

05-01-2023

To
Ms. Aruna H. K.
Associate Professor
HoD, Dept of Zoology
mLAC

APPOINTMENT LETTER

*We are pleased to inform that you have been appointed as **IQAC Coordinator** with effect from 5th January 2023. This is a very important position and I am sure you will add significance to same.*

Your main responsibility will be to ensure and sustain quality in the area of academics and administration.

You will be working in close consultation with Principal, IQAC Team, Administrative Officer, Academic Coordinator, Stream and Cell Coordinators. The attempt will be to make mLAC one among the best College in the Country.

Best Wishes,



Principal

Received

Chen He

5/1/2023

**Maharani Lakshmi Ammanni
College for Women Autonomous**

Affiliated to Bengaluru City University

Accredited by NAAC (IV Cycle) with "A" Grade

Recognised by UGC under Section 2(f) and 12B of the UGC Act 1956

Conferred the status of 'College with Potential for Excellence' by UGC

No: mLAC/app.ltr/2023-24/

Date: 26-09-2023

To

Dr. Jolitha A B

Associate Professor

Dept. of Biotechnology

mLAC

APPOINTMENT LETTER

*We are pleased to inform that you have been appointed as **Joint IQAC Coordinator** with effect from 26th September 2023. This is a very important position, and I am sure you will add significance to same.*

Your main responsibility will be to ensure and sustain quality in the area of academics and administration.

You will be working in close consultation with Principal, IQAC Coordinator, IQAC Team, Administrative Officer, Stream, and Cell Coordinators. The attempt will be to make mLAC one among the best College in the Country.

Best Wishes,



Principal

Lead
Jolitha A B

**Maharani Lakshmi Ammanni
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20-09-2023

To,
Dr. Nanda Kulkarni
HoD, Dept. of Mathematics
mLAC

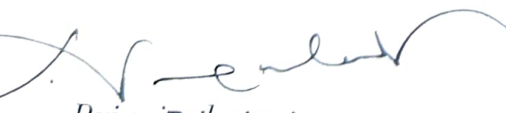
APPOINTMENT LETTER

*We are pleased to inform that you have been appointed as **Coordinator** for Grievance Redressal Cell with effect from 20th September 2023. This is a very important position, and I am sure you will add significance to the same.*

Your roles and responsibilities are as mentioned in the grievance redressal policy document of mLAC.

You will be working in close consultation with Principal.

Best Wishes,


Principal
Maharani Lakshmi Ammanni College
for Women, mLAC Autonomous
Science Post, Bangalore - 560 012

Nanda Kulkarni
21.9.23

mLAC/120A/2021-22

Date: 14.02.2022

To
Ms. Saraswathi H Naik
Assistant Professor
Department of Sociology
Bangalore

APPOINTMENT LETTER

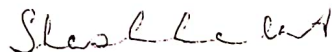
Dear Ms. Saraswathi H Naik,

I am pleased to inform you that the Maharani Lakshmi Ammanni College has appointed you as NSS Officer with immediate effect.

You shall continue your regular academic work in addition to the above responsibility.

Best wishes,

Yours sincerely,



Dr. Shashikala A
Principal

Maharani Lakshmi Ammanni College for Women

mLAC/ 062 /2020-21

Date: 16.03.2021

To
Dr. Sushil Kumar Middha
Associate Professor
Department of Biotechnology
mLAC
Bangalore

APPOINTMENT LETTER

Dear Dr. Sushil Kumar Middha,

Ref: Letter dated 05.12.2019 by Prof. Roddam Narasimha, Former
Chairman, mLAC Trust.

I am happy to inform that, you are designated as Research Coordinator,
mLAC. You shall work under the guidance of the Principal.

The responsibilities of the Research Coordinator include;

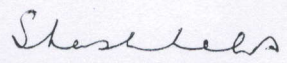
- a. Research activities / Project publications
- b. mLAC seed funding projects

The Research Coordinator will give a monthly report to the Managing
Trustee and Principal.

This letter is issued on the directions of Former Chairman, and Managing
Trustee, Sri. K Jairaj.

Best wishes,

Yours sincerely,


Dr. Shashikala A
Principal **PRINCIPAL**
Maharani Lakshmi Ammanni College for Women
Bangalore - 560 012.

