

6.3.1 Effective Welfare Measures for Teaching and Non-Teaching Staff

Table of Contents

S.No.	Details	Page No.
1.	HR Policy	002 – 015
2.	Faculty Members Higher Education (Ph.D) Proof	016 – 018
3.	Staff Quarters	019 – 020
4.	Medical Facility	021 – 022
5.	Salary Advance	023 – 027
6.	TA & DA For FDP	028 – 034
7.	Staff Insurance	035 – 038
8.	Wards Fees Concession	039 – 043

HR Policy

K S R INSTITUTE FOR ENGINEERING AND TECHNOLOGY

**(Approved by AICTE, New Delhi, Affiliated to Anna University,
Chennai)**

TIRUCHENGODE – 637 215



HR POLICY

With effect from 1st JUNE 2022

Vision

To become a globally recognized Institution in Engineering Education, Research and Entrepreneurship.

Mission

- Accomplish quality education through improved teaching learning process.
- Enrich technical skills with state of the art laboratories and facilities.
- Enhance research and entrepreneurship activities to meet the industrial and societal needs.

K S R INSTITUTE FOR ENGINEERING AND TECHNOLOGY

TIRUCHENGODE – 637 215

HR POLICY

S. NO.	CONTENTS	PAGE NO.
1.	General	1
2.	Service Rules	1
3.	Faculty Recruitment Procedure and Promotion Policy	3
4.	Leave Benefits and Rules	4
5.	Standards of Conduct of College Teachers	7

1 General

1.1 Working days and timings

The College Functions from Monday to Saturday every week except 2nd & 4th Saturday.

1.2 The College working hours are from 9.00 AM to 4.00 PM for Faculty and Staff members.

1.3 The Class timings are between 9.00 AM and 12.40 PM in the FN session. The Lunch break is from 12.40 PM to 1.45 PM. AN session is between 1.45 PM and 4.00 PM.

1.4 Maintenance of Attendance

1.4.1 Biometric attendance system is followed for both Faculty and Staff members. Entry time in the morning is before 9.00 AM and Exit time is after 4.15 PM.

1.4.2 All Faculty and Staff members should be available in the institute during the working hours. If there is any unavoidable reason, one has to submit permission form to the HOD / Principal before leaving the work place.

2 Service Rules

The service rules are framed to ensure effective utilization of human resources for improvement of academic and overall performance.

2.1 Service Conditions

2.1.1 The appointment order is issued based on the undertaking letter given by the faculty by stating their willingness to work in the institution for a minimum period of one year.

2.1.2 All appointments shall ordinarily be made on probation for a period of one year. The Faculty member is treated as “Regular” on completion of one year service.

2.2 Faculty Salary and Increment

2.2.1 Salary

Based on the experience and qualifications, the monthly salary will be paid as per AICTE norms

2.2.2 Suitable dearness allowance (DA) and House Rent Allowance (HRA) will be paid to the faculty who are in time scale. The DA will be revised whenever announced by the management.

2.2.3 Disbursement of Salary

The salary of each staff will be directly deposited in the staff members account in the Lakshmi Vilas Bank Ltd. which is located at the college campus. The staff members should give his / her account number to the accounts office. Suitable income tax, if any, will be deducted from the salary and paid to the government.

2.2.4 Each member has to sign acquaintance roll maintained by the AO office before 30 or 31st of each months. Failure to sign acquaintance roll will result in belated payment of salary.

2.3 Employees Provident Fund (EPF)

The members of the staff on permanent establishment will be enrolled under EPF scheme and the contribution fixed by the government will be deducted from their pay. The management will make a matching contribution.

2.4 Accident Insurance Scheme

All the staff members and the students of our institute are covered by this insurance scheme. The premium is paid by the institute. In case of accident, the amount up to **Rs 1,00,000** can be claimed for Faculty & Staff members' and students' treatment and hospital expenses. In case of student's / his father's accidental death, **Rs 3,00,000** will be covered from our Group Insurance to provide Economical support to the family. In case of both Faculty & Staff members' accidental death **Rs 5,00,000** will be covered from our Group Insurance to provide Economical support to his / her Family.

2.5 Pay Advance

Interest-free advance Rs.50000/- for Teaching Staff and Rs.20000/- for Non-Teaching staff will be sanctioned to the permanent employees at the discretion of the management. The individual will be allowed to repay the advance within 12 monthly installments. The individual shall not be granted a second advance when there is a balance amount pending against the previous advance. In an academic year, only one application requesting advance shall be entertained from a staff member.

2.6 Quality Improvement Programme (QIP)

Faculty and staff members are supported to attend courses, workshops, seminars, conferences and undergo higher education.

2.7 Superannuation and Re-Employment

The age of superannuation of teachers would be 65 years and thereafter no extension of services shall be granted. However the institute may re-employ the super annuated teacher up to 70 years of age in accordance with the existing provisions in the statutes / memorandum of associations and rules / schemes, regulations and bye-laws of the institute, as the case may.

The age of superannuation of librarians, Physical education personnel and such other employees of technical education are treated as per with the teachers and whose age of superannuation will be 65 years. However there is no provision for re-employment of such category of staff.

2.8 Faculty Resignation

2.8.1 Resignation will not be accepted in the middle of the academic year.

2.8.2 No teacher is permitted to leave during the middle of the semester by suffering the class work excluding the summer vacation. Three months notice is to be served or Three months salary on either side needs to paid in lieu of such notice.

2.8.3 One month notice is to be served or one month salary on either side needs to paid in lieu of such notice for Non Teaching staff.

3 Faculty Recruitment Procedure and Promotion Policy

3.1 Recruitment Procedures

3.1.1 Based on the requirement, advertisement is given in local and national level newspapers.

3.1.2 Based on the AICTE faculty qualification guidelines, Applications are scrutinized by concerned Head of the Departments and Principal. Then, interview call letters are sent to the applicants.

3.1.3 The Staff Selection Committees conduct the interviews. Selected candidates are recommended for appointment.

3.1.4 The appointment is made after due approval from the Management through the Principal.

3.1.5 The appointment is given under probation for a period of one year from the date of joining in service. After one year He/She will be considered as regular and confirmed employees.

