



# CSI COLLEGE OF ENGINEERING, KETTI

Approved by AICTE, New Delhi (F.No.730-52-301 (E)ET/97 dated NOV. 17, 1997),  
Government of Tamil Nadu (vide GO Ms. No. 112, dated 23.3.1998),  
Affiliated to Anna University, Chennai (Tamil Nadu Act 26 of 2001 w.e.f.31.12.2001).



## *7.2 – Best Practices*



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A

# CSI COLLEGE OF ENGINEERING, KETTI

New Delhi (F.No.730-52-301 (E)ET/97 dated NOV. 17, 1997),  
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University, Chennai (Tamil Nadu Act 26 of 2001 w.e.f.31.12.2001).



## Best Practices 1 Write Up

S. No.	DESCRIPTION
1	Title of the Practice
2	Objectives of the Practice
3	The Context
4	The Practice
5	Evidence of Success
6	Problems Encountered and Resources Required



# CSI COLLEGE OF ENGINEERING, KETTI

New Delhi (F.No.730-52-301 (E)ET/97 dated NOV. 17, 1997),  
Nadu (vide GO Ms. No. 112, dated 23.3.1998),  
iversity, Chennai (Tamil Nadu Act 26of 2001 w.e.f.31.12.2001).



## Best Practice I

### Title of the Practice:

Scholarships, Freeships and Financial Assistance to all

### Objectives of the Practice:

CSICE is established by the management to cater to the technical educational needs of the rural, under-privileged and economically backward students and to impart academic knowledge, industrial exposure and professional proficiency along with impeccable values and sense of social responsibilities.

### The Context:

The management collects only the approved tuition fee for Nilgiris students under government quota. The students who could not selection under government quota seek admission through management quota. Even though as per the norms of the government of Tamilnadu, the institution can collect the management quota fee, the institution collects only the fee prescribed for the government quota students in case of for Nilgiris students.

### The Practice:

Some of the staff members working in this college support the poor students either individually or in group or by alumni contact or by approaching external sponsors to meet their few requirements.

Following are the practices followed at the time of admission:

### Eligibility:

- Financially poor
- Single Parent
- Orphan
- Meritorious Students
- Girl Students who have family problems

### Documents to be submitted:



*R. May Shamtra*

PRINCIPAL  
CSI COLLEGE OF ENGINEERING  
KETTI-643 216.

- Higher Secondary Certificate
- SSLC Certificate
- Conduct Certificate
- Scholarship application form
- Recommendation Letter

Year	2023-2024
No. of. Students Besnefitted	66

Year	No. of students benefitted by CSICE Management Trust	
	No of students	Amount
2023-2024	66	1387675

### Concession Student List: 2023 To 2024

S.no	Student Name	Amount
1	Prajan S(21-22)1stCSE	10,000
2	Gokul B (20-21) Lateral ECE	5,725
3	Sarandeep R(20-21)2nd Mech	18,200
4	Abia P(20-23)PG CSE	20,000
5	Rex Tony S (22-23)	42,500
6	Alwin Ricky Thomas R(22-23)	5,000
7	Kishore B(21-22) 2nd Lateral EEE	3,400
8	Abia P (20-21)2nd CSE	20,000
9	Dharshine E(22-23)	12,500
10	Ajay S(23-24)IT-FG	5,000
11	Sridhar M(2020-21)	5,000
12	Saravanan T(2020-21)Civil	35,000
13	Amala Swetha L J(2020-21)	35,000
14	Ananth Krishnan U S(15-16)	25,000
15	Arshal Reji(22-23) Lateral	25,000
16	Nooral Kowsar(22-23)	25,000

*R. Mary Shantra*

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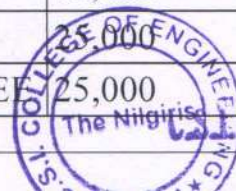
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S.no	Student Name	Amount
17	Manigandan M(21-22) UG CSE	5,000
18	Prajan S(21-22) 1" CSE	10,000
19	Abhishek A(23-24) CSE	11,000
20	Dhanunshjayan C(21-22)1" ECE	30,750
21	Gokul Prasath J(21-22)2nd Lateral IT	50,000
22	Manoj Kumar C(20-21)1" Mech	35,000
23	Chris philip (20-21)1" mech	35,000
24	Lomath Nithish J(21-22)2nd mech	35,000
25	Sujeeth K(21-22) ME-L	25,000
26	Abhishek B(21-22) mech lateral	25,000
27	Sathyamoorthy T(21-22) ME-L	25,000
28	Nithish R(21-22)2nd Lat mech	25,000
29	Prakash S(21-22)LE mech	25,000
30	Roshan Victor J(21-22) ME-L	25,000
31	Godson Samuel D(21-22)1st mech	25,000
32	Sriram B(21-22)lateral entry ECE	25,000
33	Edwin Charles(21-22) ECE-L	25,000
34	Harish Kumar R(20-21)1st IT	5,000
35	Merina Susan Cherian 1st IT(20-21)	10,000
36	Gokul Prasath J (21-22) 2nd lateral IT	25,000
37	Manju Priya S 1st CSE(20-21)	6,250
38	Boomika S(20-21)1st CSE	10,000
39	Saravanan S(20-21)1st CSE	10,000
40	Sriparna PV(20-21)1st CSE	5,000
41	Sneha C(20-21)1stCSE	35,000
42	Sheebika B(20-21)1st CSE	35,000
43	Gunde Paul Prasath (20-21)1st CSE	35,000
44	Nethagani AadarshAmruth Paul(20-21)1st CSE	25,000
45	Surya D(21-22)2nd lateral CSE	25,000
46	Adesh B(21-22)1 stECE	5,000
47	Suhas G(21-22)ECE	15,500
48	Ashiks S(II-LE EEE 21-22)	25,000
49	Magendra Kumar G(21-22)II lat EEE	25,000

