



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**

(2024-2025)



**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

Website:www.srisaradacollege.org; email:srisaradatvl@gmail.com

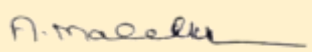


**6.3.1 The institution has effective welfare measures for teaching and non-teaching staff and avenues for their career development/ progression
(2024-2025)**

S.No	Nature of Benefits	Number of Beneficiaries		Total
		TS	NTS	
1.	Medical Leave	21	3	24
2.	Maternity Leave	-	-	Nil
3.	On Duty – Academic Research, Examination, NCC,NSS,Conference /Workshop/Seminars Participation	178	-	178
4.	Sabbatical leave for Ph.D Viva, Examination days for additional Qualification	02	01	03


PRINCIPAL
SRI SARADA COLLEGE FOR WOMEN
(Autonomous)
TIRUNELVELI - 627 011



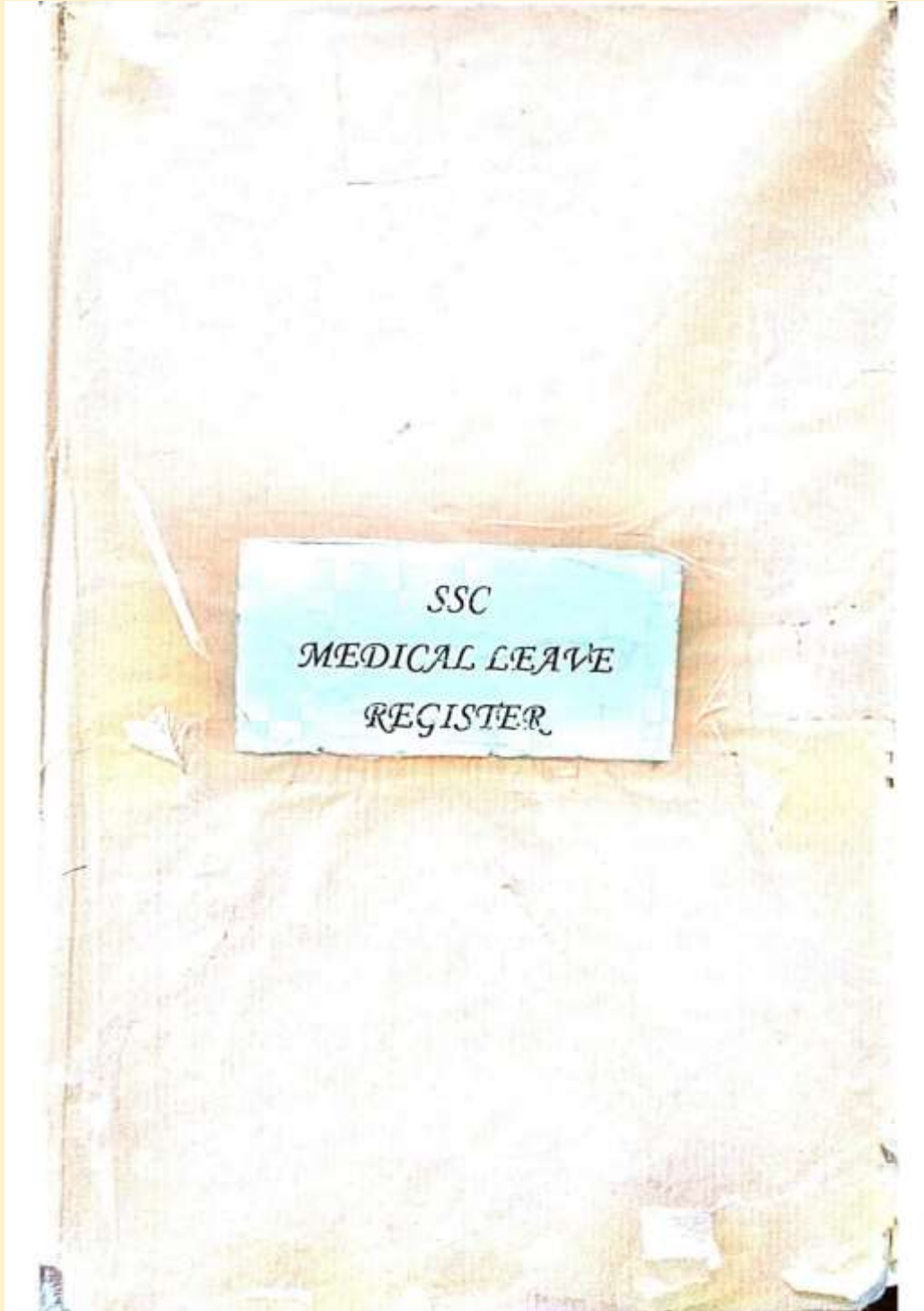

Coordinator - IQAC
Sri Sarada College for Women (Autonomous),
Tirunelveli-627 011



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

Website: www.srisaradacollege.org; email: srisaradatvl@gmail.com



Kamala
PRINCIPAL
SRI SARADA COLLEGE FOR WOMEN
(Autonomous)
TIRUNELVELI - 627 011



A. Malika
Coordinator - IQAC
Sri Sarada College for Women (Autonomous),
Tirunelveli-627 011



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, Tirupparairthurai)
Ariyakulam, Thoothukudi NH, Maharaja Nagar Post,
TIRUNELVELI 627011



Website: www.srisaradacollege.org; email: srisaradatvl@gmail.com

2024

57

Name	Leave From	Taken To	No. of days	Int. kind of
1. Smt. L. Ramalakshmi Tech. Asst.	18.01.2024	20.01.2024	3	✓
2. Smt. A. Mariammal Off. Asst.	29.01.2024	04.02.2024	7	✓
3. Smt. P. Anuscha A.P. & HOD (CS)	01.02.2024	02.02.2024	2	✓
4. Smt. R. Kalai Selvi Lab. Asst. (Phy)	01.02.2024	06.02.2024	6	✓
5. Smt. G. Ramani A.P. in Bca	06.02.2024	13.02.2024	8	✓
6. Smt. A. Elakiammal Off. Asst.	22.04.2024	26.04.2024	5	✓
7. Smt. S. Chidambaram Vaduvoo Asst.	19.02.2024	25.02.2024	7	✓