3.1.6 AICTE pay scales are implemented. Deserving candidates are offered higher pay.

3.2 Promotion Policies

- 3.2.1** The college follows AICTE norms for qualification and experiences in respect of promotion of faculty members
- 3.2.2** In addition, due consideration is given to academic performance and overall contribution by the faculty members.
- 3.2.3** Incentives are offered to faculty members who excel in academics.
- 3.2.4** Performance appraisal for faculty is carried out at the end of academic year and a filled in format has been obtained from each faculty comprising the details about results produced, students feedback, guiding projects, their contribution to the department and college, publication of papers in Journals, presenting papers in Conferences, attending FDPs / STTP / Workshops / R&D projects received, etc.
- 3.2.5** Based on their performance in that academic year, they are suitably rewarded and honoured. Faculty members producing 100% in the Theory Subjects during the Anna University examinations, will be awarded with Rs.1,000 cash reward and appreciation certificates.
- 3.2.6** A special allowance Rs.10,000 for engineering department and Rs.6,000 for science and humanities department will be given to the faculty members who completed their Ph.D. Degree.

4 Leave Benefits and Rules

The leave rules for faculty and staff are circulated for information of all concerned. The members of faculty and staff are informed to strictly adhere to these rules.

4.1 Casual Leave (CL)

- 4.1.1** Each faculty member shall avail 1 CL per month subject to a maximum of 12 CL per calendar year. In case of emergency, they can opt for 3 days of CL continuously.
- 4.1.2** The members of faculty and staff who have less than 1 year of service are allowed to avail a maximum of 1 CL per month, but not exceeding 6 days per semester.
- 4.1.3** Holidays interposed between CLs will be taken as CL.
- 4.1.4** No. of CLs and general holidays or ODs for exam duty or ODs for other academic related work either prefixed or suffixed should not exceed 7days.
- 4.1.5** If it exceeds 7 days all the general holidays or ODs will be considered as CL.

4.2 Phone Casual Leave (PCL)

4.2.1 The number of phone casual Leave, in case of genuine reasons of emergency, per semester is 2 out of 12 Casual Leaves (4per year). PCL more than 2 per semester will be considered as loss of pay.

4.3 Medical Leave

4.3.1 The number of medical leave, in case of genuine reasons of emergency, per year is 8 days.

4.4 Maternity Leave (MAL)

4.4.1 As per the latest amendment in the maternity benefit act 1961, every female employee is eligible to get maternity leaves of 26 weeks.

4.4.2 Every female employee will get 26 weeks of maternity leave for the first two children, after that it will be 12 weeks.

4.4.3 Female employees can avail 8 weeks maternity leave before the expected delivery date and remaining 18 weeks maternity leave will be given after delivery date.

4.4.4 Maternity Leave facility will be admissible to only those female employees who have completed one year of service in the Institute.

4.4.5 A female employee shall be eligible for 3 months Maternity Leave with full pay / 6 months Maternity Leave with half pay in case of delivery.

4.4.6 A female employee who has been on maternity Leave shall produce a satisfactory medical certificate of her fitness when she resumes her duty from the concerned hospital or a registered medical practitioner.

4.4.7 A female employee will also have to sign a bond certificate to serve the Institute for at least two years after availing such leave. In case of any violation of bond, she has to repay the salary received during the maternity leave.

4.5 Compensatory Leave (CCL)

4.5.1 Faculty members are eligible to avail CCL in lieu of working for the institute / management on Sundays / general holidays.

4.6 Late attendance

4.6.1 Number of Late Attendance (LR) per month is 2. (Maximum of ½ an hour)

4.6.2 LR exceeding 2 per month will be considered as permission. If permissions are already availed it will be considered as ½ a day CL. If CL is already availed it will be treated as loss of pay

4.7 Permission

The faculty members shall avail a permission for 1 hour twice a month to attend any urgent work at the start or in the end of a working day without affecting their academic work.

4.8 Exam On Duty (EOD)

Attending works related to Anna University, Chennai, is obligatory on the part of faculty members.

- 4.8.1** Acting as Anna University Representative, Flying Squad Chairman / Member or External Invigilator for conduct of Anna University Examinations.
- 4.8.2** Acting Chairman / Member of Board of Studies / Syllabus Committee / Question Paper passing board / Result passing board of parent Universities.
- 4.8.3** Hall Superintendent / University Representative Duty for Anna University Examinations: Max. 10 days per Semester – eligible faculty member(s) shall be permitted as per the order received from the Zonal office.
- 4.8.4** External examiner duty for Anna University Examinations – eligible faculty members shall be permitted as per the order received from the Zonal office.
- 4.8.5** Central Evaluation Duty for Anna University Examinations – approved Evaluators shall be permitted as per the order received from the Zonal office.

4.9 Other On Duty Related to Academic Work (OOD)

The number of Other On Duty per semester is 5 days. The OOD may be availed for the academic related works.

- 4.9.1** Paper presentation/ Attending National Conference / Seminars / Symposium / Workshop / Opening Exhibitions / Invited as Chief Guest / Key note Speaker / Resource Person to other colleges.
- 4.9.2** Invited to other Colleges / Organizations for honoring a faculty member for his/her achievements.
- 4.9.3** Attending Conventions / Meeting etc., of professional bodies like ISTE, IEEE, CSI, IEI etc.
- 4.9.4** Attending Doctoral Committee meetings and writing course work examinations for Ph. D. pursuing research scholars.
- 4.9.5** Writing University Examinations for B.E / M.E pursuing Staff Members.

4.9.6 Acting as Chairman / Member of Syllabus Framing / Question Paper / Result passing boards / Members of doctoral committee of others Universities / Autonomous Institutions.

4.10 Special On Duty (SOD)

4.10.1 Attending sponsored programmers like FDP / SDP / Summer / Winter School etc., (conducted for more than 2 days) organized by Government / Renowned Institutions.

4.10.2 Organizing Function / Seminar / Symposium / National Conferences / Exhibition etc. by our faculty and Faculty members who are deputed by HoDs.

4.10.3 Accompanying Students for industrial visits / Placements.

Note: Granting OOD / SOD solely at the discretion of the Principal considering the overall works of the institution and depending upon the situations prevailing at that time in the best interest of the college.