*R. Mary Shantra*



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S.no	Student Name	Amount
50	Kishore B(21-22)II lat EEE	25,000
51	Selvakumar S(21-22)1st EEE	5,000
52	Nithish Kumar G(20-21)2nd mech lateral	6,350
53	Pranav P(22-23)	10,000
54	Ashiritha S(21-22)1st CSE	5,000
55	Riyaz Mohammed N(23-24)LAT	10,000
56	Jency Lizia J(23-24)	30,000
57	Rithish R(23-24)	5,000
58	Dheenadhayal KA(21-22) IT	5,000
59	Sajina J(22-23) 7.5	5,000
60	Joel Jeroem J(23-24)IT	5,000
	<b>TOTAL</b>	<b>1136675</b>



*R. Meey Shantri*  
PRINCIPAL  
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CSI COLLEGE OF ENGINEERING  
(Church of South India, Coimbatore Diocesan Council)

Ravinder  
atore                      Mr. Godwin R. Daniel  
Correspondent                      Dr. P. D. Arumairaj M.E., Ph.D.  
Principal

**FEE CONCESSION OFFERED FOR THE YEAR 2023-2024**

Tuition Fees Concessions

200/200 Cut off	100 % Concession in Tuition Fees
190/200 Cut Off	50 % Concession in Tuition Fees
180/200 Cut Off	25 % Concession in Tuition Fees
170/200 Cut Off	20 % Concession in Tuition Fees
Sports Quota (Representation in District, State & National Tournaments) Authenticated Certificates to be produced	20 % Concession in Tuition Fees

Government Quota Tuition fee will be collected for natives of Nilgiris District if they join under Management Quota (i.e. Rs. 50,000/- for Mech, Civil, ECE & EEE and for CSF & IT Rs. 60,000/- instead of Rs. 85,000/-) on production of Nativity Certificate issued by the Government.

Rs. 5000/- Concession in Tuition Fees offered for CSI Coimbatore Diocese members on production of letter from their respective church Reverends.

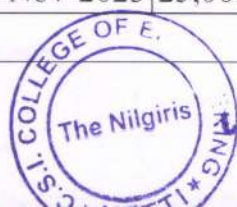
- 50% Concession in Tuition Fees provided for our CSICE Staff Children.
- 50% Concession in Tuition Fees provided for CSI Coimbatore Diocese Reverends Children.
- For candidates joining our Institution through from other colleges, Government Quota Tuition Fees will be collected for Management Quota students also
- Scholarship students from both Governmental and Management Quota, students must pay the full scholarship amount granted to the college.
- Students from SC, ST, BCAD category who are staying in Hostel, should pay mess bill of Rs.40,000.00 per year.

Correspondent                      Principal

KETTY VALLY, OOTY, The Nilgiris - 643 215, Tamil Nadu, S. India. College : Ph : 0423 - 2517501 - 03, 2517474  
E-mail: principal@csice.edu.in web : www.csice.edu.in www.csice.org  
Head Office : CSI Coimbatore Diocesan Council, 256, Race Course, Coimbatore - 641 018

Sponsored by MRS. Vijayalakshmi (1998-2002) EEE Branch

S.NO	NAME	DATE	AMOUNT
1	Siva guru K(21-22)1stCSE	4-Nov-2023	15,000
2	Siva guru K(21-22)1stCSE	24-Aug-2023	15,000
3	Siva guru K(21-22)1stCSE	10-Jan-2023	30,500
4	Siva guru K(21-22)1stCSE	23-Nov-2023	25,000



*R. Mary Shantha*  
PRINCIPAL

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w.e.f.31.12.2001),

CSI College of Engineering 22-24

Receipt Voucher

No. 4487      Date: 1 Mar 2023

Particulars	Amount
Account: Siva Guru K (21-22) 1st Cse	15,000.00

Through: Cana2 Sabo-HEZAS/through

On Account of: Siva guru K III CSE - Payment

Amount (in words): INR Fifteen Thousand Only

₹ 15,000.00

*Signature*

CSI College of Engineering 22-24

Receipt Voucher

No. 2092      Date: 31 Aug 2023

Particulars	Amount
Account: Siva Guru K (21-22) 1st Cse	15,000.00

Through: Cana2 Sabo-HEZAS/through

On Account of: Siva guru K III CSE

Amount (in words): INR Fifteen Thousand Only

₹ 15,000.00

*Signature*  
Authorized Signatory



*R. Meey Shantra*  
 PRINCIPAL  
 CSI COLLEGE OF ENGINEERING  
 KETTI - 643 216.



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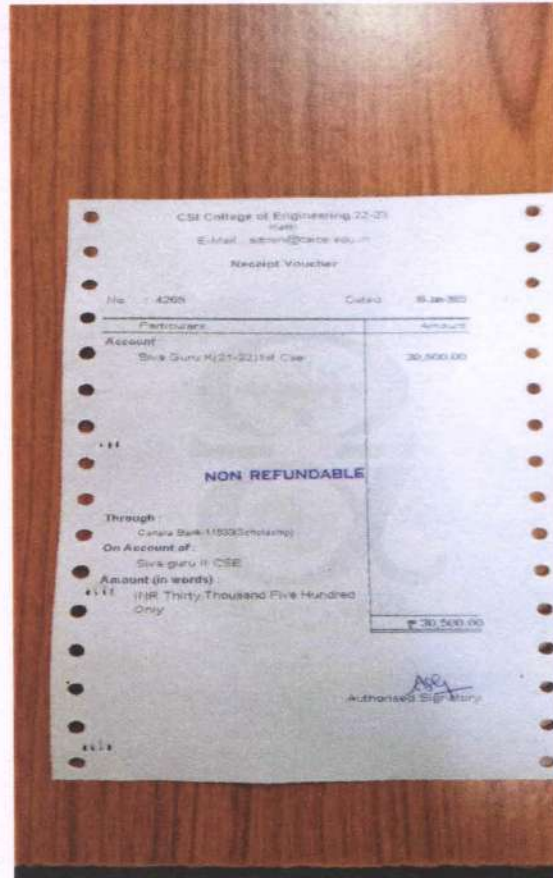
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*P. Mary Shantra*  
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For any queries: **18004251809**