8. Smt. R. Krishnaveni Asst.	24.04.2024	26.04.2024	3	✓
9. Smt. L. Ramakrishna Tech. Asst.	25.07.2024	27.07.2024	3	✓
10. A. Gomathiammal Lab. Asst.	07.07.2024	08.07.2024	6	✓

2025

60

Sl. No.	Name	Leave From	Taken To	No. of days	Int. kind of
1.	Dr. Aphila Mohanah A.P. in Sanskrit	22.01.2025	25.01.2025	4	
2.	Dr. N. Beema Devi A.P. in Phy	25.01.2025	01.02.2025	7	
3.	Ms. S. Vinuola A.P. in Bca	25.01.2025	02.02.2025	10	
4.	Dr. A. Anusadevi A.P. in Com. Lat. Sec	02.02.2025	08.02.2025	6	
5.	Dr. P. Suganya A.P. in Com. Lat. Sec	26.02.2025	03.03.2025	5	
6.	Ms. A. Gomathiammal Lab. Asst. (C.S)	18.02.2025	20.02.2025	3	
7.	Ms. K. Thayammal O.A. (COE)	12.02.2025	20.02.2025	8	
8.	Ms. M. Dharmakani O.A./CoE	25.02.2025	26.02.2025	2	
9.	Ms. R. Krishnaveni Asst.	05.02.2025	06.02.2025	2	
10.	Ms. A. Rajeswathammal Lab. Asst.	08.02.2025	13.02.2025	6	

Ramala
PRINCIPAL
SRI SARADA COLLEGE FOR WOMEN
(Autonomous)
TIRUNELVELI - 627 011



A. Malaker
Coordinator - IQAC
Sri Sarada College for Women (Autonomous),
Tirunelveli-627 011



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

Website:www.srisaradacollege.org; email:srisaradatvl@gmail.com



SRI SARADA COLLEGE FOR WOMEN, TIRUNELVELI – 627 011

APPLICATION FOR MEDICAL LEAVE

Name of the Staff (in capitals)	
Designation	
Department/Section	
Detailed Reason for applying M L	
Period of Medical Leave required with Dates	
ML in days already availed	
Details of work/duty alternative made	Furnish details
Remarks of the HOD.	
Signature of the HOD	
DECLARATION I declare that the statement/reason given above for availing medical leave by me is genuine.	
Date:	Signature of the applicant
Remarks of the Office	
1. MC submitted in time: Yes/No 2. Verified the MC: Yes/No 3. Work adjustment made: Yes/No	4. Days already availed verified: Yes/No 5. Number of days requested: 6. Number of days sanctioned:
PRINCIPAL	SECRETARY

