



## Appointment Letter

13.09.2012

**Dr. Asha Achy Joseph**  
IE, West Gate Terrace  
Mammanjimukku, Thevara

Dear Ms.Asha Achy Joseph

Sacred Heart College, Thevara, is pleased to inform you that you are hereby appointed as Assistant Professor in SH School of Communication (referred to as 'School' in the rest of the document) to be based at Thevara, Kochi as per terms and conditions discussed and agreed upon as under :-

1. This appointment is effective from 13<sup>th</sup> September, 2012 the date of your joining our Organization.
2. Your salary shall be a consolidated pay of Rs.40000/- at the time of appointment.
3. Your job functions and responsibilities as Assistant Professor are under preparation and shall be issued in due course.
4. You will be appointed on contract.
5. Your future increments or promotion or any other salary increase shall be based on merit considering your periodic and consistent overall performance, academic conditions and other parameters fixed from time to time at the discretion of the management and shall not be considered merely as a matter of right.
6. In the event you are absent from duty without information or permission of leave or you overstay your sanctioned leave, the Management will treat you as having voluntarily abandoned the services of the Company
7. Your services are liable to be terminated as and when management finds it necessary to do so.
8. All documents, plans, drawings, prints, trade secrets, technical information, reports, statements, correspondence etc., written or unwritten and also

information and instructions that pass through you or come to your knowledge shall be treated as confidential. You shall not utilize them for your own use or disclose to other persons during or after your employment.

9. You shall carry out the job of Assistant Professor and such other jobs connected with or incidental to which is necessary for business of the School. You shall do any other work assigned to you, which you are capable of doing or work at any other post which has been temporarily assigned to you.
10. You shall faithfully and to the best of your ability perform your duties that may be entrusted to you from time to time by the management. You will be bound by rules, regulations and orders promulgated by the management in relation to conduct, discipline and policy matters.
11. While you are in employment of SH School of Communication, you may be given or handed over School's property and / or equipment for official use and you shall take care of them including their upkeep. On cessation of employment with the School, you shall return all documents, books, papers relating to the affairs of the School, purchased with the School's money, which may have come to you, and also any property of the School in your possession.
12. While working as an employee if you enter into any business transaction with any party on behalf of the School within your permissible limits, it shall be your responsibility to ensure recovery of outstanding. If any outstanding remains at the time of leaving the services of the School, it shall be your responsibility to recover for remittance to the School before you proceed to settle your legal dues in full and final settlement of your account.

You are requested to return the enclosed copy duly signed as a token of your acceptance of the terms and conditions of your employment.

Hope that this will be the beginning of a long and successful career with us.

Yours faithfully,  
For Sacred Heart College,

Principal



Accepted: \_\_\_\_\_



(Signature of an Employee)



## Appointment Letter

13.09.2012

**Mr. Babu Joseph**

Kanatt

Konthuruthy

Cochin - 682013

Dear Mr. Babu Joseph

Sacred Heart College, Thevara, is pleased to inform you that you are hereby appointed as Director in SH School of Communication (referred to as 'School' in the rest of the document) to be based at Thevara, Kochi as per terms and conditions discussed and agreed upon as under :-

1. This appointment is effective from 13.09.2012 the date of your joining our Organization.
2. Your salary shall be a consolidated pay of Rs.40,000 at the time of appointment.
3. Your job functions and responsibilities as Director are under preparation and shall be issued in due course.
4. You will be appointed on contract.
5. Your future increments or promotion or any other salary increase shall be based on merit considering your periodic and consistent overall performance, academic conditions and other parameters fixed from time to time at the discretion of the management and shall not be considered merely as a matter of right.
6. In the event you are absent from duty without information or permission of leave or you overstay your sanctioned leave, the Management will treat you as having voluntarily abandoned the services of the Company
7. Your services are liable to be terminated as and when management finds it necessary to do so.
8. All documents, plans, drawings, prints, trade secrets, technical information, reports, statements, correspondence etc., written or unwritten and also information and instructions that pass through you or come to your knowledge shall be treated as confidential. You shall not utilize them for

your own use or disclose to other persons during or after your employment.

9. You shall carry out the job of Director and such other jobs connected with or incidental to which is necessary for business of the School. You shall do any other work assigned to you, which you are capable of doing or work at any other post which has been temporarily assigned to you.
10. You shall faithfully and to the best of your ability perform your duties that may be entrusted to you from time to time by the management. You will be bound by rules, regulations and orders promulgated by the management in relation to conduct, discipline and policy matters.
11. While you are in employment of SH School of Communication, you may be given or handed over School's property and / or equipment for official use and you shall take care of them including their upkeep. On cessation of employment with the School, you shall return all documents, books, papers relating to the affairs of the School, purchased with the School's money, which may have come to you, and also any property of the School in your possession.
12. While working as an employee if you enter into any business transaction with any party on behalf of the School within your permissible limits, it shall be your responsibility to ensure recovery of outstanding. If any outstanding remains at the time of leaving the services of the School, it shall be your responsibility to recover for remittance to the School before you proceed to settle your legal dues in full and final settlement of your account.

You are requested to return the enclosed copy duly signed as a token of your acceptance of the terms and conditions of your employment.

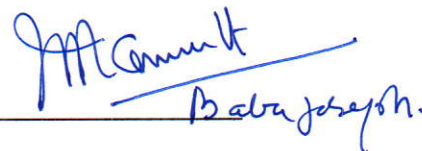
Hope that this will be the beginning of a long and successful career with us.

