



**SRI SARADA COLLEGE FOR WOMEN**

**(An Autonomous Institution)**

(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)

Institution recognised u/s 2(f) and 12(B) of UGC & Reaccredited with "A" grade by NAAC

(A branch of Sri Ramakrishna Tapovanam, Tirupparaithurai)

Ariyakulam, Thoothukudi NH, Maharaja Nagar Post,

**TIRUNELVELI 627011**



Criteria VI

**6.3 Faculty Empowerment Strategies**

**6.3.1 The institution has effective welfare measures for teaching and non-teaching staff and avenues for their career development/ progression**

**2021-2022**



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6.3.1 The institution has effective welfare measures for teaching and non-teaching staff and avenues for their career development/ progression

| S.No | Nature of Benefits                     | Number of Beneficiaries |     | Total |
|------|--|-------------------------|-----|-------|
|      |  | TS                      | NTS |       |
|      |  | 19                      | 3   | 22    |
| 1.   | Medical Leave                          | 1                       | -   | 1     |
| 2.   | Maternity Leave                        | 72                      | 2   | 74    |
| 3.   | On Duty                                | 20                      | 1   | 21    |
| 4.   | Sabbatical leave                       | 12                      | 17  | 29    |
| 5.   | Festival advance                       | 1                       | 1   | 2     |
| 6.   | Fee concession ( for Staff's Children) |                         |     |       |

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**SSC(A)**

*Sabbatical Leave*

**SABBATICAL LEAVE REGISTER**

**FEB. 2021 TO**

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| S.No. | Name of the Staff  | Dept                  | No. of Staff (contracted) | Ex. Dates                              | Purpose             |
|-------|--------------------|-----------------------|---------------------------|--|---------------------|
|       |                    |                       |                           | 05.02.2021                             |                     |
| 1.    | Ms. K. Lakshmi     | Chemistry             | 1-5                       | 23.01.2021<br>05.02.2021               | Ph.D. Project work  |
|       |                    |                       |                           | 06.02.2021                             |                     |
| 2.    | Ms. S. Rajeswari   | Chemistry             | 0-5                       | 06.02.2021 and                         | Ph.D. Project work  |
|       |                    |                       |                           | 16.02.2021                             |                     |
| 3.    | Ms. K. Lakshmi     | Chemistry             | 1                         | 11.02.2021                             | Ph.D. Project work  |
|       |                    |                       |                           | 19.02.2021                             |                     |
| 4.    | Ms. K. Lakshmi     | Chemistry             | 1                         | 20.02.2021                             | Ph.D. Project work  |
|       |                    |                       |                           | 27.04.2021                             |                     |
| 5.    | Ms. N. Sreelakshmi | English               | 3                         | 31.03.2021<br>01.04.2021<br>08.04.2021 | Father Expired      |
|       |                    |                       |                           | 05.08.2021                             |                     |
| 6.    | Dr. A. Aruna Devi  | Commerce (Comp. Sec.) | 2                         | 06.08.2021<br>07.08.2021               | MSW Exam            |
|       |                    |                       |                           | 06.08.2021<br>07.08.2021               | Exam                |
| 7.    | Dr. V. Sangatha    | Commerce (Comp. Sec.) | 2                         | 06.08.2021<br>07.08.2021               | MSW Exam            |
|       |                    |                       |                           | 26.08.2021                             |                     |
| 8.    | Ms. E. Anuradha    | Computer              | 1                         | 26.08.2021                             | Ph.D. - Dr. Meeting |
|       |                    |                       |                           | 24.09.2021                             |                     |
| 9.    | Ms. V. Latha       | Off. Supdt.           | 3                         | 20.08.22.09.2021                       | Mother Expired      |
|       |                    |                       |                           | 27.09.2021                             |                     |
| 10.   | Dr. M. Simkala     | English               | 3                         | 15.09.2021 to<br>17.09.2021            | Father Expired      |

