



## APPOINTMENT ORDER

**Mr. Santhosh Kumar**  
Chandramangalathu Mekkum Kara  
Puthenveedu Amachal Post,  
Kattakada,  
Trivandrum, Kerala

Dear Sir,

- You are appointed as Assistant Professor in the department of Computer Science, Sacred Heart College (Autonomous), Thevara with effect from June 5<sup>th</sup>, 2018 with a monthly payment of Rs.30000/- till 30<sup>th</sup> 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 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 regular basis from next academic year.

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**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.

05.06.2018



  
Principal

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



**Signature of the Appointee**

**Date:** 05/06/2018