Yours faithfully,  
For Sacred Heart College,

Principal



Accepted: \_\_\_\_\_



(Signature of an Employee)



## Appointment Letter

Dear Mr Abhishek R

Sacred Heart College, Thevara, is pleased to inform you that you are hereby appointed as **Lecturer** in SH School of Communication (referred to as 'School' in the rest of the document) to be based at Thevara, Kochi as per terms and conditions discussed and agreed upon as under :-

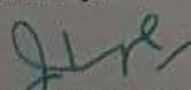
1. This appointment is effective from **1<sup>st</sup> June 2017** the date of your joining our Organization.
2. Your salary shall be a consolidated pay of **Rs. 15000/-** at the time of appointment.
3. You have to surrender your certificates of eligibility for the post on being appointed.
4. You will have a six day work schedule, with second Saturday, being holiday. Unattended Saturdays will be considered as days for preparation.
5. Your future increments or promotion or any other salary increase shall be based on merit considering your periodic and consistent overall performance, academic conditions and other parameters fixed from time to time at the discretion of the management and shall not be considered merely as a matter of right.
6. In the event you are absent from duty without information or permission of leave or you overstay your sanctioned leave, the Management will treat you as having voluntarily abandoned the services of the Company.
7. Your services are liable to be terminated as and when management finds it necessary to do so with immediate effect.
8. *If the management requires your service on a prescribed holiday, another day could be availed as a holiday, instead, with due permissions*
9. *Your work time shall be from 9.15 am to 5.15 pm.*
10. *All documents, plans, drawings, prints, trade secrets, technical information, reports, statements, correspondence etc, written or unwritten and also information and instructions that pass through you or come to your knowledge shall be treated as confidential. You shall not utilize them for your own use or disclose to other persons during or after your employment.*

Your service shall be terminated on one month's notice period.

11. You will have 20 leaves for a year. However, in a month, not more than two days could be utilized, beyond which would incur loss of pay for the day. You can avail of Onam and Christmas holidays.
12. You have to ensure that there is at least one publication/ Production every year. You will have to undergo at least one training programme for self-improvement every year.
13. You shall carry out the job of Lecturer and such other jobs connected with or incidental to which are necessary for fulfilling the mission of the School. You shall do any other work assigned to you, which you are capable of doing or work at any other post which has been temporarily assigned to you without affecting your job and responsibilities here.
14. You shall faithfully and to the best of your ability perform your duties that may be entrusted to you from time to time by the management. You will be bound by rules, regulations and orders promulgated by the management in relation to conduct, discipline and policy matters.
15. While you are in employment of Sacred Heart College, you may be given or handed over School's property and / or equipment for official use and you shall take care of them including their upkeep. On cessation of employment with the School, you shall return all documents, books, papers relating to the affairs of the School, purchased with the School's money, which may have come to you, and also any property of the School in your possession.
16. While working as an employee if you enter into any business transaction with any party on behalf of the College/School within your permissible limits, it shall be your responsibility to ensure recovery of outstanding. If any outstanding remains at the time of leaving the services of the School, it shall be your responsibility to recover for remittance to the College/School before you proceed to settle your legal dues in full and final settlement of your account.
17. Additional work like consultancy, professional work, incubation services, must be reported and shall fall under the 70:30 policy of the consultancy of the college.

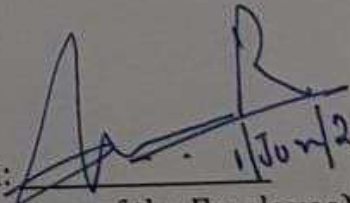
You are requested to return the enclosed copy duly signed as a token of your acceptance of the terms and conditions of your employment. Hope that this will be the beginning of a long and successful career with us.

Yours faithfully,

  
Fr. Johnson X Palackappillil  
Principal

Sacred Heart College, Thevara



Accepted:   
(Signature of the Employee) 1/June/2018



## Appointment Letter

20-08-2013

To  
Ms. Anu Cherian  
Pearl Villa,  
Thevara

Dear Ms. Anu Cherian,

Sacred Heart College, Thevara, is pleased to inform you that you are hereby appointed as Faculty Member in SH School of Communication (referred to as 'School' in the rest of the document) to be based at Thevara, Kochi as per terms and conditions discussed and agreed upon as under :-

1. This appointment is effective from 2<sup>nd</sup> September the date of your joining our Organization.
2. Your salary shall be a consolidated pay of Rs.15,000 (Rupees Fifteen thousand only) at the time of appointment.
3. Your job functions and responsibilities as Faculty Member are under preparation and shall be issued in due course.
4. You will be appointed on contract.
5. Your future increments or promotion or any other salary increase shall be based on merit considering your periodic and consistent overall performance, academic conditions and other parameters fixed from time to time at the discretion of the management and shall not be considered merely as a matter of right.
6. In the event you are absent from duty without information or permission of leave or you overstay your sanctioned leave, the Management will treat you as having voluntarily abandoned the services of the School.
7. Your services are liable to be terminated as and when management finds it necessary to do so.
8. All documents, plans, drawings, prints, trade secrets, technical information, reports, statements, correspondence etc., written or unwritten and also information and instructions that pass through you or come to your knowledge shall be treated as confidential. You shall not utilize them

for your own use or disclose to other persons during or after your employment.


9. You shall carry out the job of faculty member and such other jobs connected with or incidental to which is necessary for business of the School. You shall do any other work assigned to you, which you are capable of doing or work at any other post which has been temporarily assigned to you.
10. You shall faithfully and to the best of your ability perform your duties that may be entrusted to you from time to time by the management. You will be bound by rules, regulations and orders promulgated by the management in relation to conduct, discipline and policy matters.
11. While you are in employment of SH School of Communication, you may be given or handed over School's property and / or equipment for official use and you shall take care of them including their upkeep. On cessation of employment with the School, you shall return all documents, books, papers relating to the affairs of the School, purchased with the School's money, which may have come to you, and also any property of the School in your possession.
12. While working as an employee if you enter into any business transaction with any party on behalf of the School within your permissible limits, it shall be your responsibility to ensure recovery of outstanding. If any outstanding remains at the time of leaving the services of the School, it shall be your responsibility to recover for remittance to the School before you proceed to settle your legal dues in full and final settlement of your account.

You are requested to return the enclosed copy duly signed as a token of your acceptance of the terms and conditions of your employment.


Hope that this will be the beginning of a long and successful career with us.

