



GOJAN SCHOOL OF BUSINESS AND TECHNOLOGY

Approved by A.I.C.T.E. New Delhi & Affiliated to Anna University, Chennai

NAAC Accredited Institution | An ISO 9001:2015 Certified Institution

Recognized by UGC u/s 2(f) & 12(B) of the UGC Act

80 Feet Road, Edapalayam, Redhills, Chennai - 600 052.

* G.S.B.T. *

6.3.1 The Institution has Effective Welfare Measures for Teaching and Non-Teaching Staff.

S. No	TITLE
1	ON DUTY (OD) MEDICAL LEAVE CASUAL LEAVE
2	FACULTY CODE OF CONDUCT
3	FINANCIAL SUPPORTS FOR CONFERENCES/WORKSHOPS

TEACHING FACULTY WELFARE

LEAVE TYPE: PHD COURSE LEAVE (OD)



GOJAN SCHOOL OF BUSINESS AND TECHNOLOGY
(NAAC Accredited Institution)
Chennai - 600 052.

Application for Casual Leave

Serial No. : _____ Date : 12/12/19.

- 1. Name : M. JOSEPH ROBINSON
- 2. Designation / Dept. : HOD / SRH
- 3. Date and no of days of leave required : 13/12/19 & 14/12/19.
- 4. Type of Leave : OD 2 days.
- 5. Purpose : Phd
- 6. Reason for Casual Leave : progress report sign.
- 7. Signature of the staff :

WORK ARRANGEMENT

Date	Day order	Sem / Section	Hour	Name of the Alternate Staff	Signature of the Alternate Staff

Recommendation of
HOD

Principal 12/12/19



**GOJAN SCHOOL OF
BUSINESS AND TECHNOLOGY**
(NAAC Accredited Institution)
Chennai - 600 052.

Application for Casual Leave

Serial No. :

Date : 18.12.19

1. Name : A . SHYAM
2. Designation / Dept. : AP / MECH
3. Date and no of days of leave required : 19/12/19 , one day
4. Type of Leave : OD
5. Purpose : Ph.D course work
6. Reason for Casual Leave : "
7. Signature of the staff : *A. Shyam*

WORK ARRANGEMENT

Date	Day order	Sem / Section	Hour	Name of the Alternate Staff	Signature of the Alternate Staff
19.12.19	THU	B / IV	3, 9	<i>M. Subramanian</i>	<i>M. Subramanian</i>
19.12.19	THU	A / IV	7, 8	<i>M. Subramanian</i>	<i>M. Subramanian</i>

Recommendation of
[Signature]
HOD

[Signature]
18/12/19
Principal

LEAVE TYPE: CENTRAL VALUATION (OD)



GOJAN SCHOOL OF BUSINESS AND TECHNOLOGY

(NAAC Accredited Institution)

Chennai - 600 052.

Application for Casual Leave

Serial No. :

Date : 06/01/2020

1. Name : Dhanapriya.R
2. Designation / Dept. : AP/CSE
3. Date and no of days of leave required : 07.01.2020 to 12.01.2020
06 days
4. Type of Leave : OD
5. Purpose :
6. Reason for Casual Leave : central valuation @ S.A. engineering college
7. Signature of the staff : R. Dhanya PT

WORK ARRANGEMENT

Date	Day order	Sem / Section	Hour	Name of the Alternate Staff	Signature of the Alternate Staff
07/01/2020	Tuesday	IV VI	8, 3/4	Santkay.A.K	Santkay.A.K
08/01/2020	Wednesday	VI	8	Kannan.R	R
09/01/2020	Thursday	IV	2, 8	Sathish.K	Sathish.K
10/01/2020	Sat	IV VI	6, 7, 2	Santkay.A.K	Santkay.A.K

Recommendation of

[Signature]
HOD 10/1/2020

[Signature]
K-Ith

[Signature]
Principal 6/1/2020

LEAVE TYPE: EXTERNAL DUTY (OD)



GOJAN SCHOOL OF BUSINESS AND TECHNOLOGY

(NAAC Accredited Institution)

Chennai - 600 052.

