

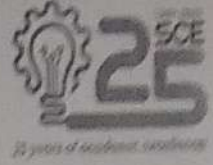
Welfare scheme for teaching staff/non-teaching staff

LEAVE	SUPPORTS/ SPONSORS	COMPLEMENTS/ AWARDS
<ul style="list-style-type: none"> ● Medical leave with salary ● Maternity leave with salary ● Special Study Leave (SSL) to pursue higher education ● OD for attending workshops/ conferences/ seminar/ invited talks/ other university work engagement 	<ul style="list-style-type: none"> ● Supporting for education of the children of the teachers in the group institutions ● Medical Support from our Indian Medical Systems ● Sponsoring for attending conference, workshops and FDPs ● Incentive for publication of papers / research articles ● Reward for producing University Ranks ● Cash awards for academic excellence / 100% pass ● Group Insurance 	<ul style="list-style-type: none"> ● Waiver of fees upto for teachers' children in the Institution ● Marriage gifts with the sanction of one week leave ● Gifts and mementoes during Teachers' Day celebrations ● Subsidiary canteen fare for teachers ● Free transport facilities



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SSCE/Medical Leave./2023-24/

06.12.2023

Note Submitted to the Chairman, SSCE, Anekal.

Sub: Mrs. Mallika. B – Attender/CSE Department – Leave - Request - Reg.

With reference to the above subject, please find herewith enclosed letter Dated 05.12.2023 from Mrs. Mallika. B – Attender/CSE requesting Leave from 20.12.2023 to 25.02.2024 (68 Days). To take care of her daughter ¹delivery.

The details of Staff member are as follows:

1. Name : Mrs. Mallika. B
2. Date of joining : 24.04.2023
3. Designation/Dept. : Attender/CSE
4. Gross salary : ₹ 10,000/- p.m.

Her request for leave from 20.12.2023 to 25.02.2024 (68 days) may kindly be sanctioned on LLP on humanitarian grounds.. HOD also ~~recommended for the same.~~ ^{requested to consider} *Ca*

Thanking you

Yours faithfully

[Handwritten signature]

PRINCIPAL

[Handwritten signature]
6/12/2023
OS

[Handwritten signature]
MR

[Handwritten signature]
CA 6/12/23

[Handwritten signature]
PR
07/12
2023

[Handwritten signature]
PRINCIPAL



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SSCE/Health Issue/2023-24/

29/11/2023

Note Submitted to the Chairman, SSCE, Bengaluru

Sub: Dr. Suresha, Prof, CSE Health Issue – Medical Leave From 21.07.2023 to 31.10.2023 – 103 days – Salary Consideration - Request - Reg.,

With reference to the above subject, we hereby inform you that Dr. Suresha joined as professor in the CSE department on 23rd Jan 2023 as per appointment order dated 04/01/2023. Further he had been elevated and Re-Designated as DEAN academics as per HO letter dt: 01/06/2023, on observing his caliber and performance.

The undersigned entrusted the responsibility of NBA coordinator for CSE & ECE department. Dr. Suresha inspite of his ill health he had coordinated with all the HOD's to collect and consolidate the data and documents mandatory for NBA, stream lined everything and successfully submitted NBA – SAR – Self Assessment Report on 20th July 2023. After that he had stopped coming to the college due backpain and severe lung infection. Currently his health condition is in bad shape due to severity of the illness. Inspite of his illness, he has viewed various online reviews with regard SAR through online. Undersigned and Management Representative personally visited to his residence to ascertain his health condition and to extend moral support.

Please find herewith enclosed the representation dated 14/08/2023 which is self explanatory requesting his monthly salary considering his absence on special medical ground.

Name	:	Dr. Suresha
Designation/ Dept	:	professor/ CSE
DOJ	:	23/01/2023
Gross Salary	:	Rs. 1,10,000/- Consolidation
Last working Day	:	20/07/2023
Last Drawn Salary	:	Rs. 81,907/- (Salary paid for the month of July 2023)

We hereby request you to consider his case on medical grounds and sanction medical leave for 103 days from 21.07.2023 to 31.10.2023 this arrangement is exclusively for NBA purpose, further he had reported for duty on 02/11/2023. Hence request your permission and approval for November 2023 salary payable in December 2023 shall also be considered.

Thanking you

Yours truly

[Signature]
PRINCIPAL 29/11/23

SRI SAIRAM COLLEGE OF ENGINEERING
BENGALURU

Admin Office, T.Nagar, Chennai -17

No.19/SSCE/BLR/NTS/Re-joining/2023

Dated: 25.10.2023

Sub: SSCE, BLR – Administration – NTS – Mr. Srinivasa N, Attender / PED –
Duty re-join after 8 months – Ratification – Orders – Issued – Reg.

Ref: 1. His Lr. Dt: 21.09.2023.

2. Your Lr.No.SSCE/Est/2022-23/001, Dt: 16.08.2023.

3. Your Lr.No.SSCE/Est/2022-23/001, Dt: 17.10.2023.

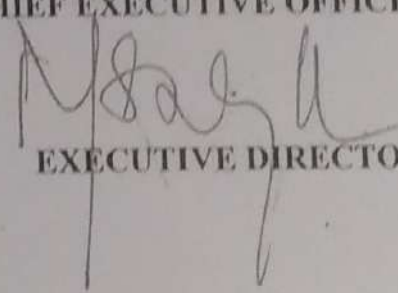
ORDER:

Based on the request from the individual and specific Recommendation from Principal, Mr. SRINIVASA N, Attender, Physical Education Department taken **Leave on Loss of Pay (LLP)** from 24.12.2022 to 20.09.2023 due to personal reason and Medical Grounds have been verified in this Office during the above period; salary has not been disbursed to him. He has been permitted to continue in our service with effect from **21.09.2023** – and has been '**Ratified**'.