Yours faithfully,  
For Sacred Heart College,

**Rev.Fr.Jobi Malamel CMI**  
Bursar  
Sacred Heart college  
Thevara

  
28/9/13



Accepted: 

Anu Cherian  
Date: 30.9.13  
Place: THEVARA





**SACRED  
HEART  
COLLEGE**  
Autonomous



Thevara, Kochi-682013, Kerala, Tel: +91-484 2663380, 4044414, Fax : +91-484 2663813  
Email:office@shcollege.ac.in, www.shcollege.ac.in

## Appointment Letter

Date 1- June -2016

**Dear Mr Kishore Kumar**

Sacred Heart College, Thevara, is pleased to inform you that you are hereby appointed as **Lecturer** in SH School of Communication (referred to as 'School' in the rest of the document) to be based at Thevara, Kochi as per terms and conditions discussed and agreed upon as under :-

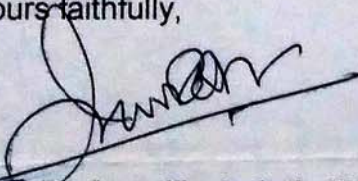
1. This appointment is effective from **1<sup>st</sup> June 2016** the date of your joining our Institution.
2. Your salary shall be a consolidated pay of Rs. **30000/-** at the time of appointment.
3. Your job functions and responsibilities as a **lecturer** are under preparation and shall be issued in due course.
4. Your future increments or promotion or any other salary increase shall be based on merit considering your periodic and consistent overall performance, academic conditions and other parameters fixed from time to time at the discretion of the management and shall not be considered merely as a matter of right.
5. In the event you are absent from duty without information or permission of leave or you overstay your sanctioned leave, the Management will treat you as having voluntarily abandoned the services of the Institution
6. Your services are liable to be terminated as and when management finds it necessary to do so.
7. All documents, plans, drawings, prints, trade secrets, technical information, reports, statements, correspondence etc., written or unwritten and also information and instructions that pass through you or come to your knowledge shall be treated as confidential. You shall not utilize them for your own use or disclose to other persons during or after your employment.

8. You shall carry out the job of Lecturer and such other jobs connected with or incidental to which is necessary for business of the School. You shall do any other work assigned to you, which you are capable of doing or work at any other post which has been temporarily assigned to you.
9. You shall faithfully and to the best of your ability perform your duties that may be entrusted to you from time to time by the management. You will be bound by rules, regulations and orders promulgated by the management in relation to conduct, discipline and policy matters.
10. While you are in employment of SH School of Communication, you may be given or handed over School's property and / or equipment for official use and you shall take care of them including their upkeep. On cessation of employment with the School, you shall return all documents, books, papers relating to the affairs of the School, purchased with the School's money, which may have come to you, and also any property of the School in your possession.
11. While working as an employee if you enter into any business transaction with any party on behalf of the School within your permissible limits, it shall be your responsibility to ensure recovery of outstanding. If any outstanding remains at the time of leaving the services of the School, it shall be your responsibility to recover for remittance to the School before you proceed to settle your legal dues in full and final settlement of your account.

You are requested to return the enclosed copy duly signed as a token of your acceptance of the terms and conditions of your employment.

Hope that this will be the beginning of a long and successful career with us.

Yours faithfully,



**Rev. Dr Jose Kruidath CMI**

**Manager**

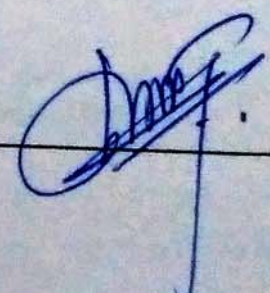
Sacred Heart College, Thevara

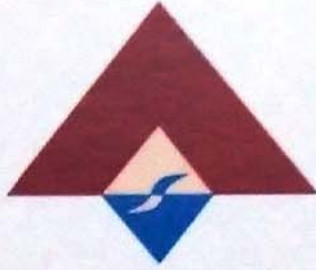


*KISHORE KUMAR. A*

(Signature of an Employee)

Accepted:





**AABC**  
AFRAS ACADEMY FOR  
BUSINESS COMMUNICATION  
*A Shashi Tharoor Initiative*

Date : 22 Dec 2020

## *Certificate*

This is to certify that ...*Mr. Kishore Kumar P*.....  
has successfully completed the ...*Faculty Development*.....  
*Programme* from ...*25 Sept 2020* to ...*22 Dec 2020*.....

*Yeshasvini R*

**Yeshasvini Ramaswamy**  
Director



**Afras Academy for Business Communication**

Thejaswini Annexe, Technopark, Trivandrum 695 581, Kerala, India.

Tel: +91 471 3217654, Mob: +91 9895759441, aabc@aabc.in / www.aabc.in

# KERALA STATE INSTITUTE OF DESIGN

( A Unit of Kerala Academy for Skills Excellence )  
ESTABLISHED BY THE GOVERNMENT OF KERALA  
CHANDANATHOPE P.O., KOLLAM-14  
0474-2710393  
Website: [www.ksid.ac.in](http://www.ksid.ac.in)

KSID/06/2015

20/11/2017

From,  
The Executive Director,

To,  
The Director,  
SH School of Communication,  
Thevara, Kochi-682013.

Sir,

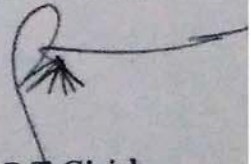
We are extremely grateful to your organisation for permitting your faculty Shri P Kishore Kumar to take classes for our two students of Semester III of IT Integrated Communication Design programme. We acknowledge your willingness to support our academic endeavour by providing the service of a faculty as well as the use of your 2D animation studio space for our students.

We have been accessing the Animation studios outside and have been using the service of a specialist professional to give the inputs in animation drawing. Last year also we had taken the students to your space at SH College, Thevara, Ernakulam for this training. You have been very supportive to us.

We hope to extend this collaboration to other areas of interest common to both our organisations for the future.

