



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to Mahatma Gandhi University, Kottayam

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN-683 106

Phone: 91-484-2623803, 2623804, 2623885, 2623887, Fax: 91-484-2623855, E-mail: scms@vsnl.com

SSET/1/07/0336

01.03.2007.

Mr. Manoj Kumar  
Nettaikodath House  
Desom P.O  
Aluva, Ernakulam-683103

Sir,

Sub: Offer of appointment.  
Ref: Your application.

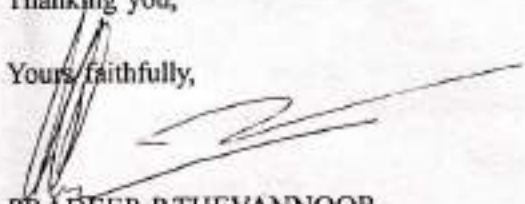
Further to the above and the interview you had with us on 01.03.2007, we have pleasure to offer you appointment as 'Lecturer(Automobile/Mechanical Engg.)' subject to the following conditions.

1. You will be on probation for a period of one year from the date of joining.
2. You will be paid a basic salary of Rs.8,000/- p.m. in the scale of pay of Rs.8000-275-13500.
3. You will also be paid Rs.4,000/- towards DA per mensem.
4. On satisfactory completion of probation you will be confirmed in service.
5. You will also be eligible for two increments on your basic salary subject to producing proof of your M.Tech. Degree.
6. Your services are liable to be terminated without notice at any time during the period of probation and thereafter with one month's notice on either side. You can leave the service only with one month's notice during probation.
7. You will be governed by the rules and regulations applicable to faculty members of SCMS School of Engineering & Technology.
8. You have to join duty as early as possible but not later than 15.04.2007.
9. At the time of joining you have to produce certificates in support of age, qualification and experience and deposit the same with us.


Kindly return the duplicate copy of this order duly signed on or before 05.03.2007 in token of your acceptance of the terms and conditions.

Thanking you,

Yours faithfully,

  
PRADEEP P.THEVANNOOR  
DIRECTOR

accepted the offer

  
Manoj Kumar  
1/03/07



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

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Phone: 91-484-2623803, 2623804, 2623885, 2623887, Fax: 91-484-2623855, E-mail: scms@vsnl.com

SSET/1/08/0899

02.06.2008.

Mr. Vipin Raj  
Sreesadanam,  
Mannanchery Post (P.O.)  
Alappuzha.

Sir,

Sub: Offer of appointment.  
Ref: Your application.

Further to the above and the interview you had with us, we have pleasure to offer you appointment as Lecturer - Grade I ( Mechanical ) subject to the following conditions.

1. You will be on probation for a period of one year from the date of joining.
2. You will be paid a salary of Rs.20,000/- p.m. as below.

Scale of pay - 8000-275-13500

Basic pay	-	Rs. 12000.00
DA	-	Rs. 6000.00
Personal Pay	-	Rs. 2000.00
		<u>Rs 20,000.00</u>

3. On satisfactory completion of probation you will be confirmed in service.
4. Your services are liable to be terminated without notice at any time during the period of probation and thereafter with one month's notice on either side. You can leave the service only with one month's notice during probation.
5. You will be governed by the rules and regulations applicable to faculty members of SCMS School of Engineering & Technology.
6. You may join duty before 01.07.2008.
7. At the time of joining you have to produce certificates in support of age, qualification and experience and deposit the same with us.

Kindly return the duplicate copy of this order duly signed in token of your acceptance of the terms and conditions.

Thanking you,

Yours faithfully,

  
A.K. KESAVA PILLAI  
GROUP DIRECTOR

Note : Please contact Prof. M. Madhavan, Principal - SSET ( Contact No : 0484 - 2450507 ) immediately after receiving this order .



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

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Phone: 91-484-2623803, 2623804, 2623885, 2623887, Fax: 91-484-2623855, E-mail: scms@vsni.com

SSET/1/10/0079

08.01.2010.

Mr. Aravind P.V.,  
Podickala Padinjattethil House,  
Kurampala,  
Pandalam P.O.,  
PATHANAMTHITTA - 689 504.

Sir,

Sub: Offer of appointment.  
Ref: Your application.

Further to the above and the interview you had with us, we have pleasure to offer you appointment as 'Lecturer(Automobile Engg.)' subject to the following conditions.

1. You will be on probation for a period of one year from the date of joining.
2. You will be paid a salary of Rs.18,000/- p.m. as below.