Ramale
PRINCIPAL
SRI SARADA COLLEGE FOR WOMEN
(Autonomous)
TIRUNELVELI - 627 011



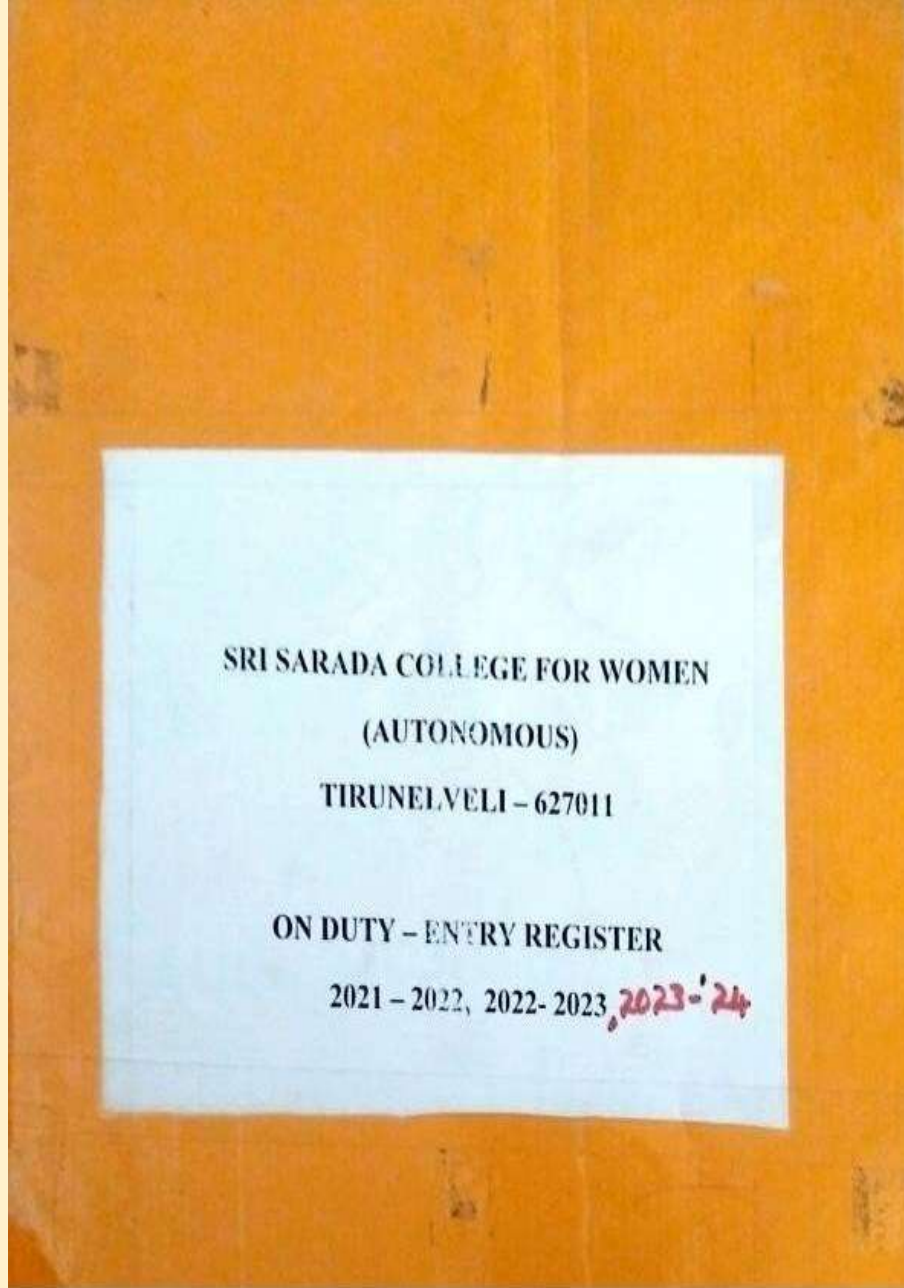
A. Malathi
Coordinator - IQAC
Sri Sarada College for Women (Autonomous),
Tirunelveli-627 011