For SRI SAIRAM COLLEGE OF ENGINEERING,
(Sd/xxxxxxxx)

CHIEF EXECUTIVE OFFICER

/ By Order of Chief Executive Officer /


EXECUTIVE DIRECTOR

To:
The Principal,
Sri Sairam College of Engineering,
Bengaluru.

Copy to:

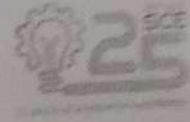
- ❖ Treasurer.
- ❖ The T.O.S.M, Anekal.
- ❖ Accounts Section.

Handwritten notes and signatures at the bottom of the page:
A/c
P.F. file
30/10/23
[Signature]



S²
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SSCE/Est./2022-23/ 006

10.10.2023

Note Submitted to the Chairman, SSCE, Anekal.

Sub: Mrs. K Radhika – Assistant Professor / CSE – Medical Leave - Request - Reg.

With reference to the above subject, please find herewith enclosed a representation from Mrs. K Radhika – Assistant Professor / CSE requesting Medical Leave from 16.10.2023 to 28.10.2023 (13 days), on LLP due to personal reason.

The details of Staff member are as follows:

1. Name : Mrs. K Radhika
2. Date of joining : 21.11.2022
3. Designation/Dept. : Assistant Professor / CSE
4. Gross salary : ₹ 33,000/- p.m.

As per College norms the staff is not eligible for medical leave due to less than One year experience in our institution, leave from 16.10.2023 to 28.10.2023 (13 days) may kindly be sanctioned on LLP basis. Medical Certificate and other documents will be submitted at the time of reporting. This proposal may kindly be approved & sanctioned.

Thanking you

Yours faithfully

Radhika
10/10/23

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22.09.2023

SSCE/Medical Leave/2022-23/ 00 /

Note Submitted to the Chairman, SSCE, Anekal.

Sub: Mr. G Rajashekar - Bus Driver / Transport - Medical Leave - Request - Reg.

With reference to the above subject, please find herewith enclosed a representation from Mr. G Rajashekar - Bus Driver / Transport requesting Medical Leave from 17.09.2023 to 16.10.2023 (01 month / 30 days) due to accident on 10.09.2023.

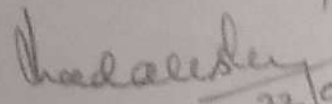
The details of Staff member are as follows:

1. Name : Mr. G Rajashekar
2. Date of joining : 01.03.2013
3. Designation/Dept. : Bus Driver / Transport
4. Gross salary : ₹ 19,500 /- p.m.

Accident on 10.09.2023, from 11.09.2023 to 16.09.2023 availed 6 days CL (already available in his credit), his request of 30 days Medical Leave with LLP from 17.09.2023 to 16.10.2023 (He is under coverage of ESI), may kindly be approved & sanctioned.

Thanking you

Yours faithfully


22/09
PRINCIPAL

Encl: Staff Representation



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14.09.2023

SSCE/Est./2022-23/ 003

Note Submitted to the Chairman, SSCE, Anekal

Sub: Dr. Ramya K – Associate Professor – EEE – Personal Leave
19.09.2023 to 23.09.2023 (05 Days) - Permission – Reg.

With reference to the above subject, representation from Dr. Ramya K and requesting Leave for 05 days from 19.09.2023 to 23.09.2023 is enclosed herewith for your kind perusal, due to her Mother's ill Health and to undergo surgery at her Native, on 19.09.2023.

The details of Staff member are as follows:

1. Name : Dr. Ramya K
2. Date of joining : 20.08.2009
3. Designation/Dept. : Associate Professor / EEE
4. Gross salary : ₹ 97840 /- p.m.

Hence her request for 05 days leave may be considered as a special case for her Mother's Surgery at Salem. Her un-availed 02 CL days in the August and September month will be treated as CL (19 to 20.09.2023) and other 03 days (21.09.2023 to 23.09.2023) may kindly be sanctioned on LLP basis. This may kindly be approved and sanctioned.

Thanking you

Yours faithfully,

Madalady
14/09/20

PRINCIPAL

Encl: Representation

SRI SAIRAM COLLEGE OF ENGINEERING,
BENGALURU.

Admin Office, T.Nagar, Chennai -17

No.8/SSCE/BLR/NTS/ML/2023

Dated: 05.07.

Sub: SSCE, BLR – Administration – Mr. Prabhakar Jha, Attender / Office –
Sanction of ML – Orders – Issued.

Ref: 1. His Letter Dt: 03.07.2023.
2. Your Lr. No.SSCE/Medical Leave/2022-23/001 Dt: 03.07.2023.

ORDER:

Mr. PRABHAKAR JHA, Attender / Office has been sanctioned Medical Leave (ML) for 10 days from 03.07.2023 to 12.07.2023 – subject to condition to Forego 50% ensuing Vacation period - as per our Rules and Regulations.

After availing Medical Leave, Mr. Prabhakar Jha, resumes Duty on 13.07.2023 Forenoon.