From: VIJAYALAKSHMI VELUSAMY  
7777 0510 0000 5059

To: CSI College of Engineering  
1235101011533

IFSC code: CNRB0001235

Branch Name: CANARA BANK - YELLANAHALLI

Mode of Transfer: IMPS

Amount: ₹ 15,000  
Rupees fifteen thousand only

Remarks: Gift

Transaction ID: 2023082403929068

Reference ID: 323615009712

For any queries: **18004251809**

From: VIJAYALAKSHMI VELUSAMY  
7777 0510 0000 5059

To: CSI College of Engineering  
1235 1010 1153 3

IFSC: CNRB0001235

Bank Name: CANARA BANK-YELLANAHALLI

Amount: ₹ 15,000

Mode of Transfer: IMPS

Remarks: Gift

Transaction ID: 2023110413958848

Reference ID: 330811140552

Transaction Date: 04/11/2023 | 11:00 AM

Transaction Status: Success



*R. Mercy Shanmugam*  
PRINCIPAL

CSI COLLEGE OF ENGINEERING  
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Sponsored By Sivaraman Alumni(2011-2015) Batch

S.NO	NAME	DATE	AMOUNT
1	Suhas G(2021-22) ECE	27-May-2024	15,000



*R. Mary Shanathi*  
PRINCIPAL  
CSI COLLEGE OF ENGINEERING  
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Date 13/04/2022

From  
 Subhasan  
 I BE/ECE  
 CSI College of Engineering  
 Ketti city.  
 Reg no 110681106017  
 To,  
 The Principal,  
 CSI college of Engineering  
 Ketti city.

Respected Sir,

Sub: Concession of college fee - Reg.

I am Subhas from Electronics and Communication department due to financial crisis in my family, kindly give me concession in paying the college fee from ₹15000 to ₹30,000 for the upcoming second, third and fourth year. And Rs 20000 will be paid by sponsored for all the upcoming years.

Thanking you.

Yours faithfully  
 Subhasan

Place: Ketti

*forwarded and recommended for Time to pay the fee in two instalments. fee of 5000 for 4th year 5000 for 3rd year 5000 for 2nd year*

*to understand + my reg*

*Kindly approve the same*

*Approved as per the recommendation.*

*13/04/2022*

Sponsored By Vitae Intl Actg Services Pvt Ltd

S.NO	NAME	AMOUNT
1	Yogeshwari	30,500
2	Harish Kumar	30,000
3	Janani	60,000
4	Saravanan	30,000

*R. Mary Shanmugam*

CSI COLLEGE OF ENGINEERING  
KETTI-643 215.





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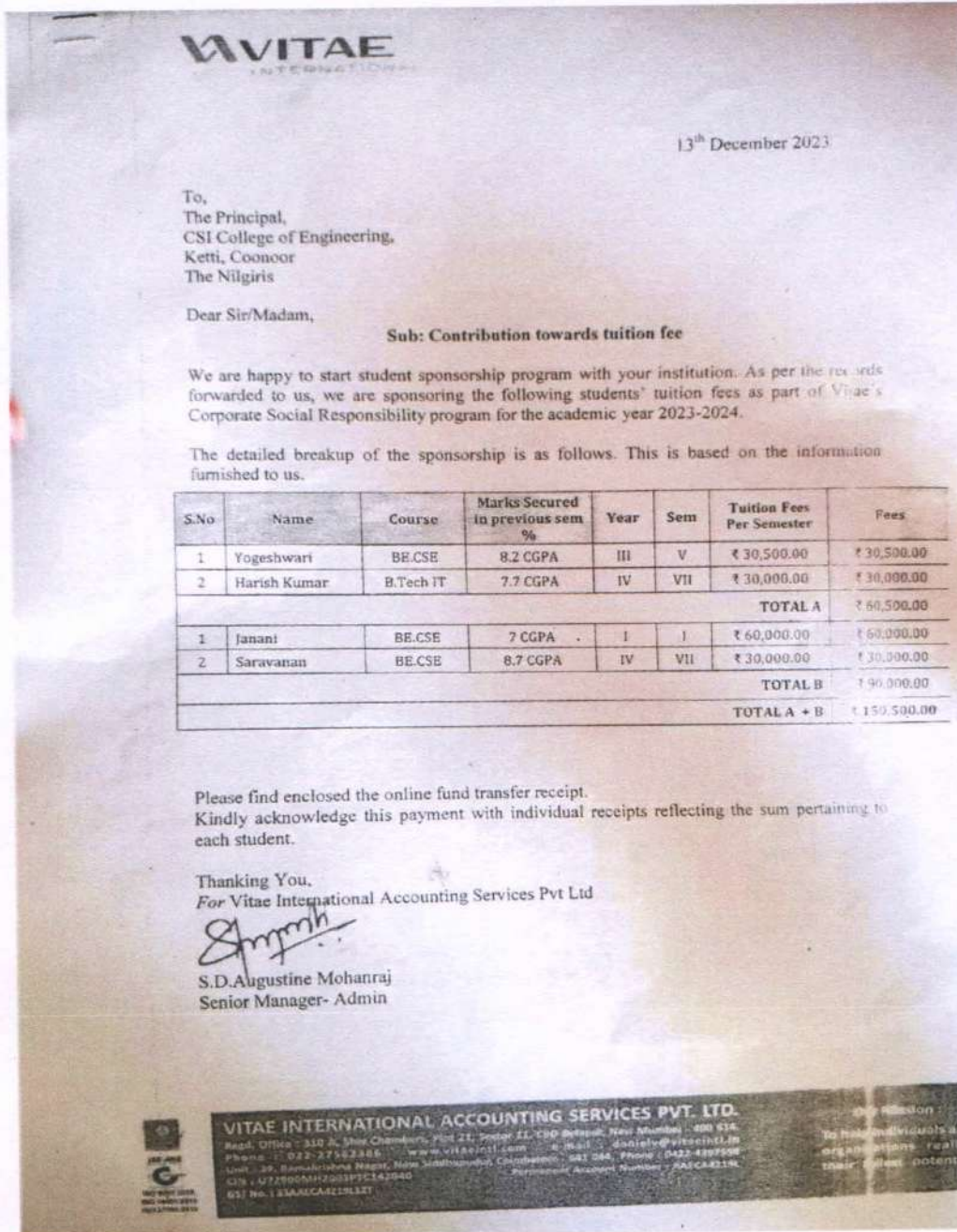
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13<sup>th</sup> December 2023