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சாரதா கல்லூரி

6

SABBAR

| S.No. | Name of the Staff    | Dept.               | No. of days sanctioned | Dates                    | Purpose             |
|-------|----------------------|---------------------|------------------------|--------------------------|---------------------|
|       |                      |                     |                        | 10-11-2021               |                     |
| 11.   | Ms. P. Suganya       | Commerce Corp. Sec. | 2                      | 11-11-2021 & 12-11-2021  | Ph.D. Viva Vce Exam |
|       |                      |                     |                        | 20-11-2021               |                     |
| 12.   | Ms. Lavanya          | BBA                 | 3                      | 23-11-2021 to 25-11-2021 | Ph.D. Viva Vce Exam |
|       |                      |                     |                        | 05-01-2022               |                     |
| 13.   | Ms. P. Siva Ananthi  | Maths               | 2                      | 06-01-2022 & 07-01-2022  | Ph.D. Viva Vce Exam |
|       |                      |                     |                        | 22-01-2022               |                     |
| 14.   | Ms. S. Viji          | English             | 3                      | 28, 29, 31 January 2022  | Ph.D. Viva Vce Exam |
|       |                      |                     |                        | 25-02-2022               |                     |
| 15.   | Ms. V. Sampathka     | Commerce Corp. Sec. | 2                      | 26-02-2022 & 28-02-2022  | MSW - II Sem Exam.  |
|       |                      |                     |                        | 26-02-2022               |                     |
| 16.   | Ms. A. Aruna Devi    | Commerce Corp. Sec. | 2                      | 26-02-2022 & 28-02-2022  | MSW - II Sem Exam.  |
|       |                      |                     |                        | 26-02-2022               |                     |
| 17.   | Ms. B. Parvathi Devi | Comp. Sec.          | 3                      | 26-02-2022 & 01-03-2022  | Ph.D. Viva Vce Exam |
|       |                      |                     |                        | 21-02-2022               |                     |
| 18.   | Ms. S. Ramalakshmi   | Comp. Sec.          | 3                      | 22-02-2022 to 28-02-2022 | Ph.D. Viva Vce Exam |
|       |                      |                     |                        | 10-03-2022               |                     |
| 19.   | Ms. R. Lalitha Sree  | Off-TA              | 1                      | 05-03-2022               | Father's Expiry     |
|       |                      |                     |                        | 04-04-2022               |                     |
| 20.   | Ms. M. Sumathy       | English             | 3                      | 04-04-2022 to 06-04-2022 | Ph.D. Viva Vce Exam |

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7

**LEAVE**

| No. | Name of the Staff             | Dept.                    | No. of days<br>Sanctioned | Dates                                     | Purpose                      |
|-----|-------------------------------|--------------------------|---------------------------|---|------------------------------|
|     |                               |                          |                           | 28.04.2022                                |                              |
| 21  | Ms. S. Jaganji                | English                  | 1/2 - FN                  | 25.04.2022 - FN                           | Graduation                   |
| 22  | Ms. E. Santhana Bala<br>Divya | English                  | 1/2 - FN                  | 25.04.2022 - FN                           | Graduation                   |
|     |                               |                          |                           | 29.04.2022                                |                              |
| 23  | Ms. P. Sankaraprasathy        | English                  | 1/2 - FN                  | 25.04.2022 - FN                           | Graduation                   |
| 24  | Ms. M. Dharamalakshmi         | Commerce                 | 1/2 - FN                  | 25.04.2022 - FN                           | Graduation                   |
|     |                               |                          |                           | 07.05.2022                                |                              |
| 25  | Dr. K. Ramalakshmi            | Maths                    | 3                         | 09.05.2022 to<br>11.05.2022               | MA sanction<br>Exam - II yr. |
|     |                               |                          |                           | 31.05.2022                                |                              |
| 26  | Smt. A. Saranya S             | Asst. Librarian<br>(MCA) | 2                         | 01.06.2022 to<br>02.06.2022               | BLI Sc Exam                  |
|     |                               |                          |                           | 27.07.2022                                |                              |
| 27  | Smt. N. Redicka               | English                  | 3                         | 29.07.2022,<br>30.07.2022 &<br>01.08.2022 | Ph.D. Viva<br>Voc<br>Exam.   |
| 28  | Smt. A. Alagu Nallakumari     | Librarian                | 1/2 + 1/2                 | 20 & 21.06.2022<br>- FN                   | MLI Sc Exam                  |

