



SANTHIGIRI COLLEGE OF COMPUTER SCIENCES

(Affiliated to M.G. University & Approved by AICTE)

Vazhithala P.O., Thodupuzha - 685 583, Kerala, India

Ph: 04862 - 273006, 8281210209, 9446212911, Web: www.santhigiricollege.com

E-mail: pparakattel@gmail.com, principalsanthigiricollege@gmail.com

APPOINTMENT ORDER

Sub: Santhigiri College of Computer Sciences, Vazhithala – Appointment of Staff

Ambily V, Arackkapparayil, Thirumarady is hereby appointed Lecturer of Department of Commerce, Santhigiri College of Computer Sciences, Vazhithala on a pay of Rs. 21000 in the scale of pay 8000 – 1000 – 20000/- w.e.f. 08.06.2008 F.N.

You have to cultivate an intense work culture in which dedication to teaching and availability to students are very important. You shall abide by the Rules and Regulations of the Staff of Santhigiri College and the Management will be free to terminate the appointment if your services are found not satisfactory.



Date: 08/06/2008

Sunny Kochukarottu

Fr. Sunny Kochukarottu CMI

Manager



SANTHIGIRI

COLLEGE OF COMPUTER SCIENCES

Affiliated to MG University and Approved by AICTE

VAZHITHALA P.O., THODUPUZHA - 685 583, KERALA, INDIA

Mr. Joshy M Varghese,
S/o PC Varghese, 08.03.2021
Kanjirakkattu House Vellayamkudy P. AO. Kattappa

15.06.2019

Dear Mr. Joshy M Varghese,

With reference to your application and subsequent interview, we are pleased to appointment you in Santhigiri College as **Assistant Professor** in Commerce Department

You will be paid remuneration at such time and in such manner as set forth in the policies, rules and regulations of the College, as amended from time to time

The broad terms and conditions of your employment will be as follows:

1. You will be employed with Santhigiri College, here after College
2. You shall be paid Monthly Gross Salary of Rs. 30,000/-
3. The hours of work and holidays will be in accordance with College Rules
4. You will be entitled for the leave as per the College Rule.
5. Your employment is contingent upon One Academic Year qualifying period during which your performance and suitability will be evaluated. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of Probation of One Year.
6. In the interest of the students, you shall not leave the college during a semester.
7. You shall observe the instructions given in the Teachers Manuel.
8. **Termination of Services:** After the period of probation, this contract can be terminated by either party in any manner furnished below:
 - A. In case the employee chooses to terminate the Contract, then the college has the right to exercise one or more of the following options:
 1. Serve one months' notice period or
 2. Pay off one months' salary in lieu of notice
 3. In the case of semester break, pay the penalty imposed by the Management.
 - B. In case the College chooses to terminate the contract, then the college has the right to exercise one of the following options-
 1. You will be served one months' notice period or
 2. You will be served one month's remuneration without giving any notice.
 - C. In case the College chooses to terminate the contract due to any of the following reasons, then your employment can be terminated without any notice or payment of any kind of lieu of notice

1. Any act of dishonesty, disobedience, insubordination, incivility, intemperance, irregularity in attendance, conduct detrimental to the morale of the institution, neglect of duties or breach on your part of any of the terms, conditions or stipulations contained in this agreement or a violation on your part any of the College Rules.

9. You shall devote the whole of your time and attention to performing your duties during working hours as set forth in College's Rules and use your best capabilities to promote the interests of the College and your conduct at all times shall be such as not to damage the interest or reputation of the College

10. During your period of employment by the College, you will not, without prior written consent of the college, engage in any business or any other activities that would interfere with the performance of your duties and obligations under this agreement

11. You shall faithfully observe all the rules of the College and comply with all reasonable orders of your superiors and attend to your duties punctually at places or places as may be required

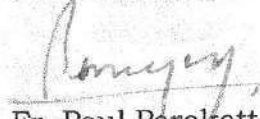
If you are in agreement with the terms and conditions, kindly indicate the same by signing and returning one copy of this letter along with the following documents, whereupon this letter will constitute our agreement with respect this subject matter thereof.

1. Copy of Resume
2. Original Degree Certificate
3. Original PG Certificate
4. Original MPhil or PhD certificate if applicable
5. Copy of PAN Card

We are sure your joining Santhigiri College will benefit the College and will also help you in achieving your career aspirations. Santhigiri College provides a challenging environment to all its employees which help them in bringing out their best and contribute substantially to the growth of the Institution.

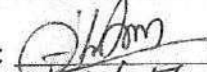
We look forward to you to have a long and happy career with us.

Yours Faithfully
For Santhigiri College



Fr. Paul Parakattel CMI
Manager

Accepted and Agreed

Signature: 

Name : Joshy M. Varghese

Date : 15/06/2019

Enclosure:

ANNEXURE

Name	Joshy M Varghese
Designation	Assistant Professor
Department	Commerce
Date of Joining	June 15, 2021
Total Gross Salary per Month	30,000/-



SANTHIGIRI COLLEGE OF COMPUTER SCIENCES

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Web: www.santhigiricollege.com, santhigiricollege.org

E-mail: santhi_g@satyam.net.in, principalsanthigiricollege@gmail.com

APPOINTMENT ORDER


Sub: Santhigiri College of Computer Sciences, Vazhithala – Appointment of Staff

Mr. Manju P K, Puliyaniyapuzha (H), Kuninji P.O, Vazhithala is hereby appointed as Lecturer of Department of Commerce of Santhigiri College of Computer Sciences, Vazhithala on a pay of Rs.7000 in the scale of pay 10000 – 1000 – 20000/- w.e.f. (19-04-2004) F.N.

You have to cultivate an intense work culture in which dedication to teaching and availability to students are very important. You shall abide by the Rules and Regulations of the Staff of Santhigiri College and the Management will be free to terminate the appointment if your services are found not satisfactory.

Date: 19-04-2004




Fr. Sunny Kochukarottu CMI
Manager



SANTHIGIRI

COLLEGE OF COMPUTER SCIENCES

Affiliated to MG University and Approved by AICTE

VAZHITHALA P.O., THODUPUZHA - 685 583, KERALA, INDIA

Mr. Mejo John Johnson
Cherangadan House
Mattathur P.O, Munnumuri
Thrissur 680684

01.06.2018

Dear Mr. Mejo John Johnson,

With reference to your application and subsequent interview, we are pleased to appointment you at Santhigiri College as **Assistant Professor** in the Department of Commerce.

You will be paid remuneration at such time and in such manner as set forth in the policies, rules and regulations of the college, as amended from time to time

The broad terms and conditions of your employment will be as follows:

1. You will be employed with Santhigiri College, here after College
2. You shall be paid a monthly gross salary of Rs. 20,000/-
3. The hours of work and holidays will be in accordance with College Rules
4. You will be entitled to the leave as per the College Rule.
5. Your employment is contingent upon One Academic Year qualifying period during which your performance and suitability will be evaluated. Further, unless otherwise communicated to you in writing, your services shall be confirmed at the end of the period of Probation of One Year.
6. In the interest of the students, you should not leave the college during a semester.
7. You should observe the instructions given by the teachers Manuel.
8. **Termination of Services:** After the period of probation, this contract can be terminated by either party in any manner furnished below:
 - A. In case the employee chooses to terminate the contract, then the college has the right to exercise one or more of the following options:
 1. Serve one month notice period or
 2. Pay off one months' salary in lieu of notice
 3. In the case of semester break, pay the penalty imposed by the Management.
 - B. If the college chooses to terminate the contract, then the



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1. You will be served one month notice period or
2. You will be served one month's remuneration without giving any notice.
- C. In case the College chooses to terminate the contract due to any of the following reasons, then your employment can be terminated without any notice or payment of any kind of lieu of notice
 1. Any act of dishonesty, disobedience, insubordination, incivility, intemperance, irregularity in attendance, conduct detrimental to the morale of the institution, neglect of duties or breach on your part of any of the terms, conditions or stipulations contained in this agreement or a violation on your part any of the College Rules.
9. You shall devote the whole of your time and attention to performing your duties during working hours as set forth in the College's Rules and use your best capabilities to promote the interests of the College and your conduct at all times shall be such as not to damage the interest or reputation of the College
10. During your period of employment by the college, you will not, without prior written consent of the college, engage in any business or any other activities that would interfere with the performance of your duties and obligations under this agreement
11. You shall faithfully observe all the rules of the college and comply with all reasonable orders of your superiors and attend to your duties punctually at places or places as may be required

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We look forward to you having a long and happy career with us.

Yours Faithfully

For Santhigiri College



Fr. Dr. Bobby Antony CMI

Principal

Accepted and Agreed

Signature: 

Name : Mejo John Johnson

Date : 11/6/2018

Enclosure:

ANNEXURE

Name	Mr. Mejo John Johnson
Designation	Assistant Professor
Department	Commerce
Date of Joining	June 01, 2018
Total Gross Salary per Month	20,000/-



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APPOINTMENT ORDER

Sub: Santhigiri College of Computer Sciences, Vazhithala – Appointment of Staff

Ms. Saraswathy Antherjanam, Dhanwathari, Thodupuzha is hereby appointed as Lecturer of Department of Commerce of Santhigiri College of Computer Sciences, Vazhithala on a pay of Rs.8000 in the scale of pay 8000 – 1000 – 20000/- w.e.f. (10-07-06) F.N.

You have to cultivate an intense work culture in which dedication to teaching and availability to students are very important. You shall abide by the Rules and Regulations of the Staff of Santhigiri College and the Management will be free to terminate the appointment if your services are found not satisfactory.

Date: 10-07-2006



Sunny Kochukarottu

Fr. Sunny Kochukarottu CMI

Manager



SANTHIGIRI

COLLEGE OF COMPUTER SCIENCES

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VAZHITHALA P.O., THODUPUZHA - 685 583, KERALA, INDIA

12.09.2022

Ms. Jeesima Clement
Kochuvembillil House
Udumbannoor, Thodupuzha

Dear Ms. Jeesima Clement ,

With reference to your application and subsequent interview, we are pleased to appoint you at Santhigiri College as **Assistant Professor** in Statistics

You will be paid remuneration at such time and in such manner as set forth in the policies, rules and regulations of the college, as amended from time to time

The broad terms and conditions of your employment will be as follows:

1. You will be employed with Santhigiri College, here after College
2. You shall be paid a monthly gross salary of Rs. 15,500/-
3. The hours of work and holidays will be in accordance with College Rules
4. You will be entitled to the leave as per the College Rule.
5. Your employment is contingent upon One Academic Year qualifying period during which your performance and suitability will be evaluated. Further, unless otherwise communicated to you in writing, your services shall be confirmed at the end of the period of Probation of One Year.
6. In the interest of the students, you should not leave the college during a semester.
7. You should observe the instructions given by the teachers Manuel.
8. **Termination of Services:** After the period of probation, this contract can be terminated by either party in any manner furnished below:
 - A. In case the employee chooses to terminate the contract, then the college has the right to exercise one or more of the following options:
 1. Serve one month' notice period or
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 3. In the case of semester break, pay the penalty imposed by the Management.
 - B. In case the college chooses to terminate the contract, then the college has the right to exercise one of the following options-
 1. You will be served one month' notice period or
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 - C. In case the college chooses to terminate the contract due to any of the following reasons, then your employment can be terminated without any notice or payment of any kind of lieu of notice
 1. Any act of dishonesty, disobedience, insubordination, incivility, intemperance, irregularity in attendance, conduct detrimental to the morale of the institution, neglect of duties or breach on your part of any of the terms, conditions or stipulations contained in this agreement or a violation on your part any of the College Rules.
9. You shall devote the whole of your time and attention to performing your duties during working hours as set forth in the College's Rules and use your best capabilities to promote the interests of the College and your conduct at all times shall be such as not to damage the interest or reputation of the College



04862 273006



www.santhigiricollege.com



principalsanthigiricollege@gmail.com



8281210209, 9446212911

10. During your period of employment by the college, you will not, without prior written consent of the college, engage in any business or any other activities that would interfere with the performance of your duties and obligations under this agreement
11. You shall faithfully observe all the rules of the college and comply with all reasonable orders of your superiors and attend to your duties punctually at places or places as may be required

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1. Copy of Resume
2. Original Degree Certificate
3. Original PG Certificate
4. Original MPhil or PhD certificate if applicable
5. Copy of PAN Card

We are sure your joining Santhigiri College will benefit the college and will also help you in achieving your career aspirations. Santhigiri College provides a challenging environment for all its employees which helps them to bring out their best and contributes substantially to the growth of the institution.


We look forward to you having a long and happy career with us.

Yours Faithfully

For Santhigiri College

Fr. Paul Parakattel CMI
Manager

Accepted and Agreed

Signature: 
Name: Jeessma Clement
Date: 12/09/2022

Enclosure:

ANNEXURE

Name	Ms. Jeessma Clement
Designation	Assistant Professor
Department	Statistics
Date of Joining	September 12, 2022
Total Gross Salary per Month	15,500/-



SANTHIGIRI

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VAZHITHALA P.O., THODUPUZZHA - 685 583, KERALA, INDIA

22.05.2023

Ms. Mariyam Renji
Kunnummel Hous
Marika PO
Ernakulam

Dear Ms Mariyam Renji,

With reference to your application and subsequent interview, we are pleased to appointment you at Santhigiri College as **Assistant Professor** in English

You will be paid remuneration at such time and in such manner as set forth in the policies, rules and regulations of the college, as amended from time to time

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9. You shall devote the whole of your time and attention to performing your duties during working hours as set forth in the College's Rules and use your best capabilities to promote the interests of the College and your conduct at all times shall be such as not to damage the interest or reputation of the College
10. During your period of employment by the college, you will not, without prior written consent of the college, engage in any business or any other activities that would interfere with the performance of your duties and obligations under this agreement
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4. Original MPhil or PhD certificate if applicable
5. Copy of PAN Card

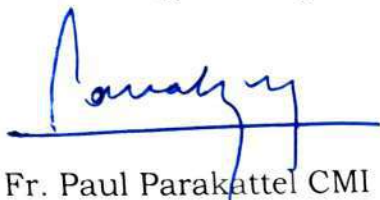
We are sure your joining Santhigiri College will benefit the college and will also help you to achieve your career aspirations. Santhigiri College provides a challenging environment for all its employees which helps them to bring

out their best and contributes substantially to the growth of the institution.