**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

Website: www.srisaradacollege.org; email: srisaradatv1@gmail.com



Kamala
PRINCIPAL
SRI SARADA COLLEGE FOR WOMEN
(Autonomous)
TIRUNELVELI - 627 011



A. Malathi
Coordinator - IQAC
Sri Sarada College for Women (Autonomous),
Tirunelveli-627 011



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

Website:www.srisaradacollege.org; email:srisaradatvl@gmail.com



SRI SARADA COLLEGE FOR WOMEN
(An Autonomous Institution)

Institution recognized u/s 2(f) and 12(B) of UGC &
Reaccredited with "A" grade by NAAC
(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)
(A branch of Sri Ramakrishna Tapovanam, Tirupparaithurai)
Ariyakulam, Thoothukudi NH, Maharaja Nagar Post, TIRUNELVELI - 627 011.



APPLICATION FOR AVAILING "ON DUTY"

358

1	Name of the staff (in capital letters)	
2	Department & Designation	
3	Period of 'on duty' { Date(s) & Day(s) }	From To
4	Number of days of OD needed as per communication.	
5	Details/purpose of "on duty" - (Xerox copy of the LoI to be enclosed)	
6	Address during OD period in detail	
7	Contact number during OD period	
8	Total Number of days of OD already availed during the academic year (June-May)	
9	Details of duty (academic/admin) arrangements made	Yes, Attached as a separate sheet.
10	Signature of the applicant with date	
*Forwarding by the HoD & Signature		
Recommendation by the Principal and Signature		
Approval Orders of the Secretary & Signature		
(For the office use)		
Remarks if any:.....		
Verified , Entered & Carried forward in the registers concerned with Signature:		

Encl: Attachment for Sl.No. 5 and 9

(NB: Columns 1-10 have to be filled in completely and correctly &
*If the applicant is HoD, the next senior has to forward with her signature)

Ramala
PRINCIPAL
SRI SARADA COLLEGE FOR WOMEN
(Autonomous)
TIRUNELVELI - 627 011



A. M. M. M.
Coordinator - IQAC
Sri Sarada College for Women (Autonomous),
Tirunelveli-627 011



**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



Website: www.srisaradacollege.org; email: srisaradatv1@gmail.com

S.No.	Name & Dept.	Date(s)	No. of Days	Page No.	S.No.	Name & Designation & Dept.	Date(s)	No. of Days	Page No.
Feb. 2025 contd:-					REGISTER - 2025				
124	Ms. S. Sathya, Economics	13-02-2025	1		120	Dr. G. Rohini Vijayalakshmi, Maths	28-02-2025	1	
125	Ms. R. Kiranika Sabasanthi, Phy	07-02-2025	1		121	Dr. N. Boonadevi, Physics	27-02-2025	1	
126	Ms. K. Lakshmi, Chemistry	01-02-2025	1		122	Ms. S. Murgaswari, I.T.	27-28-02-2025	1	
127	Dr. S. Hanayalakshmi, Comp. Sc.	12-02-2025	1		123	Smt. M. Selvalakshmi, MSW	27-02-02-2025	2	
		25-02-2025	1		MARCH 2025				
128	Ms. B. Bhavadeswari, Comp. Sc.	03-02-2025	1		124	Dr. T. Dhanalakshmi, Tamil	18-03-2025	1	
129	Ms. M. Sakku Vijaya, Comp. App.	05-02-2025	1		125	Smt. S. Chithra, English	20-03-2025	1	
		28-02-2025	1				25-03-2025	1	
130	Ms. S. Eswara Gemathi, I.T.	05-02-2025	1		126	Ms. T. Mihuna Devi, Economics	10-17-03-2025	8	
131	Dr. K. Anurag, AIDA	06-02-2025	1		127	Dr. K. Ramalakshmi, Maths	10-17-03-2025	8	
122	Dr. R. Muthulakshmi, Commerce	01-02-2025	1		128	Dr. G. Rohini Vijayalakshmi, Maths	19-03-2025	1	
133	Dr. R. Kavitha, Commerce	05-02-2025	1		129	Dr. N. Boona Devi, Physics	19-03-2025	1	
114	Ms. D. Dhanalakshmi, Commerce	05-02-2025	1		130	Ms. S. Murgaswari, I.T.	01-03-03-2025	2	
115	Dr. S. Arumugaselvi, Com. (C.S.)	05-02-2025	1				19-03-2025	1	
116	Dr. P. Suganya, Com. (C.S.)	05-02-2025	1		131	Dr. V. Sangeetha, Commerce	10-17-03-2025	8	
117	Ms. J. Mathuramathana, BBA	13&14-02-2025	2		132	Dr. Milka Vijaya, Commerce	10-17-03-2025	8	
118	Ms. T. Nambiya, Muzunguanti, Phy. Lab.	05-02-2025	1		133	Dr. R. Kavitha, Commerce	01-03-2025	1	
119	Dr. G. Radha, Library	06-02-2025	1						

