

Off :0484 - 2663813
2663380
Res :0484 - 2663225



SACRED HEART COLLEGE

(Nationally accredited at the Five Star Level)

Thevara Cochin - 682 013

Kerala, India

No. TS/A/SOC/7/2007

Date 5-12-2007

FORM I

APPOINTMENT ORDER

Sri Sibi K.I., Karunakkal House, Vazhakkala, Kakkanad
Ernakulam is appointed/promoted as Re-appointed as
Lecturer in Sociology
under the educational agency on a pay of Rs. 8000/- p.m. in the scale of
Rs. 8000 - 275 - 13500
in the Sacred Heart College, Thevara from 5-12-2007 to -- --
Temporarily permanently, subject to the provisions Mahatma Gandhi University Act 1985 and the
Statutes, Ordinances & Regulations made thereunder and such other rules and orders issued from
time to time by the Mahatma Gandhi University or by such other authority who may be competent
to issue such Rules, Orders etc. under the said Statutes.

(Retirement vacancy of Rev.Fr.Abraham Vallarackal)

(Seal)



(MANAGER)



Phone : Principal

Off : 0484-315380
Res : 0484-311225
0484-315948

SACRED HEART COLLEGE

THEVARA, COCHIN-682013

No AS.ATS./00

FORM I

Date 6-3-2000

APPOINTMENT ORDER

Sri. Benny Varghese, Lecturer, Dept. of Sociology

is appointed to ~~the~~ shifted to the
retirement vacancy of Rev. Dr. Jose Kuriedath

under the Educational Agency on a pay of Rs 2060- p. m. in the scale of Rs 2060-3200
in the Sacred Heart College, Thevara, from 1-3-2000 P. M., to -

permanently; subject to the provisions of Mahatma Gandhi University Act 1985 and the
Statutes, Ordinances & Regulations made thereunder and such other rules and orders
issued from time to time by the Mahatma Gandhi University or by such other authority
who may be competent to issue such rules, orders etc. under the said Statutes.

(MANAGER)



APPOINTMENT ORDER

Ms. Achu Alex
SI Flat
Kurishupally Road
Perumanoor
Ernakulam 682036

Dear Madam,

With reference to your application and the subsequent interview you had with us, we have the pleasure in informing you that you have been appointed as Guest Faculty in our College on the following conditions.

1. This appointment will be on a contract basis starting from June 1st to 31st March.
2. Your duties will be that of an Assistant Professor in addition to other duties that may be assigned to you from time to time by the authorities of the college. Your services will be governed by the rules and regulations of the college in force from time to time.
3. You shall not relinquish the employment during the course of the year, i.e., before 31st of March.
4. On satisfactory completion of the same, you may be appointed on a regular basis from next academic year.
5. You shall be given a salary of Rs.400/- per hour.

Date :01.06.2015



Principal

I, Achu Alex....., hereby accept this appointment order dated 01/06/2015..... and declare that I shall abide by it.

Place : Thevara.....

Date : 01/06/2015

Signature : Achu.....

Name : 01/06/2015



APPOINTMENT ORDER

Dr. Soorya Gopi

Komal Vihar

Netaji Road, Edappally P.O

Kochi 682024.

Dear Madam,

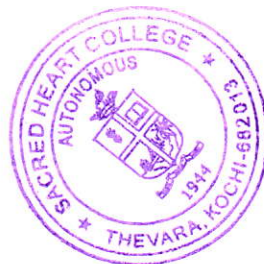
- You are appointed as Guest Faculty in the Department of Sociology, Sacred Heart College (Autonomous), Thevara with effect from June 6th, 2019 with a payment of Rs. 400/- per hour till 30th April 2020.
- You have to surrender your certificates of eligibility for the post on being appointed.
- You may relinquish the job, with an advance notice of one month, or payment of one month salary.
- If your performance is not to the satisfaction of the Management, you may be relieved of the job with a notice of one month.
- You will have a six day work schedule, with second Saturday, being holiday.
- If the management requires your service on a prescribed holiday, another day could be availed as a holiday, instead, with due permission.
- Your work time shall be from 9.15 am to 4.30 pm.
- You will have 20 holidays for the year. However, in a month, not more than two days and a half could be utilized, beyond which would incur loss of pay for the day. You can avail of Onam and Christmas holidays. And two weeks of paid holidays during summer, this could be availed together or in 2 or 3 segments, with the concurrence of the Principal.
- You have to ensure that there is at least one publication every year.
- You will have to undergo at least one training programme for self-improvement every year.
- Your appointment will be considered probation for one year, as a norm ending on March 31st.
- On the basis of your performance the probation may be further extended.
- On satisfactory completion of the same, you may be appointed on a regular basis from next academic year.

