

Recognized by NCTE / Affiliated to the TamilNadu Teachers Education University Re-Accredited by NAAC  
College Code - 12306

## **Key Indicator – 6.2 Strategy Development and Deployment.**

**Metric No. 6.2.2** – The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.



**Any other relevant information**

A handwritten signature in green ink, appearing to read 'A. Jay Peril', is written over a horizontal line.

**PRINCIPAL  
INDHIRA COLLEGE OF EDUCATION  
PANDUR, TIRUVALLUR-631 203**

# Staff Selection Committee Minutes

The Management of Indhira College of Education, Pandur, Thiruvallur <sup>had</sup> was given advertisements for the post of Principal on 20-08-2023

Based on the received applications, <sup>as</sup> per the University norms, the staff Selection committee consist of the following members, The committee scrutinized the applications and also conducted the interview for the selection of required posts is on 26-08-2023

S.No	Name	Designation	Description
1	V.G.Raajendiran	Chairman/correspondent	Representative of Management Executive Council
2	Dr. Regina Joel	Former Principal	Head of the Institution
3			University Nominee
4			University Nominee-Subject Expert
5	Dr.M.Chitra	Principal, Viswakshena College of Education	Subject Expert-Nominated by Chairperson-Panel approved by the University
6	Dr.K.Sudhakar	Principal, Vadaranyam College of Education	Subject Expert-Nominated by Chairperson-Panel approved by the University
7	Mr. K. Angayarkannan	Secretary, Indhira group of Education College	Representative of Management Executive Council

The Committee also verified certificate of the interviewed candidates and also hereby gives the approval to the following candidates for appointed as Principal of this institution for the academic year 2023-2024.

S.No	Name	Qualification	Subject	Department
1	Dr.L.A.Joy Femila	MSC(Mat), M.Phil(Mat), M.Ed,M.Phil(Edn),M.A(Sociology), NET(Edn),Ph.d(Edn)	Education	Principal

*V. Anp*  
Representative of Management

**SECRETARY**

**INDHIRA COLLEGE OF EDUCATION**  
No. 1, V.G.R. Gardens, V.G.R. Nagar,  
Pandur - 631 203, Thiruvallur, Tamilnadu.

University Nominee  
Subject Expert

*Regina Joel*

Head of the Institution

University Nominee

**PRINCIPAL**

**INDHIRA COLLEGE OF EDUCATION**  
PANDUR, TIRUVALLUR-631 203

*23/11/2023*

*M. Chitra*  
23/11/2023

Subject Expert-II  
**Dr. M. Chitra**, M.Sc., M.Ed., M.Phil, Phd.,  
Principal

Subject Expert-II

**Dr. K. SUDHAKAR**

Vishwaksena College of Education  
Pollimankam, Thiruvallur-602002

**PRINCIPAL**  
**VADARANYAM COLLEGE OF EDUCATION**  
KADAMBATHUR  
TIRUVALLUR Dist. PIN:631 203.

(Chairman/ Correspondent)

*Mr. K. Angayarkannan*  
**CHAIRMAN**

**INDHIRA COLLEGE OF EDUCATION**  
No. 1, V.G.R. Gardens, V.G.R. Nagar,  
Pandur - 631 203,  
Thiruvallur Taluk & Dist Tamil Nadu.

*A. Jeyaraj*

**PRINCIPAL**  
**INDHIRA COLLEGE OF EDUCATION**  
PANDUR, TIRUVALLUR-631 203.

## Indira Educational and Charitable Trust

Ref: IECT / APPT / 2023

Date: 26.08.2023

To  
Dr. L.A.JOY FEMILA.  
26, 7<sup>th</sup> Main Road, Pukraj Nagar,  
Madhavaram, Chennai - 600 060.

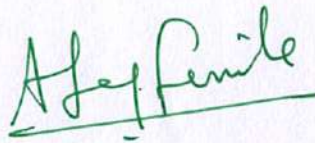
### LETTER OF APPOINTMENT

Ref: Your application dated 26.08.2023

Based on your application and interview, we take pleasure in appointing you as **Principal** in **Indhira College of Education, No.1.V.G.R.Gardens, V.G.R.Nagar, Pandur-631203, Thiruvallur Taluk & District** with effect from the date of joining.