Application for Casual Leave

Serial No. :

Date : 19/11/19

1. Name : A. Suresh Paul
2. Designation / Dept. : AP/AERO
3. Date and no of days of leave required : 20/11/19 - 1 day
4. Type of Leave : OD
5. Purpose : External duty @
6. Reason for Casual Leave : vel tekkumthi
7. Signature of the staff :

WORK ARRANGEMENT

Date	Day order	Sem / Section	Hour	Name of the Alternate Staff	Signature of the Alternate Staff

Recommendation of

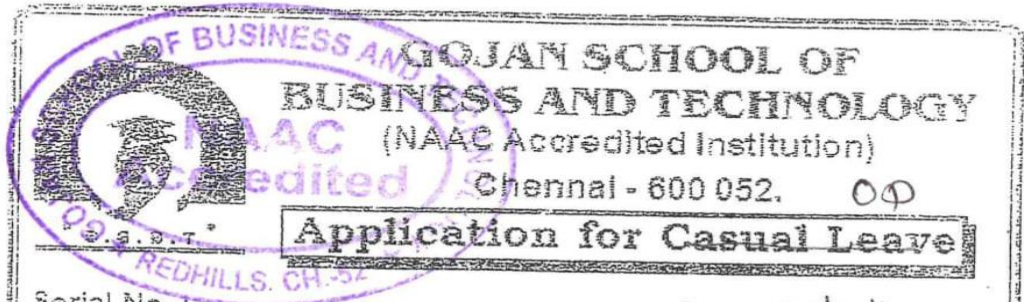
HOD

Ex-Officio Cell

Principal

19/11/19

LEAVE TYPE: ELECTION POLLING OFFICIER (OD)



Application for Casual Leave

Serial No. :

Date : 20/12/19

1. Name : R. ICANNAN
2. Designation / Dept. : AP / CSE
3. Date and no of days of leave required : 21/12/19 one day
4. Type of Leave : OD
5. Purpose : Election polling officer
6. Reason for Casual Leave : Training
7. Signature of the staff : R 20/12/19

WORK ARRANGEMENT


Date	Day order	Sem / Section	Hour	Name of the Alternate Staff	Signature of the Alternate Staff
21/12/19	SAT	NBBL	WORK	SUNTHEJA-AR	Suntheja AR

Recommendation of

[Signature]
HOD 20/12/19

[Signature]
Principal 20/12/19

LEAVE TYPE: CONFERENCE (OD)



GOJAN SCHOOL OF BUSINESS AND TECHNOLOGY
 (NAAC Accredited Institution)
 Chennai - 600 052. **OD**

Application for Casual Leave

Serial No. _____ Date : 16/10/19

1. Name : L. SURESH RAJ


2. Designation / Dept. : Asst Prof / Aero

3. Date and no of days of leave required : 17/10/19 to 18/10/19
2 Days

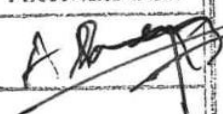
4. Type of Leave : O.D

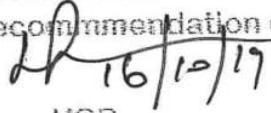
5. Purpose : International Conference (IET)

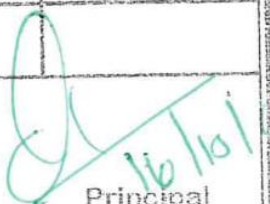
6. Reason for Casual Leave : Block chain at Le Royal Meridien

7. Signature of the staff : 

WORK ARRANGEMENT

Date	Day order	Sem / Section	Hour	Name of the Alternate Staff	Signature of the Alternate Staff
		Department	Purchase	A. Suresh Paul	

Recommendation of  16/10/19
HOD

 16/10/19
Principal

LEAVE TYPE: PAPER PRESENTATION (OD)




**GOJAN SCHOOL OF
BUSINESS AND TECHNOLOGY**
(NAAC Accredited Institution)

Chennai - 600 052.