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## ON DUTY REGISTER

2021-2022

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**ON DUTY REGISTER**  
**2021-2022**

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| S.No                                   | Name & Designation        | Details, Place, Date                 |                 |   |
|--|---------------------------|--------------------------------------|-----------------|---|
| AUGUST 2021 / 2021-2022 - Odd Semester |                           |                                      |                 |   |
| 1.                                     | Smt. S. Chitra            | AP-English                           | 15, 16.08.2021  | 2 |
| 2.                                     | J. Kalarathi              | AP Economics                         | 17, 18.08.2021  | 2 |
| 3.                                     | Dr. A. Mahalakshmi        | AP-Maths                             | 17, 18.08.2021  | 2 |
| 4.                                     | Dr. V. Lavanya            | AP-Maths                             | 02, 03.09.2021  | 2 |
| 5.                                     | Smt. S. Magama T. Lakshmi | AP-Physics                           | 17, 18.08.2021  | 2 |
| 6.                                     | Smt. M. Sumathy           | AP-English<br>(Joined on 09.08.2021) | 17, 18.08.2021  | 2 |
| 7.                                     | Smt. S. Rajeswari (M)     | AP Chemistry                         | 17, 18.08.2021  | 2 |
| SEPTEMBER '21 - N/A                    |                           |                                      |                 |   |
| OCTOBER 2021                           |                           |                                      |                 |   |
| 8.                                     | Dr. A. Mahalakshmi        | AP-Maths                             | 11.10.2021 - AN | 2 |
| 9.                                     | Ms. V. Gokulapatchai      | AP-Comp(S)                           | 9.10.2021       | 1 |
| NOVEMBER 2021                          |                           |                                      |                 |   |
| 10.                                    | Dr. M. Sivakala           | AP-English                           | 25.11.2021 - FN | 2 |

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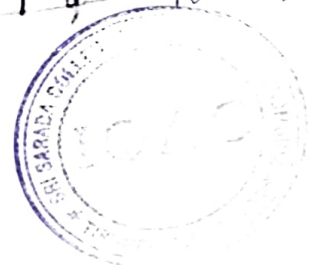


**ON DUTY REGISTER (Monthly)**  
2021-2022

| SNO.  | Name & Designation                            | Details, Place, Date                          | No. of days Granted | Sign |
|---|---|---|---------------------|------|
| NOVEMBER 2021 (Contd.) (2021-2022 - Odd Semester) |   |   |                     |      |
| 11  | Smt. S. Chithra<br>AP - English               | 02.11.2021<br>22.11.2021 to 07.12.2021 (19+2) | 1                   | ✓    |
| 12  | Smt. B. Ramalakshmi<br>AP - Comp. Sc.         | 25.11.2021 - FN                               | 1/2                 | ✓    |
| 13  | Smt. T. Narayani @ Muzuganur<br>DECEMBER 2021 | 19.11.2021 to 25/11/2021                      | 2                   | ✓    |
| 14  | Smt. N. Kamala<br>Principal                   | 15.12.2021                                    | 1                   | ✓    |
| 15  | Smt. A. Muthuselvi<br>AP - Sanskrit           | 22.12.2021                                    | 1                   | ✓    |
| 16  | Smt. S. Chethra, English                      | 22.12.2021                                    | 1                   | ✓    |
| 17  | Dr. V. Vallinayagi<br>AP - Comp. Sc.          | 14, 15.12.2021                                | 2                   | ✓    |
| 18  | Dr. M. Veeralakshmi,<br>AP - Bcom (CS)        | 04.12.2021                                    | 1                   | ✓    |
| 19  | Smt. T. Nambiya @ Muzuganur<br>AP Phy. Disc.  | 8, 11, 14, 15, 17, 18.12.2021                 | 6                   | ✓    |
| 20  | Smt. Milka Vijayan,<br>AP in Commerce         | 04.12.2021                                    | 1                   | ✓    |
| JANUARY 2022                                      |   |   |                     |      |
| 21  | Smt. T. Annalakshmi<br>AP in English          | 04.01.2022                                    | 1                   | ✓    |
| 22  | Smt. S. Magara Jothi Lakshmi<br>AP - Physics  | 21 & 22.01.2022<br>= 2 days                   | 2                   | ✓    |