4.11 Vacation Leave (VL)

Summer Vacation

4.11.1 Faculty members who have completed 1 year of experience in our institution are eligible for VL of about 3 weeks.

4.11.2 Faculty members who have less than 1 year of experience in our institution are eligible for VL of about 2 days per month of service during summer.

4.11.3 Non-teaching staff members who have completed 1 year of experience in our institution are eligible for VL of 2 weeks.

4.11.4 Non-teaching staff members who have less than 1 year of experience in our institution are eligible for VL of about 1day per month of service.

Winter Vacation

4.11.5 Faculty members who have completed 1 year of experience in our institution are eligible for VL of about 1 week.

4.11.6 In case of any emergency vacation leave can be availed prior without affecting regular academic works.

5 Standards of Conduct of College Teachers

Standards of Conduct of College teachers (Under sub section (2) of section 18 of the Tami Nadu Private Colleges Regulation Act 1976.)

- 5.1** Every member of the staff shall agree to abide by all the conditions herein stated and also such conditions as may be stipulated from time to time.
- 5.2** Every teacher shall, at all times, maintain absolute integrity and devotion to duty. He /She shall be strictly honest and impartial in his / her Official dealings.
- 5.3** Every teacher shall be present at the place of his / her duty during the prescribed working hours. No teachers shall be absent from duty without prior permission or grant of leave except for valid reasons or unforeseen contingencies.
- 5.4** Every teacher of the college may be called upon to perform such duties as may be assigned to him/her beyond the prescribed working hours and announced holidays including Sunday without claim for additional remuneration.
- 5.5** No teacher shall leave his / her department except with the prior permission of proper authority even during leave or vacation.
- 5.6** Whenever leaving station, a teacher shall inform the Principal the address along with phone number where he / she would be available during the period of his / her absence from station.
- 5.7** Every teacher shall devote himself/herself diligently to his / her work and utilize his/her time to the service of the college and to the cause of education and give full co-operation in all academic programmes and other activities conducive to the welfare of the student community.
- 5.8** Every teacher shall engage classes regularly and punctually and impart lessons so as to maintain and strengthen standard of academic excellence. His / her academic duties shall include guidance and instruction to students in the form of Tutorial / Seminars / Practicals and assessment / Examination / Evaluation work assigned to him/her by the college authorities.
- 5.9** Every teacher shall participate fully and enthusiastically in the corporate life of the college and shall perform any other curricular or extra - curricular work related to the college as may be assigned to him/her by the college authorities.
- 5.10** No teacher shall discriminate against any pupil on grounds of caste, creed, sect, religion, sex, nationality or language. He/she shall also discourage such tendencies among his/her colleagues and students.
- 5.11** Every teacher shall help the college authorities in enforcing and maintaining discipline among students

- 5.12** No teacher shall incite students against other students, teacher or college authorities. This does not interfere with the right of a teacher to express his / her opinion on principles in seminars or other places where students are present.
- 5.13** Every teacher shall assess impartially the performance of students in Tests, Examination, Assignments, Practicals, Dissertations, Theses etc, He / She should not indulge in over making, under-making or other attempts at victimization on any ground.
- 5.14** No teacher shall resort to unauthorized use of college resources or facilities for personal, commercial, political or other purposes not related to the college.
- 5.15** No teacher shall resort to threats of physical harm, forcible detention, harassment or intimidation of any staff or student of the college with the intention of interfering with the performance of his/her duties.
- 5.16** No teacher shall refuse to carry out the decision of the appropriate administrative or academic bodies of the college.
- 5.17** No teacher shall violate the canons of intellectual honesty such as misappropriation of the writings and research finding of others.
- 5.18** No teacher shall take active part in political activities so as to cause interference in the discharge of his/her duties nor shall be in any manner associate himself/herself with any movement or organization , which is or tends directly or indirectly to be subversive of law and order or the interest of higher education.
- 5.19** No teacher shall in any radio broadcast or in any document publish anonymously or in his/her own name or in the name of any other person or in any communication to the press, make any statement or public utterance or express an opinion.
- (i) Which is in the nature of character assassination reflection on the personal life of his / her superiors.
 - (ii) Which is in the nature of criticism of individual as distinct from policy decision provided that nothing in this rule shall apply to any statement made or view expressed by a teacher in his / her official capacity or in the due performance of the duties assigned to him/her on academic matters.

- 5.20** No teacher shall expect in accordance with any general or special orders of the college or in the performance in good faith or duties assigned to him/her divulge or communicate directly or indirectly any official documents or other confidential information whatsoever to any teacher or to any other person to whom he/she is not authorized to divulge or communicate such document or information.
- 5.21** No teacher shall expect with the previous permission of the college / university authorities, engage himself directly or indirectly in any business or private tuition or accept any other employment.
- 5.22** No teacher shall expect with previous sanction of the college accept or permit his wife / her husband or any other member of his/her family to accept from any person any gift or more than trifling value. The interpretation of the term “trifling value” shall be the same as laid down in the Government servants conduct Rules.
- 5.23** No teacher shall speculate in any business nor shall make or permit his wife /her husband or any members of his /her family to make any investment likely to embarrass or influence him / her in the discharge his / her official duties.
- 5.24** No teacher shall lend money at interest to any person nor shall borrow money from any person with whom he /she is likely to have official transactions beyond the financial ceilings.
- 5.25** A teacher shall so manage his / her private affairs as to avoid habitual indebtedness or insolvency. When a teacher is found liable to arrest from debt or has recourse to insolvency or when it is found that a moiety of his / her salary is continuously being attached, he /she may be liable for disciplinary action, which may lead to dismissal. A teacher who becomes the subject of legal proceedings for insolvency shall forthwith report full facts to the college.
- 5.26** A teacher who gets involved in some criminal proceedings shall immediately inform the college authorities irrespective of the fact whether he / she has been released on bail or not.

**Faculty Members
Higher Education
(Ph.D) Proof**



CENTRE FOR RESEARCH

ANNA UNIVERSITY

CHENNAI - 600 025



Dr. C.UMARANI
DIRECTOR

Telephone : +91-44-2235 7366/2235 0361

Fax : +91-44-2220 1213

Email : dirresearch@annauniv.edu
dirresearch@gmail.com



Date : 15/12/2022

Lr.No.CFR/Ph.D./Admn/JAN/2023

To
Dr.B.G.Geetha
Professor
Department of Computer Science and Engineering
K.S.Ranagasamy College of Technology
Tiruchengode, Namakkal - 637215

Sub : Ph.D. Programme - Provisional Registration - Order - Issued.