PTO

Your tasks:

- Facilitating learning of the students and their overall development, including value education.
- Engaging classes as per the schedule
- Being available to engage a class, on instruction by HoD or principal, if teacher concerned is not available
- Promoting extra-curricular and co-curricular activities, and accompanying students on such occasions, especially on Saturdays.
- Participation in activities like camp, accompanying students for competitions and study tours etc. are part of your duty, and no extra remuneration would be paid for the same. (A minimum of 2 study trips/a camp is expected of you.)
- Preparation of a research project and application of the same for a funding agency is mandatory for consideration for your continuance.
- Assisting the college authorities in administration, maintenance of discipline, preparing and implementation of projects.
- Any other task assigned by the HoD or principal
- You are to keep an account of your activities and tasks as a teacher, in a diary, and make it available to the HoD or principal on demand.

06.06.2019



JLR
Principal

I have read and understood, and accept the terms and conditions laid down.

[Handwritten Signature]
Signature of the Appointee

Date: 17.06.2019

APPOINTMENT ORDER

Ms. Geethu P G
Puthanpuraikal House
Mundamveli PO Kochi- 7

Dear Madam,

With reference to your application and the subsequent interview you had with us, we have the pleasure in informing you that you have been appointed as Guest Faculty in our College on the following conditions.

1. This appointment will be on a contract basis starting from June 1st to 31st March.
2. Your duties will be that of an Assistant Professor in addition to other duties that may be assigned to you from time to time by the authorities of the college. Your services will be governed by the rules and regulations of the college in force from time to time.
3. You shall not relinquish the employment during the course of the year, i.e., before 31st of March.
4. On satisfactory completion of the same, you may be appointed on a regular basis from next academic year.
5. You shall be given a salary of Rs.400/- per hour.

Date :01.06.2015




Principal

I, Geethu P G, hereby accept this appointment order dated 1/6/15 and declare that I shall abide by it.

Place : Thevara

Date : 1/6/15

Signature : Geethu

Name : Geethu P G



APPOINTMENT ORDER

Ms. Jayanthy Devi R
Sreevilasam", Thundathunkadavu,
Varapuzha P.O, Cochin - 683517.

Dear Madam,

- You are appointed as Guest Faculty in the Department of Sociology, Sacred Heart College (Autonomous), Thevara with effect from June 3rd, 2019 with a payment of Rs. 400/- per hour till 30th April 2020.
- You have to surrender your certificates of eligibility for the post on being appointed.
- You may relinquish the job, with an advance notice of one month, or payment of one month salary.
- If your performance is not to the satisfaction of the Management, you may be relieved of the job with a notice of one month.
- You will have a six day work schedule, with second Saturday, being holiday.
- If the management requires your service on a prescribed holiday, another day could be availed as a holiday, instead, with due permission.
- Your work time shall be from 9.15 am to 4.30 pm.
- You will have 20 holidays for the year. However, in a month, not more than two days and a half could be utilized, beyond which would incur loss of pay for the day. You can avail of Onam and Christmas holidays. And two weeks of paid holidays during summer, this could be availed together or in 2 or 3 segments, with the concurrence of the Principal.
- You have to ensure that there is at least one publication every year.
- You will have to undergo at least one training programme for self-improvement every year.
- Your appointment will be considered probation for one year, as a norm ending on March 31st.
- On the basis of your performance the probation may be further extended.
- On satisfactory completion of the same, you may be appointed on a regular basis from next academic year.