Application for Casual Leave

Serial No. :

Date : 26/9/19

1. Name : M. JOSEPH ROBINSON
2. Designation / Dept. : HOD / SRH
3. Date and no of days of leave required : 27-9-19 & 28/9/19
4. Type of Leave : OD
5. Purpose : Paper presentation
6. Reason for Casual Leave : -
7. Signature of the staff : 

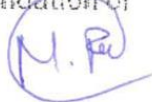
WORK ARRANGEMENT

Date	Day order	Sem / Section	Hour	Name of the Alternate Staff	Signature of the Alternate Staff


NOCLAS

Recommendation of

HOD



Principal



26/9/19

LEAVE TYPE: WORKSHOP (OD)



GOJAN SCHOOL OF BUSINESS AND TECHNOLOGY
(NAAC Accredited Institution)
Chennai - 600 052.

Application for Casual Leave

Serial No. :

Date : 4/9/19

1. Name : A.SHYAM
2. Designation / Dept. : AP / MECH
3. Date and no of days of leave required : 6/9/19 , one day
4. Type of Leave : OD
5. Purpose : Going to attend Elsevier
6. Reason for Casual Leave : Workshop. Anna university.
7. Signature of the staff : *A. Shyam.*

WORK ARRANGEMENT

Date	Day order	Sem / Section	Hour	Name of the Alternate Staff	Signature of the Alternate Staff
6/9/19	Fri	V / 10 x 4	2, 3	Mr. MOHANDAS	<i>C.M. Mohandas</i>

Recommendation of

[Signature]
HOD 4/9/19

[Signature]
Principal 4/9/19

LEAVE TYPE: CONFERENCE (OD)



RED HILLS COLLEGE
GOJAN SCHOOL OF BUSINESS AND TECHNOLOGY
(NAAC Accredited Institution)

Chennai - 600 052.

Application for Casual Leave

Serial No. :

Date : 21/8/19

1. Name : L. SURESH RAJ /
2. Designation / Dept. : Asst Prof (Asst)
3. Date and no of days of leave required : 19/08/19
4. Type of Leave : O.D
5. Purpose : PBI conference
6. Reason for Casual Leave :
7. Signature of the staff :

WORK ARRANGEMENT

Date	Day order	Sem / Section	Hour	Name of the Alternate Staff	Signature of the Alternate Staff

Recommendation of

21/8/19
HOD

Principal

LEAVE TYPE: FDP (OD)



**GOJAN SCHOOL OF
BUSINESS AND TECHNOLOGY**
(NAAC Accredited Institution)
Chennai - 600 052.

Application for Casual Leave

Serial No. :

Date : 16/10/19.

1. Name : Sreedharan J
2. Designation / Dept. : AP / ACE
3. Date and no of days of leave required : 17/10/19, 18/10/19, 19/10/19
3 days
4. Type of Leave : OD.
5. Purpose : FDP program
6. Reason for Casual Leave : Faculty development program
7. Signature of the staff : *[Signature]*

WORK ARRANGEMENT

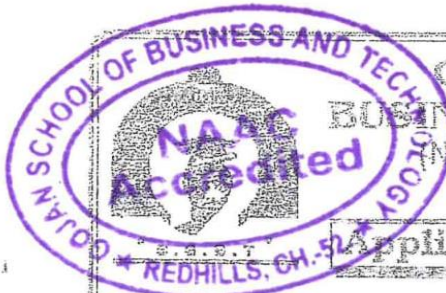
Date	Day order	Sem / Section	Hour	Name of the Alternate Staff	Signature of the Alternate Staff
17/10				V. Banumathy	<i>[Signature]</i>
18/10				V. Banumathy	<i>[Signature]</i>
19/10				V. Banumathy	<i>[Signature]</i>

Recommendation of

[Signature]
HOD 16/10/19

[Signature]
Principal 16/10/19

LEAVE TYPE: MEDICAL CHECK UP (CL)




GOJAN SCHOOL OF BUSINESS AND TECHNOLOGY
(NAAC Accredited Institution)
Chennai - 600 052.