Received
by my
16/03/21



Ph: 2334 9311
2336 0816

MAHARANI LAKSHMI AMMANNI COLLEGE TRUST (Regd.)
SCIENCE P.O. MALLESWARAM, BANGALORE - 560 012

mLACT/073/2021-22

Date: 09.11.2021

Chairman
Sri. S.S. Naganand

Managing Trustee
Sri. K. Jairaj, IAS (Retd.)

Treasurer
Sri. K.C. Medapa

Trustee
Dr. Geetha Narayanan

Trustee
Prof. K.B.R. Varma

Trustee
Dr. Gururaj Karajagi

To,
Dr. Jolitha A B
Associate Professor
Head of the Department - Biotechnology
Maharani Lakshmi Ammanni
College for Women Autonomous
Bengaluru

APPOINTMENT LETTER

Dear Dr. Jolitha,

I am pleased to inform you that you are designated as **Academic Coordinator** of Maharani Lakshmi Ammanni College for Women Autonomous. This appointment will be with immediate effect and for a period of 2 years initially.

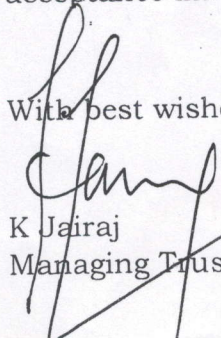
Below are your broad roles and responsibilities:

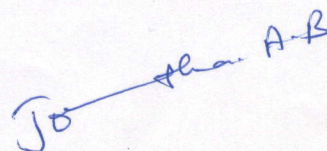
1. Improvement in Admissions
2. Maintenance of discipline
3. All India Ranking for mLAC
4. Supervision of Examination section
5. Teaching practices in all Departments
6. Motivating faculty including new faculty
7. Ensuring proper use of feedback of students and faculty in College matters

The Trust expects you and the team to establish Good Academic standards in the Institution.

You shall continue your regular works in addition to the above responsibilities. I request you to confirm your acceptance immediately.

With best wishes,


K Jairaj
Managing Trustee


Jolitha A B

Ref: mLAC/011J/2023-24

Date: 24.04.2023

To,
Mr. Akshay S
Assistant Professor
Department of Physics
Maharani Lakshmi Ammanni College for Women

Dear Akshay,

Sub: New Role as Associate Administrative Officer

We are pleased to designate you as Associate Administrative Officer with effect from **17.04.2023** for the period of **two** years.

As a Coordinator you have to efficiently discharge the responsibilities for smooth functioning of department activities in co-operation with other personnel.

Wishing you all the best in you new role.

Received
Akshay S
28/4/23

For mLAC



Dr. Nagalakshmi B. N.
Principal
Maharani Lakshmi Ammanni College for Women
Bangalore - 560 012.



Administrative Officer
Maharani Lakshmi Ammanni College
for Women, Autonomous
Malleshwaram, Bengaluru-560012.

Malleshwaram, Science Post, Bangalore - 560 012.
Tel. : 080-2334 9311 email : mlacw@mlacw.org, www.mlacw.edu.in

o/c.

Ref: mLAC/012B/2023-24

Date: 24.04.2023

To,
Ms. Archana Preetha R
Assistant Professor
Department of Bio-Technology
Maharani Lakshmi Ammanni College for Women

Dear Archana Preetha,

Sub: New Role as Cultural Coordinator

We are pleased to designate you as **Cultural Coordinator** with effect from **17.04.2023** for the period of **two** years.

As a Cultural Coordinator you have to efficiently discharge the responsibilities for smooth functioning of cultural activities in co-operation with other personnel in college campus.

Wishing you all the best in you new role.

For mLAC

[Signature]

Principal

Maharani Lakshmi Ammanni College
for Women, Autonomous
P.O. Box 13th Cross,
Malleshwaram, Bangalore - 560 012.

[Signature]
Dr. Annandanesha B A

Administrative Officer (Academics)
Maharani Lakshmi Ammanni College
for Women, Autonomous
Malleshwaram, Bengaluru-560012.

Received
A. h. o. P.
29/4/23

Malleshwaram, Science Post, Bangalore - 560 012.