Kamala
PRINCIPAL
SRI SARADA COLLEGE FOR WOMEN
(Autonomous)
TIRUNELVELI - 627 011



A. Maleela
Coordinator - IQAC
Sri Sarada College for Women (Autonomous),
Tirunelveli-627 011



**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



Website:www.srisaradacollege.org; email:srisaradatv1@gmail.com

Casual Leave Form



SRI SARADA COLLEGE FOR WOMEN (AUTONOMOUS), TIRUNELVELI - 627 011.

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

APPLICATION FOR CASUAL LEAVE

3899



Name of the Staff (in capitals)	
Designation & Department	
No. of days CL required with date(s) From _____ To _____
Reason for CL	
Is Public Holiday/s is/are to be combined with CL? Yes/No. If yes provide details of days	
CL already availed (days in number)	
Address during CL period	
Details of work/duty alternative made	Details furnished on the reverse side
Signature of applicant with date (If Director/HoD is the applicant, mutual signatures are required to avoid communication gap).	Information shared to me:
Remarks of the HoD & Signature	Forwarded/Recommended
Remarks of the Principal & Signature	Forwarded/Recommended
Sanction order & Signature	Granted/Declined
For Office purpose	
Verified, found correct and entered by	
Office Superintendent:	HR Section in charge:

Kamala
PRINCIPAL
SRI SARADA COLLEGE FOR WOMEN
(AUTONOMOUS)
TIRUNELVELI - 627 011



A. Malaker
Coordinator - IQAC
Sri Sarada College for Women (Autonomous),
Tirunelveli-627 011





**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

Website:www.srisaradacollege.org; email:srisaradatvl@gmail.com



Permission

 **SRI SARADA COLLEGE FOR WOMEN (AUTONOMOUS), TIRUNELVELI - 627 011.**
Institution recognised u/s 2(f) & 12(B) of UGC & Reaccredited with A grade by NAAC
APPLICATION FOR PERMISSION **4996** 

1	Name of the staff (in capital letters)			
2	Designation & Department			
3	Details of permission requested	Date:	Time:	Hours:
4.	Reason for permission			
5.	Dates of previous permissions availed	1.	2.	
6.	Signature of the applicant *			
7.	Remarks of HoD & Signature	Forwarded/Recommended		
8.	Remarks of the Principal & Signature	Granted/Declined		
9.	Status of requested time period: Free hour/Assigned hour	Work deputed to (Name) Full Signature of depute:		

*If Director/HoD is the applicant, information sharing about the absence on station has to be acknowledged with signature

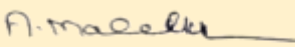
For Office purpose

Verified, found correct and entered by

Office Superintendent: _____ HR Section in charge: _____


PRINCIPAL
SRI SARADA COLLEGE FOR WOMEN
(Autonomous)
TIRUNELVELI - 627 011




Coordinator - IQAC
Sri Sarada College for Women (Autonomous),
Tirunelveli-627 011