To,  
The Principal,  
CSI College of Engineering,  
Ketti, Coonoor  
The Nilgiris

Dear Sir/Madam,

**Sub: Contribution towards tuition fee**

We are happy to start student sponsorship program with your institution. As per the records forwarded to us, we are sponsoring the following students' tuition fees as part of Vitae's Corporate Social Responsibility program for the academic year 2023-2024.

The detailed breakup of the sponsorship is as follows. This is based on the information furnished to us.

S.No	Name	Course	Marks Secured in previous sem %	Year	Sem	Tuition Fees Per Semester	Fees
1	Yogeshwari	BE.CSE	8.2 CGPA	III	V	₹ 30,500.00	₹ 30,500.00
2	Harish Kumar	B.Tech IT	7.7 CGPA	IV	VII	₹ 30,000.00	₹ 30,000.00
<b>TOTAL A</b>							<b>₹ 60,500.00</b>
1	Janani	BE.CSE	7 CGPA	I	I	₹ 60,000.00	₹ 60,000.00
2	Saravanan	BE.CSE	8.7 CGPA	IV	VII	₹ 30,000.00	₹ 30,000.00
<b>TOTAL B</b>							<b>₹ 90,000.00</b>
<b>TOTAL A + B</b>							<b>₹ 1,50,500.00</b>

Please find enclosed the online fund transfer receipt.  
Kindly acknowledge this payment with individual receipts reflecting the sum pertaining to each student.

Thanking You,  
For Vitae International Accounting Services Pvt Ltd

*S.D. Augustine Mohanraj*  
S.D. Augustine Mohanraj  
Senior Manager- Admin

**VITAE INTERNATIONAL ACCOUNTING SERVICES PVT. LTD.**  
 Regd. Office - 310 A, Shiv Chembur, Plot 24, Sector 11, CGO Bungalow, New Mumbai - 400 614.  
 Phone: 022-27422886, www.vitaeintl.com, Email: [india@vitaeintl.com](mailto:india@vitaeintl.com)  
 Unit - 29, Banambalasa Nagar, Noida, Uttar Pradesh, India. Phone: 0522-2899508  
 GST No. U72900MH2001PTC142940, Permanent Account Number: RAJCA8214L



*R. Neey Shantra*  
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VITAE INTL ACCTG SERVICES PVT LTD  
39, RAMAKRISHNA NAGAR,  
NEW SIDHAPUDUR  
NA  
COIMBATORE, TAMIL NADU. Pin - 641044

### PAYMENT ADVICE

Transaction Date	07/12/2025
Remitter Name	VITAE INTL ACCTG SERVICES PVT LTD
Remitter's Account No	60312960011563
Beneficiary Code	CSI COLLEGE OF ENGG
Beneficiary Name	CSI TA COLLEGE OF ENGINEERING
Beneficiary's Account No	32058739117
Transaction Remarks	NEFT - SBIN0007200 - C78849061223184113 - 12/06/25 11:17 CSI TA COLLEGE OF ENGINEERING
Reference No	938125090
Payment Product	NEFT
UTRI / RRN No	NS41232771900338
Amount	150500.00
Amount in Words	One Lakh Fifty Thousand Five Hundred Rupees

Dear Sir / Madam,  
We have initiated your payment for the amount of 150500.00 to the services rendered, vide bill no. 150500.00 mentioned details.

Payment Details 1: Sponsorship  
Payment Details 2:  
Payment Details 3:

This is computer generated advice. Does not require any signature.



*R. Mury Shanathi*

PRINCIPAL  
CSI COLLEGE OF ENGINEERING  
KETTI - 643 216.

VITAE INTERNATIONAL ACCOUNTING SERVICES PVT. LTD.

Head Office: 319 A, Swan Chambers, Plot 21, Sector 11, CBD Bellary Road, Mumbai - 400 054.  
Phone: 022 27507384 www.vitaeintl.com e-mail: info@vitaeintl.in  
Off. At: Ramakrishna Nagar, New Sidhapudur, Coimbatore - 641 044. Phone: 0822-4897938  
Permanent Account Number: AAFCA42186



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w.e.f.31.12.2001).