Tel. : 080-2334 9311 | email : mlacw@mlacw.org, www.mlacw.edu.in

Ref: mLAC/026/2023-24

Date: 02.05.2023

To,
Ms. Bharathi D S
Assistant Professor
Department of Computer Science
Maharani Lakshmi Ammanni College for Women

Dear Bharathi D S,


Sub: New Role as NAD Nodal Officer

We are pleased to designate you as **NAD Nodal Officer** with effect from **17.04.2023** for the period of **two** years.

As NAD Nodal Officer you have to efficiently discharge the responsibilities for smooth functioning of department activities in co-operation with other personnel.

Wishing you all the best in you new role.

For mLAC



Dr. Nagalaxmi B N
Principal



Dr. Annandanesha B A
Administrative Officer (Academics)

*Received
Bharathi D.S*

Ref: mLAC/012D/2023-24

Date: 24.04.2023

To,
Ms. Jayashree
Assistant Professor
Department of Bio-Chemistry
Maharani Lakshmi Ammanni College for Women

Dear Jayashree,

**Sub: New Role as Co-ordinator for Student Welfare
Association**


We are pleased to designate you as **Student Coordinator** with effect from **17.04.2023** for the period of **two** years.

As a Student Coordinator you have to efficiently discharge the responsibilities for smooth functioning of Student activities in co-operation with other personnel.

Wishing you all the best in you new role.

For mLAC

Received
Jayashree
20/4/2023



Dr. Nagalaxmi B N
Principal



Dr. Annandanesha B A
Administrative Officer (Academics)

Maharani Lakshmi Ammanni College
for Women Autonomous
Science Post, Bangalore - 560 012

Administrative Officer
Maharani Lakshmi Ammanni College
for Women Autonomous
Mallleshwaram, Bangalore - 560 012

Tel. : 080-2334 9311 email : mlacw@mlacw.org, www.mlacw.edu.in

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Date: 13.10.2023

Ms. N.S. Phalguni Bhat,
Assistant Professor,
Dept. of Microbiology.

Madam,

We are happy to inform that you are appointed as the coordinator for SECC (Skill Enhancement Credit Course) with effect from 18.4.2023.


Please note that this is in addition to the existing allotted duties and responsibilities.

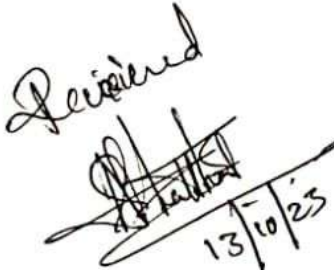
We wish that you would excel, and these activities would take you to greater heights.

Please acknowledge the receipt of this letter in the copy of this letter as an acceptance.

Yours sincerely,

For mLAC


13/10/23
G. Narayana Subramani
Administrative Officer (General)


13/10/23

Ref: mLAC/012H/2023-24

Date: 24.04.2023

To,
Ms. Priyanka.M
Assistant Professor
Department of Management Studies
Maharani Lakshmi Ammanni College for Women

Dear Priyanka,

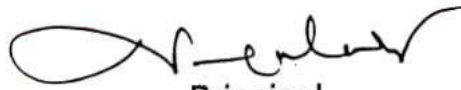
Sub: New Role as Associate NCC Army Officer

We are pleased to designate you as **Associate NCC Army Officer** with effect from **17.04.2023** for the period of **two** years.

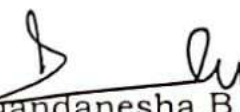

As an Associate NCC Army Officer you have to efficiently discharge the responsibilities for smooth functioning of Student activities in co-operation with other personnel.

Wishing you all the best in you new role.

For mLAC



Principal
Maharani Lakshmi Ammanni College
for Women Autonomous
Science Post, 18th Cross,
Malleshwaram, Bangalore - 560 012.



Dr. Anandanesha B A
Administrative Officer
Administrative Officer (Academics)
for Women, Autonomous
Malleshwaram, Bangalore - 560 012.

**Maharani Lakshmi Ammanni
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Date: 26.09.2023

No: mLAC.AO-59/2023-24/

To

Dr. Reema Kumari

Department of Botany

Madam,

I am pleased to inform you that you are designated as a **Deputy COE (General)**, in the Examination Section at mLAC with effect from **26.09.2023**, for a period of **two years**.


This will be in addition to your department work.

