



Phone: Principal | Off. 365380  
Res. 361225

## SACRED HEART COLLEGE

THEVARA, COCHIN-682013

S. India

No. A-09/88

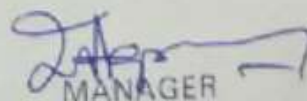
Date: 5-9-1988

FORM I  
(See Statutes 13 & 47)

### APPOINTMENT ORDER

Sri Francis C.S., Chempothernadiyil, Mundiaparamba P.O.  
is appointed as Junior Lecturer-in-English in the retirement  
is appointed from and as  
vacancy of Sri K.V. Sebastian under the Educational Agency on a  
pay of Rs. 975/- p. m., in the scale of Rs. 975 - 1720  
in the Sacred Heart College Thevara, from 5-9-1988 to 4-9-1990  
permanently; subject to the provisions of Kerala University Act, 1974 and the  
Statutes, Ordinances & Regulations made thereunder and such other rules and  
orders issued from time to time by the University of Kerala or by such other  
authority who may be competent to issue such rules, orders etc. under the  
said Statutes.



  
MANAGER



Phone : Principal

Off. 315380  
Res. 311225  
315948

SACRED HEART COLLEGE

THEVARA, COCHIN-6820 13

No T.S.7/94.

Date 4-11-1994.

FORM I

## APPOINTMENT ORDER

Sri. Johnson K.M., Kochuniravathu, Mullaringadu P.O.  
Idukki (District) is appointed/~~promoted~~ as Lecturer in English  
in the leave vacancy of Rev. Fr. K.A. George  
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 4-11-1994 to 4-1-1997

~~promoted~~; 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.



*A. S. S. S.*

MANAGER



Off : 0484 – 2663380  
Fax : 0484 - 2663813  
Res : 0484 – 2663225

# SACRED HEART COLLEGE

(Nationally Accredited at the A+ Level)

Thevara, Kochi – 682 013  
Kerala, India

No. SHC - 3/10

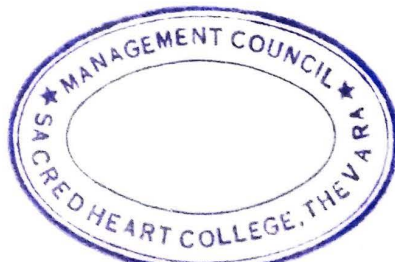
Date : 13/12/2010

## FORM - I

### APPOINTMENT ORDER

**Dr. Tom C Thomas, Charuvil Puthenveedu, Thekkuthodu P.O, Pathanamthitta** is appointed as **Assistant Professor in English** under the educational agency on a pay of **Rs 15600 + AGP 6000** p.m. in the scale of **Rs 15600-39100** in the Sacred Heart College, Thevara from **13.12.2010 FN** to **12.12.2011 AN** on probation 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.

(Seal)



  
(Manager)



Off : 0484 – 2663380  
Fax : 0484 - 2663813  
Res : 0484 – 2663225

# SACRED HEART COLLEGE

*(Nationally Accredited at the A+ Level)*

Thevara, Kochi – 682 013  
Kerala, India

No.....

Date 12/12/2011

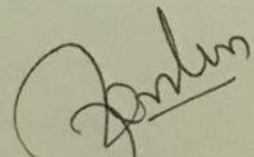
## FORM - I

### APPOINTMENT ORDER

**Mr. Rajesh James, Elukunnel, Vilangad PO, Kallachi, Calicut** is appointed as **Assistant Professor in English** under the educational agency on a pay of **Rs 15600 + AGP 6000 p.m.** in the scale of **Rs 15600-39100** in the Sacred Heart College, Thevara from **12.12.2011 FN** to **11.12.2012 AN** on probation 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.

(Seal)



  
(Manager)



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Thevara, Kochi – 682 013  
Kerala, India

No.....