Application for Casual Leave

Serial No. :

Date : 3.12.19

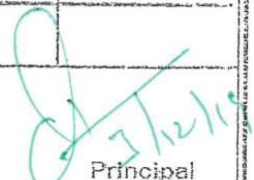
1. Name : S. KOKILA
2. Designation / Dept. : Ap IECE
3. Date and no of days of leave required : 04.12.19, one day
4. Type of Leave : -
5. Purpose : -
6. Reason for Casual Leave : Medical checkup
7. Signature of the staff :  3/12/19

WORK ARRANGEMENT

Date	Day order	Sem / Section	Hour	Name of the Alternate Staff	Signature of the Alternate Staff
4.12.19		Department work		S. Sathya	 3/12/19

Recommendation of


HOD


Principal

LEAVE TYPE: CASUAL LEAVE



GOJAN SCHOOL OF BUSINESS AND TECHNOLOGY
(NAAC Accredited Institution)
Chennai - 600 052.

Application for Casual Leave

Serial No. :

Date : 12.12.19

- 1. Name : RAMU. S
- 2. Designation / Dept. : AP / MECHANICAL
- 3. Date and no of days of leave required : 13.12.19 & 01
- 4. Type of Leave : CL
- 5. Purpose : Personal work
- 6. Reason for Casual Leave : Going to Thanjavur
- 7. Signature of the staff : *[Signature]* 12/12/19

WORK ARRANGEMENT

Date	Day order	Sem / Section	Hour	Name of the Alternate Staff	Signature of the Alternate Staff

Recommendation of


[Signature]
HOD 12/12/19

[Signature]

[Signature]
Principal 12/12/19

NON TEACHING FACULTY WELFARE

LEAVE TYPE: MEDICAL LEAVE (CL)



GOJAN SCHOOL OF BUSINESS AND TECHNOLOGY
REDHILLS, CH. - 600 052

GOJAN SCHOOL OF BUSINESS AND TECHNOLOGY
(NAAC Accredited Institution)
Chennai - 600 052.

Application for Casual Leave

Serial No. : _____ Date : 23/11/19

1. Name : R. Sathish Kumar.
2. Designation / Dept. : Lab Instructor / Mech.
3. Date and no of days of leave required : (25/11/19 - 26/11/19) / Two days.
4. Type of Leave : Casual Leave.
5. Purpose : Went to Hospital.
6. Reason for Casual Leave : Health issue
7. Signature of the staff : R. Sathish Kumar.

WORK ARRANGEMENT

Date	Day order	Sem / Section	Hour	Name of the Alternate Staff	Signature of the Alternate Staff
<u>25/11/19</u>	<u>2.</u>	<u>-</u>	<u>Exam Cell Work</u>	<u>SHADIK - AFRD.</u>	<u>B. Shantik</u>
<u>26/11/19</u>					

Recommendation of

[Signature]
HOD

[Signature]
Exam Cell
23/11/19

[Signature]
Principal

LEAVE TYPE: MARRIAGE LEAVE (CL)



**GOJAN SCHOOL OF
BUSINESS AND TECHNOLOGY**
(NAAC Accredited Institution)
Chennai - 600 052.

Application for Casual Leave

Serial No. :

Date : 17/2/2020

1. Name : S. BUVANESWARI
2. Designation / Dept. : Exam cell ASST/Exam cell
3. Date and no of days of leave required : 18/2/2020 to 5/3/2020
17 - days only
4. Type of Leave : (casual leave)
5. Purpose : (my marriage)
6. Reason for Casual Leave : my marriage
7. Signature of the staff : S. B. S.