Ref : Res. No. 40.4.01 of the 40th Research Board Meeting held on 15.11.2022

I am to inform that Mr.Udhayakumar M is permitted to register provisionally for Ph.D. programme as Part-Time scholar in the Faculty of Information and Communication Engineering of Anna University, Chennai during January 2023 session under your guidance.

Topic of Research: **DEEP LEARNING-BASED SECURITY IN AUTONOMOUS VEHICLE COMMUNICATION SYSTEM**

The Research Scholar may be instructed to submit the Enrolment Form (accessed through the website <https://cfr.annauniv.edu/scholars/>) within a period of 15 days from the date of issue of this order. The research scholar should submit the Semester Progress Report and Registration Renewal Form in the prescribed format at the time of payment of regular semester fee, every semester.

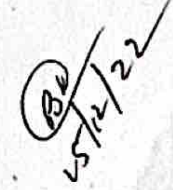
The 50% of the programme fee paid will be refunded, if the candidate withdraws his/her admission within 30 days from the date of payment of fee and thereafter caution deposit only will be refunded in full, subject to conditions.

The Registration Number of the research scholar is 23124691241.

In all future correspondence quote "23124691241/Ph.D./AR12" as reference. The research scholar will be governed by the "Regulations for Ph.D. Programme" of this University and any amendments are made to the Regulations from time to time.


DIRECTOR

- To
1. Individual.
 2. The Head of the Department / Director of the Centre.
 3. The Head of the Institution of the scholar.


15/12/22



CENTRE FOR RESEARCH

ANNA UNIVERSITY
CHENNAI - 600 025



Dr. C.UMARANI
DIRECTOR

Telephone : +91-44-2235 7366/2235 0301
Fax : +91-44-2220 1213
Email : dirresearch@annauniv.edu
dirresearch@gmail.com



Date : 27/12/2023

Lr.No.CFR/Ph.D./Admn/JAN/2023

To
Dr.C.Rajasekaran
Professor
Department of Electronics and Communication Engineering
K S Rangasamy College of Technology
Tiruchengode, Namakkal - 637215

Sub : Ph.D. Programme - Provisional Registration - Order - Issued.

Ref : Res. No. 40.4.01 of the 40th Research Board Meeting held on 15.11.2022

I am to inform that Ms.Sindhuja V is permitted to register provisionally for Ph.D. programme as Part-Time scholar in the Faculty of Information and Communication Engineering of Anna University, Chennai during January 2023 session under your guidance.

Topic of Research: SMART MONITORING OF CROPS: PRECISION FARMING WITH AI

The Research Scholar may be instructed to submit the Enrolment Form (accessed through the website <https://cfr.annauniv.edu/scholars/>) within a period of 15 days from the date of issue of this order. The research scholar should submit the Semester Progress Report and Registration Renewal Form in the prescribed format at the time of payment of regular semester fee, every semester.

The 50% of the programme fee paid will be refunded, if the candidate withdraws his/her admission within 30 days from the date of payment of fee and thereafter caution deposit only will be refunded in full, subject to conditions.

The Registration Number of the research scholar is 23244691135.

In all future correspondence quote "23244691135/Ph.D.JAR12" as reference. The research scholar will be governed by the "Regulations for Ph.D. Programme" of this University and any amendments are made to the Regulations from time to time.

DIRECTOR

- To
1. Individual.
 2. The Head of the Department / Director of the Centre.
 3. The Head of the Institution of the scholar.

Staff Quarters

**K S R INSTITUTE FOR ENGINEERING AND TECHNOLOGY,
TIRUCHENGODE – 637215**

EFFECTIVE WELFARE MEASURES FOR TEACHING AND NON-TEACHING STAFF

STAFF QUARTERS



PRINCIPAL,
K. S. R. INSTITUTE FOR
ENGINEERING AND TECHNOLOGY,
K. S. R. KALVI NAGAR,
TIRUCHENGODE-637 215,
NAMAKKAL DI, TAMIL NADU,


Medical Facility

**K S R INSTITUTE FOR ENGINEERING AND TECHNOLOGY,
TIRUCHENGODE – 637215**

EFFECTIVE WELFARE MEASURES FOR TEACHING AND NON-TEACHING STAFF

MEDICAL FACILITIES ARE PROVIDED IN THE K S R DENTAL COLLEGE HOSPITAL




PRINCIPAL,
K. S. R. INSTITUTE FOR
ENGINEERING AND TECHNOLOGY,
K. S. R. KALVI NAGAR,
TIRUCHENGODE - 637 215,
NAMAKKAL Dt, TAMIL NADU.

Salary Advance

AARTHI EDUCATIONAL INSTITUTIONS

TIRUCHENGODE - 637 215.

வ.எண் : 1572

அலுவலக குறிப்பு

அனுப்புதல்

M. AMARNATH

AP/MECH

KSRIFT

பெறுதல்

தேதி : 13/06/22

The Correspondent

AARTHI E & CT

Tiruchengode

14 JUN 2022

Salary Advance Monthly deducted
@ Rs 5,000/-

மேற்கூறிய நிறுவனத்திடமிருந்து பெறப்பட்டுள்ளது. அதன் விபரம் பின்வருமாறு.

வ. எண்.	பில் எண்.	தாள்	விவரம்	ரூபாய்	
				ரூ.	பை.
		13/6/22	Salary Advance	50,000	00
			மொத்தம்	50,000	00

ரூபாய் : Fifty Thousand Only

KSRIFT

கணக்கிலிருந்து

M. AMARNATH

AC No. 0751301000158454, IFSC : PPS0IN0751

என்ற பெயருக்குக் காசோலையாக / கேட்பு வரைவாக (Cheque / Demand Draft) வழங்குமாறு

அன்புடன் கேட்டுக் கொள்கிறேன்.