Thanking you,

Yours sincerely,



**P T Girish,**  
Executive Director



കാലിക്കറ്റ് യൂണിവേഴ്സിറ്റി

**FACULTY OF COMMERCE & MANAGEMENT STUDIES**

*Whereas it has been certified by duly appointed Examiners that*

***Rishore Kumar. P.***

*is qualified to receive the Degree of Bachelor of Commerce (B. Com.),*

*he having passed and been placed*

*in Third Class in Part I English,*

*in Third Class in Part II Modern Language ( Hindi )*

*and in Third Class in Part III Commerce Subjects*

*with Optional Income Tax Law & Practice*

*at the Examinations held in*

*September 2001 (Part I Reg. No. 312709 )*

*April 2000 (Part II Reg. No. 312709 )*

*September 2002 (Part III Reg. No. 67154 )*

*The Senate of the University of Calicut hereby confers on him*

*the Degree of*

***Bachelor of Commerce***

*with all the Rights, Privileges and Honours thereunto appertaining.*

*Given under the seal of the University*

CALICUT UNIVERSITY

Pin-673 635

Date.....  
26/10/2005

*Rishore Kumar*  
VICE CHANCELLOR



**Nº 012902**



# CERTIFICATE

This is to certify that ..... *D. Krishone Kumar* .....

has successfully completed the

## 2D Animation Training Programme

conducted by Toonz Animation Academy, a division of Toonz Animation India Pvt. Ltd.,

during the period of..... *October 2006 - May 2007* .....

**21.05.07**  
Date of Issue



*[Signature]*  
Authorised Signatory

**ANIMATION**WITH  
SPECIALIZATION IN DIGITAL FILM MAKING AND VISUAL FX**PERFORMANCE STATEMENT**

Name : P.KISHORE KUMAR

Enrolment No. : 05.003/200209/0101

Centre : THRISSUR

Examination Date : 14/Dec/2004

**Subjects:** *Classical Animation, Concepts of Animation, Character Designing and 3D Animation - I, Character Designing and 3D Animation - II, Character Designing and 3D Animation - III, Character Designing and 3D Animation - IV, Character Designing and 3D Animation - V, Morphing and Warping, Concepts of Digital Film Making and Visual Fx and Digital Fx.*

<b>Internal Course Work</b>	87
<b>Project</b>	72
<b>Sem-End Exam</b>	40
<b>Overall Weighted Marks</b>	61
<b>Grade*</b>	B

**Overall Weightage = 30% of Internal Course marks + 20% of Project Marks + 50% of Sem-End Exam marks**

07/Mar/2005

Date of issue

*B. Douza*  
 Authorised Signatory  
 on behalf of  
 Board of Examiners



CREATING WINNING CAREERS



**AUTHORING MULTIMEDIA**WITH  
SPECIALIZATION IN C B T DEVELOPEMENT**PERFORMANCE STATEMENT**

Name : P.KISHORE KUMAR

Enrolment No. : 05.003/200209/0101

Centre : THRISSUR

Examination Date : 13/Dec/2004

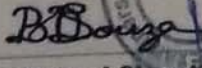
**Subjects: Story Boarding, Working with audio, Video Streaming and Editing, Introduction to Programming, Interactive Multimedia & Programming Level -1, Interactive Multimedia & Programming - Level 2, Concepts of CBT Development and Creating technology based training applications.**

Internal Course Work	91
Project	60
Sem-End Exam	40
Overall Weighted Marks	59
Grade*	B

Overall Weightage = 30% of Internal Course marks + 20% of Project Marks + 50% of Sem-End Exam marks

07/Mar/2005

Date of issue

  
 Authorised Signatory  
 on behalf of  
 Board of Examiners



CREATING WINNING CAREERS





**GRAPHICS**WITH  
SPECIALIZATION IN ADVERTISING FOR PRINT**PERFORMANCE STATEMENT**

Name : P.KISHOREKUMAR

Enrolment No. : 44-5-003 02090202

Centre : THRISSUR

Examination Date : 17-02-2004

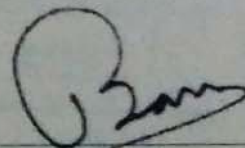
**Subjects: Fundamentals of Computer , Multimedia and Internet, Concepts of Graphics, Creating Illustrations, Image Magic-Print and Web , Media Publishing - I , Advertising Concepts and Media Publishing - II .**

<b>Internal Course Work</b>	55
<b>Project</b>	60
<b>Sem-End Exam</b>	32
<b>Overall Weighted Marks</b>	45
<b>Grade*</b>	C

**Overall Weightage = 30% of Internal Course marks + 20% of Project Marks + 50% of Sem-End Exam marks**

1-Mar-2004

Date of issue



Authorised Signatory  
on behalf of  
Board of Examiners



CREATING WINNING CAREERS



www.arena-multimedia.com

# MULTIMEDIA FOR WEB & GAMES

## PERFORMANCE STATEMENT

Name : P.KISHORE KUMAR

Enrolment No. : 05.003/200209/0101

Centre : THRISSUR

Examination Date : 16/Dec/2004

**Subjects: Designing Concepts for Web sites, Web Design, Developing Interactive Web Pages, Web Animation, Web Weaver, Games Development principles and Games Development.**

Internal Course Work	79
Project	70
Sem-End Exam	41
Overall Weighted Marks	58
Grade*	B

**Overall Weightage = 30% of Internal Course marks + 20% of Project Marks + 50% of Sem-End Exam marks**

07/Mar/2005

Date of Issue

*B. D. Souza*

Authorised Signatory  
on behalf of  
Board of Examiners



CREATING WINNING CAREERS





**DIPLOMA IN COMPUTER HARD WARE**

**C**OMPUTER ENGINEERS GROUP AWARDS

THIS DIPLOMA TO... P. KISHOREKUMAR.....

FOR SUCCESSFULLY COMPLETING THE COURSE

HELD FROM... SEPTEMBER 1998 TO... MARCH 1999...

