	6415	6415	6415	6415	6415	71627	5967	5967 ✓	
24	Mr G MATHAMMAL	Sweeper	19.09.2016	5000	5000	5000	4610	5000	5500	5500	5500	5500	5500	5500	5500	63110	5257	5257 ✓	
25	Mr KANDASAMY	Gardener	12.03.2004	6435	6435	6435	6435	6435	7035	7035	7035	7035	7035	7035	7035	8099	6763	6763 ✓	
26	Mr PERUMAL	Gardener	01.02.2011	5225	5225	5225	5225	5225	5825	5825	5825	5825	5825	5825	5825	5451	4542	4542 ✓	

PRINCIPAL
PRINCIPAL

SENGUNTHAR ARTS AND SCIENCE COLLEGE
TIRUCHENGODE-637 205

ATTESTED

PRINCIPAL
SENGUNTHAR ARTS AND SCIENCE COLLEGE
TIRUCHENGODE - 637 205.



SENGUNTHAR ARTS AND SCIENCE COLLEGE

(Affiliated to Periyar University, Salem and Approved by AICTE, New Delhi)

An ISO 9001:2015 Certified Institution

Recognised under section 2(f) and 12(B) of the UGC Act 1956

Since 1991

Accredited by NAAC A+

Tiruchengode – 637 205



S.No	NAME	Designation	Date of Joining	Nov'22	Dec'22	Jan'23	Feb'23	Mar'23	Apr'23	May'23	June'23	July'23	Aug'23	Sept'23	Oct'23	Total Salary	8.33% of Total Salary	Bonus Amount	Remarks
27	Mr KANDASAMY-2	Gardener	04.03.2016	445	4189	4455	4455	4555	4757	5055	5055	5055	5055	4718	4892	52666	4387	4387	
28	Mr MANI	Gardener	14.01.2018	3036	3832	3704	3253	3960	3768	4560	4560	4266	4266	4256	4266	47727	3976	3976	
29	Mr RAMASAMY	Gardener	02.02.2019	4400	4400	4400	4400	4400	5000	5000	5000	5000	5000	5000	4839	56839	4735	4735	
30	Mr P RAMALINGAM	Security	17.09.2019	7500	7258	7500	7500	7500	7500	7500	7500	7500	7500	7500	7500	89758	7477	7477	
31	Mr S SARAVANAN	Security	01.06.2019	7500	7016	7500	7500	7500	7500	7500	7500	7500	7500	7500	7500	89516	7457	7457	
32	Mr S TAMILARASU	Security	01.06.2019	7500	7500	7500	7500	7500	7500	7500	7500	7500	7500	7500	7500	89516	7457	7457	
33	Mr P K MANI	Security	01.06.2019	9900	9900	9900	9900	9900	9900	9900	9900	9900	9900	9900	9900	90000	7497	7497	
34	Mr K PARAMASIVAM	Driver	01.03.2022	9000	9000	9000	9000	9000	9000	9000	9000	9000	9000	9000	9000	118800	9896	9896	
35	Mr S RASU	Driver	06.05.2022	9000	9000	9000	9000	9000	10000	10000	10000	10000	10000	10000	10000	115000	9580	9580	
36	Mr C MANIVANAN	Driver	30.09.2022	9000	9000	9000	9000	9000	9000	9000	10000	10000	10000	10000	10000	113000	9413	9413	
37	Mr K PALANISAMY	Driver	07.12.2022	-	7258	9000	9000	9000	9000	9000	9000	10000	10000	10000	10000	113000	9413	9413	
38	Mr R SARAVANAN	Driver	13.02.2023	-	-	-	5143	9000	9000	9000	9000	10000	10000	10000	10000	102258	8518	8518	
39	Mr M LOGANATHAN	Driver	31.03.2023	-	-	-	-	9000	9000	9000	10000	10000	10000	10000	10000	82143	4929	4929	6.00%
40	Mr C V RAGUPATHI	Driver	15.05.2023	-	-	-	-	9000	9000	9000	10000	10000	10000	10000	10000	68500	4080	4080	6.00%
41	Mr E RAJA	Driver	11.09.2023	-	-	-	-	-	5484	10000	10000	10000	10000	10000	10000	55484	3329	3329	6.00%
42	Mr CRAMAMORTHY	Security	22.03.2022	7000	7000	7000	4500	7000	7000	7000	7000	7000	7000	7000	7000	16667	667	667	4.00%
43	Mr P K VETRIVEL	Security	21.08.2023	-	-	-	-	-	-	-	-	-	-	6667	10000	16667	667	667	4.00%
44	Mr RAMASAMY-2	Gardener	04.05.2022	4000	3613	4000	4000	4000	4200	4600	4600	4600	4600	4294	4600	51107	4257	4257	4.00%
Total				302138.00	313009.00	313574.00	317538.00	320499.00	364919.00	372158.00	381674.00	381380.00	383863.00	393462.00	397231.00	4241445	347135.96	326141.00	