தள்ளி

இணைப்பு : மொத்தபில்

அக்கௌண்டன்ட்

முதல்வர்

நிர்வாக அலுவலர்/ஆடிட்டர்

தாளாளர்

PRINCIPAL,
K S R INSTITUTE FOR
ENGINEERING AND TECHNOLOGY,
K S R KALVI NAGAR,
TIRUCHENGODE-637 215,
NAMAKKAL DI, TAMIL NADU.

KSR IET
10-06-2022

From

M. Amarnath
Assistant Professor
Mechanical Engineering
KSR IET

To


The Principal
KSR IET

Sir,

SUB: Salary Advance - Reg.

I am in need of salary advance of Rs 50,000/-
for medical expenses. I request you to kindly, grant
my salary advance. You may deduct an instalment of
Rs 5000/- from my salary every month.

Thanking you

Yours faithfully

(M. Amarnath)

Submitted to
Principal Sir
10/6/22

Collor AL

Forwarded to the
Mr. Chairman

M. V.
13/6/22

PRINCIPAL,
K S R INSTITUTE FOR
ENGINEERING AND TECHNOLOGY,
K S R KALVI NAGAR,
TIRUCHENGODE-637 215,
NAMAKKAL Dt, TAMIL NADU.

23/11/2022

FROM

R. Puritha,
Programmer
Office,
KSRIET.

TO

The Principal,
KSRIET.

Sir,

Sub.: Requesting Rs. 50,000/- as salary Advance
- req.

It's brought to your kind notice that my
mother has been hospitalized for treatment. A
humble request is made to you to grant
Rs. 50,000/- as salary advance to meet medical
expenses. Every month Rs. 5,000/- may be deducted
from my salary to clear the advance. Once again,
I request you to consider my obligation.

Thanking you,

Yours truly,

R. Puritha.

Respected to the
Vice Chairman

Mr. V. S. S. S.
23/11/22

PRINCIPAL,
K S R INSTITUTE FOR
ENGINEERING AND TECHNOLOGY,
K S R KALVI NAGAR,
TIRUCHENGODE-637 215,
NAMAKKAL Dt. TAMIL NADU.

AARTHI EDUCATIONAL INSTITUTIONS

TIRUCHENGODE - 637 215.

அலுவலக குறிப்பு

வ.எண் : 569

தேதி : 23/11/2022

அனுப்புதல்

R. Punitha

Proprietary

Principal office

KSR.I.E.T

பெறுதல்

The Correspondent

AARTHI E & CT

Tiruchengode.

25 NOV 2022

Salary Advance - Monthly deducted at Rs 5,000/-

மேற்கூறிய நிறுவனத்திடமிருந்து பெறப்பட்டுள்ளது. அதன் விபரம் பின்வருமாறு.

வ. எண்	பில் எண்	நாள்	விவரம்	தொகை ரூ.	பை.
1	-	23/11/22	Salary Advance	50,000	-
மொத்தம்				50,000	-

ரூபாய் Fifty Thousand only
KSR.I.E.T கணக்கிலிருந்து A/c No: 0751301000035212
P.B.S. L.V.B. Tiruchengode branch

என்ற பெயருக்குக் காசோலையாக / கேட்பு வரைவாக (Cheque / Demand Draft) வழங்குமாறு
அன்புடன் கேட்டுக் கொள்கிறேன். Ifsc: DRSS0IN0751

நன்றி
இணைப்பு : மொத்தபில்

அக்கௌண்டன்ட் முதல்வர் நிர்வாக அலுவலர்/ஆயுட்டர் தாளாளர்

PRINCIPAL,
K S R INSTITUTE FOR
ENGINEERING AND TECHNOLOGY,
K S R KALVI NAGAR,
TIRUCHENGODE-637 215,
NAMAKKAL Dt. TAMIL NADU.

TA & DA For FDP

APPROVAL FOR FINANCIAL ASSISTANCE
(To attend Conference / FDP / STTP / Workshop / Seminar & Journal Publication)

Name: Dr. P. VEENA

Designation: AP/ASP/Prof.

Dept: EEE

Date of Joining:

0	7	2	1	1
---	---	---	---	---

Permission requested for:

Conference FDP STTP Workshop Seminar Journal

Regional National International

Duration: From

0	5	0	4	2	3
---	---	---	---	---	---

 To

0	6	0	4	2	3
---	---	---	---	---	---

 No. of Days

0	2
---	---

Presenting paper in the Conference: Yes No

Title of the Conference / FDP / STTP / Workshop / Seminar / Journal : 4th International Conference on Recent Innovations in Engg & Tech
Organizing Institution : SICEE, Chennai

Title of the Paper : Self Defence Device with GSM Alert & GPS tracking with Fingerprint verification

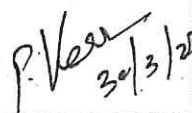




Registration / Publication Fee: 1,000/- TA/DA: _____ TOTAL: 1,000/-

No. of Programmes attended / Journal Published in the current academic year:

Conference FDP STTP Workshop Seminar Journal

Total amount allocated for this academic year : _____
Amount so far utilized in this academic year : _____
Amount required to attend this programme : 1,000/-
Balance amount for further utilization : _____

Date: 30.03.2023

 30/3/23	 30/3/23	 30/3/23	 30/3/23	 30/3/23
Faculty	HoD	Director (Academics / Admin / R&D / SD / SA)	Finance Coordinator	Principal

Note:

1. Enclose original communication from the Organizers.
2. Fill in the details wherever applicable.
3. Attendance certificate must be submitted for having attended.


PRINCIPAL,
K S R INSTITUTE FOR
ENGINEERING AND TECHNOLOGY,
K S R KALVI NAGAR,
TIRUCHENGODE-637 215,
NAMAKKAL DI, TAMIL NADU.

KSR INSTITUTE FOR ENGINEERING AND TECHNOLOGY

K.S.R. Kalvi Nagar, TIRUCHENGODE - 637 215.

CASH / CHEQUE PAYMENT VOUCHER

Vr. No.

Date. 10.04.23

Debit.....

Pay to. Dr. P. VEENA a sum of Rs. 1,000/-

Rupees. One thousand only -

towards. Registration fees for International conference

by Cash/Cheque/DD

No..... Dated.....