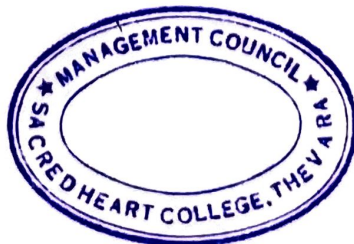
Date 12/12/2011

## FORM - I

### APPOINTMENT ORDER

**Mr. Bijo N. Mathew, Namattathil, Chempanthotty, Sreekandapuram, Kannur** is appointed as **Assistant Professor in English** under the educational agency on a pay of **Rs 15600 + AGP 6000** p.m. in the scale of **Rs 15600-39100** in the Sacred Heart College, Thevara from **12.12.2011 FN** to **11.12.2012 AN** on probation 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.

(Seal)



  
(Manager)



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# SACRED HEART COLLEGE

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Thevara, Kochi - 682 013  
Kerala, India

No.....

Date 12/12/2011

## FORM - I

### APPOINTMENT ORDER

**Mr. Aravind R. Nair, "Sreeragam", Vazhayila Palam Jn, Karakulam PO, Thiruvananthapuram** is appointed as **Assistant Professor in English** under the educational agency on a pay of **Rs 15600 + AGP 6000** p.m. in the scale of **Rs 15600-39100** in the Sacred Heart College, Thevara from **12.12.2011 FN** to **11.12.2012 AN** on probation 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.

(Seal)



(Manager)



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# SACRED HEART COLLEGE

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Thevara, Kochi – 682 013  
Kerala, India

No.....

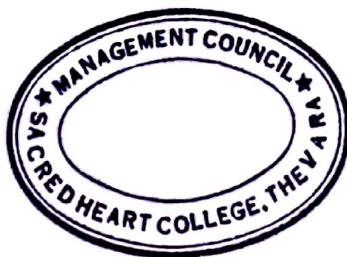
Date 12/12/2011

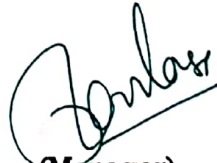
## FORM - I

### APPOINTMENT ORDER

**Mr. Sunil K.V., Kodavanal, Munderi PO, Malappuram is appointed as Assistant Professor in English under the educational agency on a pay of Rs 15600 + AGP 6000 p.m. in the scale of Rs 15600-39100 in the Sacred Heart College, Thevara from 12.12.2011 FN to 11.12.2012 AN on probation 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.**

(Seal)



  
(Manager)

Ref. No. TS-2013

**FORM 6**

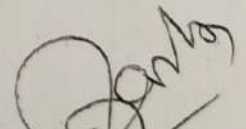
(See statutes 15 and 51 of chapter 45)

**MAHATMA GANDHI UNIVERSITY**

Form for Appointment Order  
Order No. TS- 2013

Station : Thevara  
Date : 10/10/2013

**Fr. Sabu Thomas, Kumbuckal, Sandesabhavan, Thalassery 670101,** is appointed as **Assistant Professor in English** (retirement vacancy of Prof. P.J.Philip who retired on 31.03.2013) under the educational agency on a pay of Rs. 15600/- per month in the scale of Rs.15600-39100+AGP 6000 in Sacred Heart College Thevara from **10/10/2013** subject to the provisions of the Mahatma Gandhi University Act, 1985 and the Statutes, Ordinances and 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**





Off : 0484 – 2663380

Fax : 0484 - 2663813

Res : 0484 – 2663225

# SACRED HEART COLLEGE

*(Nationally Accredited at the A+ Level)*

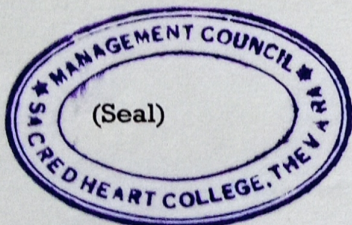
Thevara, Kochi – 682 013

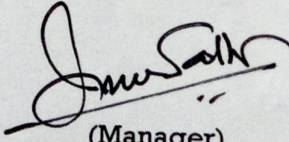
Kerala, India

Date : 26/08/2014

## ORDER

**Mr. Shijo Varghese, Poonolly House, Cheranalloor P.O, Koovappady Via. Ernakulam. 683544** is appointed as **Assistant Professor in English** under the educational agency on a pay of **Rs 15600 + AGP 6000** p.m. in the scale of **Rs 15600-39100** in the Sacred Heart College, Thevara from **26/08/2014 FN** to **25/08/2015 AN** on probation subject to the provisions of Mahatma Gandhi University Act 1985 and the Statutes, Ordinances & Regulations made there under 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)