Below are your broad roles and responsibilities:

1. Coordinating Internal Exams
2. Maintaining all exam related documents
3. Printing question papers
4. Preparing room allotment and staff allotment for exams
5. Assisting in conducting exams and valuation
6. Assisting in marks entry, verification, and publishing results
7. Assisting in revaluation
8. Assisting in conducting supplementary exams

Wishing you all the best in your new role.

For mLAC

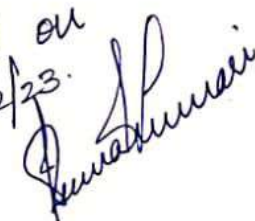

Dr. Nagalaxmi B.N
Principal

To,

Dr. Reema Kumari, Department of Botany

CC,

1. Controller of Examination for information
2. All the HoD's, Coordinators of Art, Science & Commerce for information.
3. The Administrative Officer (Academics)
4. The Chief Administrative Officer
5. The Finance Officer for information
6. The Academic Coordinator for information
7. The Office Superintendent for information
8. The Personal secretary Managing Trustee, with a request to bring it to his notice.

Received on
28/12/23.


Ref: mLAC/012G/2023-24

Date: 24.04.2023

To,
Ms. Shambhavi.S
Assistant Professor
Department of Computer Science
Maharani Lakshmi Ammanni College for Women

Dear Shambhavi,

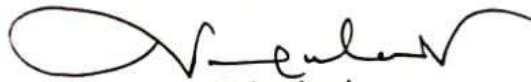
Sub: New Role as Associate NCC AIR Wing Officer

We are pleased to designate you as **Associate NCC AIR Wing Officer** with effect from **17.04.2023** for the period of **two** years.


As an Associate NCC AIR Wing Officer you have to efficiently discharge the responsibilities for smooth functioning of Student activities in co-operation with other personnel.

Wishing you all the best in you new role.

For mLAC



Principal
Maharani Lakshmi Ammanni College
for Women, Autonomous
Post: 18th Cross,
Malleshwaram, Bangalore - 560 012.


Dr. Annandanesha A
Administrative Officer (Academics)
Maharani Lakshmi Ammanni College
for Women, Autonomous
Malleshwaram, Bangalore-560012.

Shambhavi.S
28/4/23

Ref: mLAC/025/2023-24

Date: 02.05.2023

To,

Dr. Shravana Kumara K N

Assistant Professor

Department of Chemistry

Maharani Lakshmi Ammanni College for Women

Dear Dr. Shravana Kumara,

Sub: New Role as IP Cell Joint Coordinator

We are pleased to designate you as **IP Cell Joint Coordinator** with effect from **17.04.2023** for the period of **two years**.

As a Coordinator you have to efficiently discharge the responsibilities for smooth functioning of department activities in co-operation with other personnel.

Wishing you all the best in your new role.

For mLAC



Dr. Nagalaxmi B N

PRINCIPAL

Maharani Lakshmi Ammanni College for Women
Bangalore - 560 012.

Malleswaram, Science Post, Bangalore - 560 012.

Tel. : 080-2334 9311 email : mlacw@mlacw.org www.mlacw.edu.in



Dr. Annandanesha B A

Administrative Officer (Academics)

Maharani Lakshmi Ammanni College for Women, Autonomous
Malleswaram, Bengaluru-560012.

Ref: mLAC/012F/2023-24

Date: 24.04.2023

To,
Ms. Usha T
Associate Professor
Department of Bio-Chemistry
Maharani Lakshmi Ammanni College for Women

Dear Usha,

Sub: New Role as Alumni Coordinator

We are pleased to designate you as **Alumni Coordinator** with effect from **17.04.2023** for the period of **two** years.

As a Student Coordinator you have to efficiently discharge the responsibilities for smooth functioning of Student activities in co-operation with other personnel.

Wishing you all the best in you new role.

Received
28/04/2023

For mLAC



Principal
Maharani Lakshmi Ammanni College
for Women Autonomous
Science Post, 18th Cross,
Malleshwaram, Bangalore - 560 012.



Dr. Annandanesha B. A.
Administrative Officer (Academics)
Maharani Lakshmi Ammanni College
for Women Autonomous
Malleshwaram, Bengaluru-560012.