We look forward to you having a long and happy career with us.

Yours Faithfully

For Santhigiri College



Fr. Paul Parakattel CMI
Manager

Accepted and Agreed

Signature: Mariyam Renji

Name : MARIYAM RENJI

Date : May 22, 2023

Enclosure:

ANNEXURE

Name	Ms. Mariyam Renji
Designation	Assistant Professor
Department	English
Date of Joining	May 22, 2023
Total Gross Salary per Month	15,500/-



SANTHIGIRI

COLLEGE OF COMPUTER SCIENCES

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VAZHITHALA P.O., THODUPUZHA - 685 583, KERALA, INDIA

REF: SC/5727/23

20.07.2023

APPOINTMENT ORDER

To	From
Dr. Shibi A.V. Meenkuzhickal (H) Mannathoor P.O. Ernakulam	Rev. Fr. Paul Parakattel CMI Manager Santhigiri College of Computer Sciences Vazhithala, Thodupuzha – 685583 principalsanthigiricollege@gmail.com pparakattel@gmail.com Mobile: +91 9446212911

Subject: Office Order for the Position of Assistant Professor (S.G.), Hindi Language (Department of Commerce) - regarding:-

Respected Dr. Shibi A.V.,

With reference to your application and subsequent interview, we are pleased to appointment you at Santhigiri College as **Assistant Professor (S.G.), Hindi Language (Department of Commerce)** with effect from 20.07.2023.

You will be paid remuneration at such time and in such manner as set forth in the policies, rules and regulations of the College, as amended from time to time

The broad terms and conditions of your employment will as follows:

1. You will be employed with Santhigiri College, here after College.
2. You shall be paid Monthly Gross Salary of Rs. 20,500/-
3. The hours of work and holidays will be in accordance with College Rules
4. You will be entitled for the leave as per the College Rules.
5. Your employment is contingent upon One Academic Year qualifying period during which your performance and suitability will be evaluated. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of Probation of one year.
6. In the interest of the students, you should not leave the college during a semester.
7. You should observe the instructions given by the teachers Manuel.
8. You should publish at least two research papers per year in the peer reviewed and indexed Journal with high impact factor.



Termination of Services: After the period of probation, this contract can be terminated by either in any manner furnished below:

In case the employee chooses to terminate the Contract, then the college has the right to exercise one or more of the following options:
serve one month notice period or
pay off one month's salary in lieu of notice.
In the case of semester break, pay the penalty imposed by the Management.

In the College chooses to terminate the contract, then the college has the right to exercise one of the following options:
it will be served one month notice period or
it will be served one month's remuneration without giving any notice.

In case the College chooses to terminate the contract due to any of the following reasons, then your employment can be terminated without any notice or payment of any kind of lieu of notice

Any act of dishonesty, disobedience, insubordination, incivility intemperance, irregularity in attendance, conduct detrimental to the moral of the institution, neglect of duties or breach on your part of any of the terms, conditions or stipulations contained in this agreement or a violation on your part any of the College Rules.

You shall devote the whole of your time and attention to performing your duties during working hours as set forth in College's Rules and use your best capabilities to promote the interests of the College and your conduct at all times shall be such as not to damage the interest or reputation of the College.

3. During your period of employment by the College, you will not, without prior written consent of the college, engage in any business or any other activities that would interfere with the performance of your duties and obligations under this agreement.

4. You shall faithfully observe all the rules of the College and comply with all reasonable orders of your superiors and attend to your duties punctually at places or places as may be required. If you are in agreement with the terms and conditions, kindly indicate the same by signing and returning one copy of this letter along with the following documents, whereupon this letter will constitute our agreement with respect to this subject matter thereof.

1. Copy of Resume




2. Original Degree Certificate
3. Original P.G Certificate
4. Original M.Phil or PhD certificate if applicable
5. Copy of PAN Card

We are sure your joining Santhigiri College will benefit the College and will also help you to achieve your career aspirations. Santhigiri College provides a challenging environment for all its employees which helps them to bring out their best and contributes substantially to the growth of the Institution.

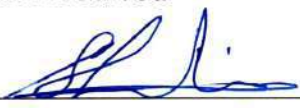
We look forward to you having a long and happy career with us.


Yours Faithfully
For Santhigiri College


20.07.2023
Fr. Paul Parakattel CMI
Manager



Accepted and Received

Signature : 
Name : Dr. SHIBI. A.V.
Date : 20/07/2023

Received by:

Dr. Shibi. A.V.
20/07/2023

Enclosure:
ANNEXURE

ANNEXURE

Name	Dr. Shibi A.V.
Designation	Assistant Professor
Department	Commerce - HINDI LANGUAGE
Date of Joining	20.07.2023
Total Gross Salary per Month	Rs. 20,500/-

Copy to: Principal / Bursar / Office file / Account / Attendance



SANTHIGIRI

COLLEGE OF COMPUTER SCIENCES

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VAZHITHALA P.O., THODUPUZHA - 685 583, KERALA, INDIA

19.05.2023

Mr. Sharafudeen PJ,
Pathanayathu House
Enanalloor PO
Muvattupuzha

Dear Mr. Sharafudeen ,

With reference to your application and subsequent interview, we are pleased to appointment you in Santhigiri College as **Assistant Professor** in Commerce Department

You will be paid remuneration at such time and in such manner as set forth in the policies, rules and regulations of the College, as amended from time to time

The broad terms and conditions of your employment will be as follows:

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04862 273006



www.santhigiricollege.com



principalsanthigiricollege@gmail.com



8281210209, 9446212911

1. Any act of dishonesty, disobedience, insubordination, incivility, intemperance, irregularity in attendance, conduct detrimental to the morale of the institution, neglect of duties or breach on your part of any of the terms, conditions or stipulations contained in this agreement or a violation on your part any of the College Rules.

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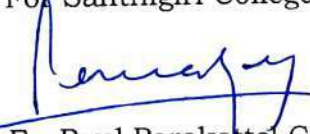
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We look forward to you to have a long and happy career with us.

Yours Faithfully
For Santhigiri College



Fr. Paul Parakattel CMI
Manager

Accepted and Agreed

Signature: 

Name: Sharafudeen P.J

Date: 19-05-2023

Enclosure:

ANNEXURE

Name	Sharafudeen PJ
Designation	Assistant Professor
Department	Commerce
Date of Joining	May 19, 2023
Total Gross Salary per Month	20,000/-



SANTHIGIRI

COLLEGE OF COMPUTER SCIENCES

Affiliated to MG University and Approved by AICTE

VAZHITHALA P.O., THODUPUZHA - 685 583, KERALA, INDIA

Ms. Shreya Krishna
Karamel madom
Samuham Road
Thodupuzha

19.05.2023

Dear Ms. Shreya Krishna,

With reference to your application and subsequent interview, we are pleased to appointment you in Santhigiri College as **Assistant Professor** in Commerce Department You will be paid remuneration at such time and in such manner as set forth in the policies, rules and regulations of the College, as amended from time to time

The broad terms and conditions of your employment will be as follows:

1. You will be employed with Santhigiri College, here after College
2. You shall be paid Monthly Gross Salary of Rs. 15,500/-
3. The hours of work and holidays will be in accordance with College Rules
4. You will be entitled for the leave as per the College Rule.
5. Your employment is contingent upon One Academic Year qualifying period during which your performance and suitability will be evaluated. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of Probation of One Year.
6. In the interest of the students, you shall not leave the college during a semester.
7. You shall observe the instructions given in the Teachers Manuel.
8. **Termination of Services:** After the period of probation, this contract can be terminated by either party in any manner furnished below:
 - A. In case the employee chooses to terminate the Contract, then the college has the right to exercise one or more of the following options:
 1. Serve one months' notice period or
 2. Pay off one months' salary in lieu of notice
 3. In the case of semester break, pay the penalty imposed by the Management.
 - B. In case the College chooses to terminate the contract, then the college has the right to exercise one of the following options-
 1. You will be served one months' notice period or
 2. You will be served one month's remuneration without giving any notice.
 - C. In case the College chooses to terminate the contract due to any of the following reasons, then your employment can be terminated without any notice or payment of any kind of lieu of notice

1. Any act of dishonesty, disobedience, insubordination, incivility, intemperance, irregularity in attendance, conduct detrimental to the morale of the institution, neglect of duties or breach on your part of any of the terms, conditions or stipulations contained in this agreement or a violation on your part any of the College Rules.

9. You shall devote the whole of your time and attention to performing your duties during working hours as set forth in College's Rules and use your best capabilities to promote the interests of the College and your conduct at all times shall be such as not to damage the interest or reputation of the College

10. During your period of employment by the College, you will not, without prior written consent of the college, engage in any business or any other activities that would interfere with the performance of your duties and obligations under this agreement

11. You shall faithfully observe all the rules of the College and comply with all reasonable orders of your superiors and attend to your duties punctually at places or places as may be required

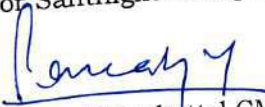
If you are in agreement with the terms and conditions, kindly indicate the same by signing and returning one copy of this letter along with the following documents, whereupon this letter will constitute our agreement with respect this subject matter thereof.

1. Copy of Resume
2. Original Degree Certificate
3. Original PG Certificate
4. Original MPhil or PhD certificate if applicable
5. Copy of PAN Card


We are sure your joining Santhigiri College will benefit the College and will also help you in achieving your career aspirations. Santhigiri College provides a challenging environment to all its employees which help them in bringing out their best and contribute substantially to the growth of the Institution.

We look forward to you to have a long and happy career with us.

Yours Faithfully
For Santhigiri College


Fr. Paul Parakattel CMI
Manager

Accepted and Agreed

Signature: 

Name : Shreya Krishna

Date : 19-5-2023

Enclosure:

ANNEXURE

Name	Shreya Kfrishna
Designation	Assistant Professor
Department	Commerce
Date of Joining	May 19, 2023
Total Gross Salary per Month	15,500/-



SANTHIGIRI COLLEGE OF COMPUTER SCIENCES

(Affiliated to M.G. University & Approved by AICTE)

Vazhithala P.O., Thodupuzha - 685 583, Kerala, India

Ph: 04862 - 273006, 8281210209, 9446212911, Web: www.santhigiricollege.com

E-mail: pparakattel@gmail.com, principalsanthigiricollege@gmail.com

APPOINTMENT ORDER

Sub: Santhigiri College of Computer Sciences, Vazhithala – Appointment of Staff

Ms. Amitha Joseph, Vattakkattil, Piravom, Ernakulam 686664 is hereby appointed Lecturer of Department of Computer Science of Santhigiri College of Computer Sciences, Vazhithala on a pay of Rs.12000/- (Twelve thousand only) in the scale of pay 10000 – 1000 – 20000/- w.e.f. 01-12 - 2011 F.N.

You have to cultivate an intense work culture in which dedication to teaching and availability to students are very important. You shall abide by the Rules and Regulations of the Staff of Santhigiri College and the Management will be free to terminate the appointment if your services are found not satisfactory.



Date: 01-12-2011

Fr. John Anikottal CMI

Manager.



SANTHIGIRI

COLLEGE OF COMPUTER SCIENCES

Affiliated to MG University and Approved by AICTE

VAZHITHALA P.O., THODUPUZHA - 685 583, KERALA, INDIA

09.06.2021

Ms. Deepa M
327, First Floor
22nd main Road, BTM 2nd Stage
Bangalore 560076

Dear Ms. Deepa,

With reference to your application and subsequent interview, we are pleased to appointment you in Santhigiri College as **Assistant Professor** in Computer Science Department

You will be paid remuneration at such time and in such manner as set forth in the policies, rules and regulations of the College, as amended from time to time

The broad terms and conditions of your employment will be as follows:

1. You will be employed with Santhigiri College, here after College
2. You shall be paid Monthly Gross Salary of Rs. 23,000/-
3. The hours of work and holidays will be in accordance with College Rules
4. You will be entitled for the leave as per the College Rule.
5. Your employment is contingent upon One Academic Year qualifying period during which your performance and suitability will be evaluated. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of Probation of One Year.
6. In the interest of the students, you shall not leave the college during a semester.
7. You shall observe the instructions given in the Teachers Manuel.
8. **Termination of Services:** After the period of probation, this contract can be terminated by either party in any manner furnished below:
 - A. In case the employee chooses to terminate the Contract, then the college has the right to exercise one or more of the following options:
 1. Serve one months' notice period or
 2. Pay off one months' salary in lieu of notice

3. In the case of semester break, pay the penalty imposed by the Management.
- B. In case the College chooses to terminate the contract, then the college has the right to exercise one of the following options-
 1. You will be served one months' notice period or
 2. You will be served one month's remuneration without giving any notice.
- C. In case the College chooses to terminate the contract due to any of the following reasons, then your employment can be terminated without any notice or payment of any kind of lieu of notice
 1. Any act of dishonesty, disobedience, insubordination, incivility, intemperance, irregularity in attendance, conduct detrimental to the morale of the institution, neglect of duties or breach on your part of any of the terms, conditions or stipulations contained in this agreement or a violation on your part any of the College Rules.
9. You shall devote the whole of your time and attention to performing your duties during working hours as set forth in College's Rules and use your best capabilities to promote the interests of the College and your conduct at all times shall be such as not to damage the interest or reputation of the College
10. During your period of employment by the College, you will not, without prior written consent of the college, engage in any business or any other activities that would interfere with the performance of your duties and obligations under this agreement
11. You shall faithfully observe all the rules of the College and comply with all reasonable orders of your superiors and attend to your duties punctually at places or places as may be required

If you are in agreement with the terms and conditions, kindly indicate the same by signing and returning one copy of this letter along with the following documents, whereupon this letter will constitute our agreement with respect this subject matter thereof.

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2. Original Degree Certificate
3. Original PG Certificate
4. Original MPhil or PhD certificate if applicable
5. Copy of PAN Card

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We look forward to you to have a long and happy career with us.