Received as above

P. Veer
10/4/23
Prepared by

Cashier

Passed by

Principal
K S R INSTITUTE FOR
ENGINEERING AND TECHNOLOGY
K S R KALVI NAGAR,
TIRUCHENGODE-637 215,
NAMAKKAL Dt. TAMIL NADU.

Payee's Signature

P. Veer
10/4/23



SAMP

Society for Aerospace and Mechanical Professionals
(Registered under the Society Act 134/2014)

Chennai - 603 103

SICEE

Society for Information, Communication & Electrical Engineers

4th International Conference on

Recent Innovations in Engineering and Technology

(ICRIET 2023)

CERTIFICATE OF PRESENTATION

This certificate is proudly Presented to

MR/MS/DR. P. VEENA, M.E, Ph.D, Professor and Head/EEE, KSR Institute for
for presenting paper entitled, Engineering And Technology, Truckenegate

**SELF DEFENCE DEVICE WITH GSM ALERT AND GPS
TRACKING WITH FINGERPRINT VERIFICATION**

in the 4th International Conference on **Recent Innovations in
Engineering and Technology (ICRIET 2023)** held on 5th & 6th April 2023.

V. Lakshmi

CONFERENCE CHAIR

K. S. R. Kalvi Nagar

ORGANISING SECRETARY

S. J. S. S.

PRESIDENT



APPROVAL FOR FINANCIAL ASSISTANCE

(To attend Conference / FDP / STTP / Workshop / Seminar & Journal Publication)

Name: M. Amarnath

Designation: AP/ASP/Prof.

Dept: Mechanical Engineering

Date of Joining:

0	1	0	6	2	0
---	---	---	---	---	---

Permission requested for:

Conference FDP STTP Workshop Seminar Journal

Regional National International

Duration: From

2	7	0	1	2	3
---	---	---	---	---	---

 To

2	9	0	1	2	3
---	---	---	---	---	---

 No. of Days

0	3
---	---

Presenting paper in the Conference: Yes No

Title of the Conference / FDP / STTP / Workshop / Seminar / Journal : Computational Design and Dynamics

Organizing Institution : Doree Dakshi Engineering College

Title of the Paper : _____

Registration / Publication Fee: 300 TA/DA: - TOTAL: 300/-

No. of Programmes attended / Journal Published in the current academic year:

Conference

--	--

 FDP

0	1
---	---

 STTP

--	--

 Workshop

--	--

 Seminar

--	--

 Journal

--	--




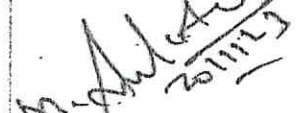

Total amount allocated for this academic year : _____

Amount so far utilized in this academic year : _____

Amount required to attend this programme : 300


Balance amount for further utilization : _____

Date: 20/01/2023

				
Faculty	HoD	Director (Academics / Admin / R&D / SD / SA)	Finance Coordinator	Principal

Note:

1. Enclose original communication from the Organizers.
2. Fill in the details wherever applicable.
3. Attendance certificate must be submitted for having attended.


 K S R INSTITUTE FOR
 ENGINEERING AND TECHNOLOGY,
 K S R KOTTAHADAR,
 TIRUCHENGODE - 637 215,
 NAMAKKAL DI, TAMIL NADU.

KSR INSTITUTE FOR ENGINEERING AND TECHNOLOGY

K.S.R. Kalvi Nagar, TIRUCHENGODE - 637 215.

CASH / CHEQUE PAYMENT VOUCHER

Vr. No.

Date 02/02/23

Debit..... F.P.P Expenses

Pay to M. Amarnath, AP/MUCH, KSR I & T a sum of Rs. 300/-

Rupees Three hundred only

towards F.P.P Registration at O.Sree Sakthi Engineering College
..... by Cash/Cheque/DD

No..... Dated.....


21/2/23

Prepared by



Cashier

Passed by


02/02/23

A.O.

Received as above


21/2/23

Payee's Signature


PRINCIPAL
K. S. R. INSTITUTE FOR
ENGINEERING AND TECHNOLOGY,
K. S. R. KALVI NAGAR,
TIRUCHENGODE-637 215,
NAMAKKAL DI, TAMIL NADU.



SREE SAKTHI ENGINEERING COLLEGE

Affiliated to Anna University & Approved by AICTE, Accredited by NAAC



CERTIFICATE OF PARTICIPATION

This is to certify that

AMARNATH M

The department of **Mechanical Engineering** from

K S R Institute for Engineering and Technology has attended Three

Days Virtual FDP Program on the topic of "COMPUTATIONAL DESIGN & DYNAMICS" from

27.01.2023 to 29.01.2023 organized by the Department of Civil, Mech & Diploma Sree

Sakthi Engineering College, Coimbatore.

P. Malarky
MRS.P.MALARVIZHI
DEAN-ACADEMIC

Dr.N.Prasannan
DR.N.PRASANNAN
CEO

Dr.G.Ranganathan
DR.G.RANGANATHAN
PRINCIPAL
K S R INSTITUTE FOR
ENGINEERING AND TECHNOLOGY,
K S R KALVI NAGAR,
TIRUCHENGODE-637 215,
NAMAKKAL DT, TAMIL NADU



Made for free with Certify'em

Certificate ID ZDLT71-CE000059

Staff Insurance

K S R INSTITUTE FOR ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi & Affiliated to Anna University)

(CSE, EEE, ECE, MECH & IT Programmes accredited by NBA)



R. Srinivasan B.B.M.,
Chairman cum Managing Trustee

Dr. M. Venkatesan, M.E., Ph.D.,
Principal

Ref.: KSRIET/ 2022-23/Insurance/004

Date: 03.11.2022

To

The Manager
ICICI Lombard GIC Ltd,
Namakkal.

Dear Sir,

Sub: Covering Letter - 2022-2023 -Insurance - Renewal - reg

As we are going to take GPA policy from your ICICI Lombard GIC Ltd., for our II , III , IV & PG - II YEARS Students & Parents and Faculty & Staff for the academic year of 2022- 2023, the strength and Details of GPA policy is given below. Hence you are requested to provide GPA policy to above persons on unnamed basis.