Malleshwaram, Science Post, Bangalore - 560 012.
Tel. : 080-2334 9311 email : mlacw@mlacw.org, www.mlacw.edu.in

Ref: mLAC/021/2023-24

Date: 28.04.2023

To,
Dr. Althaf Pasha D M
Associate Professor
Department of Hindi
Maharani Lakshmi Ammanni College for Women

Dear Dr. Althaf Pasha,


Sub: New Role as Arts Coordinator

We are pleased to designate you as Arts Coordinator with effect from **17.04.2023** for the period of **two** years.

As a Coordinator you have to efficiently discharge the responsibilities for smooth functioning of department activities in co-operation with other personnel.

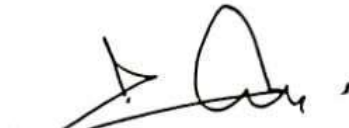
Wishing you all the best in you new role.

For mLAC



Dr. Nagalaxmi B N
Principal

Maharani Lakshmi Ammanni College for Women,
Bangalore - 560 012.



Dr. Annandanesha B A

Administrative Officer (Academics)

Maharani Lakshmi Ammanni College
for Women, Autonomous
Malleshwaram, Bengaluru-560012.

Malleshwaram, Science Post, Bangalore - 560 012.
Tel. : 080-2334 9311 email : mlacw@mlacw.org, www.mlacw.edu.in

Received
28/4/23
28423

Ref: mLAC/019/2023-24

Date: 27.04.2023

To,
Dr. Babitha B
Associate Professor
Department of Bio-Technology
Maharani Lakshmi Ammanni College for Women

Dear Dr.Babitha,

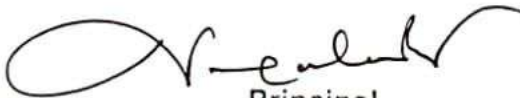
Sub: New Role as Science Coordinator

We are pleased to designate you as **Science Coordinator** with effect from **17.04.2023** for the period of **two** years.


As a Coordinator you have to efficiently discharge the responsibilities for smooth functioning of department activities in co-operation with other personnel.

Wishing you all the best in you new role.

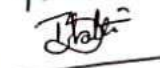
For mLAC



Principal
Maharani Lakshmi Ammanni College
for Women Autonomous
11St. Post, 18th Cross,
Malleshwaram, Bangalore - 560 012.



Dr. Annandanesha B A
Administrative Officer (Academics)
Maharani Lakshmi Ammanni College
for Women, Autonomous
Malleshwaram, Bengaluru-560012.

Received with
thanks
from

28/4/23

Malleshwaram, Science Post, Bangalore - 560 012.
Tel. : 080-2334 9311 email : mlacw@mlacw.org, www.mlacw.edu.in

Ref: mLAC/030/2023-24

Date: 03.05.2023

To,
Ms. Jyothsna Thimmaiah B
Associate Professor
Department of Management
Maharani Lakshmi Ammanni College for Women

Dear Jyothsna,

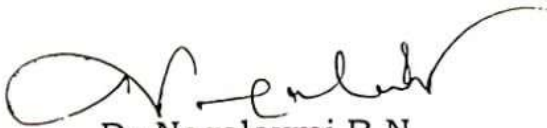
Sub: New Role as BBA Coordinator

We are pleased to designate you as BBA Coordinator with effect from **17.04.2023** for the period of **two** years.

As a Coordinator you have to efficiently discharge the responsibilities for smooth functioning of department activities in co-operation with other personnel.

Wishing you all the best in you new role.

For mLAC



Dr. Nagalaxmi B N
Principal

Maharani Lakshmi Ammanni College
for Women Autonomous
Science Post, Bangalore - 560 012.



Dr. Annandanesha B A
Administrative Officer (Academics)

Administrative Officer
Maharani Lakshmi Ammanni College
for Women Autonomous
Science Post, Bangalore - 560012.

Received
Sgt/5
20/5/23

Ref: mLAC/012A/2023-24

Date: 24.04.2023

To,
Ms. Nethravathy K
Assistant Professor
Department of Computer Science
Maharani Lakshmi Ammanni College for Women

Dear Nethravathy,

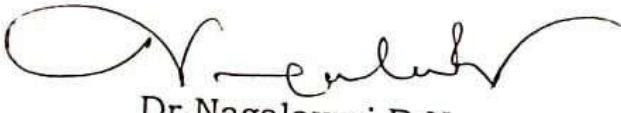
Sub: New Role as B.Sc Computer Science Coordinator

We are pleased to designate you as B.Sc Computer Science
with effect from **17.04.2023** for the period of **two** years.