For SRI SAIRAM COLLEGE OF ENGINEERING

(Sd/xxxxxxx)

CHIEF EXECUTIVE OFFICER

/ By Order of Chief Executive Officer /

[Signature]
EXECUTIVE DIRECTOR 1/14
21/7/23

To:

The Principal,
Sri Sairam College of Engineering,
Bengaluru.

Copy to:

- ❖ Treasurer.
- ❖ T.O.S.M, Anekal.
- ❖ Accounts Section.

10/7/2023

[Signature]
21/7/2023

[Signature]
PFile.

[Signature]
21/07/23



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SSCE/Est./2022-23/001

11,10,2023

Note Submitted to the Chairman, SSCE, Anekal.

14/10/2023

Sub: Dr .S Sujatha – Professor / EEE – Medical Leave - Request - Reg.

With reference to the above subject, please find herewith enclosed email Dated 10.10.2023 from Dr .S Sujatha – Professor / EEE requesting Medical Leave from 30.09.2023 to 17.11.2023 (49 Days). due to Medical & Health issues.

The details of Staff member are as follows:

1. Name : Dr. S Sujatha
2. Date of joining : 17.04.2023
3. Designation/Dept. : Professor / EEE
4. Gross salary : ₹ 80,000/- p.m.

As per College norms the staff is not eligible for medical leave due to less than One year of experience in our institution, leave from 30.09.2023 to 17.11.2023 (49 days) may kindly be sanctioned on LLP on humanitarian grounds. Medical Certificate and other documents will be submitted at the time of reporting. This proposal may kindly be approved & sanctioned.

Thanking you

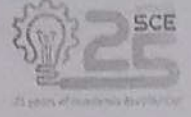
Yours faithfully

[Signature]
11/10/2023
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SSCE/Est./2023-24/001

15.04.2024

Note Submitted to the Chairman, SSCE, Anekal.

Sub: Mrs. Jayasri Shankar – Office Executive / Principal's Office – Personal Leave – Request - Reg.

With reference to the above subject, please find herewith enclosed a representation from Mrs. Jayasri Shankar – Office Executive / Principal's Office requesting Personal Leave from 25.04.2024 to 14.05.2024 (20 days) to visit Qatar (Doha).

The details of Staff member are as follows:

1. Name : Mrs. Jayasri Shankar
2. Date of joining : 03.07.2023
3. Designation/Dept. : Office Executive / Administrative Office
4. Gross salary : ₹ 16,000/- p.m.

The above staff may be permitted to avail 20 days personal leave from 25.04.2024 to 14.05.2024 on LLP basis. Further she has to forego ensuing vacation leave in full. This proposal may kindly be approved & sanctioned

Thanking you

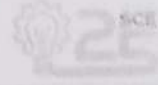
Yours faithfully

[Signature]
15
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SSCE/Est./2023-24/001

22.08.2024

Note Submitted to the Chairman, SSCE, Anekal.

Sub: Mrs. Machani Varani Raj – Lab Instructor / CSE Dept. – Personal Leave – Request
- Reg.

With reference to the above subject, please find herewith enclosed a representation from Mrs. Machani Varani Raj – Lab Instructor / CSE Dept requesting Personal Leave from 20.08.2024 to 28.08.2024 (9 days) due to Health Issue.

The details of Staff member are as follows:

1. Name : Mrs. Machani Varani Raj
2. Date of joining : 04.07.2024
3. Designation/Dept. : Lab Instructor / CSE.
4. Gross salary : ₹ 18,000/- p.m.

The above staff may be permitted to avail 9 days personal leave from 20.08.2024 to 28.08.2024 on LLP basis. Since Medical Leave is not applicable due to less service period. This proposal may kindly be approved & sanctioned

Thanking you

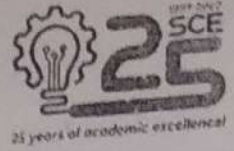
Yours faithfully)

Madalady
22/08
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03/10/2023

SSCE/IEEE/2022-23/001

Note Submitted to the Chairman, SSCE, Bengaluru

Sub: Requisition for Reimburse of amount paid towards IEEE India Blockchain Forum - 2023 - Request - Reg.,

With reference to the above subject the students and faculties having IEEE membership attended " IEEE India Blockchain Forum - 2023: Blockchain, Metaverse and Web 3.0" on 8th and 9th September 2023 at Indian Institute of Science (IISc), Bangalore. In this regard totally 67 students (Students IEEE member) are paid an amount of Rs. 500/- each and 5 Staffs (Faculty IEEE member) are paid an amount of Rs. 1000/- each . Hence we request you to consider this and reimburse the paid amount towards of IEEE India Blockchain Forum - 2023.

This may kindly be approved at the earliest. The account details of the students and faculties were enclosed for your ready reference.

67 Students * Rs: 500 = Rs. 33500/-
5 Faculty * Rs. 1000 = Rs. 5000/-
Total = Rs. 38,500/-

Thanking you

Yours truly,

Madhusudan
03/10
PRINCIPAL

Encl: Account details of students and faculties.

FACULTY ACCOUNT DETAILS

S.No	USN No	Name of the Student	IEEE ID	Bank Account No	Bank Name	IFSC Code	Branch
1	SCET09ES01	Dr. RANYA K	92936652	50100249697669	HDFC BANK	HDFC0001249	₹1,000/-
2	SCET04ES01	Dr. R GUNASEKARI	98024172	50100249697567	HDFC BANK	HDFC0001249	₹1,000/-
3	SCET23EC08	Dr. P NARMATHA	99561922	1050000002602	Axis Bank	UTIB000170	₹1,000/-
4	SCET23ES01	Dr. S SUBATHA	99505804	08690100009201	KON BANK	KOBA0000869	₹1,000/-
5	SCET02NE01	Dr. SHIVASAKTHIBALAN K	98022988	1580151787	ICICI BANK	ICIC0000158	₹1,000/-



SSCE/NPTEL/2023-24

11.01.2024

Note Submitted to the Chairman, SSCE, Anekal.