*Mis. Daily in Concern file - 23-24*

*...He does great things that we cannot comprehend." - Job 37:5*

**C.S.I. ZION CHURCH**  
MARANDAHALLI  
BRANCH: CSI CHRIST CHURCH, PALAYAM  
MARANDAHALLI, DHARMAPURI - DT - 636 806.  
Rt.Rev. TIMOTHY RAVINDER, B.Sc., B.D., Z.D.,  
President & Bishop in Coimbatore

**Rev. EZHIL ROBERT KEVIN,**  
Presbyter & Chairman  
Cell : 94434 97075

**Mr. K.VELMURUGAN,**  
Hon. Secretary  
Cell : 91594 37521

**P.EZHIL,**  
Church Worker  
Cell : 7010982458

**Mr. C.NANJAPPAN,**  
Hon. Treasurer  
Cell : 9442733691

*Mr. Kavelan*  
*Mr. Sankar*  
*Mr. Vijayar*  
*Mr. Siva*

**CHURCH OF SOUTH INDIA**  
ZION CHURCH  
MARANDAHALLI  
PASTORATE  
COIMBATORE DIOCESE

To: *Ajay. S (Gra-FG)*  
The Principal  
CSI College of Engineering  
Ketti  
The Nilgiris - 643215

I - IT

Respected Sir,

Greetings in His wonderful name.

This is to inform you that Mr. S. AJAY S/P MR. SELVAM is a baptized member of our Pastorate. I thank that he got admission in our college (IT-Information Technology, Admission NO. 2023/2705/IT/10004) through Counselling (151.E). He is residing in rural area at Palayam, Panjappallica Palacode (Tk), Dharmapuri (Dt)-636812 and comes from very poor background.

So, I request you to kindly give concession in the fees structure for that I will be thankful to you. He is very obedient, regular in all the Church activities. I kindly consider his appeal favourably and help him to be a first graduate in his family.

Thanking you.

yours in His service,  
*[Signature]*

CHAIRMAN  
CSI - MARANDAHALLI  
PASTORATE

*R. Mary Shanthi*  
PRINCIPAL  
C.S.I. COLLEGE OF ENGINEERING  
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20/11/2022

To  
The Principal,  
CSI College of Engineering,  
Ketti

Respected Sir,

We have paid Rs. 20,000  
from the college fee Rs. 60,000  
(concession - Rs. 5,000) college fees  
Rs. 55,000. We have applied for  
loan so I kindly request you  
to give a 1 month time  
(31/01/2023) to pay the fees

Thank You

Yours Obediently  
A. Jeeva Sava

<https://mail.google.com/mail/u/0/?tab=rm&ogbl=inbox?projector=t>



R. Neey Shantra  
PRINCIPAL

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(Church of South India, Coimbatore Diocesan Council)

Approved by AICTE (F.No.730-52-301(E)ET/97), New Delhi  
Affiliated to Anna University, Chennai

Rt. Rev. Timothy Ravinder, B.Sc. B.D. ZD.,  
Bishop in Coimbatore  
Chairman

Godwin R. Daniel, B.Sc.,  
Correspondent

Dr. J. Joshua Gnana Sekaran,  
B.E., M.S., Ph.D., P.E., MISTE, MCSI,  
Principal

27.06.2022

### TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr. GIFTSON SAMUEL (S/o. Mr. STEPHEN) will be admitted to first year, B.E. Computer Science & Engineering (2022-2023) under Government Quota in this Institution which is approved by AICTE, New Delhi and affiliated to Anna University, Chennai.

Following is the approximate estimate of College fees, Hostel fees and other expenses for the academic year 2022-23:

Particulars	1 Year (Rs)
College Fees	Rs. 55,500/-
Other charges (Internet Centre, Placement training, Co-curricular and extracurricular, Health Ins. Etc..)	Rs. 15,000/-
Hostel	Rs. 60,000/-
<b>Total</b>	<b>Rs. 1,30,500/-</b>

*as per Netm*  
*Dr. J. Joshua*

*Full Concession*

The College Fees Demand Draft is to be taken in favour of CSI College of Engineering, Ketti, drawn on any bank, payable at Ketti or Ooty or Coonoor.

The Hostel Fees Demand Draft is to be taken in favour of The Principal & Warden, CSI College of Engineering Hostel drawn on any bank, payable at Ketti Valley.



*Dr. J. Joshua*  
27/6/22

PRINCIPAL  
PRINCIPAL  
CSI COLLEGE OF ENGINEERING  
KETTI - 643 219.

KETTI VALLEY, OOTY, The Nilgiris - 643215, Tamil Nadu, S. India. Phone: 0423 - 2517581 - 83, 2517474

E-mail: principal@csice.edu.in web: www.csice.edu.in www.csice.org

Head Office: CSI Coimbatore Diocesan Council, 36, Race Course, Coimbatore - 641 018.



*R. Manoj Shanmugam*  
PRINCIPAL  
CSI COLLEGE OF ENGINEERING  
KETTI - 643 216.



# CSI COLLEGE OF ENGINEERING, KETTI

Approved by AICTE, New Delhi (F.No.730-52-301 (E)ET/97 dated



NOV. 17, 1997),

Government of Tamil Nadu (vide GO Ms. No. 112, dated

23.3.1998),

Affiliated to Anna University, Chennai (Tamil Nadu Act 26of 2001

w.e.f.31.12.2001).

Serial No. \_\_\_\_\_

**COLLEGE OF ENGINEERING**  
 NDIA COIMBATORE (DIOCESAN COUNCIL)  
 V. OOTY, THE NILGIRIS - 643 215  
 Delhi & Affiliated to Anna University, Chennai)

Date: 24/6/2022

Programme / 1st Year / Lateral Entry / Transfer

NAME	<u>PRANAV</u>
YEAR / LATERAL	<u>1 YEAR</u>
ADMITTED DEPT	<u>CE</u>
ADMITTED UNDER GO/MQ	<u>CE-MQ</u>
ADMITTED COUNT	
FEES ALLOTTED	<u>91000/-</u>
CONCESSION	<u>less-10k-</u>
REFERENCE	<u>direct</u> <u>dmj</u>

