



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 **1st 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.

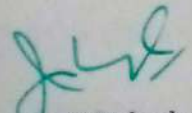
15. While you are in employment of Sacred Heart college, you may be given or handed over School's property and / or equipment for official use and you shall take care of them including their upkeep. On cessation of employment with the School, you shall return all documents, books, papers relating to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

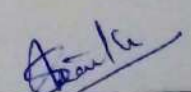
You are requested to return the enclosed copy duly signed as a token of your acceptance of the terms and conditions of your employment. Hope that this will be the beginning of a long and successful career with us.

Yours faithfully,


Fr. Johnson X Palackappillil
Principal

Sacred Heart College, Thevara



Accepted: 
(Signature of an Employee)