Scale of pay - 8000-275-13500

Basic pay	-	Rs. 8,000.00
DA	-	Rs. 4,000.00
HRA	-	Rs. 2,000.00
Transport Allowance	-	Rs. 1,000.00
Personal Pay	-	Rs. 3,000.00
		-----
		Rs 18,000.00

3. On satisfactory completion of probation you will be confirmed in service.
4. Your services are liable to be terminated without notice at any time during the period of probation and thereafter with one month's notice on either side. You can leave the service only with one month's notice during probation.
5. You will be governed by the rules and regulations applicable to faculty members of SCMS School of Engineering & Technology.
6. You have to report for duty on 11.01.2010.
7. At the time of joining you have to produce certificates in support of age, qualification and experience and deposit the same with us.

Kindly return the duplicate copy of this order duly signed in token of your acceptance of the terms and conditions.

Thanking you,

Yours faithfully,

  
A.K. KESAVA PILLAI  
GROUP DIRECTOR

sj/





# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

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SSET/1/12/1684

20.07.2012.

Mr. Sujay Kochunarayanan,  
'Thejus',  
Bhagavathy Veedu,  
IQ Road, Chalakudy,  
THRISSUR - 680 307.

Sir.

Sub: Offer of appointment as 'Faculty'.

Reference to your application and subsequent interview you had with us, we are pleased to confirm our offer of appointment to you as 'Asst. Professor (Mechanical Engg.)'. The terms and conditions of appointment are as follows:

## COMPENSATION

You shall be paid a total salary of Rs.30,000/- p.m subject to production of M.Tech. certificate. Till then your salary will be Rs.24,000/- p.m. as per details below:

Scale of pay - 15600-450-39100

Basic pay	-	Rs.15,600.00
AGP	-	Rs. 6,000.00
HRA	-	Rs. 1,400.00
Children's Edu.Allowance	-	Rs. 200.00
TA	-	Rs. 800.00
		-----
		Rs.24,000.00

Statutory taxes including Income Tax will be deducted at source as per the prevailing rules.

## SERVICE CONDITIONS :

You will be on probation for a period of one year from the date of joining.

On satisfactory completion of probation you will be confirmed in the service of the SCMS Group.

As per our service rules the services of any faculty member can be terminated without notice at any time during the period of probation and thereafter with one month's notice on either side. You can leave the service only with one month's notice during probation. This provision is intended to safeguard the academic interests of the students.

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-: 2:-

However, in the event of your resignation, you have to give one month notice or one month's salary in lieu of notice. The management may, at its sole discretion, relieve you even before the expiry of the notice period without any salary or notice pay for the remaining period.

## **TRANSFER**

Your present place of work will be at Karukutty campus. But your services can be transferred to any of the institutions under the SCMS Group in India or abroad based on the requirements of the institution or exigencies of work from time to time.

## **LEAVE**

You will be governed by the leave policy of SCMS School of Engineering & Technology that is in force from time to time.

## **EXCLUSIVITY**

Your position is a full time employment with the institution and you shall devote yourself exclusively to the business of the institution. You shall not take up any other work for remuneration or be interested directly or indirectly in any other trade during the employment with this institution without permission in writing from the management.

## **DECLARATIONS AND INFORMATION**

This offer of appointment is made based on the information furnished by you regarding your personal data, educational qualifications and experience. You have to produce the original certificates and deposit the same with us at the time of joining.

## **CONTACT INFORMATION**

You will keep the institution informed of your telephone number (land line and mobile), email, fax, postal address or any other means of communication including changes that may occur during the period of your employment. In the absence of the same, SCMS Group will in no way be responsible for any failure in communicating with you.

.....3.



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

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-: 3:-

## DATE OF JOINING

Your expected date of joining will be 23.07.2012.

We welcome you to SCMS family and look forward to a fruitful association.

With Best Wishes.

For SCMS GROUP OF EDUCATIONAL INSTITUTIONS

A.K. KESAVA PILLAI  
GROUP DIRECTOR

sj/

## ACCEPTANCE

I have read and fully understood the above terms and conditions and I accept the same.

Signature:

Name : SUJAY.K

Date : 23/07/2012



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

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Phone: 91-484-2623803, 2623804, 2623885, 2623887, Fax: 91-484-2623855, E-mail: scms@scmsgroup.org  
SSET/1/13/0951 Website: scmsgroup.org 08.05.2013.

Mr. Koshy P. Joseph,  
Polachirackal Koshy Villa,  
Yamuna Nagar, Kulkkad,  
THIRUVALLA - 689 101.

Sir,

Sub: Offer of appointment as 'Faculty'.