B.E., Civil Engineering	<input type="checkbox"/>
B.E., Computer Science & Engineering	<input checked="" type="checkbox"/>
B.E., Electrical & Electronics Engineering	<input type="checkbox"/>
B.E., Electronics & Communication Engineering	<input type="checkbox"/>
B.E., Mechanical Engineering	<input type="checkbox"/>
B.Tech., Information Technology	<input type="checkbox"/>

AFID	
PHOTOPART	
SIZE	
PHOTOGRAPHIC	
WITH	
SIGNATURE	

- Name in Full (Block Letters) : PRANAV P
- Sex : Male / Female  
(Score off which in not applicable)
- Date of Birth : Day 5 Month 07 Year 2003
- Name of Parent / Guardian : PRADDEEP
- Community : OC/BC/BCAD/MBC/SC/ST/BCM/DC/OBC
- First Graduate : Yes/No
- Religion / Nationality : HINDU / INDIAN
- Admission Category : Management Quota / Government Quota
- Adhar No. Student : 3983 7369 7389
- Address for Communication : 05/216 A9, Gandhi Nagar,  
Ketti, - 643215

Phone with Std code / Mobile No. : 9952006019

E-mail ID : pranavpraddeep108@gmail.com



R. Mary Shantra  
PRINCIPAL

**CSI COLLEGE OF ENGINEERING**  
KETTI - 643 215



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w.e.f.31.12.2001).

19/04/2022

from  
 Dhanunjayan  
 J.P. ECE  
 CSI College of Engineering  
 Ketti

To:  
 The principal  
 CSI College of Engineering  
 Ketti

Respected Sir,

Sub: Permit me to pay less fee - Day

I am dhanunjayan Electronics and Communication department. This letter is to bring to you kind notice that I have a bad money crisis and I lost my dad. So that I could not pay full fee due to this situation. I request you to permit me to pay only the half of the amount (50,000) → 35,000 for friction fee and 15,000 for hostel fee until I complete or studies my situation, accept this letter and do me the necessary for the same

Thanking you

Your's obediently  
 Dhanunjayan

*Handwritten notes:*  
 amount and document fee 9500/-  
 to pay the fee in 10 days  
 kindly approve the same  
 +my



*R. Mey Shanthy*  
 PRINCIPAL  
 CSI COLLEGE OF ENGINEERING  
 KETTI - 643 216.



# CSI COLLEGE OF ENGINEERING, KETTI

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w.e.f.31.12.2001).

Place: Ketti  
 Date: 25/10/21  
 I see  
 Govt Fee  
 Commission

From  
 Address: B  
 2nd year ECE  
 Government Quota  
 CSICE  
 To  
 The Principal  
 CSICE

Respected Sir,

Sub: Requestion for fee discount - Reg.

At the time of admission I was informed that 5,000 Rs will be returned from my college fee amount. Since my granth are taking care of me and my needs. It will be of great help for my studies and my carrier. Kindly request you to do the needful

Total Fee	-	55,000	(Government Quota)
Govt Graduate	-	25,000	
Commission	-	30,000	
Discount	-	5,000	
Anna University	-	5,000	
Fee amount	-	20,000	



AS Admin/In-charge  
 Redu 11/10/21  
 A.C.

R. Mary Shanthi

Principal  
 CSI COLLEGE OF ENGINEERING,  
 KETTI-045 210.



# CSI COLLEGE OF ENGINEERING, KETTI

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From,  
PRAJAN, S.  
CSE-A First Year,  
CSICE,  
Ketti.

Class - CSE A  
Ph. No - 9340436188  
Reg. No - 710621104031

To,  
The Principal,  
CSICE,  
Ketti.

Sir,

Sub: Tuition fee concession - req

I am Prajan S belonging to CSE-A First Year.  
As I have scored 90% in my class 12 examination  
with a cut-off 172.5, I am eligible for the 20%  
concession in tuition fee offered by the institution  
Therefore I request you to grant me the same for 4

Thank You,

Yours faithfully,

PRAJAN S

Encl: 12<sup>th</sup> Marksheet Xerox

Date: 07-06-22

Place: Ketti

Forwarded to  
Principal  
JKR  
07/06/22  
HOD / S&H  
M. S. S. S.



R. Mary Shanthi  
PRINCIPAL

CSI COLLEGE OF ENGINEERING  
KETTI - 643 216.



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From:

M. Sathya Moorthy  
Thangarulo Homihalli  
The Nilgiris.

To, The Principal  
CSI College of Engineering  
Ketti

Sir,

I Request you to pay  
₹ 75,000 (Seventy five thousand)  
for both my son and daughter for  
4 years.

I - CSE  
~~II - CSE~~  
II YEAR  
R.F.E.  
[LATERAL]

S. ASHIRITHA :  
S ASHUK

50000/-  
25000/-

Bus fee for  
Ashuk 13000

₹ 88000  
₹ 50000/- = 83000

₹ 3000/-  
my

Thanking you.  
M. Sathya Moorthy



R. Mury Shantra  
PRINCIPAL

CSI COLLEGE OF ENGINEERING  
KETTI - 643 215.



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w.e.f.31.12.2001).

Grove

Tuition fee. 60,000

From  
G.Esakki  
161/2 Mount Pleasant Road  
Ooty - 643001

To  
The Principal  
CSI College of Engineering  
Ketti, The Nilgiris

Sir,

Sub : Requesting for a concession of fees - Regarding

My daughter E.Dharshinie is studying in B.Tech (IT) first year in your esteemed institution. I am writing this letter to request you for a fee concession. Already we have discussed with the same at the time of admission.

The details are given below:-

First graduate fee concession - Rs 25000

Special discount for cut off mark - Rs 12500 (cut off - 181)

So total amount of Rs 37500 (50000-37500 = 12500)

**Fees amount (12500 + 6500) Rs 19000 / yr**

Kindly consider my request and grant a fee concession for four yrs.