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ON DUTY REGISTER (Daily)  
2021-2022

| S.No  | Name & Designation                                | Details, Dates, Date            | No. of days granted | P. No. |
|---|---|---------------------------------|---------------------|--------|
| JANUARY 2022 - CONTINUED / 2021-2022 - Odd Semester |   |                                 |                     |        |
| 23  | Smt. T. Nambiya @ Murugamasi<br>Physical Director | 03.01.2022                      | 1                   | ✓      |
| FEBRUARY 2022 / 2021-2022 - Even Semester           |   |                                 |                     |        |
| 24  | Dr. N. Kamala<br>Principal                        | 03.01.2022 - AM                 | 1                   | ✓      |
| 25  | Dr. P. Suganya<br>AP in Commerce (CS)             | 28.02.2022                      | 1                   | ✓      |
| MARCH 2022  |   |                                 |                     |        |
| 26  | Smt. P. Petchi Ammal<br>AP in Tamil               | 10 - 12.03.2022                 | 3                   | ✓      |
| 27  | Dr. M. Sivakala<br>AP in English                  | 24 & 28.03.2022                 | 2                   | ✓      |
| 28  | Smt. S. Chithra<br>AP in English                  | 9, 10, 14, 21-23,<br>March 2022 | 6                   | ✓      |
| 29  | Dr. P. Anna Baby<br>AP in Economics               | 8-12, March 2022                | 5                   | ✓      |
| 30  | Ms. B. Revathi<br>- AP in Maths                   | 24.03.2022                      | 1                   | ✓      |
| 31  | Dr. P. Siva Ananthi<br>- AP in Maths              | 23.03.2022                      | 1                   | ✓      |
| 32  | Smt. R. Radha<br>- AP in Maths                    | 28.03.2022                      | 1                   | ✓      |

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**ON DUTY REGISTER (Daily Entry)**  
2021 - 2022

Page No: \_\_\_\_\_  
Date: \_\_\_\_\_

| S.No. | Name & Designation                       | Details, Place, Date           | No. of days granted | P. No. |
|-------|--|--------------------------------|---------------------|--------|
|       | March 2022 (Contd)                       | 2021-2022 - 5th Sem. Semester  |                     |        |
| 33    | Smt. S. Lakshmi<br>AP in Chemistry       | 8-12, March 2022<br>25-03-2022 | 5<br>1              | ✓      |
| 34    | Dr. V. Vallinayagi<br>AP in Comp. Sc.    | 28-03-2022                     | 1                   | ✓      |
| 35    | Dr. A. Aruna Devi<br>AP in Commerce (CS) | 8-12-03-2022                   | 5                   | ✓      |
| 36    | Dr. V. Sangeetha<br>AP in Commerce (CS)  | 24-26-03-2022                  | 3                   | ✓      |
| 37    | Dr. P. Akila<br>AP in MSW                | 24-26-03-2022                  | 3                   | ✓      |
| 38    | Ms. K. Nirmaladevi<br>AP in Physics      | 10-12-03-2022                  | 3                   | ✓      |
| 39    | APRIL 2022                               |                                |                     |        |
|       | Dr. N. Kamala<br>- Principal             | 23-04-2022                     | 1                   | ✓      |
| 40    | Dr. T. Dhandakshmi<br>- AP in Tamil      | 08-04-2022                     | 1                   | ✓      |
| 41    | Dr. M. Sivakala<br>AP in English         | 29-04-2022                     | 1                   | ✓      |
| 42    | Smt. S. Chethana<br>AP in English        | 4 & 5-04-2022                  | 2                   | ✓      |