1. You will be on probation for a period of one year which may be extended at the discretion of the Trust for such further period or periods as it may deem fit.
2. You may be considered for confirmation on completion of the probationary period if your services are found to be satisfactory.
3. You will be paid a monthly salary as applicable to the post to which you are appointed as fixed by the Trust from time to time.
4. You are required to hand over all original certificates at the time of receipt of appointment order.
5. You will be retired from service on your completion of 65 years of age
6. On your retirement or earlier termination, you shall hand over all papers, documents, and any other properties belonging to the Trust or which have been entrusted to you or received by you in the course of your employment with the college.
7. You should be willing to accept transfer to any post or any place within our Organization.
8. Although your normal work will consist of the duties assigned to you in the capacity mentioned above you may at times be called upon to discharge other duties which, in the opinion of the Trust are within your capacity and ability to discharge and you will forthwith undertake to discharge those duties with diligence and care.

1/2



**PRINCIPAL  
INDHIRA COLLEGE OF EDUCATION  
PANDUR, THIRUVALLUR-631 203**

## Indira Educational and Charitable Trust


9. If information furnished by you in your application regarding your qualification, previous experience, employment etc., are found to be incorrect or not true, you will be liable for dismissal and such further action as the Trust deems fit.
10. Your services can be terminated by giving 3 months notice in writing by either side. However, no notice will be required to be given in case your services are terminated for any misconduct.
11. You shall confirm to the Rules and Regulations of the Trust that are in force and may be framed from time to time.

We are looking forward to a long and rewarding working relationship and we will endeavour to support your work with us in every way. Please indicate your acceptance of the duties and responsibilities by returning a signed duplicate copy of this appointment order

  
CHAIRMAN

By signing below, I accept the specified terms and conditions of employment that are in force and may be framed from time to time by Indira Educational & Charitable Trust and agree to put forth my best efforts to support the goals and objectives of the Institution.

I am reporting for duty on


Signature :   
Date : 30.08.2023

Copy to: -

1. Accounts
2. File

Original copy

Received

  
30/8/2023

  
PRINCIPAL  
INDHIRA COLLEGE OF EDUCATION  
PANDUR, TIRUVALLUR-631 203

## Joining Report

**From**

Dr. L.A. Joy Femila

No. 6/26, 7<sup>th</sup> Mainroad

Pukraj Nagar

Madhavaram, Tiruvallur 600 060

**To**

The Managing Director,

Indira Educational & Charitable Trust

Chennai – 29

**Respected Madam,**

**Sub:** Submission of Joining Report – Reg.

I hereby joined duty as **Principal**, Indhira College of Education, Pandur, on the forenoon of 01.09.2023.

Thanking You

Yours Sincerely

**Signature :**

**Date :** 01.09.2023

*A Joy Femila*  
PRINCIPAL  
INDHIRA COLLEGE OF EDUCATION,  
BANDUR, TIRUVALLUR-631 203.

## Staff Selection Committee Minutes

The Management of Indhira College of Education, Pandur, Thiruvallur had given advertisements for the post of Assistant Professors for Computer Science, Pedagogy Subjects, Fine Arts and Music on 20-08-2023.

Based on the received applications, as per the University norms, the staff selection committee consist of the following members, the committee scrutinized the applications and also conducted the interview for the selection of required posts is on 27-11-2023.

S.No	Name	Designation	Description
1	Mr.V.G.Raajendran Chairman	Chairman/Correspondent	Representative of Management Executive Council
2	Dr. Regina Joel	Principal	Head of the Institution
3			University Nominee
4			University Nominee-Subject Expert
5	Dr.M. Chitra	Principal, Vishwaksena College of Education, Pollivakkam, Thiruvallur-602002.	Subject Expert-Nominated by Chairperson-Panel approved by the University
6	Dr.K. Sudhakar	Principal, Vadaranyam College of Education Adigathur Road, Kadambathur, Thiruvallur - 631 203	Subject Expert-Nominated by Chairperson-Panel approved by the University
7	Mr.K. Angayarkannan	Secretary, Indhira College of Education, Pandur, 631203, Thiruvallur	Representative of Management Executive Council

The Committee also verified certificate of the interviewed candidates and also hereby gives the approval to the following candidates for appointed as Assistant Professors of this institution for the academic year 2023-2024.

S.No	Name	Qualification	Subject	Department
1	S.RAGAVAGIRI	M.C.A.M.Phil.,M.Ed.,MPhil., NET	COMPUTER SCIENCE	Education

Representative of Management Executive Council

**SECRETARY**

**INDHIRA COLLEGE OF EDUCATION**  
No. 1, V.G.R. Gardens, V.G.R. Nagar,  
Pandur - 631 203, Thiruvallur, Tamilnadu.

Subject Expert

*Regina Joel*

Head of the Institution.