Yours sincerely,  
*A. Esakki*  
(Esakki G)

1/2  
2003

Cut off  
181  
200

Forwarded to Principal  
Respected Sir,  
She got 181 cut off  
in Government quota, and  
she is a First Graduate  
in her family.  
This is for your kind  
information.

*R. Mury Shantra*  
PRINCIPAL







w.e.f.31.12.2001).

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From,  
D.senthil kumar  
Driver(Transport)  
Csice,Ketti.

Date 22.06.22  
ketti

To,  
The principal  
Csice  
Ketti.

*Student Name: Resu Tony. CSE*

Subject:Application for Fee Concession

Respected Sir,

As I bring to your kind notice that I have been working in this institution from 2007onwards .I admitted my son to our Institution in the department of CSE in 2022-2023 .so I humbly request you to give him the fifty percent fees concession ,which is applicable to the staff children.

Thanking you

Yours sincerely

*Senthil Kumar*  
SENTHIL KUMAR.D

*forwarded to correspondent for approval -  
As per norms, the Staff kid will get 50% concession in tuition fee for four years -  
This may be approved*

*Dr. J. Joshua Gnana Selvaran*  
22/6/22  
PRINCIPAL  
Engineer

*Approved for 50% concession as recommended*

DR. J. JOSHUA GNANA SELVARAN  
CORRESPONDENT  
C.S.I. COLLEGE OF ENGINEERING  
KETTI - 643 215



*R. Mary Shanthi*  
PRINCIPAL

C.S.I. COLLEGE OF ENGINEERING,  
KETTI - 643 215.



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w.e.f.31.12.2001).



Date: 13/04/2022

From  
Subas G  
I BE/ECE  
CSI College of Engineering  
Ketti, disty  
Reg no: 310681106017  
To  
The Principal,  
CSI college of Engineering  
Ketti, disty.

Respected Sir,

Sub: Concession of college fee - Reg.

I am Subas from Electronics and Communication department. Due to financial crisis in my family, kindly give me concession in paying the college fee from ₹45000 to ₹30,000 for the upcoming second, third and fourth year. And Rs.20,500/- will be paid by sponsored for all the upcoming years.

Thanking you,

Yours faithfully  
Subas G

Place: Ketti

forwarded and recommend  
for Time to pay the fee in  
two instalments  
fee 45000/-  
for Four year  
5000/-  
tripartite  
back in

to the student  
Kindly approve the same  
for my

Approved as per  
the recommendation.  
13/04/2022



**P. May Shanthi**  
PRINCIPAL  
CSI COLLEGE OF ENGINEERING  
KETTI - 643 215.



w.e.f.31.12.2001).

# CSI COLLEGE OF ENGINEERING, KETTI

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## Best Practices 2 Write Up

S. No.	DESCRIPTION
1	Title of the Practice
2	Objectives of the Practice
3	The Context
4	The Practice
5	Evidence of Success
6	Problems Encountered and Resources Required



# CSI COLLEGE OF ENGINEERING, KETTI

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## Title of Practice:

Retirement Benefit Scheme

## Objectives of the Practice:

CSI College of Engineering focuses on the welfare of the staff fraternity, teaching and non-teaching by providing Retirement Benefit Scheme (RBS) mainly consisting of pension after retirement. Any employee who had completed 20 years of service in the institution is eligible for pension under RBS in addition to the EPF pension and gratuity. The institution also provides death relief of the employee in the unfortunate event of death.

## The Context:

The CSICE started in the Academic year 1998, which is now celebrating its 25th year, few employees had completed their 20 years of service and now they are getting the pension under the Retirement Benefit Scheme named "CSI Golden Jubilee Diocesan Workers Contributory Retirement Benefit Scheme of Coimbatore Diocese 1997"

## The Practice:

On the meeting dated 18.08.2024, the Diocesan Executive Committee has revised the contribution under Retirement Benefit Scheme made by the Employees and Employer share. The percentage is raised for about 2.5% from 7.5% to 10% each in the basic pay of the employees under the Retirement Benefit Scheme with effect from 01.04.2024 retrospectively.

## Qualifying Services:

A minimum service of 20 years No. of years services means all services means all services of the individual rendered in CSI Coimbatore Diocese.

## Evidence of Success:

Few staff members who are availing RBS is enclosed below.



*R. Mary Shanmugam*  
PRINCIPAL  
CSI COLLEGE OF ENGINEERING  
KETTI - 643 216.



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## CHURCH OF SOUTH INDIA

H.O. - 256, Race Course, Coimbatore - 641 018.

Phone : 0422-2221605, 2221655, E-mail : csicoimbatorediocese@gmail.com

RE: Rev. TIMOTHY HAVINDEN

Bishop - Chairman

Email : csitpobes@gmail.com

Rev. DAVID BARNABAS

Vice President

94433 74044

Email : csiodcyp@gmail.com

Rev. S. PRINCE CALVIN

Hon. Secretary

99434 54519

Email : csiodsecretary@gmail.com

D.S. AMIRTHAN

Hon. Treasurer

94430 55023

Email : csiodctrasuar@gmail.com

CDC-L/25/2024

dated : 18.07.2024

To

The Correspondent,  
CSI College of Engineering,  
Ketti, The Nilgiris.

Dear Sir,

Sub: CSI Coimbatore Diocese - Revised contribution in Retirement Benefit Scheme - Reg.  
Ref: Decision of the Diocesan Executive Committee meeting held on 18.05.2024.

It is decided in the Diocesan Executive Committee meeting held on 18.05.2024, that the contribution of Employees & Employers share is raised from 7.5% to 10% each in the Basic pay of the Employees in the Retirement Benefit Scheme with effect from 01.04.2024 retrospectively.