As a Coordinator you have to efficiently discharge the
responsibilities for smooth functioning of department
activities in co-operation with other personnel.

Wishing you all the best in you new role.


For mLAC


Dr. Nagalaxmi B N
Principal


Principal

Maharani Lakshmi Ammanni College
for Women, Autonomous
Science Post, Bangalore - 560 012.

Malleswaram, Science Post, Bangalore - 560 012: 560012.
Tel. : 080-2334 9311 email : mlacw@mlacw.org, www.mlacw.edu.in


Dr. Annandanesha B A
Administrative Officer (Academics)

Administrative Officer
Maharani Lakshmi Ammanni College
for Women, Autonomous
Malleswaram, Bangalore - 560 012: 560012.


30/5/23

Ref: mLAC/012A/2023-24

Date: 24.04.2023

To,
Ms. Nethravathy K
Assistant Professor
Department of Computer Science
Maharani Lakshmi Ammanni College for Women

Dear Nethravathy,

Sub: New Role as BCA Coordinator


We are pleased to designate you as BCA Coordinator with effect from **17.04.2023** for the period of **two** years.

As a Coordinator you have to efficiently discharge the responsibilities for smooth functioning of department activities in co-operation with other personnel.

Wishing you all the best in your new role.

For mLAC


Principal
Maharani Lakshmi Ammanni College
for Women Autonomous
Mallewaram, Bangalore - 560 012.


Dr. Annandanesha B A
Administrative Officer (Academics)
Mallewaram, Bangalore - 560 012.

*Recd
Kneel
2014*

Ref: mLAC/012E/2023-24

Date: 24.04.2023

To,
Ms. Rajeshwari M
Assistant Professor
Department of Commerce
Maharani Lakshmi Ammanni College for Women

Dear Rajeshwari,

Sub: New Role as Women in Leadership Series Coordinator

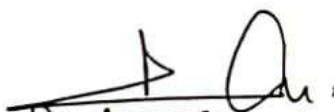
We are pleased to designate you as Women in Leadership Series **Coordinator** with effect from **17.04.2023** for the period of **two** years.

As a Student Coordinator you have to efficiently discharge the responsibilities for smooth functioning of Student activities in co-operation with other personnel.

Wishing you all the best in you new role.

For mLAC


Dr. Nagalekshmi B N
Principal
Maharani Lakshmi Ammanni College for Women
Bangalore - 560 012.


Dr. Annadanesha B A
Administrative Officer (Academics)
Maharani Lakshmi Ammanni College
for Women, Autonomous
Malleshwaram, Bengaluru-560012.



Ref: mLAC/013/2023-24

Date: 25.04.2023

To,
Dr. Reema Kumari M
Associate Professor
Department of Botany
mLAC, Bangalore

APPOINTMENT LETTER

I am pleased to inform you that you are designated as **PG COORDINATOR Botany, Department of Botany** of Maharani Lakshmi Ammanni College for Women Autonomous. This appointment will be with immediate effect. You shall work under the guidance of the Principal.

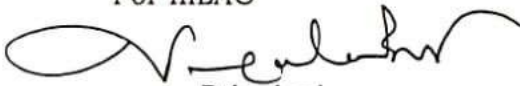
The Responsibilities of the PG Coordinator include;

- Branding mLAC PG studies
- PG Calendar of events, Chairperson of BOS and BOE
- PG Admission and Approval process
- Enhancing faculty quality through encouragement of Research, Publication, monthly Seminar/Conference/Workshop, Coaching classes for Competitive exams.
- Organising Skill enhancement/Soft skill programme
- Enhancing career counseling and placement opportunities
- Member of Library Advisory Committee for valuable suggestion to take library to next level

The PG Coordinator will give a monthly report to the Principal.

Best wishes,

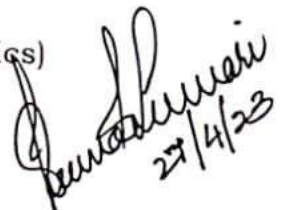
For mLAC



Principal
Maharani Lakshmi Ammanni College
for Women Autonomous
HSC Road, Main Cross,
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Dr. Annandanesha B A
Administrative Officer (Academics)
for Women Autonomous
Malleshwaram, Bangalore-560012.



27/4/23