**PRINCIPAL**

**INDHIRA COLLEGE OF EDUCATION**  
PANDUR, TIRUVALLUR-631 203

Subject Expert-I

University Nominee

*[Signature]*  
18/01/2024

Subject Expert-II

**Dr. M. CHITHRA, M.Sc.,M.Ed.,M.Phil.,Ph.D.**

Principal

Vishwaksena College of Education  
Pollivakkam, Thiruvallur - 602 002

(Chairman/ Correspondent)

**PRINCIPAL**

**VADARANYAM COLLEGE OF EDUCATION**  
KADAMBATHUR  
TIRUVALLUR Dist. PIN:631 203

*Ajeel Perin*  
**PRINCIPAL**

**INDHIRA COLLEGE OF EDUCATION**  
PANDUR, TIRUVALLUR-631 203

**CHAIRMAN**  
**INDHIRA COLLEGE OF EDUCATION**  
No. 1, V.G.R. Gardens, V.G.R. Nagar,  
Pandur - 631 203

# **Indhira College Of Education**

Approved by NCTE / Affiliated to the Tamilnadu Teachers Education University

Re-accredited B++ level by National Assessment and Accreditation Council (NAAC)

College Code - 12306

Ref: IECT / APPT / 2023

Date: 13.12.2023

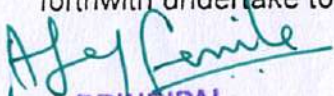
To  
Mr.Ragavagiri S.  
No.1/54, Bajanai Kovil Street,  
Arcot, Sembodu, Vellore – 632 506.

## LETTER OF APPOINTMENT

Ref: Your application dated 13.12.2023

Based on your application and interview, we take pleasure in appointing you as **Assistant Professor (Computer Science)** in **Indhira College of Education, No.1.V.G.R.Gardens, V.G.R.Nagar, Pandur-631203, Thiruvallur Taluk & District** with effect from the date of joining.

1. You will be on probation for a period of one year which may be extended at the discretion of the Trust for such further period or periods as it may deem fit.
2. You may be considered for confirmation on completion of the probationary period if your services are found to be satisfactory.
3. You will be paid a monthly salary as applicable to the post to which you are appointed as fixed by the Trust from time to time.
4. You are required to hand over all original certificates at the time of receipt of appointment order.
5. You will be retired from service on your completion of 65 years of age.
6. On your retirement or earlier termination, you shall hand over all papers, documents, and any other properties belonging to the Trust or which have been entrusted to you or received by you in the course of your employment with the college.
7. You should be willing to accept transfer to any post or any place within our Organization.
8. Although your normal work will consist of the duties assigned to you in the capacity mentioned above you may at times be called upon to discharge other duties which, in the opinion of the Trust are within your capacity and ability to discharge and you will forthwith undertake to discharge those duties with diligence and care.

  
PRINCIPAL  
INDHIRA COLLEGE OF EDUCATION  
PANDUR, TIRUVALLUR-631 203

Managed by Indira Educational and Charitable Trust

# Indhira College Of Education


Approved by NCTE / Affiliated to the Tamilnadu Teachers Education University

Re-accredited B++ level by National Assessment and Accreditation Council (NAAC)

College Code - 12306

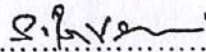
9. If information furnished by you in your application regarding your qualification, previous experience, employment etc., are found to be incorrect or not true, you will be liable for dismissal and such further action as the Trust deems fit.
10. Your services can be terminated by giving 3 months notice in writing by either side. However, no notice will be required to be given in case your services are terminated for any misconduct.
11. You shall confirm to the Rules and Regulations of the Trust that are in force and may be framed from time to time.

We are looking forward to a long and rewarding working relationship and we will endeavour to support your work with us in every way. Please indicate your acceptance of the duties and responsibilities by returning a signed duplicate copy of this appointment order

  
CHAIRMAN

By signing below, I accept the specified terms and conditions of employment that are in force and may be framed from time to time by Indira Educational & Charitable Trust and agree to put forth my best efforts to support the goals and objectives of the Institution.

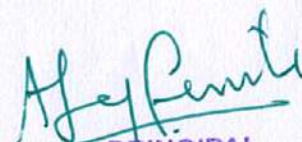
I am reporting for duty on

Signature : 

Date : 04/01/2024

Copy to: -

1. Accounts
2. File

  
PRINCIPAL  
INDHIRA COLLEGE OF EDUCATION  
PANDUR, TIRUVALLUR-631 203

Managed by Indira Educational and Charitable Trust



**Joining Report**

**From**

MR. S. Ragavagiri  
No: 3, Krishna Nagar main road  
Koladi,  
Thiruverkadu-600077

**To**

The Managing Director  
Indira Educational & Charitable Trust  
Chennai-29

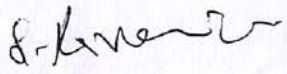
Respected Madam,

**Sub:** Submission of Joining Report – Reg.

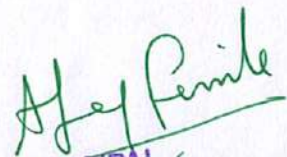
I Hereby joined duty as **Assistant Professor**, Indhira College of Education, Pandur,  
on the forenoon of 13.12.2023.