Sub: Students & Faculty – NPTEL Course Completion – Exam Fess & Cash award request - reg.

With reference to the above subject, please find herewith enclosed the details of students and faculty for cash award and exam fee on participation and completion of NPTEL courses during July – Dec 2023. The overall amount Rs. 48,500 / - to be reimbursed to 31 Faculty and 15 Students as follows.

Role	Silver	Elite	Successfully Completion	Total
Faculty	7	9	15	31
Student	1	14	28**	43
	8	23	43	74

** Carries No remuneration

The above-mentioned amount, may be kindly be sanctioned, enable us to reimburse to respective faculty and students.

Thanking you,

Yours faithfully

Draft

PRINCIPAL

[Signature]
11/01/2024

OS

MR

[Signature]
11/01/24
CAM

PRO

[Signature]
11/01/2024
PRINCIPAL

Consolidated Reimbursement

Role	Silver	Elite	Successfully Completion	Total
Faculty	7 (7 X1750) Rs. 12,250	9 (9X1500) Rs. 13,500	15 (15X1000) Rs. 15,000	40,750
Student	1 (1X750) Rs. 750	14 (14 X500) Rs. 7000	29 Nil	7,750
	13,000	20,500	15,000	Rs. 48,500

Name of the Grade: Silver

For Faculty: (Exam Fees + 750)

: Rs. 1000 + 750 = 1750

Sl.No	Name of the Faculty	Dept	Name of the course	Marks Secured	Am
1	Geetha S	AP / ECE	Training Of Trainers	75	1
2	Guruprasath V A	AP/ CSE &TPO	Training Of Trainers	82	1
3	Dr R Gunasekari	ASP / EEE	Introduction To Research New title: Research Methodology	82	1
4	Dr Mahesh A	Prof / CSE	Big Data Computing	81	1
5	Yogananda B S	AP /Mech	Laser Based Manufacturing	77	1
6	Amsa Lakshmi M	AP / CSE	Introduction To Internet Of Things	78	1
7	Vinola C	ASP/ CSE	Programming, Data Structures And Algorithms Using Python	87	1
Total					12,

Name of the Grade: Elite

For Faculty: (Exam Fees + 50)

: Rs. 1000 + 500 = 1500

Sl.No	Name of the Faculty	Dept	Name of the course	Marks Secured	Am
1	Malini K V	AP / EEE	Understanding Incubation And Entrepreneurship	67	150
2	Vijai R	AP/ Mech	Rapid Manufacturing	69	150
3	Vanarasan S	AP /AIML	Cloud Computing	60	150
4	Dr Anitha V	ASP / ECE	Digital Circuits	60	150
5	Dr Madhu B	ASP / MECH	Laser Based Manufacturing	73	150
6	Rajesh Kumar N	AP/ Mech	Laser Based Manufacturing	69	150

Name of the Grade: Successfully Completed

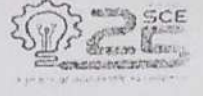
For Faculty: (Exam Fees only) Rs. 1000

Sl.No	Name of the Faculty	Dept	Name of the course	Marks Secured	Amount
1	Raghavendrarao B	HOD / ISE	Software Testing (IIITB)	48	1000
2	RAJA G V	AP / ECE	Introduction To Industry 4.0 And Industrial Internet Of Things	56	1000
3	RAJA G V	AP / ECE	Introduction To Research New title: Research Methodology	52	1000
4	DR Smitha J A	HOD/ CSE	Programming In Modern C++	56	1000
5	K P LINIJA	AP / AIML	Fundamentals Of Artificial Intelligence	48	1000
6	Dr S Jayakumar	ASP / ECE	Digital Circuits	53	1000
7	KARTHIKA K	AP / CSE	Cyber Security and Privacy	57	1000
8	Swathi M	AP/ S&H	Accreditation And Outcome Based Learning	48	1000
9	G Vinutha	AP / ECE	Advance Power Electronics And Control	52	1000
10	Dr Hari Krishna S	HOD / S&H	Metals In Biology	55	1000
11	Prakash V	AP/ S&H	Great Experiments In Psychology	49	1000
12	Sivaprakash C	HOD/AIML	Fundamentals Of Artificial Intelligence	51	1000
13	Jenifer Ebienazer j	AP/ S&H	Laplace Transform	53	1000
14	Rizvana M	AP/CSE	Introduction To Operating Systems	54	1000
15	Nithya kalyani T	AP / CSE	Introduction To Machine Learning	47	1000
Total					15,000



Sr
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SSCE/AICTE/NITTT/2023-24/001

18.12.2023

Note Submitted to the Chairman, SSCE, Anekal

Sub: AICTE/NITTT – Module Completion & Status – Faculty Members Financial Encouragement - Request – Reg.