Yours Faithfully

For Santhigiri College



Fr. Paul Parakattel CMI
Manager

Accepted and Agreed

Signature: _____



Name : _____

DEEPA M

Date : _____

09/06/2022

Enclosure:

ANNEXURE

Name	Deepa M
Designation	Assistant Professor
Department	Computer Science
Date of Joining	June 09, 2022
Total Gross Salary per Month	23,000/-



SANTHIGIRI

COLLEGE OF COMPUTER SCIENCES

Affiliated to MG University and Approved by AICTE

VAZHITHALA P.O., THODUPUZHA - 685 583, KERALA, INDIA

08.03.2021

Dalbina Dalan,
Thottumkal House, Palakuzha Post,
Koothattukulam, Ernakulam District

Dear Ms. Dalbina Dalan,

With reference to your application and subsequent interview, we are pleased to appointment you in Santhigiri College as **Assistant Professor** in Computer Science Department

You will be paid remuneration at such time and in such manner as set forth in the policies, rules and regulations of the College, as amended from time to time

The broad terms and conditions of your employment will be as follows:

1. You will be employed with Santhigiri College, here after College
2. You shall be paid Monthly Gross Salary of Rs. 18,000/-
3. The hours of work and holidays will be in accordance with College Rules
4. You will be entitled for the leave as per the College Rule.
5. Your employment is contingent upon One Academic Year qualifying period during which your performance and suitability will be evaluated. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of Probation of One Year.
6. In the interest of the students, you shall not leave the college during a semester.
7. You shall observe the instructions given in the Teachers Manual.
8. **Termination of Services:** After the period of probation, this contract can be terminated by either party in any manner furnished below:
 - A. In case the employee chooses to terminate the Contract, then the college has the right to exercise one or more of the following options:
 1. Serve one months' notice period or
 2. Pay off one months' salary in lieu of notice
 3. In the case of semester break, pay the penalty imposed by the Management.
 - B. In case the College chooses to terminate the contract, then the college has the right to exercise one of the following options-
 1. You will be served one months' notice period or
 2. You will be served one month's remuneration without giving any notice.
 - C. In case the College chooses to terminate the contract due to any of the following reasons, then your employment can be terminated without any notice or payment of any kind of lieu of notice

1. Any act of dishonesty, disobedience, insubordination, incivility, intemperance, irregularity in attendance, conduct detrimental to the morale of the institution, neglect of duties or breach on your part of any of the terms, conditions or stipulations contained in this agreement or a violation on your part any of the College Rules.

9. You shall devote the whole of your time and attention to performing your duties during working hours as set forth in College's Rules and use your best capabilities to promote the interests of the College and your conduct at all times shall be such as not to damage the interest or reputation of the College

10. During your period of employment by the College, you will not, without prior written consent of the college, engage in any business or any other activities that would interfere with the performance of your duties and obligations under this agreement

11. You shall faithfully observe all the rules of the College and comply with all reasonable orders of your superiors and attend to your duties punctually at places or places as may be required

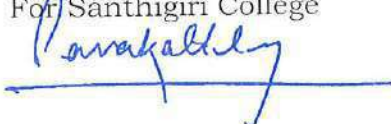
If you are in agreement with the terms and conditions, kindly indicate the same by signing and returning one copy of this letter along with the following documents, whereupon this letter will constitute our agreement with respect this subject matter thereof.

1. Copy of Resume
2. Original Degree Certificate
3. Original PG Certificate
4. Original MPhil or PhD certificate if applicable
5. Copy of PAN Card

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We look forward to you to have a long and happy career with us.

Yours Faithfully
For Santhigiri College



Fr. Paul Parakattel CMI
Manager

Accepted and Agreed

Signature: 
Name : Dalbina Dalan
Date : 3/03/2021

Enclosure:

ANNEXURE

Name	Dalbina Dalan
Designation	Assistant Professor
Department	Computer Science
Date of Joining	March 3, 2021
Total Gross Salary per Month	18,000/-



SANTHIGIRI COLLEGE OF COMPUTER SCIENCES

(Affiliated to M.G. University & Approved by AICTE)

Vazhithala P.O., Thodupuzha - 685 583, Kerala, India

Ph: 04862 - 273006, 273476, Mobile: 9446212911

Web: www.santhigiricollege.com, santhigiricollege.org

E-mail: santhi_g@satyam.net.in, principalsanthigiricollege@gmail.com

APPOINTMENT ORDER

Sub: Santhigiri College of Computer Sciences, Vazhithala – Appointment of Staff

Sr. Bindhu George, SH Convent and study house, Vazhithala is hereby appointed as Lecturer of Department of Commerce of Santhigiri College of Computer Sciences, Vazhithala on a pay of Rs.12000 in the scale of pay 10000 – 1000 – 20000/- w.e.f. (12-01-2010) F.N.

You have to cultivate an intense work culture in which dedication to teaching and availability to students are very important. You shall abide by the Rules and Regulations of the Staff of Santhigiri College and the Management will be free to terminate the appointment if your services are found not satisfactory.

Date: 12-01-2010



Sunny Kochukarottu

Fr. Sunny Kochukarottu CMI

Manager



SANTHIGIRI COLLEGE OF COMPUTER SCIENCES

(Affiliated to M.G. University & Approved by AICTE)

Vazhithala P.O., Thodupuzha - 685 583, Kerala, India

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E-mail: pparakattel@gmail.com, principalsanthigiricollege@gmail.com

APPOINTMENT ORDER

Sub: Santhigiri College of Computer Sciences, Vazhithala – Appointment of Staff

Neetha Thomas, Vayattatil-Chethikottu is hereby appointed Lecturer of Department of Computer Science of Santhigiri College of Computer Sciences, Vazhithala on a pay of Rs.8000 in the scale of pay 10000 – 1000 – 20000/- w.e.f. **01/12.2010, 9.30 am**

You have to cultivate an intense work culture in which dedication to teaching and availability to students are very important. You shall abide by the Rules and Regulations of the Staff of Santhigiri College and the Management will be free to terminate the appointment if your services are found not satisfactory.



Date: 01/12/2010

Fr. Sunny Kochukarottu CMI
Manager



SANTHIGIRI COLLEGE OF COMPUTER SCIENCES

(Affiliated to M.G. University & Approved by AICTE)

Vazhithala P.O., Thodupuzha - 685 583, Kerala, India

Ph: 04862 - 273006, 8281210209, 9446212911, Web: www.santhigiricollege.com

E-mail: pparakattel@gmail.com, principalsanthigiricollege@gmail.com

APPOINTMENT ORDER

Sub: Santhigiri College of Computer Sciences, Vazhithala – Appointment of Staff

Gibin George, Kunnathukuzhiyil House, Kalloorcad P.O, 686668 is hereby appointed Lecturer of Department of Computer Science of Santhigiri College of Computer Sciences, Vazhithala on a pay of Rs.(starting salary)9000 in the scale of pay 10000 – 1000 – 20000/- w.e.f. (07.12.2009) F.N.

You have to cultivate an intense work culture in which dedication to teaching and availability to students are very important. You shall abide by the Rules and Regulations of the Staff of Santhigiri College and the Management will be free to terminate the appointment if your services are found not satisfactory.



Date: 07.12.2009

Sunny Kochukarottu

Fr. Sunny Kochukarottu CMI

Manager



SANTHIGIRI

COLLEGE OF COMPUTER SCIENCES

Affiliated to MG University and Approved by AICTE

VAZHITHALA P.O., THODUPUZHA - 685 583, KERALA, INDIA

Ms. Leema George

01.06.2021

Attupurath House

Kuninji P.O.

Vazhithala, Thodupuzha

Dear Ms. Leema George,

With reference to your application and subsequent interview, we are pleased to appointment you at Santhigiri College as **Assistant Professor** in the Department of Computer Science.

You will be paid remuneration at such time and in such manner as set forth in the policies, rules and regulations of the college, as amended from time to time

The broad terms and conditions of your employment will be as follows:

1. You will be employed with Santhigiri College, here after College
2. You shall be paid a monthly gross salary of Rs. 19,000/-
3. The hours of work and holidays will be in accordance with College Rules
4. You will be entitled to the leave as per the College Rule.
5. Your employment is contingent upon One Academic Year qualifying period during which your performance and suitability will be evaluated. Further, unless otherwise communicated to you in writing, your services shall be confirmed at the end of the period of Probation of One Year.
6. In the interest of the students, you should not leave the college during a semester.
7. You should observe the instructions given by the teachers Manuel.
8. **Termination of Services:** After the period of probation, this contract can be terminated by either party in any manner furnished below:
 - A. In case the employee chooses to terminate the contract, then the college has the right to exercise one or more of the following options:
 1. Serve one month notice period or
 2. Pay off one months' salary in lieu of notice

3. In the case of semester break, pay the penalty imposed by the Management.

B. If the college chooses to terminate the contract, then the college has the right to exercise one of the following options-

1. You will be served one month notice period or

2. You will be served one month's remuneration without giving any notice.

C. In case the College chooses to terminate the contract due to any of the following reasons, then your employment can be terminated without any notice or payment of any kind of lieu of notice

1. Any act of dishonesty, disobedience, insubordination, incivility, intemperance, irregularity in attendance, conduct detrimental to the morale of the institution, neglect of duties or breach on your part of any of the terms, conditions or stipulations contained in this agreement or a violation on your part any of the College Rules.

9. You shall devote the whole of your time and attention to performing your duties during working hours as set forth in the College's Rules and use your best capabilities to promote the interests of the College and your conduct at all times shall be such as not to damage the interest or reputation of the College

10. During your period of employment by the college, you will not, without prior written consent of the college, engage in any business or any other activities that would interfere with the performance of your duties and obligations under this agreement

11. You shall faithfully observe all the rules of the college and comply with all reasonable orders of your superiors and attend to your duties punctually at places or places as may be required

If you are in agreement with the terms and conditions, kindly indicate the same by signing and returning one copy of this letter along with the following documents, whereupon this letter will constitute our agreement with respect to this subject matter thereof.

1. Copy of Resume

2. Original Degree Certificate

3. Original PG Certificate

4. Original MPhil or PhD certificate if applicable

5. Copy of PAN Card

We are sure your joining Santhigiri College will benefit the college and will also help you to achieve your career aspirations. Santhigiri College provides a challenging environment for all its employees which helps them to bring out their best and contributes substantially to the growth of the institution.

We look forward to you having a long and happy career with us.

Yours Faithfully

For Santhigiri College

Parakattel

Fr. Paul Parakattel CMI
Manager

Accepted and Agreed

Signature: *Leema*

Name : *Leema George*

Date : *01-06-2021*

Enclosure:

ANNEXURE

Name	Ms. Leema George
Designation	Assistant Professor
Department	Computer Science
Date of Joining	June 01, 2021
Total Gross Salary per Month	19,000/-



SANTHIGIRI

COLLEGE OF COMPUTER SCIENCES

Affiliated to MG University and Approved by AICTE

Ms. Remya Rajappa, THODUPUZZHA - 685 583, KERALA, INDIA 13.06.2022

Chandrathil House
Mulakulam North P.O.
Piravom

Dear Ms. Remya R,

With reference to your application and subsequent interview, we are pleased to appoint you at Santhigiri College as **Assistant Professor** in the Department of Computer Science.

You will be paid remuneration at such time and in such manner as set forth in the policies, rules and regulations of the college, as amended from time to time

The broad terms and conditions of your employment will be as follows:

1. You will be employed with Santhigiri College, here after College
2. You shall be paid a monthly gross salary of Rs. 26,000/-
3. The hours of work and holidays will be in accordance with College Rules
4. You will be entitled to the leave as per the College Rule.
5. Your employment is contingent upon One Academic Year qualifying period during which your performance and suitability will be evaluated. Further, unless otherwise communicated to you in writing, your services shall be confirmed at the end of the period of Probation of One Year.
6. In the interest of the students, you should not leave the college during a semester.
7. You should observe the instructions given by the teachers Manuel.
8. **Termination of Services:** After the period of probation, this contract can be terminated by either party in any manner furnished below:
 - A. In case the employee chooses to terminate the contract, then the college has the right to exercise one or more of the following options:
 1. Serve one month notice period or

2. Pay off one months' salary in lieu of notice
3. In the case of semester break, pay the penalty imposed by the Management.
- B. If the college chooses to terminate the contract, then the college has the right to exercise one of the following options-
 1. You will be served one month notice period or
 2. You will be served one month's remuneration without giving any notice.
- C. In case the College chooses to terminate the contract due to any of the following reasons, then your employment can be terminated without any notice or payment of any kind of lieu of notice
 1. Any act of dishonesty, disobedience, insubordination, incivility, intemperance, irregularity in attendance, conduct detrimental to the morale of the institution, neglect of duties or breach on your part of any of the terms, conditions or stipulations contained in this agreement or a violation on your part any of the College Rules.
9. You shall devote the whole of your time and attention to performing your duties during working hours as set forth in the College's Rules and use your best capabilities to promote the interests of the College and your conduct at all times shall be such as not to damage the interest or reputation of the College
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3. Original PG Certificate
4. Original MPhil or PhD certificate if applicable
5. Copy of PAN Card

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them to bring out their best and contributes substantially to the growth
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We look forward to you having a long and happy career with us.