Off : 0484 - 2663380  
Fax : 0484 - 2663813  
Res : 0484 - 2663225

# SACRED HEART COLLEGE

(Nationally Accredited at the A+ Level)

Thevara, Kochi - 682 013

Kerala, India

No. AUTONO.SS.01-07/15

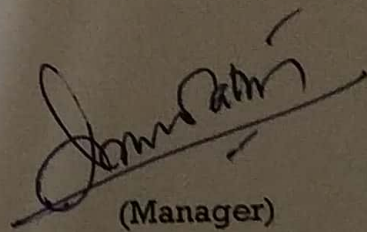
Date: 06/07/2015

## FORM - I

### APPOINTMENT ORDER

**Fr. Joseph Varghese, S.H Monasty, Thevara Kochi, PIN 682013.** is appointed as **Assistant Professor in English** under the educational agency on a pay of **Rs 15600 + AGP 6000** p.m. in the scale of **Rs 15600-39100** in the Sacred Heart College, Thevara from **06.07.2015 FN** to **05.07.2016 AN** on probation subject to the provisions of Mahatma Gandhi University Act 1985 and the Statutes, Ordinances & Regulations made there under 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)



Off : 0484 - 2663380

Fax : 0484 - 2663813

Res : 0484 - 2663225

# SACRED HEART COLLEGE

*(Nationally Accredited at the A+ Level)*

Thevara, Kochi - 682 013

Kerala, India

Date 01/06/2016

## ORDER

**Dr. Rajesh M., Radhika P.C.Road, Error South, Thrrippunithura, Ernakulam ( Dist.)** is appointed as **Assistant Professor in English** under the educational agency on a pay of **Rs. 15600 + AGP 6000 p.m.** in the scale of **Rs 15600-39100** in the Sacred Heart College, Thevara from **01/06/2016 FN** to **31/05/2017 AN** on probation subject to the provisions of Mahatma Gandhi University Act 1988 and the Statutes, Ordinances & Regulations made there under 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.



(Seal)

(Manager)

**S.H. College - Management Staff**

**APPOINTMENT ORDER**

Mr/Ms: Sumy S

Address:AWHO,Chander Kunj,  
A-1001, Silver Sand Island,  
Vytila, Kochi 682019

- You are appointed as lecturer/asst. professor/associate professor/administrative staff in the department of English, S.H. College, with effect from June 06, 2019 with a consolidated payment of Rs.27000 till 31<sup>st</sup>, March 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 equivalent to the management.
- If your performance is not to the satisfaction of the Management, you may be relieved of the job with a notice of one month or with the payment of the salary for a month.
- You will have a six day work schedule, with second Saturday, being holiday.
- All calendar announced holidays shall be a holiday for you. However, unless otherwise specified by the Management, any holiday declared by the government, shall be working.
- If the management requires your service on a prescribed holiday, another day could be availed as a holiday, instead, with due permissions.
- 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. Onam and Christmas holidays, as per the college calendar shall be holidays. And two weeks of paid holidays during summer, this could be availed in one block or in 2 or 3 segments, with the concurrence of the Principal.
- **Teachers** 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 promotion and continuation will also depend on your ability to integrate technology in the class room. Use of MOODLE platform will be one such ingredient.
- Your appointment will be considered probation for one year, as a norm ending on March 31<sup>st</sup>.
- On the basis of your performance the probation may be further extended.
- On satisfactory completion of the same, you may be appointed on a permanent basis from next academic year.

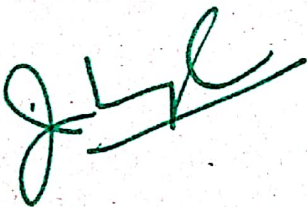
**Your tasks:**

- 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
- Advance planning of the courses assigned with a course plan in the prescribed format on the basis of OBE is mandatory.
- 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.

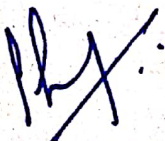
**Parking space**

- You are requested to use public transport for commuting to the college. Car pooling or use of NMV like bicycle etc. are encouraged.
- College does not guarantee space for parking for your vehicle in the campus

Principal



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



Signature of the Appointee

Date:

10/6/19