



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 13th 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)