Yours Faithfully

For Santhigiri College

Fr. Paul Parakattel CMI
Manager

Accepted and Agreed

Signature: Remya Rajappan

Name : Remya Rajappan

Date : 13-06-2022

Enclosure:

ANNEXURE

Name	Ms. Remya Rajappan
Designation	Assistant Professor
Department	Computer Science
Date of Joining	June 13, 2022
Total Gross Salary per Month	26,000/-



SANTHIGIRI

COLLEGE OF COMPUTER SCIENCES

Affiliated to MG University and Approved by AICTE

VAZHITHALA P.O., THODUPUZHA - 685 583, KERALA, INDIA

Ms. Sigma Sathyan
Akhilalayam House
Anakoodu P.O.
Thodupuzha

25.10.2021

Dear Ms. Sigma Sathyan,

With reference to your application and subsequent interview, we are pleased to appoint you in Santhigiri College as **Assistant Professor** in Computer Science Department

You will be paid remuneration at such time and in such manner as set forth in the policies, rules and regulations of the College, as amended from time to time

The broad terms and conditions of your employment will be as follows:

1. You will be employed with Santhigiri College, here after College
2. You shall be paid Monthly Gross Salary of Rs. 20,000/-
3. The hours of work and holidays will be in accordance with College Rules
4. You will be entitled for the leave as per the College Rule.
5. Your employment is contingent upon One Academic Year qualifying period during which your performance and suitability will be evaluated. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of Probation of One Year.
6. In the interest of the students, you shall not leave the college during a semester.
7. You shall observe the instructions given in the Teachers Manual.
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 1. Serve one months' notice period or
 2. Pay off one months' salary in lieu of notice

3. In the case of semester break, pay the penalty imposed by the Management.
- B. In case the College chooses to terminate the contract, then the college has the right to exercise one of the following options-
 1. You will be served one months' notice period or
 2. You will be served one month's remuneration without giving any notice.
- C. In case the College chooses to terminate the contract due to any of the following reasons, then your employment can be terminated without any notice or payment of any kind of lieu of notice
 1. Any act of dishonesty, disobedience, insubordination, incivility, intemperance, irregularity in attendance, conduct detrimental to the morale of the institution, neglect of duties or breach on your part of any of the terms, conditions or stipulations contained in this agreement or a violation on your part any of the College Rules.
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We look forward to you to have a long and happy career with us.

Yours Faithfully

For Santhigiri College



Fr. Paul Parakattel CMI
Manager

Accepted and Agreed

Signature: 

Name : Sigma Sathyan

Date : 25-10-2021

Enclosure:

ANNEXURE

Name	Sigma Sathyan
Designation	Assistant Professor
Department	Computer Science
Date of Joining	October 25, 2021
Total Gross Salary per Month	20,000/-



SANTHIGIRI COLLEGE OF COMPUTER SCIENCES

(Affiliated to M.G. University & Approved by AICTE)

Vazhithala P.O., Thodupuzha - 685 583, Kerala, India

Ph: 04862 - 273006, 8281210209, 9446212911, Web: www.santhigiricollege.com

E-mail: pparakattel@gmail.com, principalsanthigiricollege@gmail.com

APPOINTMENT ORDER

Sub: Santhigiri College of Computer Sciences, Vazhithala – Appointment of Staff

Ms. Siji Antony, Karumpanackal, Kolani, Thodupuzha is hereby appointed Lecturer of Department of Commerce of Santhigiri College of Computer Sciences, Vazhithala on a pay of Rs.10000/- (Ten thousand only) in the scale of pay 10000 – 1000 – 20000/- w.e.f. 02-07 - 2012 F.N.

You have to cultivate an intense work culture in which dedication to teaching and availability to students are very important. You shall abide by the Rules and Regulations of the Staff of Santhigiri College and the Management will be free to terminate the appointment if your services are found not satisfactory.

Date: 02-07-2012



Fr. John Anikottil CMI
Manager.



SANTHIGIRI

COLLEGE OF COMPUTER SCIENCES

Affiliated to MG University and Approved by AICTE
VAZHITHALA P.O., THODUPUZHA - 685 583, KERALA, INDIA

18.01.2023

Mr. Haarrish Sabu
Vellavelil House
Puthuvely
Kottayam

Dear Mr. Haarrish,

With reference to your application and subsequent interview, we are pleased to appointment you in Santhigiri College as **Assistant Professor** in Computer Science Department

You will be paid remuneration at such time and in such manner as set forth in the policies, rules and regulations of the College, as amended from time to time

The broad terms and conditions of your employment will be as follows:

1. You will be employed with Santhigiri College, here after College
2. You shall be paid Monthly Gross Salary of Rs. 20,000/-
3. The hours of work and holidays will be in accordance with College Rules
4. You will be entitled for the leave as per the College Rule.
5. Your employment is contingent upon One Academic Year qualifying period during which your performance and suitability will be evaluated. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of Probation of One Year.
6. In the interest of the students, you shall not leave the college during a semester.
7. You shall observe the instructions given in the Teachers Manual.
8. **Termination of Services:** After the period of probation, this contract can be terminated by either party in any manner furnished below:
 - A. In case the employee chooses to terminate the Contract, then the college has the right to exercise one or more of the following options:
 1. Serve one months' notice period or
 2. Pay off one months' salary in lieu of notice
 3. In the case of semester break, pay the penalty imposed by the



04862 273006



www.santhigiricollege.com



principalsanthigiricollege@gmail.com



8281210209, 9446212911

Management.

B. In case the College chooses to terminate the contract, then the college has the right to exercise one of the following options-

1. You will be served one months' notice period or
2. You will be served one month's remuneration without giving any notice.

C. In case the College chooses to terminate the contract due to any of the following reasons, then your employment can be terminated without any notice or payment of any kind of lieu of notice

1. Any act of dishonesty, disobedience, insubordination, incivility, intemperance, irregularity in attendance, conduct detrimental to the morale of the institution, neglect of duties or breach on your part of any of the terms, conditions or stipulations contained in this agreement or a violation on your part any of the College Rules.
9. You shall devote the whole of your time and attention to performing your duties during working hours as set forth in College's Rules and use your best capabilities to promote the interests of the College and your conduct at all times shall be such as not to damage the interest or reputation of the College
10. During your period of employment by the College, you will not, without prior written consent of the college, engage in any business or any other activities that would interfere with the performance of your duties and obligations under this agreement
11. You shall faithfully observe all the rules of the College and comply with all reasonable orders of your superiors and attend to your duties punctually at places or places as may be required

If you are in agreement with the terms and conditions, kindly indicate the same by signing and returning one copy of this letter along with the following documents, whereupon this letter will constitute our agreement with respect this subject matter thereof.

1. Copy of Resume
2. Original Degree Certificate
3. Original PG Certificate
4. Original MPhil or PhD certificate if applicable
5. Copy of PAN Card

We are sure your joining Santhigiri College will benefit the College and will also help you in achieving your career aspirations. Santhigiri College provides a challenging environment to all its employees which help them in bringing out their best and contribute substantially to the growth of the Institution.

We look forward to you to have a long and happy career with us.

Yours Faithfully

For Santhigiri College



Fr. Paul Parakattel CMI
Manager

Accepted and Agreed

Signature: 

Name : Haarrish Sabu

Date : January 18, 2023

Enclosure:

ANNEXURE

Name	Mr. Haarrish Sabu
Designation	Assistant Professor
Department	Computer Science
Date of Joining	January 18, 2023
Total Gross Salary per Month	20,000/-



SANTHIGIRI

COLLEGE OF COMPUTER SCIENCES

Affiliated to MG University and Approved by AICTE
VAZHITHALA P.O., THODUPUZHA - 685 583, KERALA, INDIA

10.05.2023

REF.: SC/5717/23

APPOINTMENT ORDER

To Mr. Jismon Augustine Thayil House Vazhithala P.O Thodupuzha Idukki	From Rev. Fr. Paul Parakattel CMI Manager Santhigiri College of Computer Sciences Vazhithala, Thodupuzha – 685583 principalsanthigiricollege@gmail.com pparakattel@gmail.com Mobile: +91 9446212911
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Subject: Office Order for the Position of Assistant Professor, Department of Computer Science - regarding:-

Respected Mr. Jismon Augustine,

With reference to your application and subsequent interview, we are pleased to appointment you at Santhigiri College as **Assistant Professor** in the Department of Computer Science with effect from 10.05.2023.

You will be paid remuneration at such time and in such manner as set forth in the policies, rules and regulations of the College, as amended from time to time

The broad terms and conditions of your employment will as follows:

1. You will be employed with Santhigiri College, here after College.
2. You shall be paid Monthly Gross Salary of Rs. 22,500/-
3. The hours of work and holidays will be in accordance with College Rules
4. You will be entitled for the leave as per the College Rules.
5. Your employment is contingent upon One Academic Year qualifying period during which your performance and suitability will be evaluated. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of Probation of one year.
6. In the interest of the students, you should not leave the college during a semester.
7. You should observe the instructions given by the teachers Manuel.



8. You should publish at least two research papers per year in the peer reviewed and indexed Journal with high impact factor.

Termination of Services: After the period of probation, this contract can be terminated by either parties in any manner furnished below:

- A. In case the employee chooses to terminate the Contract, then the college has the right to exercise one or more of the following options:
1. Serve one month notice period or
 2. Pay off one months's salary in lieu of notice.
 3. In the case of semester break, pay the penalty imposed by the Management.
- B. In the College chooses to terminate the contract, then the college has the right to exercise one of the following options:
1. You will be served one month notice period or
 2. You will be served one month's remuneration without giving any notice.
- C. In case the College chooses to terminate the contract due to any of the following reasons, then your employment can be terminated without any notice or payment of any kind of lieu of notice
1. Any act of dishonesty, disobedience, insubordination, incivility intemperance, irregularity in attendance, conduct detrimental to the moral of the institution, neglect of duties or breach on your part of any of the terms, conditions or stipulations contained in this agreement or a violation on your part any of the College Rules.
 2. You shall devote the whole of your time and attention to performing your duties during working hours as set forth in College's Rules and use your best capabilities to promote the interests of the College and your conduct at all times shall be such as not to damage the interest or reputation of the College.
 3. During your period of employment by the College, you will not, without prior written consent of the college, engage in any business or any other activities that would interfere with the performance of your duties and obligations under this agreement.
 4. You shall faithfully observe all the rules of the College and comply with all reasonable orders of your superiors and attend to your duties punctually at places or places as may be required.

If you are in agreement with the terms and conditions, kindly indicate the same by signing and returning one copy of this letter along with the following documents, whereupon this letter will constitute our agreement with respect to this subject matter thereof.




1. Copy of Resume
2. Original Degree Certificate
3. Original P.G Certificate
4. Original M.Phil or PhD certificate if applicable
5. Copy of PAN Card

We are sure your joining Santhigiri College will benefit the College and will also help you to achieve your career aspirations. Santhigiri College provides a challenging environment for all its employees which helps them to bring out their best and contributes substantially to the growth of the Institution.

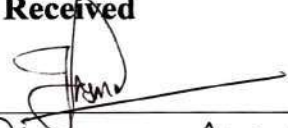
We look forward to you having a long and happy career with us.


Yours Faithfully
For Santhigiri College


10.05.2023
Fr. Paul Parakattel CMI
Manager



Accepted and Received

Signature : 
Name : Jismon Augustine
Date : 10-05-2023.

Received

10-05-2023.

Enclosure:
ANNEXURE

ANNEXURE

Name	Mr. Jismon Augustine
Designation	Assistant Professor
Department	Computer Science
Date of Joining	10.05.2023
Total Gross Salary per Month	Rs. 22,500/-

Copy to: Principal / Bursar / Office file / Account / Attendance



SANTHIGIRI

COLLEGE OF COMPUTER SCIENCES

Affiliated to MG University and Approved by AICTE
VAZHITHALA P.O., THODUPUZHA - 685 583, KERALA, INDIA

18.01.2023

Mr. Rajesh AV
Ayyamvelil
Marika PO
Ernakulam 686662

Dear Mr. Rajesh,

With reference to your application and subsequent interview, we are pleased to appointment you in Santhigiri College as **Assistant Professor** in Computer Science Department

You will be paid remuneration at such time and in such manner as set forth in the policies, rules and regulations of the College, as amended from time to time

The broad terms and conditions of your employment will be as follows:

1. You will be employed with Santhigiri College, here after College
2. You shall be paid Monthly Gross Salary of Rs. 21,000/-
3. The hours of work and holidays will be in accordance with College Rules
4. You will be entitled for the leave as per the College Rule.
5. Your employment is contingent upon One Academic Year qualifying period during which your performance and suitability will be evaluated. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of Probation of One Year.
6. In the interest of the students, you shall not leave the college during a semester.
7. You shall observe the instructions given in the Teachers Manuel.
8. **Termination of Services:** After the period of probation, this contract can be terminated by either party in any manner furnished below:
 - A. In case the employee chooses to terminate the Contract, then the college has the right to exercise one or more of the following options:
 1. Serve one months' notice period or
 2. Pay off one months' salary in lieu of notice
 3. In the case of semester break, pay the penalty imposed by the

Management.

B. In case the College chooses to terminate the contract, then the college has the right to exercise one of the following options-

1. You will be served one months' notice period or
2. You will be served one month's remuneration without giving any notice.

C. In case the College chooses to terminate the contract due to any of the following reasons, then your employment can be terminated without any notice or payment of any kind of lieu of notice

1. Any act of dishonesty, disobedience, insubordination, incivility, intemperance, irregularity in attendance, conduct detrimental to the morale of the institution, neglect of duties or breach on your part of any of the terms, conditions or stipulations contained in this agreement or a violation on your part any of the College Rules.
9. You shall devote the whole of your time and attention to performing your duties during working hours as set forth in College's Rules and use your best capabilities to promote the interests of the College and your conduct at all times shall be such as not to damage the interest or reputation of the College
10. During your period of employment by the College, you will not, without prior written consent of the college, engage in any business or any other activities that would interfere with the performance of your duties and obligations under this agreement
11. You shall faithfully observe all the rules of the College and comply with all reasonable orders of your superiors and attend to your duties punctually at places or places as may be required

If you are in agreement with the terms and conditions, kindly indicate the same by signing and returning one copy of this letter along with the following documents, whereupon this letter will constitute our agreement with respect this subject matter thereof.

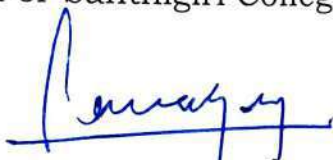
1. Copy of Resume
2. Original Degree Certificate
3. Original PG Certificate
4. Original MPhil or PhD certificate if applicable
5. Copy of PAN Card

We are sure your joining Santhigiri College will benefit the College and will also help you in achieving your career aspirations. Santhigiri College provides a challenging environment to all its employees which help them in bringing out their best and contribute substantially to the growth of the Institution.