COURSE CO-ORDINATOR

Manji  
COURSE DIRECTOR

DATE 29.03.1999

# Don Bosco Institute of Technology

Mannuthy - Trichur



## CERTIFICATE

*Don Bosco Institute of Technology, Mannuthy, Trichur  
upon the recommendation of the faculty hereby confers on*

*KISHORE KUMAR.P*

*The Graduate Certificate in*

*DIPLOMA IN COMPUTER STUDIES*

*in recognition of proficiency in the general and special  
studies in Theory and Practicals prescribed by the said  
Institute for such certificate given under the seal of  
the Institute in Mannuthy, Trichur, Kerala*

*This 10<sup>th</sup> day of MARCH Year 19 98*

*Principal*

*Director*





SACRED  
HEART  
COLLEGE  
Autonomous



Thevara, Kochi 682013, Kerala. Tel: +91-484 2663380, 4044414, Fax: +91-484 2663813  
Email: office@shcollege.ac.in, www.shcollege.ac.in

## Letter of Appointment

Date 1<sup>st</sup> June 2015

Dear Mr. Sijo Joseph

Sacred Heart College, Thevara, is pleased to inform you that you are hereby appointed as a Lecturer in SH School of Communication (referred to as 'School' in the rest of the document) to be based at Thevara, Kochi as per terms and conditions discussed and agreed upon as under :-

1. This appointment is effective from 1<sup>st</sup> June 2015 the date of your joining our Organization.
2. Your salary shall be a consolidated pay of Rs 25000/- at the time of appointment.
3. Your job functions and responsibilities as a Lecturer are under preparation and shall be issued in due course.
4. Your future increments or promotion or any other salary increase shall be based on merit considering your periodic and consistent overall performance, academic conditions and other parameters fixed from time to time at the discretion of the management and shall not be considered merely as a matter of right.
5. In the event you are absent from duty without information or permission of leave or you overstay your sanctioned leave, the Management will treat you as having voluntarily abandoned the services of the Company
6. Your services are liable to be terminated as and when management finds it necessary to do so.
7. All documents, plans, drawings, prints, trade secrets, technical information, reports, statements, correspondence etc., written or unwritten and also information and instructions that pass through you or come to your knowledge shall be treated as confidential. You shall not utilize them for your own use or disclose to other persons during or after your employment.



SACRED  
HEART  
COLLEGE  
Autonomous



Thevara, Kochi 682013, Kerala, Tel: +91-484 2663380, 4044414, Fax: +91-484 2663813  
Email: office@shcollege.ac.in, www.shcollege.ac.in

8. You shall carry out the job of Assistant Professor and such other jobs connected with or incidental to which is necessary for business of the School. You shall do any other work assigned to you, which you are capable of doing or work at any other post which has been temporarily assigned to you.
9. You shall faithfully and to the best of your ability perform your duties that may be entrusted to you from time to time by the management. You will be bound by rules, regulations and orders promulgated by the management in relation to conduct, discipline and policy matters.
10. While you are in employment of SH School of Communication, you may be given or handed over School's property and / or equipment for official use and you shall take care of them including their upkeep. On cessation of employment with the School, you shall return all documents, books, papers relating to the affairs of the School, purchased with the School's money, which may have come to you, and also any property of the School in your possession.
11. While working as an employee if you enter into any business transaction with any party on behalf of the School within your permissible limits, it shall be your responsibility to ensure recovery of outstanding. If any outstanding remains at the time of leaving the services of the School, it shall be your responsibility to recover for remittance to the School before you proceed to settle your legal dues in full and final settlement of your account.

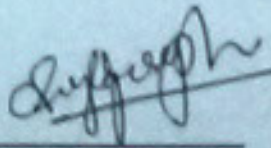
You are requested to return the enclosed copy duly signed as a token of your acceptance of the terms and conditions of your employment.

Hope that this will be the beginning of a long and successful career with us.

Yours faithfully,

Fr. Johnson X Palackappillil

Principal  
Sacred Heart College, Thevara

Accepted:   
(Signature of an Employee)

## Appointment Letter

Dear Mr Belbin P Baby,

Sacred Heart College, Thevara, is pleased to inform you that you are hereby appointed as **Lecturer** in SH School of Communication (referred to as 'School' in the rest of the document) to be based at Thevara, Kochi as per terms and conditions discussed and agreed upon as under :-

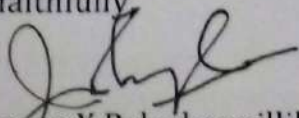
1. This appointment is effective from **4<sup>th</sup> Jan 2019** the date of your joining our Organization.
2. Your salary shall be a consolidated pay of **Rs 23000/-** at the time of appointment. As per the discussion during appointment, in completion of six months your salary shall be raised to **Rs 25000/-** in the month of **June 2019**
3. You have to surrender your certificates of eligibility for the post on being appointed.
4. You will have a six day work schedule, with second Saturday, being holiday. .
5. Your future increments or promotion or any other salary increase shall be based on merit considering your periodic and consistent overall performance, academic conditions and other parameters fixed from time to time at the discretion of the management and shall not be considered merely as a matter of right.
6. In the event you are absent from duty without information or permission of leave or you overstay your sanctioned leave, the Management will treat you as having voluntarily abandoned the services of the Institution.
7. 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 payment of the salary for a month, with immediate effect.
8. If the management requires your service on a prescribed holiday, another day could be availed as a holiday, instead, with due permissions
9. Your work time shall be from 9.15 am to 4.45 pm.
10. All documents, plans, drawings, prints, trade secrets, technical information, reports, statements, correspondence etc, written or unwritten and also information and instructions that pass through you or come to your knowledge shall be treated as confidential. You shall not utilize them for your own use or disclose to other persons during or after your employment.



