



APPOINTMENT ORDER

Ms. Kalpitha Chakraborty
7A, Skyline Melrose
Padivattom, Cochin, 682024

Dear Madam,

- You are appointed as Assistant Professor in the Department of Management Studies, Sacred Heart College (Autonomous), Thevara with effect from June 10th, 2019 with a monthly payment of Rs.45,000/- 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: 3/6/19



APPOINTMENT ORDER

Fr.Limson Antony
SH Monastery
Pandit Karuppan Rd
Thevara, Kochi,
Kerala 682013

Dear Father,

- You are appointed as Assistant Professor in the Department of Management Studies, Sacred Heart College (Autonomous), Thevara with effect from July 10th, 2018 with a monthly payment of Rs.30000/- 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:

- Facilitating learning of the students and their overall development, including value education.
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- Being available to engage a class, on instruction by HoD or principal, if teacher concerned is not available
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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.

10.07.2018




Principal

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



Signature of the Appointee

Date:



APPOINTMENT ORDER

Mr. Asif Nadheer

Maruthinkal House
Kakkanad
Ernakulam
Kerala- 682030.

Dear Madam,

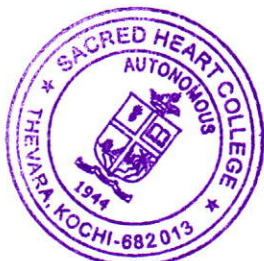
- You are appointed as Assistant Professor in the Department of Management Studies, Sacred Heart College (Autonomous), Thevara with effect from November 25th, 2019 with a monthly payment of Rs.25,000/- till 30th April 2020.
- You have to surrender your certificates of eligibility for the post on being 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.
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- 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.

25.11.2019



[Handwritten signature]
Principal

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

[Handwritten signature]

Signature of the Appointee

Date: 25-11-2019



APPOINTMENT ORDER

Ms. Namita Jonas

Chellath Anjiparambil House
Gandhi Nagar, Ernakulam, 682017

Dear Madam,

- You are appointed as Assistant Professor in the Department of Management Studies, Sacred Heart College (Autonomous), Thevara with effect from June 3rd, 2019 with a monthly payment of Rs.25,000/- 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:

3/6/19



APPOINTMENT ORDER

Ms. Tania Antony
Mudavathil House
Geethanjali
Vennala P.O
Cochin -682028

Dear Madam,

- You are appointed as Assistant Professor in the Department of Management Studies, Sacred Heart College (Autonomous), Thevara with effect from June 14th, 2019 with a monthly payment of Rs.25,000/- 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.
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- 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.

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
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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.

11.06.2019



Principal

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

Signature of the Appointee

Date: 11.6.19



APPOINTMENT ORDER

Ms. AMIRTHA C S

Jamuna Flat No:3
Sangam Complex Apartment,
St.Martin Church, Palarivatom
Cochin – 682017

Dear Madam,

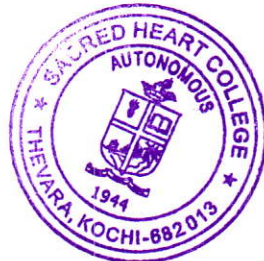
- You are appointed as Assistant Professor in the Department of Management Studies, Sacred Heart College (Autonomous), Thevara with effect from December 9th, 2019 with a payment of Rs.700/- per hour till 30th April 2020.
- You have to surrender your certificates of eligibility for the post on being appointed.
- 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.
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PTO

Your tasks:


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- 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.

09.12.2019




Principal

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


Signature of the Appointee

Date: 09-12-2019.



APPOINTMENT ORDER

Ms. Belinda E Jones

101 Ibiza 1
Dreamflower
Shenoy Road
Kaloor, Kochi- 682 017.

Dear Madam,

- You are appointed as Guest Faculty in the Department of Management Studies, Sacred Heart College (Autonomous), Thevara with effect from November 14th, 2019 with a payment of Rs. 700/- 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.
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PTO

Your tasks:

- Facilitating learning of the students and their overall development, including value education.
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- 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.

14.11.2019




Principal

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


Signature of the Appointee

Date: 14. 11. 2019



APPOINTMENT ORDER

Dr. Aravind
Malayil House
Tatapuram Sukumaran Road
Ernakulam, Cochin - 682018

Dear Sir,

- You are appointed as Assistant Professor in the Department of Management Studies, Sacred Heart College (Autonomous), Thevara with effect from November 11th, 2019 with a payment of Rs.700/- 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.
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- You have to ensure that there is at least one publication every year.
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- Your appointment will be considered probation for one year, as a norm ending on March 31st.
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- 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.

11.11.2019




Principal

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


Signature of the Appointee

Date:

11/11/2019