We look forward to you to have a long and happy career with us.

Yours Faithfully

For Santhigiri College



Fr. Paul Parakattel CMI
Manager

Accepted and Agreed

Signature: 

Name : Rajesh A.V

Date : 18/1/2023.

Enclosure:

ANNEXURE

Name	Mr. Rajesh AV
Designation	Assistant Professor
Department	Computer Science
Date of Joining	January 18, 2023
Total Gross Salary per Month	21,000/-



SANTHIGIRI COLLEGE OF COMPUTER SCIENCES

(Affiliated to M.G. University & Approved by AICTE)

Vazhithala P.O., Thodupuzha - 685 583, Kerala, India

Ph: 04862 - 273006, 273476, Mobile: 9446212911

Web: www.santhigiricollege.com, santhigiricollege.org

E-mail: santhi_g@satyam.net.in, principalsanthigiricollege@gmail.com

APPOINTMENT ORDER

Sub: Santhigiri College of Computer Sciences, Vazhithala – Appointment of Staff

Ms. Divya Jose, Ottayil (H), Padinjarekara P.O, Vaikom is hereby appointed as Lecturer of Department of Management of Santhigiri College of Computer Sciences, Vazhithala on a pay of Rs.16000 in the scale of pay 10000 – 1000 – 20000/- w.e.f. (23-11-2015) F.N.

You have to cultivate an intense work culture in which dedication to teaching and availability to students are very important. You shall abide by the Rules and Regulations of the Staff of Santhigiri College and the Management will be free to terminate the appointment if your services are found not satisfactory.

Date: 23-11-2015



PRINCIPAL
SANTHIGIRI COLLEGE OF COMPUTER SCIENCES
VAZHITHALA P. O., THODUPUZZHA
KERALA, PIN: 685 583



SANTHIGIRI COLLEGE OF COMPUTER SCIENCES

(Affiliated to M.G. University & Approved by AICTE)

Vazhithala P.O., Thodupuzha - 685 583, Kerala, India

Ph: 04862 - 273006, 8281210209, 9446212911, Web: www.santhigiricollege.com

E-mail: pparakattel@gmail.com, principalsanthigiricollege@gmail.com

APPOINTMENT ORDER

Sub: Santhigiri College of Computer Sciences, Vazhithala – Appointment of Staff

Mr. Shibu Abraham, Kuthivalachel, Veliyannoor, Kottayam is hereby appointed Asst. Professor of the Department of Commerce of Santhigiri College of Computer Sciences, Vazhithala on a pay of Rs.8000/- (Eight thousand only) in the scale of pay 8000 – 1000 – 20000/- w.e.f. 12-09 - 2011 F.N.

You have to cultivate an intense work culture in which dedication to teaching and availability to students are very important. You shall abide by the Rules and Regulations of the Staff of Santhigiri College and the Management will be free to terminate the appointment if your services are found not satisfactory.

Date: 12.09.2011



Fr. John Anikottil CMI

Manager.



SANTHIGIRI

COLLEGE OF COMPUTER SCIENCES

Ms. Treesa Thomas
Affiliated to MG University and Approved by AICTE
VAZHITHALA P.O., THODUPUZHA - 685 583, KERALA, INDIA

15.05.2019

Thazhathuveetil House
East kaloor P.O.
Thodupuzha

Dear Ms. Treesa Thomas,

With reference to your application and subsequent interview, we are pleased to appointment you at Santhigiri College as **Assistant Professor** in the Department of Management

You will be paid remuneration at such time and in such manner as set forth in the policies, rules and regulations of the college, as amended from time to time

The broad terms and conditions of your employment will be as follows:

1. You will be employed with Santhigiri College, here after College
2. You shall be paid a monthly gross salary of Rs. 18,500/-
3. The hours of work and holidays will be in accordance with College Rules
4. You will be entitled to the leave as per the College Rule.
5. Your employment is contingent upon One Academic Year qualifying period during which your performance and suitability will be evaluated. Further, unless otherwise communicated to you in writing, your services shall be confirmed at the end of the period of Probation of One Year.
6. In the interest of the students, you should not leave the college during a semester.
7. You should observe the instructions given by the teachers Manuel.
8. **Termination of Services:** After the period of probation, this contract can be terminated by either party in any manner furnished below:
 - A. In case the employee chooses to terminate the contract, then the college has the right to exercise one or more of the following options:
 1. Serve one month notice period or
 2. Pay off one months' salary in lieu of notice
 3. In the case of semester break, pay the penalty imposed by the Management.
 - B. If the college chooses to terminate the contract, then the college has the right to exercise one of the following options-



1. You will be served one month notice period or
 2. You will be served one month's remuneration without giving any notice.
- C. In case the College chooses to terminate the contract due to any of the following reasons, then your employment can be terminated without any notice or payment of any kind of lieu of notice
1. Any act of dishonesty, disobedience, insubordination, incivility, intemperance, irregularity in attendance, conduct detrimental to the morale of the institution, neglect of duties or breach on your part of any of the terms, conditions or stipulations contained in this agreement or a violation on your part any of the College Rules.
9. You shall devote the whole of your time and attention to performing your duties during working hours as set forth in the College's Rules and use your best capabilities to promote the interests of the College and your conduct at all times shall be such as not to damage the interest or reputation of the College
10. During your period of employment by the college, you will not, without prior written consent of the college, engage in any business or any other activities that would interfere with the performance of your duties and obligations under this agreement
11. You shall faithfully observe all the rules of the college and comply with all reasonable orders of your superiors and attend to your duties punctually at places or places as may be required
- If you are in agreement with the terms and conditions, kindly indicate the same by signing and returning one copy of this letter along with the following documents, whereupon this letter will constitute our agreement with respect to this subject matter thereof.

1. Copy of Resume
2. Original Degree Certificate
3. Original PG Certificate
4. Original MPhil or PhD certificate if applicable
5. Copy of PAN Card

We are sure your joining Santhigiri College will benefit the college and will also help you to achieve your career aspirations. Santhigiri College provides a challenging environment for all its employees which helps them to bring out their best and contributes substantially to the growth of the institution.

We look forward to you having a long and happy career with us.

Yours Faithfully

For Santhigiri College



Fr. Dr. Bobby Antony CMI
Principal

Accepted and Agreed

Signature: 

Name : Treesa Thomas

Date : 15-05-2019

Enclosure:

ANNEXURE

Name	Ms. Treesa Thomas
Designation	Assistant Professor
Department	Management
Date of Joining	May 15, 2019
Total Gross Salary per Month	18,500/-



SANTHIGIRI

COLLEGE OF COMPUTER SCIENCES

Affiliated to MG University and Approved by AICTE
VAZHITHALA P.O., THODUPUZHA - 685 583, KERALA, INDIA

24.05.2023

Ms.Jomol Joy
Koottappillil House
Koovalloor P.O.
Pothanikkad, Kothamangalam

Dear Ms. Jomol Joy,

With reference to your application and subsequent interview, we are pleased to appointment you at Santhigiri College as **Assistant Professor** in the Department of Management

You will be paid remuneration at such time and in such manner as set forth in the policies, rules and regulations of the college, as amended from time to time

The broad terms and conditions of your employment will be as follows:

1. You will be employed with Santhigiri College, here after College
2. You shall be paid a monthly gross salary of Rs. 19,000/-
3. The hours of work and holidays will be in accordance with College Rules
4. You will be entitled to the leave as per the College Rule.
5. Your employment is contingent upon One Academic Year qualifying period during which your performance and suitability will be evaluated. Further, unless otherwise communicated to you in writing, your services shall be confirmed at the end of the period of Probation of One Year.
6. In the interest of the students, you should not leave the college during a semester.
7. You should observe the instructions given by the teachers Manuel.
8. **Termination of Services:** After the period of probation, this contract can be terminated by either party in any manner furnished below:
 - A. In case the employee chooses to terminate the contract, then the college has the right to exercise one or more of the following options:
 1. Serve one month notice period or



2. Pay off one months' salary in lieu of notice
3. In the case of semester break, pay the penalty imposed by the Management.
- B. If the college chooses to terminate the contract, then the college has the right to exercise one of the following options-
 1. You will be served one month notice period or
 2. You will be served one month's remuneration without giving any notice.
- C. In case the College chooses to terminate the contract due to any of the following reasons, then your employment can be terminated without any notice or payment of any kind of lieu of notice
 1. Any act of dishonesty, disobedience, insubordination, incivility, intemperance, irregularity in attendance, conduct detrimental to the morale of the institution, neglect of duties or breach on your part of any of the terms, conditions or stipulations contained in this agreement or a violation on your part any of the College Rules.
9. You shall devote the whole of your time and attention to performing your duties during working hours as set forth in the College's Rules and use your best capabilities to promote the interests of the College and your conduct at all times shall be such as not to damage the interest or reputation of the College
10. During your period of employment by the college, you will not, without prior written consent of the college, engage in any business or any other activities that would interfere with the performance of your duties and obligations under this agreement
11. You shall faithfully observe all the rules of the college and comply with all reasonable orders of your superiors and attend to your duties punctually at places or places as may be required

If you are in agreement with the terms and conditions, kindly indicate the same by signing and returning one copy of this letter along with the following documents, whereupon this letter will constitute our agreement with respect to this subject matter thereof.

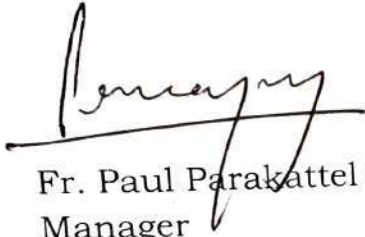
1. Copy of Resume
2. Original Degree Certificate
3. Original PG Certificate
4. Original MPhil or PhD certificate if applicable
5. Copy of PAN Card

We are sure your joining Santhigiri College will benefit the college and will also help you to achieve your career aspirations. Santhigiri College provides a challenging environment for all its employees which helps them to bring out their best and contributes substantially to the growth of the institution.

We look forward to you having a long and happy career with us.

Yours Faithfully

For Santhigiri College



Fr. Paul Parakkattil CMI
Manager

Accepted and Agreed

Signature: 

Name : Jomol Joy

Date : 24/5/23

Enclosure:

ANNEXURE

Name	Jomol Joy
Designation	Assistant Professor
Department	Management
Date of Joining	May 24, 2023
Total Gross Salary per Month	19,000/-



SANTHIGIRI

COLLEGE OF COMPUTER SCIENCES

Affiliated to MG University and Approved by AICTE
VAZHITHALA P.O., THODUPUZZHA - 685 583, KERALA, INDIA

Mr. Seby Abraham
Koothampurath House
Perumballoor PO
Ernakulam

24.05.2023

Dear Mr. Seby Abraham,

With reference to your application and subsequent interview, we are pleased to appoint you in Santhigiri College as **Assistant Professor** in English

You will be paid remuneration at such time and in such manner as set forth in the policies, rules and regulations of the College, as amended from time to time

The broad terms and conditions of your employment will be as follows:

1. You will be employed with Santhigiri College, here after College
2. You shall be paid Monthly Gross Salary of Rs. 20000/-
3. The hours of work and holidays will be in accordance with College Rules
4. You will be entitled for the leave as per the College Rule.
5. Your employment is contingent upon One Academic Year qualifying period during which your performance and suitability will be evaluated. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of Probation of One Year.
6. In the interest of the students, you shall not leave the college during a semester.
7. You shall observe the instructions given in the Teachers Manual.
8. **Termination of Services:** After the period of probation, this contract can be terminated by either party in any manner furnished below:
 - A. In case the employee chooses to terminate the Contract, then the college has the right to exercise one or more of the following options:



1. Serve one months' notice period or
2. Pay off one months' salary in lieu of notice
3. In the case of semester break, pay the penalty imposed by the Management.
- B. In case the College chooses to terminate the contract, then the college has the right to exercise one of the following options-
 1. You will be served one months' notice period or
 2. You will be served one month's remuneration without giving any notice.
- C. In case the College chooses to terminate the contract due to any of the following reasons, then your employment can be terminated without any notice or payment of any kind of lieu of notice
 1. Any act of dishonesty, disobedience, insubordination, incivility, intemperance, irregularity in attendance, conduct detrimental to the morale of the institution, neglect of duties or breach on your part of any of the terms, conditions or stipulations contained in this agreement or a violation on your part any of the College Rules.
9. You shall devote the whole of your time and attention to performing your duties during working hours as set forth in College's Rules and use your best capabilities to promote the interests of the College and your conduct at all times shall be such as not to damage the interest or reputation of the College
10. During your period of employment by the College, you will not, without prior written consent of the college, engage in any business or any other activities that would interfere with the performance of your duties and obligations under this agreement
11. You shall faithfully observe all the rules of the College and comply with all reasonable orders of your superiors and attend to your duties punctually at places or places as may be required

If you are in agreement with the terms and conditions, kindly indicate the same by signing and returning one copy of this letter along with the following documents, whereupon this letter will constitute our agreement with respect this subject matter thereof.

1. Copy of Resume
2. Original Degree Certificate
3. Original PG Certificate
4. Original MPhil or PhD certificate if applicable
5. Copy of PAN Card

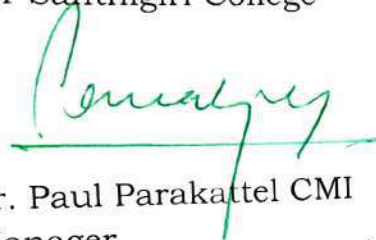
We are sure your joining Santhigiri College will benefit the College and will also help you in achieving your career aspirations. Santhigiri College

provides a challenging environment to all its employees which help them in bringing out their best and contribute substantially to the growth of the Institution.


We look forward to you to have a long and happy career with us.

Yours Faithfully

For Santhigiri College


Fr. Paul Parakattal CMI
Manager

Accepted and Agreed

Signature: 
Name : Seby Abraham
Date : 24/5/2023

Enclosure:

ANNEXURE

Name	Mr. Seby Abraham
Designation	Assistant Professor
Department	English
Date of Joining	May 24, 2023
Total Gross Salary per Month	20000/-



SANTHIGIRI

COLLEGE OF COMPUTER SCIENCES

Affiliated to MG University and Approved by AICTE
VAZHITHALA P.O., THODUPUZHA - 685 583, KERALA, INDIA

Ms. Divya Abhilash
Erupoolumkattil House
Vadakode P.O
Vazhakulam

01.06.2020

Dear Ms. Divya Abhilash,

With reference to your application and subsequent interview, we are pleased to appointment you at Santhigiri College as **Assistant Professor** in the Department of Media Studies.