With reference to the above subject and our CEO's instruction the following faculty members actively participated in AICTE/NITTT MOOC's examination and completed the modules. The details furnished below,

- Number of faculties who have completed all 8 modules -1
- Number of faculties who have completed 4 & above modules -4
- Number of faculties who have completed 1 & above modules-32
- Number of faculties who have undergone mentor orientation training program -2

We here by request you to provide financial sponsorship towards registration and appreciation amount for candidates cleared the exam in first attempt. Total amount Rs.1.19,000/- This may kindly be sanctioned as a mark of recognition and encouragement.

Thanking you

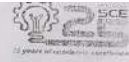
Yours faithfully

Handwritten signature
18/12/2023
PRINCIPAL



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Sl. No	Name	DESIGNATION/DEPT	NITTR no.	Staff ID	Module 1			Module 2			Module 3			Module 4			Module 5			Module 6			Module 7			Module 8			REGA mt	Approved Amt	Module Amt	Total Amt	
					Int	Ext	Tot	Int	Ext	Tot	Int	Ext	Tot	Int	Ext	Tot	Int	Ext	Tot	Int	Ext	Tot	Int	Ext	Tot								
List of faculties who completed 8 Modules																																	
1	Dr. A Poonguzhali	HoD / ECE	20211116553	SCET10EC02	30	49	79	29	60.9	89.9	30	52.5	82.5	30	51.8	81.8	30	60.9	90.9	29	48.3	77.3	29	45.5	74.5	30	57.4	87.4	2000	10000	12000	24000	
List of faculties who completed 4 & Above Modules																																	
2	Dr. Gunasekari R	EEE	20211117006	SCET04EE01	30	48.3	78.3	24	47.6	71.6	30	56.7	86.7																				
3	Dr. Ramya R	EEE	20211117000	SCET09EE01	30	46.2	76.2				30	54.6	84.6				30	59.5	89.5	30	57.4	87.4	29	38.5	67.5				2000	7000	9000		
4	Dr. C. Sivaprakash	Hod / AIML	20212116534	SCET06EC01	30	53.9	83.9				30	54.6	84.6				30	60.9	90.9	30	54.6	84.6				30	51.8	81.8	2000	8000	10000		
5	Prof. Malini KV	Head / Academic care	20211116943	SCET12EE02	30	49	79	29	50.4	79.4	30	51.8	81.8												30	41.3	71.3	29	39.9	69.9	2000	6500	8500

10.10.2023

CE/Est./2022-23/ 002

Report Submitted to the Chairman, SSCE, Anekal

Subject: Lt. Manjunatha K.N Associate NCC Officer – DC/PRCN Three months Course/Maharashtra
Submission- Reg.,

With reference to the above subject. Our NCC Officer Lt. Manjunatha K.N participated in the three months training program on DC/PRCN at Kemptee Maharashtra from 12th June 2023 to 9th Sep 2023, and he had completed the course successfully and reported for duty to our institution on 13th Sep 2023.

The certificate and other credentials will be sent by the battalion in due course. Please find here with enclosed the report and the members participated in the training is enclosed here with for your reference and perusal.

Thanking You

Yours faithfully

Madhusudan
10/10/2023
PRINCIPAL



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SSCE/Vacation Leave /2023-24/ 003

21/03/2024

Note Submitted to the Chairman, SSCE, Bengaluru

Sub: Vacation Leave - Teaching Staff - Academic Year 2023-24 Odd Semester - Slot Change - Request - Reg.,

With reference to the above subject, please find herewith enclosed representation from the HoD's to change to the 2nd slot of Vacation leave of teaching staff from 29/03/2024 to 07/04/2024 **instead of 22/03/2024 to 31/03/2024** (earlier schedule) due to ISO surveillance audit and admission activities.

This may kindly be approved and sanctioned.

Thanking you

Yours truly,

Handwritten signature
21/03/2024

PRINCIPAL



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SSCE/NBA -M.A/2023-24/ 002

19.02.2024

Note Submitted to Chairman, SSCE, Anekal

Sub: Medical Allowance – Faculty & Non-Teaching Staff - Implementation - Approval – Request – Reg.

With reference to the above subject, we would like to inform that we have successfully secured Accreditation for Computer Science & Engineering and Electronics & Communication Engineering branches from NBA on 14.2.2024.

In this regard, as announced by our Beloved Chairman, we would like to propose to **extend Medical Allowance to our Teaching & Non-Teaching staff members for Rs.1,000/- (Teaching) and Rs.500/- (Non-Teaching) every month respectively.** This privilege shall be extended to eligible staff members of Sri Sairam, Bengaluru who have served **minimum One Year service** in this Institution.

We request you to kindly approve the above proposal with effect **from the forthcoming month.**

Thanking you

Yours faithfully

[Signature]
19/02
PRINCIPAL

Encl: List of Teaching & Non-Teaching staff served more than 1 Year Service

SSCE/Marriage Leave/2023-24/003

16.02.2024

Note Submitted to the Chairman, SSCE, Anekal

Sub: Dr. Suvodip Mukherjee – Assistant Professor / Chemistry- S&H – Vacation Leave 04.03.2024 to 13.03.2024 (10 Days) – Permission – Reg.

Ref: SSCE/ Marriage Leave/ 2023-24/ 001 dt: 13.02.2024

With reference to the above subject, in continuation to our letter dated 13.02.2024, Dr. Suvodip Mukherjee – Asst.Prof./Chemistry- S&H Dept. requesting Marriage Leave from 26.02.2024 to 03.03.2024(7 days). Now once again requested Vacation leave from 04.03.2024 to 13.03.2024 (10 Days), is enclosed herewith for your kind perusal.