S.NO	Strength		Premium	Benefit Amount
1	Students	912	₹ 1,01,957 /-	₹ 3,00,000/- (AD,PTD,PPD) ₹ 1,00,000/- (Accidental medical Expenses)
	Parents	912		₹ 3,00,000/- (Accidental death)
2	Faculty & Staff	140		₹ 5,00,000/- (AD,PTD,PPD) ₹ 1,00,000/- (Accidental medical Expenses)
	Total	1964	₹ 1,01,957 /-	

Thanking you,

Yours faithfully,

Encl.: Cheque

PRINCIPAL

K S R INSTITUTE FOR
ENGINEERING AND TECHNOLOGY,
K S R KALVI NAGAR,
TIRUCHENGODE-637 215,
NAMAKKAL Dt. TAMIL NADU.

K.S.R. Kalvi Nagar, Tiruchengode - 637 215, Namakkal Dist., Tamil Nadu, India.

Tel: +91 - 4288 - 274773 | Fax: +91 - 4288 - 274773 | E-mail: admin@ksriet.ac.in | www.ksriet.ac.in

K S R INSTITUTE FOR ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi & Affiliated to Anna University)

(CSE, EEE, ECE, MECH & IT Programmes accredited by NBA)



R. Srinivasan B.B.M.,
Chairman cum Managing Trustee

Dr. M. Venkatesan, M.E., Ph.D.,
Principal

Ref.: KSRIET/ 2022-23 /Insurance /007

21.01.2023

To.

The Manager

ICICI Lombard GIC Ltd,

Namakkal.

Dear sir,


Sub: **Covering Letter -2022-2023- First Year-Insurance – Reg**

As we are going to take GPA policy from your ICICI Lombard GIC Ltd., for our **I Year Students & Parents** for the academic year of **2022- 2023**, the strength and Details of GPA policy is given below. Hence you are requested to provide GPA policy to above persons on unnamed basis.

S.NO		Strength	Premium	Benefit Amount
1	Students	433	Rs: 36,206/-	3,00,000/- (AD,PTD,PPD)
				1,00,000/- (Accidental medical Expenses)
	Parents	433	----	3,00,000/- (Accidental death)
	Total	866	Rs: 36,206/-	----

Thanking you

Encl: Cheque


PRINCIPAL,
K S R INSTITUTE FOR
ENGINEERING AND TECHNOLOGY,
K S R KALVI NAGAR,
TIRUCHENGODE-637 215,
NAMAKKAL DI, TAMIL NADU.

K.S.R. Kalvi Nagar, Tiruchengode - 637 215, Namakkal Dist., Tamil Nadu, India.

Tel: +91 - 4288 - 274773 | Fax: +91 - 4288 - 274773 | E-mail: admin@ksriet.ac.in | www.ksriet.ac.in

SESHAASAI (M) / CTS - 2010 09/09/2022 5342473

ICICI LOMBARD GIC LTD
Pay

OR ORDER / या उनके आदेश पर

रुपये Rupees **Thirty Six Thousand Two Hundred And Six Only**

अदा करें ₹ **36,206/-**

A/C NO. **922020044397466**
CATRS **690460**

For KSR INSTITUTE FOR ENGINEERING AND TECHNOLOGY



Authorised Signatory(ies)
Please sign above

Payable at par at all branches of Axis Bank Ltd in India.

⑈437218⑈ 6382110031⑈ 690460⑈ 29

Cheque Received
by
9750477755
P. Kanishkumar
[Signature]
25/01/23

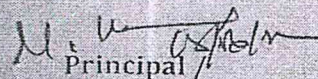
Wards Fees Concession

**APPLICATION FOR CONCESSION TO EMPLOYEES OF KSR EDUCATIONAL
INSTITUTIONS WHOSE CHILDREN STUDY AT AVVAI KSR SCHOOL**

1. Name of the Employees : Dr. S. JAYACHITRA
2. His / Her Official Address with designation : ASPIECE, KSR INSTITUTE FOR ENGG.
AND TECHNOLOGY.
3. His / Her Residential Address with phone No : M/D Jayaprakash.R, 1/219 Agaloo
Colony, Kolavampalayam, Khorramnagar,
Tiruchengode : 9487732056
4. His / Her children's name Who study at Avvai.KSR School : S.No. Name of Child STD and Name of
the school
1. J. JAYANTH VI-D AVVAI KSR
MATRIC SCHOOL
5. Signature of the employee with date : S. Jay. 13/06/22

Certificate

This is to certify that Thiru / Thirumathi Dr. S. JAYACHITRA is
working as ASSOCIATE PROFESSOR under * RCE, KSR INSTITUTE
FOR ENGINEERING AND TECHNOLOGY (KSRIET) of KSR Educational
Institutions with effect from 03/02/2022


Principal
Head of the KSR Educational Institution
K S R INSTITUTE FOR
ENGINEERING AND TECHNOLOGY,
K S R KALVINAGAR,
TIRUCHENGODE-637 215.
NAMAKKAL Dt. TAMIL NADU

NB: Please furnish the exact name of the
KSR Edl. Institution in full.

FOR OFFICE USE

Granted Tuition fees concession only at the rate of 25 %


DIRECTOR
AVVAI KSR MATRIC. SCHOOL

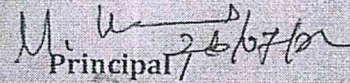
PRINCIPAL,
K S R INSTITUTE FOR
ENGINEERING AND TECHNOLOGY,
K S R KALVINAGAR,
TIRUCHENGODE-637 215,
NAMAKKAL Dt. TAMIL NADU.

**APPLICATION FOR CONCESSION TO EMPLOYEES OF KSR EDUCATIONAL
INSTITUTIONS WHOSE CHILDREN STUDY AT AVVAI KSR SCHOOL**

1. Name of the Employees : P. GOVINDARAJU
2. His / Her Official Address with designation : ASP & HEAD, DEPT OF ELE
KSR INSTITUTE FOR ENGINEERING AND
TECHNOLOGY
3. His / Her Residential Address with phone No : 15/5-1, SHANMUGAPURAM,
D. RADAPALAYAM (PO), TIRUCHENGODE (TA)
NAMAKKAL (DT). PIN - 637209
MOBILE NO: 9952255006
4. His / Her children's name Who study at Avvai KSR School : S.No. Name of Child STD and Name of
the school
1. J.G. GOWTHAM III - E
AVVAI KSR MATRIC.
SCHOOL
5. Signature of the employee with date : P. Govindaraju
25/01/2022

Certificate

This is to certify that Thiru / Thirumathi P. GOVINDARAJU is
working as ASP & HEAD under * KSR INSTITUTE FOR
ENGINEERING AND TECHNOLOGY of KSR Educational
Institutions with effect from 03.06.2005


Principal

Head of the KSR Educational Institution

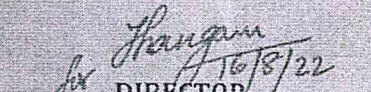
with seal
PRINCIPAL.