You will be paid remuneration at such time and in such manner as set forth in the policies, rules and regulations of the college, as amended from time to time

The broad terms and conditions of your employment will be as follows:

1. You will be employed with Santhigiri College, here after College
2. You shall be paid a monthly gross salary of Rs. 19,000/-
3. The hours of work and holidays will be in accordance with College Rules
4. You will be entitled to the leave as per the College Rule.
5. Your employment is contingent upon One Academic Year qualifying period during which your performance and suitability will be evaluated. Further, unless otherwise communicated to you in writing, your services shall be confirmed at the end of the period of Probation of One Year.
6. In the interest of the students, you should not leave the college during a semester.
7. You should observe the instructions given by the teachers Manuel.
8. **Termination of Services:** After the period of probation, this contract can be terminated by either party in any manner furnished below:
 - A. In case the employee chooses to terminate the contract, then the college has the right to exercise one or more of the following options:
 1. Serve one month notice period or
 2. Pay off one months' salary in lieu of notice
 3. In the case of semester break, pay the penalty imposed by the Management.
 - B. If the college chooses to terminate the contract, then the

college has the right to exercise one of the following options-

1. You will be served one month notice period or
2. You will be served one month's remuneration without giving any notice.
- C. In case the College chooses to terminate the contract due to any of the following reasons, then your employment can be terminated without any notice or payment of any kind of lieu of notice
 1. Any act of dishonesty, disobedience, insubordination, incivility, intemperance, irregularity in attendance, conduct detrimental to the morale of the institution, neglect of duties or breach on your part of any of the terms, conditions or stipulations contained in this agreement or a violation on your part any of the College Rules.
9. You shall devote the whole of your time and attention to performing your duties during working hours as set forth in the College's Rules and use your best capabilities to promote the interests of the College and your conduct at all times shall be such as not to damage the interest or reputation of the College
10. During your period of employment by the college, you will not, without prior written consent of the college, engage in any business or any other activities that would interfere with the performance of your duties and obligations under this agreement
11. You shall faithfully observe all the rules of the college and comply with all reasonable orders of your superiors and attend to your duties punctually at places or places as may be required

If you are in agreement with the terms and conditions, kindly indicate the same by signing and returning one copy of this letter along with the following documents, whereupon this letter will constitute our agreement with respect to this subject matter thereof.

1. Copy of Resume
2. Original Degree Certificate
3. Original PG Certificate
4. Original MPhil or PhD certificate if applicable
5. Copy of PAN Card

We are sure your joining Santhigiri College will benefit the college and will also help you to achieve your career aspirations. Santhigiri College provides a challenging environment for all its employees which helps them to bring out their best and contributes substantially to the growth of the institution.

We look forward to you having a long and happy career with us.

Yours Faithfully

For Santhigiri College



Fr. Paul Parakattel CMI
Manager

Accepted and Agreed

Signature: 

Name : Divya Abhilash

Date : 01/06/2020

Enclosure:

ANNEXURE

Name	Divya Abhilash
Designation	Assistant Professor
Department	Media studies
Date of Joining	June 01, 2020
Total Gross Salary per Month	19,000/-



SANTHIGIRI

COLLEGE OF COMPUTER SCIENCES

Affiliated to MG University and Approved by AICTE

VAZHITHALA P.O., THODUPUZHA - 685 583, KERALA, INDIA

Mr. Midhun P M
Palakkuzhiyil House
Thodanal P.O
Pala

06.06.2022

Dear Mr. Midhun P M,

With reference to your application and subsequent interview, we are pleased to appointment you at Santhigiri College as **Assistant Professor** in the Department of Media Studies.

You will be paid remuneration at such time and in such manner as set forth in the policies, rules and regulations of the college, as amended from time to time

The broad terms and conditions of your employment will be as follows:

1. You will be employed with Santhigiri College, here after College
2. You shall be paid a monthly gross salary of Rs. 19,000/-
3. The hours of work and holidays will be in accordance with College Rules
4. You will be entitled to the leave as per the College Rule.
5. Your employment is contingent upon One Academic Year qualifying period during which your performance and suitability will be evaluated. Further, unless otherwise communicated to you in writing, your services shall be confirmed at the end of the period of Probation of One Year.
6. In the interest of the students, you should not leave the college during a semester.
7. You should observe the instructions given by the teachers Manuel.
8. **Termination of Services:** After the period of probation, this contract can be terminated by either party in any manner furnished below:
 - A. In case the employee chooses to terminate the contract, then the college has the right to exercise one or more of the following options:
 1. Serve one month notice period or
 2. Pay off one months' salary in lieu of notice
 3. In the case of semester break, pay the penalty imposed by the Management.



- B. If the college chooses to terminate the contract, then the college has the right to exercise one of the following options-
1. You will be served one month notice period or
 2. You will be served one month's remuneration without giving any notice.
- C. In case the College chooses to terminate the contract due to any of the following reasons, then your employment can be terminated without any notice or payment of any kind of lieu of notice
1. Any act of dishonesty, disobedience, insubordination, incivility, intemperance, irregularity in attendance, conduct detrimental to the morale of the institution, neglect of duties or breach on your part of any of the terms, conditions or stipulations contained in this agreement or a violation on your part any of the College Rules.
9. You shall devote the whole of your time and attention to performing your duties during working hours as set forth in the College's Rules and use your best capabilities to promote the interests of the College and your conduct at all times shall be such as not to damage the interest or reputation of the College
10. During your period of employment by the college, you will not, without prior written consent of the college, engage in any business or any other activities that would interfere with the performance of your duties and obligations under this agreement
11. You shall faithfully observe all the rules of the college and comply with all reasonable orders of your superiors and attend to your duties punctually at places or places as may be required

If you are in agreement with the terms and conditions, kindly indicate the same by signing and returning one copy of this letter along with the following documents, whereupon this letter will constitute our agreement with respect to this subject matter thereof.

1. Copy of Resume
2. Original Degree Certificate
3. Original PG Certificate
4. Original MPhil or PhD certificate if applicable
5. Copy of PAN Card

We are sure your joining Santhigiri College will benefit the college and will also help you to achieve your career aspirations. Santhigiri College provides a challenging environment for all its employees which helps them to bring out their best and contributes substantially to the growth of the institution.

We look forward to you having a long and happy career with us.

Yours Faithfully

For Santhigiri College



Fr. Paul Parakattel CMI
Manager

Accepted and Agreed

Signature: 

Name : Midhun P. M

Date : 06/06/2022

Enclosure:

ANNEXURE

Name	Mr. Midhun P M
Designation	Assistant Professor
Department	Media studies
Date of Joining	June 06, 2022
Total Gross Salary per Month	19,000/-



SANTHIGIRI COLLEGE OF COMPUTER SCIENCES

(Affiliated to M.G. University & Approved by AICTE)

Vazhithala P.O., Thodupuzha - 685 583, Kerala, India

Ph: 04862 - 273006, 8281210209, 9446212911, Web: www.santhigiricollege.com

E-mail: pparakattel@gmail.com, principalsanthigiricollege@gmail.com

APPOINTMENT ORDER

Sub: Santhigiri College of Computer Sciences, Vazhithala – Appointment of Staff

Mr. Prasanth P., Chaithanya, Kothavara P.O., Vaikom is hereby appointed Asst. Professor of the Department of Animation & Graphic Design of Santhigiri College of Computer Sciences, Vazhithala on a pay of Rs. 16000/- (Sixteen Thousand only) in the scale of pay 10000 – 1000 – 20000/- w.e.f. 16.08.2013 F.N.

You have to cultivate an intense work culture in which dedication to teaching and availability to students are very important. You shall abide by the Rules and Regulations of the Staff of Santhigiri College and the Management will be free to terminate the appointment if your services are found not satisfactory.

Date: 16-08-2013



Fr. John Anikottal CMI

Manager.



SANTHIGIRI

COLLEGE OF COMPUTER SCIENCES

Affiliated to MG University and Approved by AICTE

VAZHITHALA P.O., THODUPUZHA - 685 583, KERALA, INDIA

20.04.2022

Mr. Amil Krishna T K

Krishnatheeratham House

Poonjar P.O. Panachikappara

Dear Mr. Amil Krishna T K,

With reference to your application and subsequent interview, we are pleased to appointment you at Santhigiri College as **Assistant Professor** in the Department of Media studies.

You will be paid remuneration at such time and in such manner as set forth in the policies, rules and regulations of the college, as amended from time to time

The broad terms and conditions of your employment will be as follows:

1. You will be employed with Santhigiri College, here after College
2. You shall be paid a monthly gross salary of Rs. 28,000/-
3. The hours of work and holidays will be in accordance with College Rules
4. You will be entitled to the leave as per the College Rule.
5. Your employment is contingent upon One Academic Year qualifying period during which your performance and suitability will be evaluated. Further, unless otherwise communicated to you in writing, your services shall be confirmed at the end of the period of Probation of One Year.
6. In the interest of the students, you should not leave the college during a semester.
7. You should observe the instructions given by the teachers Manuel.
8. **Termination of Services:** After the period of probation, this contract can be terminated by either party in any manner furnished below:
 - A. In case the employee chooses to terminate the contract, then the college has the right to exercise one or more of the following options:
 1. Serve one month notice period or
 2. Pay off one months' salary in lieu of notice
 3. In the case of semester break, pay the penalty imposed by the Management.
 - B. If the college chooses to terminate the contract, then the

college has the right to exercise one of the following options-

1. You will be served one month notice period or
2. You will be served one month's remuneration without giving any notice.
- C. In case the College chooses to terminate the contract due to any of the following reasons, then your employment can be terminated without any notice or payment of any kind of lieu of notice
 1. Any act of dishonesty, disobedience, insubordination, incivility, intemperance, irregularity in attendance, conduct detrimental to the morale of the institution, neglect of duties or breach on your part of any of the terms, conditions or stipulations contained in this agreement or a violation on your part any of the College Rules.
9. You shall devote the whole of your time and attention to performing your duties during working hours as set forth in the College's Rules and use your best capabilities to promote the interests of the College and your conduct at all times shall be such as not to damage the interest or reputation of the College
10. During your period of employment by the college, you will not, without prior written consent of the college, engage in any business or any other activities that would interfere with the performance of your duties and obligations under this agreement
11. You shall faithfully observe all the rules of the college and comply with all reasonable orders of your superiors and attend to your duties punctually at places or places as may be required

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1. Copy of Resume
2. Original Degree Certificate
3. Original PG Certificate
4. Original MPhil or PhD certificate if applicable
5. Copy of PAN Card

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We look forward to you having a long and happy career with us.

Yours Faithfully

For Santhigiri College

Parakattel

Fr. Paul Parakattel CMI
Manager

Accepted and Agreed

Signature: Amil

Name : Amil Krishna

Date : 20/04/2022

Enclosure:

ANNEXURE

Name	Mr. Amil Krishna T K
Designation	Assistant Professor
Department	Media studies
Date of Joining	April 20, 2022
Total Gross Salary per Month	28,000/-



SANTHIGIRI

COLLEGE OF COMPUTER SCIENCES

Affiliated to MG University and Approved by AICTE

VAZHITHALA P.O., THODUPUZHA - 685 583, KERALA, INDIA

28.09.2022

Ms. Aswathy Murali
Kaithadiyil House,
Kakkoor P.O.
Ernakulam

Dear Ms. Aswathy Murali,

With reference to your application and subsequent interview, we are pleased to appointment you in Santhigiri College as **Assistant Professor** in Psychology

You will be paid remuneration at such time and in such manner as set forth in the policies, rules and regulations of the College, as amended from time to time

The broad terms and conditions of your employment will be as follows:

1. You will be employed with Santhigiri College, here after College
2. You shall be paid Monthly Gross Salary of Rs. 16,000/-
3. The hours of work and holidays will be in accordance with College Rules
4. You will be entitled for the leave as per the College Rule.
5. Your employment is contingent upon One Academic Year qualifying period during which your performance and suitability will be evaluated. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of Probation of One Year.
6. In the interest of the students, you shall not leave the college during a semester.
7. You shall observe the instructions given in the Teachers Manuel.
8. **Termination of Services:** After the period of probation, this contract can be terminated by either party in any manner furnished below:
 - A. In case the employee chooses to terminate the Contract, then the college has the right to exercise one or more of the following options:
 1. Serve one months' notice period or
 2. Pay off one months' salary in lieu of notice
 3. In the case of semester break, pay the penalty imposed by the Management.

B. In case the College chooses to terminate the contract, then the college has the right to exercise one of the following options-

1. You will be served one months' notice period or
2. You will be served one month's remuneration without giving any notice.
- C. In case the College chooses to terminate the contract due to any of the following reasons, then your employment can be terminated without any notice or payment of any kind of lieu of notice
 1. Any act of dishonesty, disobedience, insubordination, incivility, intemperance, irregularity in attendance, conduct detrimental to the morale of the institution, neglect of duties or breach on your part of any of the terms, conditions or stipulations contained in this agreement or a violation on your part any of the College Rules.
9. You shall devote the whole of your time and attention to performing your duties during working hours as set forth in College's Rules and use your best capabilities to promote the interests of the College and your conduct at all times shall be such as not to damage the interest or reputation of the College
10. During your period of employment by the College, you will not, without prior written consent of the college, engage in any business or any other activities that would interfere with the performance of your duties and obligations under this agreement
11. You shall faithfully observe all the rules of the College and comply with all reasonable orders of your superiors and attend to your duties punctually at places or places as may be required

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1. Copy of Resume
2. Original Degree Certificate
3. Original PG Certificate
4. Original MPhil or PhD certificate if applicable
5. Copy of PAN Card

We are sure your joining Santhigiri College will benefit the College and will also help you in achieving your career aspirations. Santhigiri College provides a challenging environment to all its employees which help them in bringing out their best and contribute substantially to the growth of the Institution.