S.No.	Contribution from whom	RBS contribution in old Scheme	RBS contribution in new Scheme (revised from 01.04.2024)
1.	2.	3.	4.
1	Employer's Contribution	7.5%	10% on Basic pay (restricted to Rs.40,000/-)
	Employees Contribution	7.5%	10% on Basic pay (restricted to Rs.40,000/-)
	Total	15%	20%

2. Hence, the Salary Disbursing Authorities are requested to adhere this instruction from 01.04.2024 without fail. If any arrears pending in the RBS, it should be sent to the Diocesan Office immediately.

*D.S. Amirthan*

HON. TREASURER

- CC: 1. The Bishop-Chairman,  
2. The Diocesan Office Bearers,  
3. The Convenor, Joint Board of Education,  
4. The Office Manager,  
5. The Principal, CSI Bishop Appasamy College of Education, Coimbatore.
- } CSI Coimbatore Diocese.



*R. Manj Shantra*

PRINCIPAL  
CSI COLLEGE OF ENGINEERING  
KETTI - 643 216.



w.e.f.31.12.2001).

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## CSI COIMBATORE DIOCESE

HO.: 256, Race Course, Coimbatore -641018

PH: 0422-2223065, 0422-2221655

E-mail: [csicoimbatorediocese@gmail.com](mailto:csicoimbatorediocese@gmail.com)

**Rt. Rev. TIMOTHY RAVINDER**  
Bishop - Chairman

Mr. A. Kannan, M.A., M.Ed.,  
Manager  
CSI Coimbatore Diocese

Ph: 9442230301

07.07.2023

To

Mr. H. B. Thiyagaraj,  
4/28 A, Halada Village,  
Lovedale Post,  
Nilgiris- 643003

**Sub: RBS benefits – Regarding**  
\*\*\*\*\*

Madam,

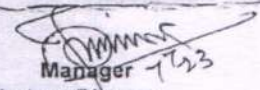
Greetings in the name of our Lord Jesus Christ.

I have enclosed a cheque bearing No. 806888 dt. 05.07.2023 for Rs. 1, 16,811/- in favour of Mr. H. B. Thiyagaraj, formerly Asst., Professor in CSI College of Engineering, Ketti towards his RBS pension arrear.

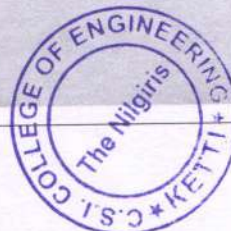
Kindly acknowledge the receipt of the cheques.

Yours sincerely,


Enci: 1 no of cheque.

  
Manager 7/23  
CSI Coimbatore Diocese

82 7/14/23  
Copy to : The Principal, CSI College of Engineering, Ketti  
CSI Diocesan Office, RBS Section.



*R. Mary Shanthy*  
PRINCIPAL  
CSI COLLEGE OF ENGINEERING

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**CSI COLLEGE OF ENGINEERING**  
(Church of South India, Coimbatore Diocesan Council)

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Affiliated to Anna University, Chennai

**Rt. Rev. Timothy Ravinder**  
Bishop in Coimbatore  
Chairman

**Mr. Godwin R. Daniel**  
Correspondent

**Dr. P. D. Arumairaj M.E., Ph.D.**  
Principal

Ref: CSICE/RBS/426/23

31.07.2023

To

Dr. H.B Thiagarajan,  
4/28 A, Halada Vilege,  
Lovedale post,  
The Nilgiris-643 003

Dear Sir,

Sub: RBS settlement – reg  
Ref: your mail dated 30.07.2023

With reference your mail dated 30.07.2023, it is informed that you have received the pension from the Diocese in July 2023 and the repayment will start from August 2023 (i.e) after receiving your pension as orally agreed upon.

With regards

*Mary Shanthi*  
PRINCIPAL

KETTY VALLY, OOTY, The Nilgiris - 643 215, Tamil Nadu, S. India. College : Ph : 0423 - 2517581 - 83, 2517474  
E-mail: principal@csice.edu.in web :www.csice.edu.in www.csice.org  
Head Office : CSI Coimbatore Diocesan Council, 256, Race Course, Coimbatore - 641 018.



*R. Mary Shanthi*  
PRINCIPAL  
CSI COLLEGE OF ENGINEERING  
KETTI - 643 215.



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## CSI – COIMBATORE DIOCESE ADMINISTRATIVE COMMITTEE

HO - 256, Race Course, Coimbatore - 641018  
PH: 0422-2223065, 0422-2221655  
E-mail: csicoimbatorediocese@gmail.com

**RT. Rev. TIMOTHY RAVINDER**  
Bishop – Chairman

**Rev. L. DAVID BARNABAS**  
Administrative Secretary  
9443374644

**Mr. H. ARTHUR SADHANANDHAM**  
Finance Administrator  
9443095985

21.12.2021

To  
The Principal,  
CSI College of Engineering,  
Ketti.

Sub: RBS Benefits – Regarding

Dear Sir,

Greetings in the name of our Lord Jesus Christ.

Herewith I have enclosed the following 2nos of cheques drawn in favor of the former employees of your institution towards the RBS Benefits.

S. No	Name	Che. No / Date	Amount	Particulars
1.	Mr. Prakash V	034593 / 08.12.2021	Rs. 3, 67, 198/-	Pension arrear
2.	Mr. Prakash V	034594 / 08.12.2021	Rs. 1, 78, 065/-	Gratuity

Kindly acknowledge the same.

Thanking you,

Yours sincerely,

Finance Administrator

Encl: 1. Che. No. 034593 / 08.12.2021, Rs. 3, 67, 198/-, Park Square Br.  
2. Che. No. 034594 / 08.12.2021, Rs. 1, 78, 065/-, Park Square Br.



PRINCIPAL  
CSI COLLEGE OF ENGINEERING  
KETTI - 643 215.