PTO

Your tasks:

- Facilitating learning of the students and their overall development, including value education.
- Engaging classes as per the schedule
- Being available to engage a class, on instruction by HoD or principal, if teacher concerned is not available
- Promoting extra-curricular and co-curricular activities, and accompanying students on such occasions, especially on Saturdays.
- Participation in activities like camp, accompanying students for competitions and study tours etc. are part of your duty, and no extra remuneration would be paid for the same. (A minimum of 2 study trips/a camp is expected of you.)
- Preparation of a research project and application of the same for a funding agency is mandatory for consideration for your continuance.
- Assisting the college authorities in administration, maintenance of discipline, preparing and implementation of projects.
- Any other task assigned by the HoD or principal
- You are to keep an account of your activities and tasks as a teacher, in a diary, and make it available to the HoD or principal on demand.

03.06.2019




Principal

I have read and understood, and accept the terms and conditions laid down.


Signature of the Appointee

Date: 17.6.2019



APPOINTMENT ORDER

Ms. Savya. V Neelankavil

Neelankavil House

Alur PO, Muttom , Thrissur - 680602

Dear Madam,

- You are appointed as Guest Faculty in the Department of Sociology, Sacred Heart College (Autonomous), Thevara with effect from June 6th, 2018 with a payment of Rs.400/- per hour till 30th April 2019.
- You have to surrender your certificates of eligibility for the post on being appointed.
- You may relinquish the job, with an advance notice of one month, or payment of one month salary.
- If your performance is not to the satisfaction of the Management, you may be relieved of the job with a notice of one month.
- You will have a six day work schedule, with second Saturday, being holiday.
- If the management requires your service on a prescribed holiday, another day could be availed as a holiday, instead, with due permission.
- Your work time shall be from 9.15 am to 4.30 pm.
- You will have 20 holidays for the year. However, in a month, not more than two days and a half could be utilized, beyond which would incur loss of pay for the day. You can avail of Onam and Christmas holidays. And two weeks of paid holidays during summer, this could be availed together or in 2 or 3 segments, with the concurrence of the Principal.
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- You will have to undergo at least one training programme for self-improvement every year.
- Your appointment will be considered probation for one year, as a norm ending on March 31st.
- On the basis of your performance the probation may be further extended.
- On satisfactory completion of the same, you may be appointed on a regular basis from next academic year.

PTO

Your tasks:

- Facilitating learning of the students and their overall development, including value education.
- Engaging classes as per the schedule
- Being available to engage a class, on instruction by HoD or principal, if teacher concerned is not available
- Promoting extra-curricular and co-curricular activities, and accompanying students on such occasions, especially on Saturdays.
- Participation in activities like camp, accompanying students for competitions and study tours etc. are part of your duty, and no extra remuneration would be paid for the same. (A minimum of 2 study trips/a camp is expected of you.)
- Preparation of a research project and application of the same for a funding agency is mandatory for consideration for your continuance.
- Assisting the college authorities in administration, maintenance of discipline, preparing and implementation of projects.
- Any other task assigned by the HoD or principal
- You are to keep an account of your activities and tasks as a teacher, in a diary, and make it available to the HoD or principal on demand.

06.06.2018




Principal

I have read and understood, and accept the terms and conditions laid down.


Signature of the Appointee

Date: 6/6/18



APPOINTMENT ORDER

Ms. Snehalatha P

Manu Nivas

Udayanapuram PO Vaikom- 686143

Dear Madam,

- You are appointed as Guest Faculty in the Department of Sociology, Sacred Heart College (Autonomous), Thevara with effect from June 6th, 2018 with a payment of Rs.17,000/- p.m. till 30th April 2019.
- You have to surrender your certificates of eligibility for the post on being appointed.
- You may relinquish the job, with an advance notice of one month, or payment of one month salary.
- If your performance is not to the satisfaction of the Management, you may be relieved of the job with a notice of one month.
- You will have a six day work schedule, with second Saturday, being holiday.
- If the management requires your service on a prescribed holiday, another day could be availed as a holiday, instead, with due permission.
- Your work time shall be from 9.15 am to 4.30 pm.
- You will have 20 holidays for the year. However, in a month, not more than two days and a half could be utilized, beyond which would incur loss of pay for the day. You can avail of Onam and Christmas holidays. And two weeks of paid holidays during summer, this could be availed together or in 2 or 3 segments, with the concurrence of the Principal.
- You have to ensure that there is at least one publication every year.
- You will have to undergo at least one training programme for self-improvement every year.
- Your appointment will be considered probation for one year, as a norm ending on March 31st.
- On the basis of your performance the probation may be further extended.
- On satisfactory completion of the same, you may be appointed on a regular basis from next academic year.