We look forward to you to have a long and happy career with us.

Yours Faithfully

For Santhigiri College



Fr. Paul Parakkattel CMI
Principal

Accepted and Agreed

Signature: 

Name : Aswathy Murali

Date : 28/9/22

Enclosure:

ANNEXURE

Name	Ms. Aswathy Murali
Designation	Assistant Professor
Department	Psychology
Date of Joining	September 28, 2022
Total Gross Salary per Month	16,000/-



SANTHIGIRI

COLLEGE OF COMPUTER SCIENCES

Affiliated to MG University and Approved by AICTE

VAZHITHALA P.O., THODUPUZHA - 685 583, KERALA, INDIA

Ms. Merin Litty John
Muttanolil House
Sub Treasury Road
Koothattukulam 686662
Ernakulam

23.11.2022

Dear Ms. Merin Litty John,

With reference to your application and subsequent interview, we are pleased to appointment you in Santhigiri College as **Assistant Professor** in Psychology

You will be paid remuneration at such time and in such manner as set forth in the policies, rules and regulations of the College, as amended from time to time

The broad terms and conditions of your employment will be as follows:

1. You will be employed with Santhigiri College, here after College
2. You shall be paid Monthly Gross Salary of Rs. 15,500/-
3. The hours of work and holidays will be in accordance with College Rules
4. You will be entitled for the leave as per the College Rule.
5. Your employment is contingent upon One Academic Year qualifying period during which your performance and suitability will be evaluated. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of Probation of One Year.
6. In the interest of the students, you shall not leave the college during a semester.
7. You shall observe the instructions given in the Teachers Manuel.
8. **Termination of Services:** After the period of probation, this contract can be terminated by either party in any manner furnished below:
 - A. In case the employee chooses to terminate the Contract, then the college has the right to exercise one or more of the following options:
 1. Serve one months' notice period or
 2. Pay off one months' salary in lieu of notice
 3. In the case of semester break, pay the penalty imposed by the

Management.

B. In case the College chooses to terminate the contract, then the college has the right to exercise one of the following options-

1. You will be served one months' notice period or
2. You will be served one month's remuneration without giving any notice.
- C. In case the College chooses to terminate the contract due to any of the following reasons, then your employment can be terminated without any notice or payment of any kind of lieu of notice
 1. Any act of dishonesty, disobedience, insubordination, incivility, intemperance, irregularity in attendance, conduct detrimental to the morale of the institution, neglect of duties or breach on your part of any of the terms, conditions or stipulations contained in this agreement or a violation on your part any of the College Rules.
9. You shall devote the whole of your time and attention to performing your duties during working hours as set forth in College's Rules and use your best capabilities to promote the interests of the College and your conduct at all times shall be such as not to damage the interest or reputation of the College
10. During your period of employment by the College, you will not, without prior written consent of the college, engage in any business or any other activities that would interfere with the performance of your duties and obligations under this agreement
11. You shall faithfully observe all the rules of the College and comply with all reasonable orders of your superiors and attend to your duties punctually at places or places as may be required

If you are in agreement with the terms and conditions, kindly indicate the same by signing and returning one copy of this letter along with the following documents, whereupon this letter will constitute our agreement with respect this subject matter thereof.

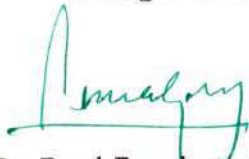
1. Copy of Resume
2. Original Degree Certificate
3. Original PG Certificate
4. Original MPhil or PhD certificate if applicable
5. Copy of PAN Card

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We look forward to you to have a long and happy career with us.

Yours Faithfully

For Santhigiri College



Fr. Paul Parakattel CMI
Principal

Accepted and Agreed

Signature: _____

Name : _____

Date : _____

Enclosure:

ANNEXURE

Name	Ms. Merin Litty John
Designation	Assistant Professor
Department	Psychology
Date of Joining	November 23, 2022
Total Gross Salary per Month	15,500/-



SANTHIGIRI

COLLEGE OF COMPUTER SCIENCES

Affiliated to MG University and Approved by AICTE
VAZHITHALA P.O., THODUPUZHA - 685 583, KERALA, INDIA

23.05.2023

Mr. Shan Baby
Kollamkudy House
Azhakam PO
Ernakulam 686662
Ernakulam

Dear Mr. Shan Baby,

With reference to your application and subsequent interview, we are pleased to appointment you in Santhigiri College as **Assistant Professor** in Psychology

You will be paid remuneration at such time and in such manner as set forth in the policies, rules and regulations of the College, as amended from time to time.

The broad terms and conditions of your employment will be as follows:

1. You will be employed with Santhigiri College, here after College
2. You shall be paid Monthly Gross Salary of Rs. 20,000/-
3. The hours of work and holidays will be in accordance with College Rules
4. You will be entitled for the leave as per the College Rule.
5. Your employment is contingent upon One Academic Year qualifying period during which your performance and suitability will be evaluated. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of Probation of One Year.
6. In the interest of the students, you shall not leave the college during a semester.
7. You shall observe the instructions given in the Teachers Manuel.
8. **Termination of Services:** After the period of probation, this contract can be terminated by either party in any manner furnished below:
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 1. Serve one months' notice period or
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 3. In the case of semester break, pay the penalty imposed by the

Management.

B. In case the College chooses to terminate the contract, then the college has the right to exercise one of the following options-

1. You will be served one months' notice period or
2. You will be served one month's remuneration without giving any notice.

C. In case the College chooses to terminate the contract due to any of the following reasons, then your employment can be terminated without any notice or payment of any kind of lieu of notice

1. Any act of dishonesty, disobedience, insubordination, incivility, intemperance, irregularity in attendance, conduct detrimental to the morale of the institution, neglect of duties or breach on your part of any of the terms, conditions or stipulations contained in this agreement or a violation on your part any of the College Rules.
9. You shall devote the whole of your time and attention to performing your duties during working hours as set forth in College's Rules and use your best capabilities to promote the interests of the College and your conduct at all times shall be such as not to damage the interest or reputation of the College
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11. You shall faithfully observe all the rules of the College and comply with all reasonable orders of your superiors and attend to your duties punctually at places or places as may be required

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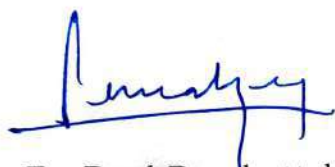
1. Copy of Resume
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3. Original PG Certificate
4. Original MPhil or PhD certificate if applicable
5. Copy of PAN Card

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We look forward to you to have a long and happy career with us.

Yours Faithfully

For Santhigiri College



Fr. Paul Parakattel CMI
Principal

Accepted and Agreed

Signature: 

Name : SHAN BABY

Date : 23/5/2023

Enclosure:

ANNEXURE

Name	Mr. Shan Baby
Designation	Assistant Professor
Department	Psychology
Date of Joining	May 23, 2023
Total Gross Salary per Month	20,000/-



SANTHIGIRI

COLLEGE OF COMPUTER SCIENCES

Affiliated to MG University and Approved by AICTE
VAZHITHALA P.O., THODUPUZHA - 685 583, KERALA, INDIA

REF.: SC/5730/23

01.08.2023

APPOINTMENT ORDER

To
Ms. Therese Shaji
Nirappel (H)
Madakkathanam P.O.
Ernakulam

From

Rev. Fr. Paul Parakattel CMI
Manager
Santhigiri College of Computer Sciences
Vazhithala, Thodupuzha – 685583

principalsanthigiricollege@gmail.com
pparakattel@gmail.com
Mobile: +91 9446212911

Subject: Office Order for the Position of Assistant Professor (Part Time), Department of Psychology - regarding:-

Respected Ms. Therese Shaji,

With reference to your application and subsequent interview, we are pleased to appointment you at Santhigiri College as **Assistant Professor (Part Time)** in the Department of Psychology with effect from 01.08.2023.

You will be paid remuneration at such time and in such manner as set forth in the policies, rules and regulations of the College, as amended from time to time.

The broad terms and conditions of your employment will as follows:

1. You will be employed with Santhigiri College, here after College.
2. You shall be paid Monthly Gross Salary of Rs. 11,250/-
3. The hours of work and holidays will be in accordance with College Rules
4. You will be entitled for the leave as per the College Rules.
5. Your employment is contingent upon One Academic Year qualifying period during which your performance and suitability will be evaluated. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of Probation of one year.
6. In the interest of the students, you should not leave the college during a semester.
7. You should observe the instructions given by the teachers Manuel.
8. You should publish at least two research papers per year in the peer reviewed and indexed Journal with high impact factor.





REF.: SC/5730/24

01.08.2023

APPOINTMENT ORDER

To
Ms. Theres Shaji
Nirappel (H)
Madakkathanam P.O.
Ernakulam

From

Rev. Fr. Paul Parakattel CMI
Manager
Santhigiri College of Computer Sciences
Vazhithala, Thodupuzha – 685583

principalsanthigiricollege@gmail.com
pparakattel@gmail.com
Mobile: +91 9446212911

Subject: Office Order for the Position of Student Counsellor in Santhigiri College of Computer Sciences - regarding:-

Respected Ms. Theres Shaji,

With reference to your application and subsequent interview, we are pleased to appointment you at Santhigiri College as Student Counsellor in **Santhigiri College of Computer Sciences** with effect from 01.08.2023.

You will be paid remuneration at such time and in such manner as set forth in the policies, rules and regulations of the College, as amended from time to time

The broad terms and conditions of your employment will as follows:

1. You will be employed with Santhigiri College, here after College.
2. You shall be paid Monthly Gross Salary of Rs. 11,250/-
3. The hours of work and holidays will be in accordance with College Rules
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6. In the interest of the students, you should not leave the college during a semester.
7. You should observe the instructions given by the teachers Manuel.
8. You should publish at least two research papers per year in the peer reviewed and indexed Journal with high impact factor.



Termination of Services: After the period of probation, this contract can be terminated by either parties in any manner furnished below:

- A. In case the employee chooses to terminate the Contract, then the college has the right to exercise one or more of the following options:
 1. Serve one month notice period or
 2. Pay off one months's salary in lieu of notice.
 3. In the case of semester break, pay the penalty imposed by the Management.
- B. In the College chooses to terminate the contract, then the college has the right to exercise one of the following options:
 1. You will be served one month notice period or
 2. You will be served one month's remuneration without giving any notice.
- C. In case the College chooses to terminate the contract due to any of the following reasons, then your employment can be terminated without any notice or payment of any kind of lieu of notice
 1. Any act of dishonesty, disobedience, insubordination, incivility intemperance, irregularity in attendance, conduct detrimental to the moral of the institution, neglect of duties or breach on your part of any of the terms, conditions or stipulations contained in this agreement or a violation on your part any of the College Rules.
 2. You shall devote the whole of your time and attention to performing your duties during working hours as set forth in College's Rules and use your best capabilities to promote the interests of the College and your conduct at all times shall be such as not to damage the interest or reputation of the College.
 3. During your period of employment by the College, you will not, without prior written consent of the college, engage in any business or any other activities that would interfere with the performance of your duties and obligations under this agreement.
 4. You shall faithfully observe all the rules of the College and comply with all reasonable orders of your superiors and attend to your duties punctually at places or places as may be required.

If you are in agreement with the terms and conditions, kindly indicate the same by signing and returning one copy of this letter along with the following documents, whereupon this letter will constitute our agreement with respect to this subject matter thereof.



1. Copy of Resume
2. Original Degree Certificate
3. Original P.G Certificate
4. Original M.Phil or PhD certificate if applicable
5. Copy of PAN Card

We are sure your joining Santhigiri College will benefit the College and will also help you to achieve your career aspirations. Santhigiri College provides a challenging environment for all its employees which helps them to bring out their best and contributes substantially to the growth of the Institution.

We look forward to you having a long and happy career with us.


Yours Faithfully
For Santhigiri College


01.08.2023

Fr. Paul Parakattel CMI
Manager



Accepted and Received

Signature : 
Name : Theres Shaji
Date : 1/08/2023

Received

01/08/2023

Enclosure:
ANNEXURE

ANNEXURE

Name	Ms. Theres Shaji
Designation	Assistant Professor
Department	Psychology
Date of Joining	01.08.2023
Total Gross Salary per Month	Rs. 11,250/-

Copy to: Principal / Bursar / Office file / Account / Attendance



Name and Address

SANTHIGIRI

COLLEGE OF COMPUTER SCIENCES

Affiliated to MG University and Approved by AICTE
VAZHITHALA P.O., THODUPUZHA - 685 583, KERALA, INDIA

22.05.2023

Ms. Deepa Joseph
Kunnath House
Vazhakulam PO
Muvattupuzha

Dear Ms. Deepa Joseph,

With reference to your application and subsequent interview, we are pleased to appoint you at Santhigiri College as **Assistant Professor** in Statistics

You will be paid remuneration at such time and in such manner as set forth in the policies, rules and regulations of the college, as amended from time to time

The broad terms and conditions of your employment will be as follows:

1. You will be employed with Santhigiri College, here after College
2. You shall be paid a monthly gross salary of Rs. 20,000/-
3. The hours of work and holidays will be in accordance with College Rules
4. You will be entitled to the leave as per the College Rule.
5. Your employment is contingent upon One Academic Year qualifying period during which your performance and suitability will be evaluated. Further, unless otherwise communicated to you in writing, your services shall be confirmed at the end of the period of Probation of One Year.
6. In the interest of the students, you should not leave the college during a semester.
7. You should observe the instructions given by the teachers Manual.
8. **Termination of Services:** After the period of probation, this contract can be terminated by either party in any manner furnished below:
 - A. In case the employee chooses to terminate the contract, then the college has the right to exercise one or more of the following options:
 1. Serve one month' notice period or
 2. Pay off one months' salary in lieu of notice
 3. In the case of semester break, pay the penalty imposed by the Management.
 - B. In case the college chooses to terminate the contract, then the college has the right to exercise one of the following options-
 1. You will be served one month' notice period or
 2. You will be served one month's remuneration without giving any notice.
 - C. In case the college chooses to terminate the contract due to any of the following reasons, then your employment can be terminated without any notice or payment of any kind of lieu of notice
 1. Any act of dishonesty, disobedience, insubordination, incivility, intemperance, irregularity in attendance, conduct detrimental to the morale of the institution, neglect of duties or breach on your part of any of the terms, conditions or stipulations contained in this agreement or a violation on your part any of the College Rules.
9. You shall devote the whole of your time and attention to performing your duties during working hours as set forth in the College's Rules and use your best capabilities to promote the interests of the College and your conduct at all times shall be such as not to damage the interest or reputation of the College

10. During your period of employment by the college, you will not, without prior written consent of the college, engage in any business or any other activities that would interfere with the performance of your duties and obligations under this agreement
11. You shall faithfully observe all the rules of the college and comply with all reasonable orders of your superiors and attend to your duties punctually at places or places as may be required

If you are in agreement with the terms and conditions, kindly indicate the same by signing and returning one copy of this letter along with the following documents, whereupon this letter will constitute our agreement with respect to this subject matter thereof.