(Rupees Three lakh twenty six thousand one hundred and forty one only)

PREPARED BY: V. Jeyarajini
Principal
02.11.2023

CHECKED BY: S. Ramasubramanian
Dean
02.11.2023

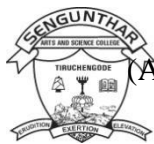
SECRETARY & CORRESPONDENT
02.11.2023

PRESIDENT
02.11.2023

PRINCIPAL
PRINCIPAL

SENGUNTHAR ARTS AND SCIENCE COLLEGE
TIRUCHENGODE-637 205

ATTESTED
PRINCIPAL
SENGUNTHAR ARTS AND SCIENCE COLLEGE
TIRUCHENGODE - 637 205.



SENGUNTHAR ARTS AND SCIENCE COLLEGE

(Affiliated to Periyar University, Salem and Approved by AICTE, New Delhi)

An ISO 9001:2015 Certified Institution

Recognised under section 2(f) and 12(B) of the UGC Act 1956

Since 1991

Accredited by NAAC A+

Tiruchengode – 637 205



3. Festival advance for teaching staff members

SENGUNTHAR ARTS AND SCIENCE COLLEGE TIRUCHENGODE

26.10.2023

Festival Advance for the Academic Year 2023-2024

S.No.	Name	Designation	No. of Instalments	Amount for Each Instalment	Total Advance
1	Dr.S.RAVIKUMAR	Principal	10	700 ✓	7000
2	Mrs.U.KANNEESWARI	Head & Asst. Prof. in Tamil	10	700 ✓	7000
3	Mr.K.SANKAR	Assistant Professor in Tamil	10	700 ✓	7000
4	Mr.R.SARAVANAN	Assistant Professor in Tamil	10	700 ✓	7000
5	Mr.S.RAMASAMY	Assistant Professor in English	10	700 ✓	7000
6	Mr.P.DINESH	Assistant Professor in English	10	700 ✓	7000
7	Mrs.R.RUPA	Assistant Professor in Business Admin.	10	700 ✓	7000
8	Mr.A.KUMARESAN	Assistant Professor in Physics	10	700 ✓	7000
9	Mr.P.BALAMURUGAN	Head & Asst. Prof. in Computer Science	10	700 ✓	7000
10	Mrs.R.BHARATHI	Head & Asst. Prof. in Computer Science	10	700 ✓	7000
11	Mrs.T.GAYATHRI	Assistant Professor in Computer Science	10	700 ✓	7000
12	Mrs.P.GAYATHRIDEVI	Assistant Professor in Computer Science	10	700 ✓	7000
13	Mrs.J.MALLIKA	Assistant Professor in Biochemistry	10	700 ✓	7000
14	Dr.G.DHANASEKARAN	Assistant Professor in Zoology	10	700 ✓	7000

PRINCIPAL
PRINCIPAL

SENGUNTHAR ARTS AND SCIENCE COLLEGE
TIRUCHENGODE-637 205

ATTESTED

PRINCIPAL
SENGUNTHAR ARTS AND SCIENCE COLLEGE
TIRUCHENGODE - 637 205.