11. You will have 20 leaves for a year. However, in a month, not more than two days could be utilized, beyond which would incur loss of pay for the day. You can avail of Onam and Christmas holidays.
12. You may relinquish the job, with an advance notice of one month, or payment of two months' salary equivalent, if relinquishing without such notice.
13. You have to ensure that there is at least one publication/ Production every year. You will have to undergo at least one training programme for self-improvement every year.
14. You shall carry out the job of Lecturer and such other jobs connected with or incidental to which are necessary for fulfilling the mission of the School. You shall do any other work assigned to you, which you are capable of doing or work at any other post which has been temporarily assigned to you without affecting your job and responsibilities here.
15. You shall faithfully and to the best of your ability perform your duties that may be entrusted to you from time to time by the management. You will be bound by rules, regulations and orders promulgated by the management in relation to conduct, discipline and policy matters.
16. While you are in employment of Sacred Heart College, you may be given or handed over School's property and / or equipment for official use and you shall take care of them including their upkeep. On cessation of employment with the School, you shall return all documents, books, papers relating to the affairs of the School, purchased with the School's money, which may have come to you, and also any property of the School in your possession.
17. While working as an employee if you enter into any business transaction with any party on behalf of the College/School within your permissible limits, it shall be your responsibility to ensure recovery of outstanding. If any outstanding remains at the time of leaving the services of the School, it shall be your responsibility to recover for remittance to the College/School before you proceed to settle your legal dues in full and final settlement of your account.
18. Additional work like consultancy, professional work, incubation services, must be reported and shall fall under the 70:30 policy of the consultancy of the college.

You are requested to return the enclosed copy duly signed as a token of your acceptance of the terms and conditions of your employment. Hope that this will be the beginning of a long and successful career with us.

Yours faithfully



Fr. Johnson X Palackappillil  
Principal  
Sacred Heart College, Thevara



Accepted: \_\_\_\_\_

(Signature of the Employee)



SACRED  
HEART  
COLLEGE  
Autonomous



Thevara, Kochi-682013, Kerala, Tel: +91-484 2663380, 4044414, Fax : +91-484 2663813  
Email:office@shcollege.ac.in, www.shcollege.ac.in

## Appointment Letter

Date 1- June -2016

Dear Fr Antony P T

Sacred Heart College, Thevara, is pleased to inform you that you are hereby appointed as **Lecturer** in SH School of Communication (referred to as 'School' in the rest of the document) to be based at Thevara, Kochi as per terms and conditions discussed and agreed upon as under :-

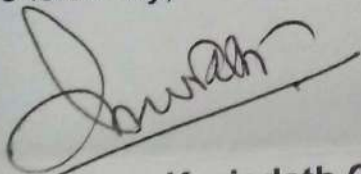
1. This appointment is effective from **1<sup>st</sup> June 2016** the date of your joining our Institution.
2. Your salary shall be a consolidated pay of Rs. **15000/-** at the time of appointment.
3. Your job functions and responsibilities as a **lecturer** are under preparation and shall be issued in due course.
4. Your future increments or promotion or any other salary increase shall be based on merit considering your periodic and consistent overall performance, academic conditions and other parameters fixed from time to time at the discretion of the management and shall not be considered merely as a matter of right.
5. In the event you are absent from duty without information or permission of leave or you overstay your sanctioned leave, the Management will treat you as having voluntarily abandoned the services of the Institution
6. Your services are liable to be terminated as and when management finds it necessary to do so.
7. All documents, plans, drawings, prints, trade secrets, technical information, reports, statements, correspondence etc., written or unwritten and also information and instructions that pass through you or come to your knowledge shall be treated as confidential. You shall not utilize them for your own use or disclose to other persons during or after your employment.

8. You shall carry out the job of Lecturer and such other jobs connected with or incidental to which is necessary for business of the School. You shall do any other work assigned to you, which you are capable of doing or work at any other post which has been temporarily assigned to you.
9. You shall faithfully and to the best of your ability perform your duties that may be entrusted to you from time to time by the management. You will be bound by rules, regulations and orders promulgated by the management in relation to conduct, discipline and policy matters.
10. While you are in employment of SH School of Communication, you may be given or handed over School's property and / or equipment for official use and you shall take care of them including their upkeep. On cessation of employment with the School, you shall return all documents, books, papers relating to the affairs of the School, purchased with the School's money, which may have come to you, and also any property of the School in your possession.
11. While working as an employee if you enter into any business transaction with any party on behalf of the School within your permissible limits, it shall be your responsibility to ensure recovery of outstanding. If any outstanding remains at the time of leaving the services of the School, it shall be your responsibility to recover for remittance to the School before you proceed to settle your legal dues in full and final settlement of your account.

You are requested to return the enclosed copy duly signed as a token of your acceptance of the terms and conditions of your employment.

Hope that this will be the beginning of a long and successful career with us.

Yours faithfully,

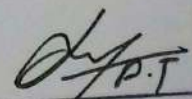


Rev. Dr Jose Kruiedath CMI

Manager

Sacred Heart College, Thevara



Accepted:  P.T.

Fy. ANTONY .P.T

(Signature of an Employee)

**Appointment Letter**

01/09/2012

Mr.Rohit Sivan  
Shivashylam  
Mannankarachira  
Kavumbhagam P.O  
Thiruvalla  
Pin 689102

*Dear Mr.Rohit Sivan*

Sacred Heart College, Thevara, is pleased to inform you that you are hereby appointed as faculty member in SH School of Communication (referred to as 'School' in the rest of the document) to be based at Thevara, Kochi as per terms and conditions discussed and agreed upon as under :-

1. This appointment is effective from the date of your joining our Organization.
2. Your salary shall be a consolidated pay of Rs.20,000/- (rupees twenty thousand only) at the time of appointment.
3. Your job functions and responsibilities as faculty member are under preparation and shall be issued in due course.
4. You will be appointed on contract.
5. Your future increments or promotion or any other salary increase shall be based on merit considering your periodic and consistent overall performance, academic conditions and other parameters fixed from time to time at the discretion of the management and shall not be considered merely as a matter of right.
6. In the event you are absent from duty without information or permission of leave or you overstay your sanctioned leave, the Management will treat you as having voluntarily abandoned the services of the Company
7. Your services are liable to be terminated as and when management finds it necessary to do so.
8. All documents, plans, drawings, prints, trade secrets, technical information, reports, statements, correspondence etc., written or unwritten and also information and instructions that pass through you or come to your knowledge shall be treated as confidential. You shall not utilize them for your own use or disclose to other persons during or after your employment.