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| S NO | Name & Designation                                       | Details, Place, Date         | No. of days granted | P. Sgn.            |
|------|--|------------------------------|---------------------|--------------------|
|      | April 2022 - Contd.                                      | - / 2021-2022 - Evn semester |                     |                    |
| 42   | Dr. P. AnnaBaby<br>AP in Economics                       | 27.04.2022                   | 1                   | <i>[Signature]</i> |
| 44   | Smt. A. Shudhanya<br>AP in Economics                     | 27.04.2022                   | 1                   | <i>[Signature]</i> |
| 45   | Dr. P. Siva Ananthi<br>AP in Maths                       | 27.04.2022                   | 1                   | <i>[Signature]</i> |
| 46   | Smt. S. Magara Jothi<br>AP in <sup>Lakshmi</sup> Physics | 18.04.2022                   | 1                   | <i>[Signature]</i> |
| 47   | Dr. S. Mulkaradi<br>- AP in Physics                      | 04.04.2022                   | 1                   | <i>[Signature]</i> |
| 48   | Smt. H. Lakshmi<br>- AP in Chemistry                     | 21, 23-FN.                   | 1 1/2               |                    |
| 49   | Smt. S. Rajalakshmi<br>- AP in Comp. Sc.                 | 30.04.2022                   | 1                   | <i>[Signature]</i> |
| 50   | Smt. M. Indha<br>AP in I.T.                              | 08.04.2022                   | 1                   | <i>[Signature]</i> |
| 51   | Smt. P. Subbulakshmi<br>AP in I.T.                       | 22.04.2022                   | 1                   | <i>[Signature]</i> |
| 52   | Dr. R. Kavitha<br>AP in Commerce                         | 27 & 28.04.2022              | 2                   | <i>[Signature]</i> |
| 53   | Dr. A. Asua Devi<br>AP in Comm (CS)                      | 23.04.2022 - FN              | 1/2                 | <i>[Signature]</i> |

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| S. No. | Name & Designation                     | Details, Place & Date     | No. of days granted | P. No. |
|--------|--|---------------------------|---------------------|--------|
|        | Apnl 2022 - Contd.                     | Even Sem - 2021-2022      |                     |        |
| 54     | Dr. V. Sangeetha<br>AP in Comm (CS)    | 07.04.2022,<br>23.04.2022 | 2                   | ✓      |
| 55     | Dr. P. Suganya<br>AP in Comm (CS)      | 20, 23.04.2022            | 2                   | ✓      |
| 56     | Dr. M. Padma<br>AP in BBA              | 29.04.2022                | 1                   | ✓      |
| 57     | Dr. P. Akila<br>AP in MSW              | 29.04.2022                | 1                   | ✓      |
| 58     | Smt. S. Gomathy<br>AP Librarian        | 25.04.2022                | 1                   | ✓      |
| 59     | Ms. S. Tanagi<br>AP in English         | 29.04.2022                | 1                   | ✓      |
| 60     | Ms. A. Shunmugapriya<br>AP in Maths    | 29.04.2022                | 1                   | ✓      |
| 61     | Ms. K. Niranjanadevi<br>AP in Physics  | 18.04.2022<br>29.04.2022  | 2                   | ✓      |
| 62     | Ms. M. Dharmalakshmi<br>AP in Commerce | 28.04.2022                | 1                   | ✓      |
| 63     | Ms. G. Krishnaveni<br>AP in BBA        | 29.04.2022                | 1                   | ✓      |

Kamale

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REGISTER (Daily entry)

2022

Page No.
Date

Table with columns: S.No, Name & Designation, Details, Date & Date, No. of days attended, P. No. It lists various staff members and their attendance records for May 2022.

Handwritten signature of the Principal

PRINCIPAL
SRI SARADA COLLEGE FOR WOMEN
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