WORK ARRANGEMENT

Date	Day order	Sem / Section	Hour	Name of the Alternate Staff	Signature of the Alternate Staff
18/2/2020	+	-	-	C. HARIBABU	K. J. S.
to					
5/3/2020	-	-	-		

Recommendation of

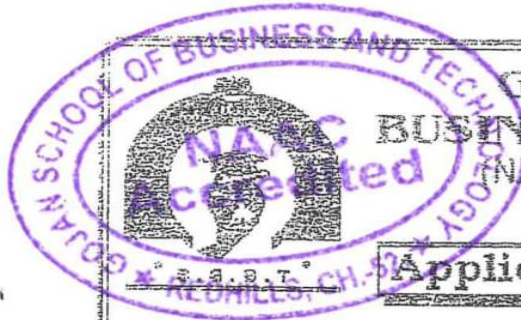
HOD

K. J. S.
17/2/2020

Principal

17/2/2020

LEAVE TYPE: CASUAL LEAVE(CL)



GOJAN SCHOOL OF BUSINESS AND TECHNOLOGY
(NAAC Accredited Institution)

Chennai - 600 052.

Application for Casual Leave

Serial No. :

Date : 24/12/19

1. Name : P. Ashok.
2. Designation / Dept. : Lab Assistance / RT
3. Date and no of days of leave required : 21/12/19 / 1 day.
4. Type of Leave : CL
5. Purpose : Typewriting Model exam
6. Reason for Casual Leave :
7. Signature of the staff : P. Ashok.

WORK ARRANGEMENT

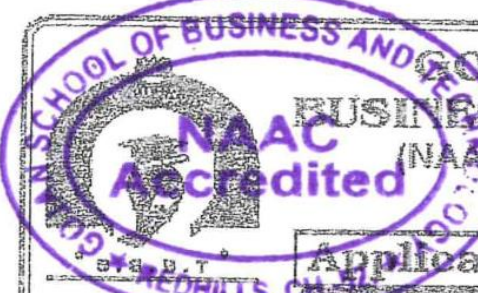
Date	Day order	Sem / Section	Hour	Name of the Alternate Staff	Signature of the Alternate Staff
 					

Recommendation of

HOD

Principal

LEAVE TYPE: FOOD SAFETY MEETING (CL)



GOJAN SCHOOL OF BUSINESS AND TECHNOLOGY
 (NAAC Accredited Institution)
 Chennai - 600 052.

Application for Casual Leave

Serial No. :

Date : 28-11-2019

1. Name : E-THIRUPATHI
2. Designation / Dept. : LAB INSTRUCTOR *PHS*
3. Date and no of days of leave required : 29-11-2019 one day
4. Type of Leave : OD
5. Purpose : Food safety meeting.
6. Reason for Casual Leave : THIRUVALUR, meeting
7. Signature of the staff : *E. Thirupathi*

WORK ARRANGEMENT

Date	Day order	Sem / Section	Hour	Name of the Alternate Staff	Signature of the Alternate Staff

Recommendation of

HOD

M. Prasad

Principal

[Signature] 28/11/2019



murthy u <murthygojan@gmail.com>

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To: Customer <murthygojan@gmail.com>

Wed, Apr 12, 2017 at 10:46 PM

Parveen Travels

Help Call@9790871999

Thanks for booking ticket with us.