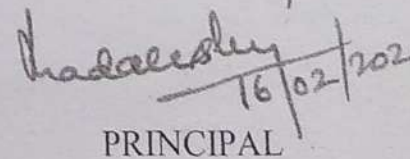
The details are as follows:

Name	:	Dr. Suvodip Mukherjee
Designation / Dept.	:	Assistant Professor / Chemistry
Date of Joining	:	22.12.2022
Gross salary	:	Rs. 40,000 /- p.m.

HOD S&H has permitted to avail vacation and his classes will be altered Suitably. The above staff may be permitted to avail 10 days of Vacation leave from **04.03.2024 to 13.03.2024 (10 Days)**. This may kindly be approved and sanctioned.

Thanking you

Yours faithfully


16/02/2024

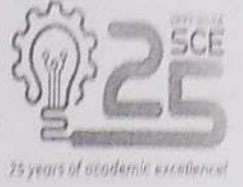
PRINCIPAL

Encl: 1) Representation



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SSCE/Higher Edu/2023-24/ 003

06.02.2024

Note Submitted to Chairman, SSCE, Anekal

7/2/2024

Sub: Mr.Ravi – Lab Instructor – CSE – MCA Examination – 9.2.24 to 12.2.24 & 21.2.24 (5Days) – Special Permission – Approval – Request – Reg.

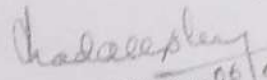
With reference to the above subject, please find enclosed herewith a representation from Mr.Ravi, Lab Instructor, CSE branch, requesting permission to appear MCA examination (Alagappa University) scheduled from 9.2.2024 To 12.2.24 & 21.2.2024, at Hosur for your kind perusal.

The above staff has been working at our Institution since 4.8.1999 and his last salary is Rs.20355/-

Considering his lengthy service at our Institution and his interest towards upgradation of his qualification, his request for 5 days of leave from 9.2.2024 To 12.2.24 & 21.2.2024 (5 Days) may kindly be considered as a special case with salary.

Thanking you

Yours faithfully,


PRINCIPAL

- Encl: 1) Copy of Representation
2) Copy of Hall Ticket & ID Card



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Anekal, Bengaluru

SSCE/Vacation Leave/2023-24/ 001

24.01.2024

Note Submitted to the Chairman, SSCE, Anekal

Sub: Vacation Leave for Teaching & Non-Teaching – Odd Semester 2023-24 – Reg.

Based on HOD's meeting, it has been proposed the Vacation Leave for Teaching & Non-Teaching staff for the academic year 2023-24 (Odd Semester). The details of Vacation Slots are as follows:

Vacation Period (Odd Semester)

Teaching: 10 Days

I - Slot	-	09.02.2024 to 18.02.2024 – 10 Days
II - Slot	-	22.03.2024 to 31.03.2024 – 10 Days

Reporting Date
19.02.2024
01.04.2024

Non-Teaching: 05 Days

I - Slot	-	14.02.2024 to 18.02.2024 – 05 Days
II - Slot	-	27.03.2024 to 31.03.2024 – 05 Days

Reporting Date
19.02.2024
01.04.2024

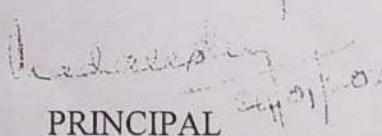
Staff having

- 1) Less than 06 months of service in our Institution – Not Eligible for Vacation Leave.
- 2) Those who have got LLP (General) more than 15 days during the Odd Semester will be **permitted to avail Vacation leave on LLP.**
- 3) Those who have submitted resignation will not be Eligible to avail Vacation Leave.
- 4) Those who have availed Medical Leave, Maternity Leave have to forgo 50% of the Vacation Leave.

We request your permission and approval in this regard.

Thanking you

Yours faithfully


PRINCIPAL



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Anekal, Bengaluru

SSCE/Vacation Leave/2023-24/002

19.07.2024

Note Submitted to the Chairman, SSCE, Anekal

22/7/24

Sub: Vacation Leave for Teaching & Non-Teaching – Even Semester AY2024-25 – Reg.

2023-24

Based on HOD's meeting, it has been proposed the Vacation Leave for Teaching & Non-Teaching staff for the academic year 2024-25 (Even Semester). The details of Vacation Slots are as follows:

2023-24

Vacation Period (Even Semester)

Teaching: 10 Days

Slot	Period	Reporting Date
I - Slot	09.08.2024 to 18.08.2024 – 10 Days	19.08.2024
II - Slot	23.08.2024 to 01.09.2024 – 10 Days	02.09.2024
III - Slot	06.09.2024 to 15.09.2024 – 10 Days	16.09.2024

Non-Teaching: 05 Days

Slot	Period	Reporting Date
I - Slot	09.08.2024 to 13.08.2024 – 05 Days	14.08.2024
II - Slot	23.08.2024 to 27.08.2024 – 05 Days	28.08.2024
III - Slot	06.09.2024 to 10.09.2024 – 05 Days	11.09.2024

Staff having

- 1) Less than 06 months of service in our Institution – Not Eligible for Vacation Leave.
- 2) Those who have got LLP (General) more than 15 days during the Even Semester will be permitted to avail Vacation leave on LLP.
- 3) Those who have submitted resignation will not be Eligible to avail Vacation Leave.
- 4) Those who have availed Medical Leave, Maternity Leave have to forgo 50% of the Vacation Leave.

We request your permission and approval in this regard.