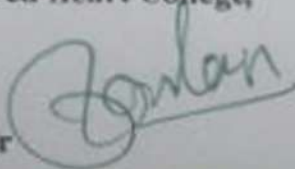
9. You shall carry out the job of Course Coordinator and such other jobs connected with or incidental to which is necessary for business of the School. You shall do any other work assigned to you, which you are capable of doing or work at any other post which has been temporarily assigned to you.
10. You shall faithfully and to the best of your ability perform your duties that may be entrusted to you from time to time by the management. You will be bound by rules, regulations and orders promulgated by the management in relation to conduct, discipline and policy matters.
11. While you are in employment of SH School of Communication, you may be given or handed over School's property and / or equipment for official use and you shall take care of them including their upkeep. On cessation of employment with the School, you shall return all documents, books, papers relating to the affairs of the School, purchased with the School's money, which may have come to you, and also any property of the School in your possession.
12. While working as an employee if you enter into any business transaction with any party on behalf of the School within your permissible limits, it shall be your responsibility to ensure recovery of outstanding. If any outstanding remains at the time of leaving the services of the School, it shall be your responsibility to recover for remittance to the School before you proceed to settle your legal dues in full and final settlement of your account.

You are requested to return the enclosed copy duly signed as a token of your acceptance of the terms and conditions of your employment.

Hope that this will be the beginning of a long and successful career with us.

Yours faithfully,  
For Sacred Heart College,

Manager

  
MANAGER  
S. H. COLLEGE  
THEVARA  
KOCHI-682 013

Accepted: \_\_\_\_\_

(Signature of the Employee)





### Appointment Letter

Dear Ms Roshina Jasmine Faber

Sacred Heart College, Thevara, is pleased to inform you that you are hereby appointed as **Lecturer** in SH School of Communication (referred to as 'School' in the rest of the document) to be based at Thevara, Kochi as per terms and conditions discussed and agreed upon as under :-

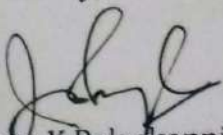
1. This appointment is effective from **2<sup>nd</sup> July 2018** the date of your joining our Organization.
2. Your salary shall be a consolidated pay of **Rs. 20000/-** at the time of appointment.
3. You have to surrender your certificates of eligibility for the post on being appointed.
4. You will have a six day work schedule, with second Saturday, being holiday. Unattended Saturdays will be considered as days for preparation.
5. Your future increments or promotion or any other salary increase shall be based on merit considering your periodic and consistent overall performance, academic conditions and other parameters fixed from time to time at the discretion of the management and shall not be considered merely as a matter of right.
6. In the event you are absent from duty without information or permission of leave or you overstay your sanctioned leave, the Management will treat you as having voluntarily abandoned the services of the Company.
7. Your services are liable to be terminated as and when management finds it necessary to do so with immediate effect.
8. If the management requires your service on a prescribed holiday, another day could be availed as a holiday, instead, with due permissions
9. Your work time shall be from 9.15 am to 5.15 pm.
10. All documents, plans, drawings, prints, trade secrets, technical information, reports, statements, correspondence etc, written or unwritten and also information and instructions that pass through you or come to your knowledge shall be treated as confidential. You shall not utilize them for your own use or disclose to other persons during or after your employment.

Your service shall be terminated on one month's notice period.

11. You will have 20 leaves for the year. However, in a month, not more than two days could be utilized, beyond which would incur loss of pay for the day. You can avail of Onam and Christmas holidays.
12. Teachers have to ensure that there is at least one publication/ Production every year. You will have to undergo at least one training programme for self-improvement every year
13. You shall carry out the job of **Lecturer** and such other jobs connected with or incidental to which is necessary for business of the School. You shall do any other work assigned to you, which you are capable of doing or work at any other post which has been temporarily assigned to you.
14. You shall faithfully and to the best of your ability perform your duties that may be entrusted to you from time to time by the management. You will be bound by rules, regulations and orders promulgated by the management in relation to conduct, discipline and policy matters.
15. While you are in employment of Sacred Heart college, you may be given or handed over School's property and / or equipment for official use and you shall take care of them including their upkeep. On cessation of employment with the School, you shall return all documents, books, papers relating to the affairs of the School, purchased with the School's money, which may have come to you, and also any property of the School in your possession.
16. While working as an employee if you enter into any business transaction with any party on behalf of the College/School within your permissible limits, it shall be your responsibility to ensure recovery of outstanding. If any outstanding remains at the time of leaving the services of the School, it shall be your responsibility to recover for remittance to the College/School before you proceed to settle your legal dues in full and final settlement of your account.
17. Additional work like consultancy, professional work, incubation services, must be reported and fall under the 70:30 policy of the college.


You are requested to return the enclosed copy duly signed as a token of your acceptance of the terms and conditions of your employment. Hope that this will be the beginning of a long and successful career with us.

Yours faithfully,

  
Fr. Johnson X Palackappillil  
Principal

Sacred Heart College, Thevara



Accepted:   
(Signature of an Employee)



### Appointment Letter

Dear Ms Shanthi Mathai

Sacred Heart College, Thevara, is pleased to inform you that you are hereby appointed as **Assistant Professor** in SH School of Communication (referred to as 'School' in the rest of the document) to be based at Thevara, Kochi as per terms and conditions discussed and agreed upon as under :-

1. This appointment is effective from **1<sup>st</sup> March 2017** the date of your joining our Organization.
2. Your salary shall be a consolidated pay of **Rs. 40000/-** at the time of appointment.
3. You have to surrender your certificates of eligibility for the post on being appointed.
4. You will have a six day work schedule, with second Saturday, being holiday. Unattended Saturdays will be considered as days for preparation.
5. Your future increments or promotion or any other salary increase shall be based on merit considering your periodic and consistent overall performance, academic conditions and other parameters fixed from time to time at the discretion of the management and shall not be considered merely as a matter of right.
6. In the event you are absent from duty without information or permission of leave or you overstay your sanctioned leave, the Management will treat you as having voluntarily abandoned the services of the Company.
7. Your services are liable to be terminated as and when management finds it necessary to do so with immediate effect.
8. If the management requires your service on a prescribed holiday, another day could be availed as a holiday, instead, with due permissions
9. Your work time shall be from 9.15 am to 5.15 pm.
10. All documents, plans, drawings, prints, trade secrets, technical information, reports, statements, correspondence etc, written or unwritten and also information and instructions that pass through you or come to your knowledge shall be treated as confidential. You shall not utilize them for your own use or disclose to other persons during or after your employment.