Coimbatore - Chennai on 2017-04-13, Your PNR Number BSPT409710124

2+1 Double Tier Sleeper Premium Snooze Corona A/C

Boarding Details:

Departure Time : 11:00:00 PM

Boarding Info : 2017-04-13 10:45:00 PM,
Ettimadai Junction, Coimbatore , Ettimadai
Junction, 9790871999

Passenger MobileNo : 8778496645

Dropping Details:

Address : Koyambedu-CMBT ,
Koyembedu,Chennai , CMBT Bus Stand,
9600034799 9500020641

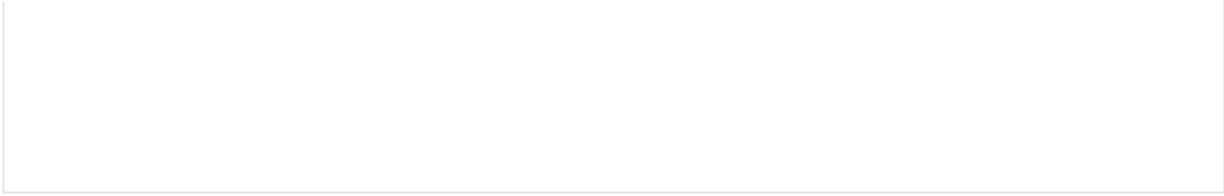
Passenger Details	SeatNo	Gender	Age	Fare
Dharani Kumar V.U.	L11	MALE	25	Rs. 1051.50
U. Narayana Murthy	L12	MALE	37	Rs. 1051.50
Total :				Rs. 2,103
Go Green Amount :				Rs. 10
Net Amount :				Rs. 2,103

Cancellation Policy

1. Between 0 HOUR and 3 HOUR - 90% Deduction
2. Between 3 HOUR and 4 HOUR - 60% Deduction
3. Between 4 HOUR and 12 HOUR - 30% Deduction
4. Between 12 HOUR and Any Time - 15% Deduction
5. After Departure Time No Refund.
6. Tickets booked through Agents can be cancelled only through the respective agent.
7. If bus is cancelled, send a request to customercare@parveentravels.com for refund.

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Call : 044-4900 7555 / 1800 102 0999 Or Email : customercare@parveentravels.com



PNR: BSPT409710124	Booking: Coimbatore To Chennai
Ticket Transaction Id: TTRXC2R76B	Travel Date & Time: Thursday, April 13, 2017 - 11:00 PM
Boarding Point: Ettimadai Junction	Boarding Info: Boarding Date- Thursday, April 13, 2017 Boarding Time- 10:45 PM, Ettimadai Junction, Coimbatore, Landmark - Ettimadai Junction, ContactNo - 9790871999 .
Bus Type: 2+1 Double Tier Sleeper Premium Snooze Corona A/C	Dropping Point: Koyambedu-CMBT
Fare: 2103.00	Passenger Mobile: 8778496645
Booked By: Guest User Guest	User Type: Online User

Passenger Name	Seat #	Age	Gender	Fare
Dharani Kumar V.U.	L11	25	MALE	1051.50
U. Narayana Murthy	L12	37	MALE	1051.50
Total Fare:				2103.00

Cancellation terms

1. Between 0 HOUR and 3 HOUR - 90% Deduction
2. Between 3 HOUR and 4 HOUR - 60% Deduction
3. Between 4 HOUR and 12 HOUR - 30% Deduction
4. Between 12 HOUR and Any Time - 15% Deduction
5. After Departure Time No Refund.
6. Tickets booked through Agents can be cancelled only through the respective agent.
7. If bus is cancelled, send a request to customercare@parveentravels.com

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LAUNCHING SHORTLY

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CHENNAI

⇄

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ZHONG TONG-DECCAN PREMIUM SLEEPER



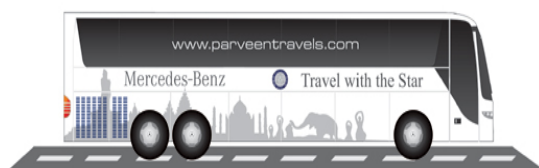
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9790871999,

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email: customercare@parveentravels.com

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We appreciate your support and cooperation on the proportional ticket charges change with the **Tax and Vehicle Insurance hike by the Government of India**

With effect from **1st April 2017**