K S R INSTITUTE FOR
ENGINEERING AND TECHNOLOGY,
K S R, KALVI NAGAR,
TIRUCHENGODE-637 215,
NAMAKKAL Dt, TAMIL NADU.

**NB: Please furnish the exact name of the
KSR Edl. Institution in full.**

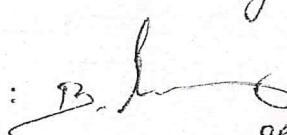
FOR OFFICE USE

Granted Tuition fees concession only at the rate of 25 %


DIRECTOR
AVVAI KSR MATRIC. SCHOOL

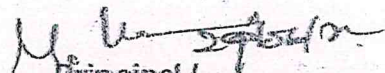
PRINCIPAL.
K S R INSTITUTE FOR
ENGINEERING AND TECHNOLOGY,
K S R, KALVI NAGAR,
TIRUCHENGODE-637 215,
NAMAKKAL Dt, TAMIL NADU.

APPLICATION FOR CONCESSION TO EMPLOYEES OF KSR EDUCATIONAL INSTITUTIONS WHOSE CHILDREN STUDY AT K.S.R SCHOOLS

1. Name of the Employee : Dr. B. Murugesan
2. His/Her Official Address with designation : Assistant Professor
: HoD - Chemistry
K.S.R. Institute for Engineering and Technology
3. His/Her residential Address with phone No : 5/304-11, Sahana Krishna Nest,
: Vinayagapuram,
Kanchi Palayam, Tiruchengode - 637 215
4. His/Her children's name who study at KSR Schools ; S.No Name of child Std and name of the school
: 1. R. M. Gayasree X-A
KSR Matric Higher Secondary School
5. Signature of the employee With date : 
26/6/2022

Certificate

This is to certify that Thiru/Thirumathi B. Murugesan is
working as Assistant Professor under * K.S.R. Institute for
Engineering and Technology of KSR
Educational Institutions with effect from ...04...06...2012

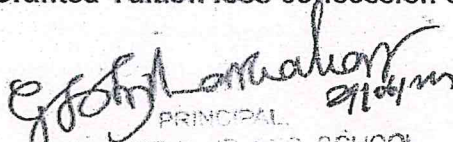

Principal /

Head of the KSR Educational institution
with seal/PRINCIPAL,
K S R INSTITUTE FOR
ENGINEERING AND TECHNOLOGY,
K S R KALVI NAGAR,
TIRUCHENGODE-637 215,
NAMAKKAL DI, TAMIL NADU

NB: * Please furnish the exact name of the
KSR Edl. Institution in full.

FOR OFFICE USE

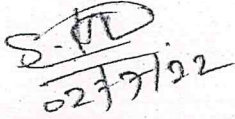
Granted Tuition fees concession only at the rate of 25 %


PRINCIPAL,
K.S.R. MATRIC. HD. SEC. SCHOOL,
K. S. R. KALVI NAGAR,
TIRUCHENGODE-637 215,
NAMAKKAL DI, TAMIL NADU

DIRECTOR
K.S.R SCHOOLS.

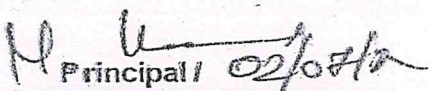
PRINCIPAL,
K S R INSTITUTE FOR
ENGINEERING AND TECHNOLOGY,
K S R KALVI NAGAR,
TIRUCHENGODE-637 215,
NAMAKKAL DI, TAMIL NADU.

APPLICATION FOR CONCESSION TO EMPLOYEES OF KSR EDUCATIONAL INSTITUTIONS WHOSE CHILDREN STUDY AT K.S.R SCHOOLS

1. Name of the Employee : S. Karthikeyan
2. His/Her Official Address with designation : KSR Institute for Engineering and Technology [System Admin].
3. His/Her residential Address with phone No : GIT, KSR Dental Staff Quarters
KSR College Campus.
4. His/Her children's name who study at KSR Schools ; S.No Name of child Std and name of the school
: 01 K. Durga Sri 1 "A"
KSR MHSO.
5. Signature of the employee With date : 
02/7/12

Certificate

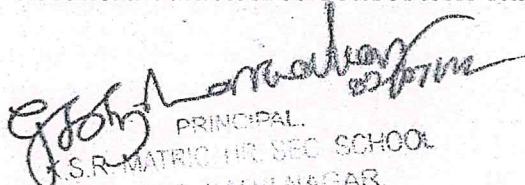
This is to certify that Thiru/Thirumathi S. Karthikeyan is working as System Admin under * KSR Institute for Engineering and Technology of KSR Educational Institutions with effect from 01/7/2011


Principal / 02/07/12
Head of the KSR Educational Institution
with seal
K S R INSTITUTE FOR ENGINEERING AND TECHNOLOGY,
K S R KALVI NAGAR,
TIRUCHENGODE-637 215,
NAMAKKAL Dt. TAMIL NADU.

NB: * Please furnish the exact name of the KSR Edl. Institution in full.

FOR OFFICE USE

Granted Tuition fees concession only at the rate of 25 %


PRINCIPAL,
K.S.R. MATRIC HR. SEC. SCHOOL
K. S. R. KALVI NAGAR,
TIRUCHENGODE-637 215
NAMAKKAL DT. TAMIL NADU

DIRECTOR
K.S.R SCHOOLS.

PRINCIPAL,
K S R INSTITUTE FOR ENGINEERING AND TECHNOLOGY,
K S R KALVI NAGAR,
TIRUCHENGODE-637 215,
NAMAKKAL Dt. TAMIL NADU