SENGUNTHAR ARTS AND SCIENCE COLLEGE

(Affiliated to Periyar University, Salem and Approved by AICTE, New Delhi)

An ISO 9001:2015 Certified Institution

Recognised under section 2(f) and 12(B) of the UGC Act 1956

Since 1991

Accredited by NAAC A+

Tiruchengode – 637 205



3. Festival advance for teaching staff members

	Name	Designation	No. of Instalment	Amount for Each Instalment	Total Advance
15	Mr.R.SUBBANNAN	Lab Assistant - Computer Science	10	500 /	5000
16	Mr.K.RAJKUMAR	Lab Assistant - Biotechnology	10	500 /	5000
17	Mr.P.NATRAYAN	Lab Assistant - SIMS	10	500 /	5000
18	Mrs.G.TAMILSELVI	Lab Assistant - Chemistry	10	500 /	5000
19	Mrs.T.S.MARAGATHAVALLI	Clerk	10	500 /	5000
20	Mr.V.S.RAMESH	Clerk	10	500 /	5000
21	Mrs.M.THULASIMANI	Clerk	10	500 /	5000
	GRAND TOTAL				1,33,000/-

(Rupees One lakh and thirty three thousand only)

PREPARED BY: V. Subashini
26/10/2023

CHECKED BY: S. Nimesha
26/10/2023

DEAN

SECRETARY & CORRESPONDENT

PRINCIPAL
PRESIDENT

PRINCIPAL

SENGUNTHAR ARTS AND SCIENCE COLLEGE
TIRUCHENGODE-637 205

ATTESTED

PRINCIPAL
SENGUNTHAR ARTS AND SCIENCE COLLEGE
TIRUCHENGODE - 637 205.



SENGUNTHAR ARTS AND SCIENCE COLLEGE

(Affiliated to Periyar University, Salem and Approved by AICTE, New Delhi)

An ISO 9001:2015 Certified Institution

Recognised under section 2(f) and 12(B) of the UGC Act 1956


Since 1991

Accredited by NAAC A+

Tiruchengode – 637 205



4.Provident Fund




कर्मचारी भविष्य निधि संगठन
Employees' Provident Fund Organization
भविष्य निधि भवन, १४, भौकाजी कामा प्लेस, नई दिल्ली - ११००६६
Bhavishya Nidhi Bhawan, 14, Bhikaji Cama Place, New Delhi - 110066

Generated On 06/12/2023 11:57:

Payment Confirmation Receipt

TRRN No :	4132312001946
Challan Status :	Payment Confirmed
Challan Generated On :	06-DEC-2023 09:08:18
Establishment ID :	CBSLM0034677000
Establishment Name :	SENGUNTHAR ARTS AND SCIENCE COLLEGE
Challan Type :	Monthly Contribution Challan
Total Members :	119
Wage Month :	NOV-2023
Total Amount (Rs) :	2,81,730
Account-1 Amount (Rs) :	1,80,559
Account-2 Amount (Rs) :	5,635
Account-10 Amount (Rs) :	89,901
Account-21 Amount (Rs) :	5,635
Account-22 Amount (Rs) :	0
Payment Confirmation Bank :	State Bank of India
CRN :	002061223669151
Payment Date :	06-DEC-2023
Payment Confirmation Date :	06-DEC-2023
Total PMRPY Benefit :	0




PRINCIPAL

SENGUNTHAR ARTS AND SCIENCE COLLEGE
TIRUCHENGODE-637 205

ATTESTED


PRINCIPAL

SENGUNTHAR ARTS AND SCIENCE COLLEGE
TIRUCHENGODE - 637 205.