Thanking you

Yours faithfully,

Handwritten signature
19/07/2024

PRINCIPAL



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SSCE/Ext -Ser./2023-24 | 001

18.07.2024

Note Submitted to the Chairman, SSCE, Anekal

Sub: Mrs. Malini K V – HOD -CAR (Corporate Academia Relationship) & EDC
(Entrepreneurship Development Cell) – Superannuation - Request- Reg.

With reference to the above subject, Mrs. Malini K V joined as

Senior Lecturer - 30.07.2012 in EEE Dept.

Assistant Professor - Elevated while fixing 6th Pay scale on 2016

HOD - CAR & EDC - 01.06.2023

Qualification - B.E., M. Tech.

Current Salary - Basic - 25658

AGP - 8000

DA - 26926

HRA - 3366

CCA - 400

MA - 1000

Total - 65350

She had completed her 58 years by February 2024 and her EPF subscription has been stopped, please find herewith enclosed the representation from Mrs. Malini K V requesting permission to continue as HOD -CAR & EDC in our institution. This may kindly be approved and sanctioned. Her salary shall also be fixed on consolidation basis per month.

Thanking you

Yours faithfully ,

Madalashy
18/07/2024
PRINCIPAL



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SSEC/Ikyatha/2023-24/00/

Date: 05.07.2024

Note Submitted to the Chairman, SSEC, Anekal

12/7/24

Sub: Ikyatha Pravasha (Staff Members Day out) 13.07.2024 – Nandi Hills – Permission-
Request – Reg.,

With reference to the above subject, please find herewith enclosed representation from HOD-
AIML requesting for permission and approval to organize Ikyatha Pravasha (Staff members Day
out) on 13.07.2024, 2nd Saturday to Nandi Hills.

• Total Staff Members	180	
• Total Expenses	Rs. 42,900/-	
• Morning Breakfast	180x55 =	Rs. 9,900/-
• Afternoon Lunch	180x100 =	Rs. 18,000/-
• Temporary permit for 4 buses (Consolidated)		Rs. 15,000/-
		Rs.42,900/-

We request an Amount of Rs.42,900/- may kindly be sanctioned to arrange for the Ikyatha
Pravasha (Staff members Touring).

Thanking you

Yours faithfully,

Madhulatha
05/07/2024

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SSCE/Marriage Leave/2023-24/ 002

03.04.2024

Note Submitted to the Chairman, SSCE, Anekal

Sub: Mr. Malaiselvan G – Desktop Engineer/ CSE – Marriage Leave 19.04.2024 to 25.04.2024 (7 Days) & Vacation Leave 26.04.2024 to 30.04.2024 (5 Days) – Permission – Reg.

With reference to the above subject, representation from Mr. Malaiselvan G – Desktop Engineer/ CSE Dept. requesting Marriage leave from 19.04.2024 to 25.04.2024 (7 Days) & Vacation Leave from 26.04.2024 to 30.04.2024 (5 Days) is enclosed herewith for your kind perusal.

The details are as follows:

Name	:	Mr. Malaiselvan G
Designation / Dept.	:	Desktop Engineer / CSE
Date of Joining	:	18.11.2021
Gross salary	:	Rs. 21,881 /- p.m.

The above staff may be permitted to avail

- Marriage Leave from **19.04.2024 to 25.04.2024 (07 Days)**
- Vacation Leave from **26.04.2024 to 30.04.2024 (05 Days) with salary.**

This may kindly be approved and sanctioned.

Thanking you

Yours faithfully

[Signature]
03/04/2024
PRINCIPAL

Encl: 1) Representation
2) Marriage Invitation



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SSCE/Marriage Leave/2023-24/001

15.03.2024

Note Submitted to the Chairman, SSCE, Anekal

Sub: Dr. Rohith P S – Assistant Professor / Physics- S&H – Marriage Leave
25.03.2024 to 01.04.2024 (7 Days) – Permission – Reg.

With reference to the above subject, representation from Dr.Rohith P S – Asst.Prof./
Physics- S&H Dept. requesting Marriage leave for from 25.03.2024 to 31.03.2024 (7 Days), is
enclosed herewith for your kind perusal.

The details are as follows:

Name	:	Dr. Rohith P S
Designation / Dept.	:	Assistant Professor / Physics
Date of Joining	:	19.09.2023
Gross salary	:	Rs. 45,000 /- p.m.

The above staff may be permitted to avail 07 days of Marriage leave from 25.03.2024
to 31.03.2024 (07 Days) on LLP basis. Since his experience in our Institution is less than one
year. This may kindly be approved and sanctioned.

Thanking you

Yours faithfully

[Signature]
15/03/24
PRINCIPAL

Encl: 1) Representation
2) Marriage Invitation



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SSCE/Marriage Leave/2023-24/003

16.02.2024

Note Submitted to the Chairman, SSCE, Anekal

Sub: Dr. Suvodip Mukherjee – Assistant Professor / Chemistry- S&H – Vacation Leave 04.03.2024 to 13.03.2024 (10 Days) – Permission – Reg.

Ref: SSCE/ Marriage Leave/ 2023-24/001 dt: 13.02.2024

With reference to the above subject, in continuation to our letter dated 13.02.2024, Dr. Suvodip Mukherjee – Asst.Prof./Chemistry- S&H Dept. requesting Marriage Leave from 26.02.2024 to 03.03.2024(7 days). Now once again requested Vacation leave from 04.03.2024 to 13.03.2024 (10 Days), is enclosed herewith for your kind perusal.