Thanking You

Yours Sincerely

**Signature:** 

**Date:** 13.12.2023

  
**PRINCIPAL -**  
**INDHIRA COLLEGE OF EDUCATION**  
**PANDUR, TIRUVALLUR-631 203**

த்து வந்தான. யச் சேர்ந்த சிறு 10). 5-ம் வகுப்பு ன். இந்த 2 சிறு 5 பேர் தங் ருழியான பூஜா ன்பிறந்தநாளை திருவொற்றியூர் நட ஏழு குடிசை த சென்று கேக் ண்டாடியுள்ள

தருண் மற்றும் 2பேர் மட்டும் லில் குளித்து ாளனர். இதை ரன தோன்றிய வ அவர்கள் 2 யக்குள் இழுத்து ால் இருவரும் கண்ட நண் சியில் கூச்சலி டு இருந்த மீன ிந்து கடலில் ணை காப்பாற்ற

ராமக மீட்பு ற்றின் வேகம் நந்ததால், கட சிறுவர்களை ிடித்து மீட்க இது குறித்து

## பலியான ஜோசப், மாயமான தருண்

தகவலறிந்து அங்கு விரைந்து வந்த திருவொற்றியூர் சப்-இன்ஸ்பெக்டர் காதர் மீரான் உள்ளிட்ட போலீசார் மீனவர்களுடன் படகில் சென்று மாயமான சிறு வர்களை துரிதமாக தேடி னர்.

அப்போது கடலுக்குள்

மிதந்து வந்த ஜோசப்பை மட் டும் பிணமாக மீட்டு கரைக்கு கொண்டு வந்தனர். மேலும் கடலுக்குள் மாயமான தருணை தொடர்ந்து தேடி வருகின்றனர். இந்த சம்பவம் குறித்து திருவொற்றியூர் போலீ சார் வழக்கு பதிவு செய்து விசாரித்து வருகின்றனர்.

# WANTED

APPLICATIONS ARE invited for the post of Professors(2), Associate Professors (2) in Education. Eligibility: 1. PG Degree in Arts/Science/Humanities/Commerce (with a minimum of 55%). 2. M.Ed (above 55%) 3. Ph.D in Education or NET/SET or in any Pedagogic subject. 4. 8 years of teaching experience in B.Ed Colleges. 5. Age not more than 57 years. Even applications are invited for the post of Faculty for Fine Arts - PG Degree in Fine Arts with 55% marks and Faculty for Performing Arts - PG Degree in Music / Dance / Theatre Arts with 55% marks. Apply with Curriculum Vitae containing Xerox Copies of the testimonials, a recent passport size photograph and details of references, if any, should reach within 7 days. The Manager, INDHIRA COLLEGE OF EDUCATION, No.1, V.G.R. Gardens, V.G.R. Nagar, Pandur - 631203, Thiruvallur - 631203 or mail to [contact@indiraeducational.org](mailto:contact@indiraeducational.org).

*Ajay Fenile*  
PRINCIPAL  
INDHIRA COLLEGE OF EDUCATION  
PANDUR, TIRUVALLUR-631 203

தினத்தந்தி

# WANTED

APPLICATIONS ARE invited for the post of Professors(2), Associate Professors (2) in Education. Eligibility: 1. PG Degree in Arts/Science/Humanities/Commerce (with a minimum of 55%). 2. M.Ed (above 55%) 3. Ph.D in Education or NET/SET or in any Pedagogic subject. 4. 8 years of teaching experience in B.Ed Colleges. 5. Age not more than 57 years. Even applications are invited for the post of Faculty for Fine Arts - PG Degree in Fine Arts with 55% marks and Faculty for Performing Arts - PG Degree in Music / Dance / Theatre Arts with 55% marks. Apply with Curriculum Vitae containing Xerox Copies of the testimonials, a recent passport size photograph and details of references, if any, should reach within 7 days. The Manager, INDHIRA COLLEGE OF EDUCATION, No.1, V.G.R. Gardens, V.G.R. Nagar, Pandur - 631203, Thiruvallur - 631203 or mail to: [contact@indiraeducational.org](mailto:contact@indiraeducational.org).

*Ajay Perumal*  
PRINCIPAL  
INDHIRA COLLEGE OF EDUCATION  
PANDUR, TIRUVALLUR-631 203