Your service shall be terminated on one month's notice period.



11. You will have 20 leaves for the year. However, in a month, not more than two days could be utilized, beyond which would incur loss of pay for the day. You can avail of Onam and Christmas holidays.

12. Teachers have to ensure that there is at least one publication/ Production every year. You will have to undergo at least one training programme for self-improvement every year

13. You shall carry out the job of **Assistant Professor** and such other jobs connected with or incidental to which is necessary for business of the School. You shall do any other work assigned to you, which you are capable of doing or work at any other post which has been temporarily assigned to you.

14. You shall faithfully and to the best of your ability perform your duties that may be entrusted to you from time to time by the management. You will be bound by rules, regulations and orders promulgated by the management in relation to conduct, discipline and policy matters.

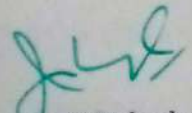
15. While you are in employment of Sacred Heart college, you may be given or handed over School's property and / or equipment for official use and you shall take care of them including their upkeep. On cessation of employment with the School, you shall return all documents, books, papers relating to the affairs of the School, purchased with the School's money, which may have come to you, and also any property of the School in your possession.

16. While working as an employee if you enter into any business transaction with any party on behalf of the College/School within your permissible limits, it shall be your responsibility to ensure recovery of outstanding. If any outstanding remains at the time of leaving the services of the School, it shall be your responsibility to recover for remittance to the College/School before you proceed to settle your legal dues in full and final settlement of your account.

17. Additional work like consultancy, professional work, incubation services, must be reported and fall under the 70:30 policy of the college.

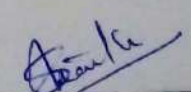
You are requested to return the enclosed copy duly signed as a token of your acceptance of the terms and conditions of your employment. Hope that this will be the beginning of a long and successful career with us.

Yours faithfully,

  
Fr. Johnson X Palackappillil  
Principal

Sacred Heart College, Thevara



Accepted:   
(Signature of an Employee)



## Appointment Letter

Dear Mr Sujith Narayanan,

Sacred Heart College, Thevara, is pleased to inform you that you are hereby appointed as **Lecturer** in SH School of Communication (referred to as 'School' in the rest of the document) to be based at Thevara, Kochi as per terms and conditions discussed and agreed upon as under :-

1. This appointment is effective from **10<sup>th</sup> Nov 2018** the date of your joining our Organization.
2. Your salary shall be a consolidated pay of **Rs 20000/-** at the time of appointment. As per the discussion during appointment, in completion of three months your salary shall be raised to **Rs 25000/-** in the month of **February 2019**
3. You have to surrender your certificates of eligibility for the post on being appointed.
4. You will have a six day work schedule, with second Saturday, being holiday. .
5. Your future increments or promotion or any other salary increase shall be based on merit considering your periodic and consistent overall performance, academic conditions and other parameters fixed from time to time at the discretion of the management and shall not be considered merely as a matter of right.
6. In the event you are absent from duty without information or permission of leave or you overstay your sanctioned leave, the Management will treat you as having voluntarily abandoned the services of the Institution.
7. 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 payment of the salary for a month, with immediate effect.
8. If the management requires your service on a prescribed holiday, another day could be availed as a holiday, instead, with due permissions
9. Your work time shall be from 9.15 am to 4.45 pm.
10. All documents, plans, drawings, prints, trade secrets, technical information, reports, statements, correspondence etc, written or unwritten and also information and instructions that pass through you or come to your knowledge shall be treated as confidential. You shall not utilize them for your own use or disclose to other persons during or after your employment.

Your service shall be terminated on one month's notice period.

11. You will have 20 leaves for a year. However, in a month, not more than two days could be utilized, beyond which would incur loss of pay for the day. You can avail of Onam and Christmas holidays.
12. You have to ensure that there is at least one publication/ Production every year. You will have to undergo at least one training programme for self-improvement every year.
13. You shall carry out the job of Lecturer and such other jobs connected with or incidental to which are necessary for fulfilling the mission of the School. You shall do any other work assigned to you, which you are capable of doing or work at any other post which has been temporarily assigned to you without affecting your job and responsibilities here.
14. You shall faithfully and to the best of your ability perform your duties that may be entrusted to you from time to time by the management. You will be bound by rules, regulations and orders promulgated by the management in relation to conduct, discipline and policy matters.
15. While you are in employment of Sacred Heart College, you may be given or handed over School's property and / or equipment for official use and you shall take care of them including their upkeep. On cessation of employment with the School, you shall return all documents, books, papers relating to the affairs of the School, purchased with the School's money, which may have come to you, and also any property of the School in your possession.
16. While working as an employee if you enter into any business transaction with any party on behalf of the College/School within your permissible limits, it shall be your responsibility to ensure recovery of outstanding. If any outstanding remains at the time of leaving the services of the School, it shall be your responsibility to recover for remittance to the College/School before you proceed to settle your legal dues in full and final settlement of your account.
17. Additional work like consultancy, professional work, incubation services, must be reported and shall fall under the 70:30 policy of the consultancy of the college.

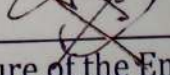
You are requested to return the enclosed copy duly signed as a token of your acceptance of the terms and conditions of your employment. Hope that this will be the beginning of a long and successful career with us.

Yours faithfully,

Fr. Johnson X Palackappillil  
Principal

Sacred Heart College, Thevara



Accepted:   
(Signature of the Employee)