1. Copy of Resume
2. Original Degree Certificate
3. Original PG Certificate
4. Original MPhil or PhD certificate if applicable
5. Copy of PAN Card

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We look forward to you having a long and happy career with us.

Yours Faithfully

For Santhigiri College



Fr. Paul Parakattel CMI
Manager

Accepted and Agreed

Signature: _____

Name : _____

Date : _____

Enclosure:

ANNEXURE

Name	Ms. Deepa Joseph
Designation	Assistant Professor
Department	Statistics
Date of Joining	May 22, 2023
Total Gross Salary per Month	20,000/-



SANTHIGIRI COLLEGE OF COMPUTER SCIENCES

(Affiliated to M.G. University & Approved by AICTE)

Vazhithala P.O., Thodupuzha - 685 583, Kerala, India

Ph: 04862 - 273006, 8281210209, 9446212911, Web: www.santhigiricollege.com

E-mail: pparakattel@gmail.com, principalsanthigiricollege@gmail.com

APPOINTMENT ORDER

Sub: Santhigiri College of Computer Sciences, Vazhithala – Appointment of Staff

Ms. Anumol Joy, Theckethenammackel, Karimkunnam is hereby appointed Lecturer of Department of Social Work of Santhigiri College of Computer Sciences, Vazhithala on a pay of Rs. 12000/- (Twelve Thousand only) in the scale of pay 10000 – 1000 – 20000/- w.e.f. 20-02-2015 F.N.

You have to cultivate an intense work culture in which dedication to teaching and availability to students are very important. You shall abide by the Rules and Regulations of the Staff of Santhigiri College and the Management will be free to terminate the appointment if your services are found not satisfactory.

Date: 20-02-2015



Fr. John Anikottal CMI

Manager.



SANTHIGIRI

COLLEGE OF COMPUTER SCIENCES

Affiliated to MG University and Approved by AICTE

VAZHITHALA P.O., THODUPUZZHA - 685 583, KERALA, INDIA

Ms. Mintu Issac
Parayannilam House
Pannoor P.O., Karimannoor

01.04.2022

Dear Ms. Mintu Issac,

With reference to your application and subsequent interview, we are pleased to appoint you in Santhigiri College as **Assistant Professor** in the Department of Social Work.

You will be paid remuneration at such time and in such manner as set forth in the policies, rules and regulations of the College, as amended from time to time

The broad terms and conditions of your employment will be as follows:

1. You will be employed with Santhigiri College, here after College
2. You shall be paid Monthly Gross Salary of Rs. 15,500/-
3. The hours of work and holidays will be in accordance with College Rules
4. You will be entitled for the leave as per the College Rule.
5. Your employment is contingent upon One Academic Year qualifying period during which your performance and suitability will be evaluated. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of Probation of One Year.
6. In the interest of the students, you shall not leave the college during a semester.
7. You shall observe the instructions given in the Teachers Manual.
8. **Termination of Services:** After the period of probation, this contract can be terminated by either party in any manner furnished below:
 - A. In case the employee chooses to terminate the Contract, then the college has the right to exercise one or more of the following options:
 1. Serve one months' notice period or

2. Pay off one months' salary in lieu of notice
3. In the case of semester break, pay the penalty imposed by the Management.
- B. In case the College chooses to terminate the contract, then the college has the right to exercise one of the following options-
 1. You will be served one months' notice period or
 2. You will be served one month's remuneration without giving any notice.
- C. In case the College chooses to terminate the contract due to any of the following reasons, then your employment can be terminated without any notice or payment of any kind of lieu of notice
 1. Any act of dishonesty, disobedience, insubordination, incivility, intemperance, irregularity in attendance, conduct detrimental to the morale of the institution, neglect of duties or breach on your part of any of the terms, conditions or stipulations contained in this agreement or a violation on your part any of the College Rules.
9. You shall devote the whole of your time and attention to performing your duties during working hours as set forth in College's Rules and use your best capabilities to promote the interests of the College and your conduct at all times shall be such as not to damage the interest or reputation of the College
10. During your period of employment by the College, you will not, without prior written consent of the college, engage in any business or any other activities that would interfere with the performance of your duties and obligations under this agreement
11. You shall faithfully observe all the rules of the College and comply with all reasonable orders of your superiors and attend to your duties punctually at places or places as may be required

If you are in agreement with the terms and conditions, kindly indicate the same by signing and returning one copy of this letter along with the following documents, whereupon this letter will constitute our agreement with respect this subject matter thereof.

1. Copy of Resume
2. Original Degree Certificate
3. Original PG Certificate
4. Original MPhil or PhD certificate if applicable
5. Copy of PAN Card

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Institution.

We look forward to you to have a long and happy career with us.

Yours Faithfully

For Santhigiri College



Fr. Paul Parakattel CMI
Manager

Accepted and Agreed

Signature: 

Name : Mintu Issac

Date : 01.04.2022

Enclosure:

ANNEXURE

Name	Mintu Issac
Designation	Assistant Professor
Department	Social Work
Date of Joining	April 01, 2022
Total Gross Salary per Month	15,500/-



SANTHIGIRI COLLEGE OF COMPUTER SCIENCES

(Affiliated to M.G. University & Approved by AICTE)

Vazhithala P.O., Thodupuzha - 685 583, Kerala, India

Ph: 04862 - 273006, 273476, Mobile: 9446212911

Web: www.santhigiricollege.com, santhigiricollege.org

E-mail: santhi_g@satyam.net.in, principalsanthigiricollege@gmail.com

APPOINTMENT ORDER

Sub: Santhigiri College of Computer Sciences, Vazhithala – Appointment of Staff

Ms. Suja Thomas, Thottathukunnathu (H), Palakuzha P.O, Koothattukulam is hereby appointed as Lecturer of Department of Social Work of Santhigiri College of Computer Sciences, Vazhithala on a pay of Rs.15000 in the scale of pay 10000 – 1000 – 20000/- w.e.f. (01-10-2012) F.N.

You have to cultivate an intense work culture in which dedication to teaching and availability to students are very important. You shall abide by the Rules and Regulations of the Staff of Santhigiri College and the Management will be free to terminate the appointment if your services are found not satisfactory.

Date: 01-10-2012



Fr. John Anikottil CMI

Manager



SANTHIGIRI

COLLEGE OF COMPUTER SCIENCES

Affiliated to MG University and Approved by AICTE

VAZHITHALA P.O., THODUPUZHA - 685 583, KERALA, INDIA

01.01.2023

Mr. Alwin Jose Alex
Kallakavumkal House
Arakulam 685591

Kerala

Dear Mr. Alwin Jose Alex,

With reference to your application and subsequent interview, we are pleased to appointment you in Santhigiri College as **Assistant Professor** in the Department of Social Work.

You will be paid remuneration at such time and in such manner as set forth in the policies, rules and regulations of the College, as amended from time to time

The broad terms and conditions of your employment will be as follows:

1. You will be employed with Santhigiri College, here after College
2. You shall be paid Monthly Gross Salary of Rs. 15,500/-
3. The hours of work and holidays will be in accordance with College Rules
4. You will be entitled for the leave as per the College Rule.
5. Your employment is contingent upon One Academic Year qualifying period during which your performance and suitability will be evaluated. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of Probation of One Year.
6. In the interest of the students, you shall not leave the college during a semester.
7. You shall observe the instructions given in the Teachers Manuel.
8. **Termination of Services:** After the period of probation, this contract can be terminated by either party in any manner furnished below:
 - A. In case the employee chooses to terminate the Contract, then the college has the right to exercise one or more of the following options:
 1. Serve one months' notice period or



04862 273006



www.santhigiricollege.com



principalsanthigiricollege@gmail.com



8281210209, 9446212911

2. Pay off one months' salary in lieu of notice
3. In the case of semester break, pay the penalty imposed by the Management.
- B. In case the College chooses to terminate the contract, then the college has the right to exercise one of the following options-
 1. You will be served one months' notice period or
 2. You will be served one month's remuneration without giving any notice.
- C. In case the College chooses to terminate the contract due to any of the following reasons, then your employment can be terminated without any notice or payment of any kind of lieu of notice
 1. Any act of dishonesty, disobedience, insubordination, incivility, intemperance, irregularity in attendance, conduct detrimental to the morale of the institution, neglect of duties or breach on your part of any of the terms, conditions or stipulations contained in this agreement or a violation on your part any of the College Rules.
9. You shall devote the whole of your time and attention to performing your duties during working hours as set forth in College's Rules and use your best capabilities to promote the interests of the College and your conduct at all times shall be such as not to damage the interest or reputation of the College
10. During your period of employment by the College, you will not, without prior written consent of the college, engage in any business or any other activities that would interfere with the performance of your duties and obligations under this agreement
11. You shall faithfully observe all the rules of the College and comply with all reasonable orders of your superiors and attend to your duties punctually at places or places as may be required

If you are in agreement with the terms and conditions, kindly indicate the same by signing and returning one copy of this letter along with the following documents, whereupon this letter will constitute our agreement with respect this subject matter thereof.

1. Copy of Resume
2. Original Degree Certificate
3. Original PG Certificate
4. Original MPhil or PhD certificate if applicable
5. Copy of PAN Card

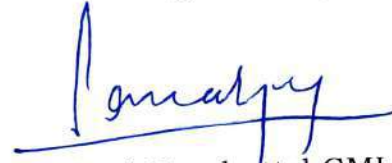
We are sure your joining Santhigiri College will benefit the College and will also help you in achieving your career aspirations. Santhigiri College provides a challenging environment to all its employees which help them in bringing out their best and contribute substantially to the growth of the

Institution.

We look forward to you to have a long and happy career with us.

Yours Faithfully

For Santhigiri College



Fr. Paul Parakattel CMI
Manager

Accepted and Agreed

Signature: 

Name : Alwin Jose Alex

Date : 1/1/2023

Enclosure:

ANNEXURE

Name	Alwin Jose Alex
Designation	Assistant Professor
Department	Social Work
Date of Joining	January 01, 2023
Total Gross Salary per Month	15,500/-



SANTHIGIRI

COLLEGE OF COMPUTER SCIENCES

Affiliated to MG University and Approved by AICTE

VAZHITHALA P.O., THODUPUZZHA - 685 583, KERALA, INDIA

REF: SC/5719/23

20.07.2023

APPOINTMENT ORDER

To
Mr. Ginto K Paulose
Kunnumpurath (H)
Mulappuram P.O.
Kottakavala Thodupuzha
Idukki

From

Rev. Fr. Paul Parakattel CMI
Manager
Santhigiri College of Computer Sciences
Vazhithala, Thodupuzha – 685583

principalsanthigiricollege@gmail.com
pparakattel@gmail.com
Mobile: +91 9446212911

Subject: Office Order for the Position of Assistant Professor, Department of Social Work - regarding:-

Respected Mr. Ginto K Paulose,

With reference to your application and subsequent interview, we are pleased to appointment you at Santhigiri College as **Assistant Professor** in the Department of Social Work with effect from 20.07.2023

You will be paid remuneration at such time and in such manner as set forth in the policies, rules and regulations of the College, as amended from time to time

The broad terms and conditions of your employment will as follows:

1. You will be employed with Santhigiri College, here after College.
2. You shall be paid Monthly Gross Salary of Rs. 20,000/-
3. The hours of work and holidays will be in accordance with College Rules
4. You will be entitled for the leave as per the College Rules.
5. Your employment is contingent upon One Academic Year qualifying period during which your performance and suitability will be evaluated. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of Probation of one year.
6. In the interest of the students, you should not leave the college during a semester.
7. You should observe the instructions given by the teachers Manuel.
8. You should publish at least two research papers per year in the peer reviewed and indexed Journal with high impact factor.



Termination of Services: After the period of probation, this contract can be terminated by either parties in any manner furnished below:

- A. In case the employee chooses to terminate the Contract, then the college has the right to exercise one or more of the following options:
 1. Serve one month notice period or
 2. Pay off one months's salary in lieu of notice.
 3. In the case of semester break, pay the penalty imposed by the Management.
- B. In the College chooses to terminate the contract, then the college has the right to exercise one of the following options:
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 2. You shall devote the whole of your time and attention to performing your duties during working hours as set forth in College's Rules and use your best capabilities to promote the interests of the College and your conduct at all times shall be such as not to damage the interest or reputation of the College.
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 1. Copy of Resume
 2. Original Degree Certificate




3. Original P.G Certificate
4. Original M.Phil or PhD certificate if applicable
5. Copy of PAN Card

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We look forward to you having a long and happy career with us.


Yours Faithfully
For Santhigiri College


20-07-2023

Fr. Paul Parakattel CMI
Manager



Accepted and Received

Signature : 
Name : Ginto K. Paulose
Date : 20-07-2023

Received
20-07-2023

Enclosure:
ANNEXURE

ANNEXURE

Name	Mr. Ginto K Paulose
Designation	Assistant Professor
Department	Social Work
Date of Joining	20.07.2023
Total Gross Salary per Month	Rs. 20,000/-

Copy to: Principal / Bursar / Office file / Account / Attendance