



STAFF BIO-DATA

Emp No: 395  
Name Ms. R.Kokilavani  
Designation Assistant Professor  
Department Corporate Sec.  
Qualification M.Com.,M.Phil.,  
Sex Female  
Date of Birth 04-05-1988



Date of Join 02-08-2021  
BioMatric No. 897  
Aadhaar No. 605521642677 PAN KCQPK6448J  
A/C No. 185401000018792  
ESI No. 5608933117  
UAN 101726276103 PF Number CBSLM00215570000015067  
Nationality Indian Religion Hindu  
Community BC Caste Kongu Vellalar  
Experience @ 1 Years 06 Other  
KASC as on Months 26 Experience  
28-02-2023 Days in Months in Months

Mobile 6381526958 Mobile-II 9942595525 Emg. Contact 9842939521  
E-Mail Id kokilarithu36@gmail.com  
Permanent Address PERIYAKATTU THOTTAM Communication Address KATHIRAMPATTI -638107



**Dr. N. RAMAN**  
PRINCIPAL,  
KONGU ARTS AND SCIENCE COLLEGE  
(AUTONOMOUS)  
NANJANAPURAM, ERODE - 638 107.



# KONGU ARTS AND SCIENCE COLLEGE

(Autonomous)

(Affiliated to Bharathiar University, Coimbatore)

(Approved by UGC, AICTE, New Delhi & Re-accredited by NAAC, DBT STAR College Scheme)

(An ISO 9001 : 2015 Certified Institution)



**K. PALANISAMY, B.E., M.B.A., M.S.,**  
Correspondent

Ref : Kasc / Estt/2021-2022 ✓

Date : 27/07/2021 ✓

## ORDER

Sub: Establishment – Kongu Arts and Science College, Erode -  
Recruitment of Assistant Professor on temporary basis – reg.

Ref : Interview held on 27/07/2021. ✓

\*\*\*\*\*

In the interview held on 27/07/2021, **Ms.P.Kokilavani** has been selected for the post of **Assistant Professor** in the department of **Commerce**. This appointment is purely temporary. She has been offered a consolidated pay of Rs.12,000/ per month. She should clear **NET/SET** within two years.

2. She is requested to join duty immediately. She is informed that she should continue to serve our institution at least upto the end of the current academic year. She would not be relieved in the middle of the academic year.

3. While working at Kongu Arts and Science College, if she wants to apply for outside job, she has to send the application with the permission of the Management. If she wants to leave our institution as per the conditions mentioned in the appointment order, she should give two months notice or in lieu thereof, she should remit two months' salary before leaving our institution. The Management also reserves its right to terminate her services without assigning any reasons at any time.

4. The appointment is also made subject to the other terms and conditions agreed upon at the time of interview.

5. She should submit all the original certificates of her Educational Qualifications, Conduct, Age, Experience etc. at the time of her reporting for duty.

To

Ms.P.Kokilavani ✓  
Kathirampatti.

Copy to : 1. The Principal, KASC  
2. The Head of the Department  
3. Pay Bill Section / Attendance Section  
4. File

Ps ✓

*K. Palanisamy*  
CORRESPONDENT.

*Dr. N. Raman*  
Dr. N. RAMAN  
PRINCIPAL,  
KONGU ARTS AND SCIENCE COLLEGE  
(AUTONOMOUS)  
NANJANAPURAM, ERODE - 638 107.

NANJANAPURAM, ERODE - 638 107, TAMILNADU, INDIA

☎ : 0424-2242888, 2242999

e-mail : konguarts@kasc.ac.in, website : www.kasc.ac.in

**KONGU**  
Assuring the Best







# KONGU ARTS AND SCIENCE COLLEGE

(Autonomous)

(Affiliated to Bharathiar University, Coimbatore)

(Approved by UGC, AICTE, New Delhi & Re-accredited by NAAC, DBT STAR College Scheme)

(An ISO 9001 : 2015 Certified Institution)



**K. PALANISAMY, B.E., M.B.A., M.S.,**  
Correspondent

Ref : Kasc / Estt/2021-2022 ✓

Date : 27/07/2021 ✓

## ORDER

Sub: Establishment – Kongu Arts and Science College, Erode -  
Recruitment of Assistant Professor on temporary basis – reg.

Ref : Interview held on 27/07/2021. ✓

\*\*\*\*\*

In the interview held on 27/07/2021, **Ms.P.Kokilavani** has been selected for the post of **Assistant Professor** in the department of **Commerce**. This appointment is purely temporary. She has been offered a consolidated pay of Rs.12,000/- per month. She should clear **NET/SET** within two years.

2. She is requested to join duty immediately. She is informed that she should continue to serve our institution at least upto the end of the current academic year. She would not be relieved in the middle of the academic year.

3. While working at Kongu Arts and Science College, if she wants to apply for outside job, she has to send the application with the permission of the Management. If she wants to leave our institution as per the conditions mentioned in the appointment order, she should give two months notice or in lieu thereof, she should remit two months' salary before leaving our institution. The Management also reserves its right to terminate her services without assigning any reasons at any time.

4. The appointment is also made subject to the other terms and conditions agreed upon at the time of interview.

5. She should submit all the original certificates of her Educational Qualifications, Conduct, Age, Experience etc. at the time of her reporting for duty.

To

Ms.P.Kokilavani ✓  
Kathirampatti.

Copy to : 1. The Principal, KASC  
2. The Head of the Department  
3. Pay Bill Section / Attendance Section  
4. File

Ps  
✓

*K. Palanisamy*  
CORRESPONDENT.

*Dr. N. Raman*  
**Dr. N. RAMAN**  
PRINCIPAL,  
KONGU ARTS AND SCIENCE COLLEGE  
(AUTONOMOUS)  
NANJANAPURAM, ERODE - 638 107.

NANJANAPURAM, ERODE - 638 107, TAMILNADU, INDIA

© : 0424-2242888, 2242999

e-mail : konguarts@kasc.ac.in, website : www.kasc.ac.in

**KONGU**  
Assuring the Best





REQUISITION LETTER

18

From,

R. kokilavani  
Assistant Professor  
Department of B.Com(CPA) & C.S(CA)  
Kongu Arts and Science College (Autonomous)  
Erode

To

The Correspondent  
Kongu Arts and Science College (Autonomous)  
Erode.

Through

The Principal  
Kongu Arts and Science College (Autonomous),  
Erode

Respected Sir

Sub: Joining Report - reg

With reference to your appointment order dated 27.07.2021 I wish to join as a Assistant Professor in Department of B.Com(CPA) & C.S(CA) from today 02.08.2021 I also assure you that I will obey all the rules and regulations mentioned in appointment order, So I request you to kindly accept my joining letter.

Thanking you.

Submitted to the Correspondent

Place: Erode

Date: 02.08.2021

Submitted to the Principal



Your's truly,  
Principal  
R. Kokilavani  
02.8.2021

Dr. N. RAMAN  
PRINCIPAL,  
KONGU ARTS AND SCIENCE COLLEGE  
(AUTONOMOUS)  
NANJANAPURAM, ERODE - 638 107.