PTO

Your tasks:

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- Participation in activities like camp, accompanying students for competitions and study tours etc. are part of your duty, and no extra remuneration would be paid for the same. (A minimum of 2 study trips/a camp is expected of you.)
- Preparation of a research project and application of the same for a funding agency is mandatory for consideration for your continuance.
- Assisting the college authorities in administration, maintenance of discipline, preparing and implementation of projects.
- Any other task assigned by the HoD or principal
- You are to keep an account of your activities and tasks as a teacher, in a diary, and make it available to the HoD or principal on demand.

06.06.2018




Principal

I have read and understood, and accept the terms and conditions laid down.


Signature of the Appointee

Date: 6/6/18



APPOINTMENT ORDER

Ms. Sreelakshmi C S

'Sreenandanam',

Chakkalaparambil House,

Papu Asan Lane, Thevara P O Kochi 682013.

Dear Madam,

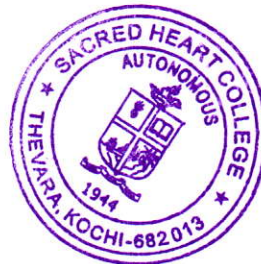
- You are appointed as Guest Faculty in the Department of Sociology, Sacred Heart College (Autonomous), Thevara with effect from June 3rd, 2019 with a payment of Rs.17,000/- p.m. till 30th April 2020.
- You have to surrender your certificates of eligibility for the post on being appointed.
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- If your performance is not to the satisfaction of the Management, you may be relieved of the job with a notice of one month.
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- Any other task assigned by the HoD or principal
- You are to keep an account of your activities and tasks as a teacher, in a diary, and make it available to the HoD or principal on demand.

03.06.2019




Principal

I have read and understood, and accept the terms and conditions laid down.


Signature of the Appointee

Date: 03.06.2019.



APPOINTMENT ORDER

Ms. Surabhi Ghai

Yamunalayam

Changampuzha Nagar

Kalamaserry, Cochin- 682033.

Dear Madam,

- You are appointed as Guest Faculty in the Department of Sociology, Sacred Heart College (Autonomous), Thevara with effect from June 6th, 2018 with a payment of Rs.400/- per hour till 30th April 2019.
- You have to surrender your certificates of eligibility for the post on being appointed.
- You may relinquish the job, with an advance notice of one month, or payment of one month salary.
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- On the basis of your performance the probation may be further extended.
- On satisfactory completion of the same, you may be appointed on a regular basis from next academic year.

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- Promoting extra-curricular and co-curricular activities, and accompanying students on such occasions, especially on Saturdays.
- Participation in activities like camp, accompanying students for competitions and study tours etc. are part of your duty, and no extra remuneration would be paid for the same. (A minimum of 2 study trips/a camp is expected of you.)
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- You are to keep an account of your activities and tasks as a teacher, in a diary, and make it available to the HoD or principal on demand.

06.06.2018




Principal

I have read and understood, and accept the terms and conditions laid down.


Signature of the Appointee

Date: 6-6-18

APPOINTMENT ORDER

Dr. Usha Babu George
Cheruthazhoor House
KC Joseph Road,
Panampilly Nagar
Cochin 682036

Dear Madam,

With reference to your application and the subsequent interview you had with us, we have the pleasure in informing you that you have been appointed as Visiting Faculty in our College on the following conditions.

1. This appointment will be on a contract basis starting from June 1st to 31st March.
2. Your duties will be that of a Visiting Faculty in addition to other duties that may be assigned to you from time to time by the authorities of the college. Your services will be governed by the rules and regulations of the college in force from time to time.
3. You shall not relinquish the employment during the course of the year, i.e., before 31st of March.
4. On satisfactory completion of the same, you may be appointed on a regular basis from next academic year.
5. You shall be given a salary of Rs.500/- per hour.

Date :01.06.2015



[Signature]
Principal

I, Usha B. George....., hereby accept this appointment order dated 01.06.2015 and declare that I shall abide by it.

Place : Thevara

Signature : [Signature]

Date : 01.06.2015

Name : Usha B. George