The details are as follows:

Name	:	Dr. Suvodip Mukherjee
Designation / Dept.	:	Assistant Professor / Chemistry
Date of Joining	:	22.12.2022
Gross salary	:	Rs. 40,000 /- p.m.

HOD S&H has permitted to avail vacation and his classes will be altered Suitably. The above staff may be permitted to avail 10 days of Vacation leave from **04.03.2024 to 13.03.2024 (10 Days)**. This may kindly be approved and sanctioned.

Thanking you

Yours faithfully

Handwritten signature
16/02

PRINCIPAL

Encl: 1) Representation

**SRI SAIRAM COLLEGE OF ENGINEERING,
BENGALURU,
Admin Office, T.Nagar, Chennai - 17**

No. SSCE/BLR/MI/2023

Dated: 26/05/2023

Sub: SSCE, BLR - Administration - Mrs. Vidya Parameshwarappa Banakar /
Laboratory Instructor - Sanction of ML - Orders - Issued.

Ref: 1. Her Lr. Dt: 22.05.2023.

2. Your Lr. No. SSCE/Est/2022-23/694, Dt: 23.05.2023.

ORDER:

Mrs. VIDYA PARAMESHWARAPPA BANAKAR, Laboratory Instructor /
Mechanical Engineering Department has been sanctioned Maternity Leave for 93 days from
05.06.2023 to 05.09.2023 - Subject to condition to forego 50% of ensuing Vacation period -
as per our Rules and Regulations.

After availing Maternity Leave, Mrs. Vidya Parameshwarappa Banakar, resumes
Duty on 06.09.2023 Forenoon.

For SRI SAIRAM COLLEGE OF ENGINEERING,

(Sd/xxxxxxxx)

CHIEF EXECUTIVE OFFICER

/ By Order of Chief Executive Officer /

EXECUTIVE DIRECTOR 1/4

To:
The Principal,
Sri Sairam College of Engineering,
Bengaluru.

Copy to:

- ✦ Treasurer.
- ✦ T.O.S.M, Ankal.
- ✦ Accounts Section.

Handwritten notes and signatures at the bottom of the page, including a date stamp "2023".



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SSCE/Est./2023-24/001

26.03.2024

Note Submitted to the Chairman, SSCE, Anekal. 1/4/24

Sub: Mrs. Jenifer A – Assistant Professor / CSE – Medical Leave - Request - Reg.

With reference to the above subject, please find herewith enclosed a representation from Mrs. Jenifer A – Assistant Professor / CSE requesting Medical Leave from 15.03.2024 to 24.03.2024 (10 days) due to Chicken Pox.

The details of Staff member are as follows:

1. Name : Mrs. Jenifer A
2. Date of joining : 07.03.2022
3. Designation/Dept. : Assistant Professor / CSE
4. Gross salary : ₹ 32,788/- p.m.

As per College norms the staff is eligible for 10 days of Medical leave from 15.03.2024 to 24.03.2024 (10 days) may kindly be sanctioned with salary. She had reported to her duty on 25.03.2024. Further she has to forego 50% of ensuing vacation leave. This proposal may kindly be approved & sanctioned

Thanking you

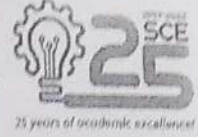
Yours faithfully

Madalashy
26/0
PRINCIPAL



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SSCE/Mat.Leave./2023-24/ 005

23.02.2024

Note Submitted to the Chairman, SSCE, Anekal

24/2/24

Sub: Mrs. Nandini K N- Asst.Prof. – CSE Department – Maternity Leave - 21.02.2024 to 20.05.2024 - Permission – Request – Reg.,

With reference to the above subject, representation from **Mrs. Nandini K N- AP – CSE Dept.** requesting for Maternity leave from 21.02.2024 to 20.05.2024 (03 months) is enclosed herewith for your kind perusal.

The details are as follows:

Name	:	Mrs. Nandini K N
Designation / Dept.	:	Asst.Prof. / CSE
Date of Joining	:	11.04.2022
Gross salary	:	Rs.30,640 /- p.m

Her request for maternity leave may kindly be considered and she may be granted **03 months of Maternity Leave on LLP** from 21.02.2024 to 20.05.2024. Since her service period is less than 02 year in our Institution.

This may kindly be approved and sanctioned.

Thanking you

Yours faithfully

Chandrasekhar
23/02/2024
PRINCIPAL

Encl: Copy of Representation



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SSCE/Mat.Leave./2023-24/ 002

01.02.2024

Note Submitted to the Chairman, SSCE, Anekal

Sub: Mrs. Swathi. C- AP- Maths – S & H Department – Maternity Leave - 01.02.2024
30th April 2024 -Permission – Request – Reg.,

With reference to the above subject, representation from Mrs. Swathi. C- AP – S & H, Maths requesting for Maternity leave from 01.02.2024 to Sep. 2024 (08 months) is enclosed herewith for your kind perusal.

The details are as follows:

Name	:	Mrs. Swathi. C
Designation / Dept.	:	AP / S & H
Date of Joining	:	04.05.2023
Gross salary	:	Rs.22,000 /- p.m

Her request for maternity leave may kindly be considered and she may be granted 03 months of Maternity Leave on LLP from 01.02.2024 to 30th April 2024. Since her service period is less than 01 year in our Institution.

This may kindly be approved and sanctioned.

Thanking you

Yours faithfully


PRINCIPAL

Encl: Copy of Representation