Reference to your application and subsequent interview you had with us on 01.04.2013, we are pleased to confirm our offer of appointment to you as 'Asst. Professor (Mechanical/Automobile Engg.)'. The terms and conditions of appointment are as follows:

## COMPENSATION

You shall be paid a total salary of Rs.36,000/- p.m as per details below:

Scale of pay - 15600-450-39100

Basic pay	-	Rs.16,500.00
AGP	-	Rs. 6,000.00
HRA	-	Rs. 3,000.00
Children's Edu.Allowance	-	Rs. 200.00
TA	-	Rs. 800.00
Personal Pay	-	Rs. 9,500.00
		<hr/>
		Rs.36,000.00

Statutory taxes including Income Tax will be deducted at source as per the prevailing rules.

## SERVICE CONDITIONS :

You will be on probation for a period of one year from the date of joining.

On satisfactory completion of probation you will be confirmed in the service of the SCMS Group.

As per our service rules the services of any staff member can be terminated without notice at any time during the period of probation and thereafter with one month's notice or one month's salary in lieu of notice period on either side. You can leave the service only with one month's notice or one month's salary in lieu of notice period during probation.

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Website: scmsgroup.org

-: 2:-

However, in the event of your resignation, you have to give one month notice or one month's salary in lieu of notice. The management may, at its sole discretion, relieve you even before the expiry of the notice period without any salary or notice pay for the remaining period.

## TRANSFER

Your present place of work will be at Karukutty campus. But your services can be transferred to any of the institutions under the SCMS Group in India or abroad based on the requirements of the institution or exigencies of work from time to time.

## LEAVE

You will be governed by the leave policy of SCMS School of Engineering & Technology that is in force from time to time.

## EXCLUSIVITY

Your position is a full time employment with the institution and you shall devote yourself exclusively to the business of the institution. You shall not take up any other work for remuneration or be interested directly or indirectly in any other trade during the employment with this institution without permission in writing from the management.

## DECLARATIONS AND INFORMATION

This offer of appointment is made based on the information furnished by you regarding your personal data, educational qualifications and experience. You have to produce the original certificates and deposit the same with us at the time of joining.

## CONTACT INFORMATION

You will keep the institution informed of your telephone number (land line and mobile), email, fax, postal address or any other means of communication including changes that may occur during the period of your employment. In the absence of the same, SCMS Group will in no way be responsible for any failure in communicating with you.

.....3.





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Website: scmsgroup.org

-: 3:-

## DATE OF JOINING

Your expected date of joining will be 10.06.2013.

**We welcome you to SCMS family and look forward to a fruitful association.**

With Best Wishes.

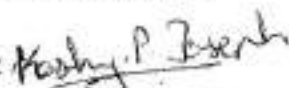
For SCMS GROUP OF EDUCATIONAL INSTITUTIONS

A.K. KESAVA PILLAI  
GROUP DIRECTOR

sj/

## ACCEPTANCE

I have read and fully understood the above terms and conditions and I accept the same.

Signature:   
Name : KOSHY. P. JOSEPH  
Date : 22.05.2013



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to APJ Abdul Kalam Technological University, Kerala and Approved by AICTE, Govt. of India  
An ISO 9001:2008 Certified Institution

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN-683 106.  
Phone: 91 484 2623803 (30 Lines) / 2628000 • E mail: scms@scmsgroup.org  
Website: www.scmsgroup.org

SSET/1/19/222

29.07.2019

Mr. Anoop M.S.,  
Malayilparambil House,  
Athirampuzha P.O.,  
Kottayam - 686562

Sir,

Sub: Offer of appointment as 'Faculty'.

Reference to your application and subsequent interview you had with us on 03.07.2019, we are pleased to confirm our offer of appointment to you as 'Asst. Professor - Mechanical Engineering'. The terms and conditions of appointment are as follows:

## COMPENSATION

You shall be paid a total salary of Rs.33,000/- p.m as per details below:

Scale of pay	-	15600-450-39100	
Basic pay	-		Rs.15,600.00
AGP	-		Rs. 6,000.00
HRA	-		Rs. 3,000.00
TA	-		Rs. 1,600.00
Personal Pay	-		Rs. 6,800.00
			-----
			Rs.33,000.00

Statutory taxes including Income Tax will be deducted at source as per the prevailing rules.

## SERVICE CONDITIONS :

You will be on probation for a period of one year from the date of joining.

On satisfactory completion of probation you will be confirmed in the service of the SCMS Group.

As per our service rules the services of any faculty member can be terminated without notice at any time during the period of probation and thereafter with one month's notice or one month's salary in lieu of notice period on either side. You can leave the service only with one month's notice or one month's salary in lieu of notice period during probation.

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# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

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Phone: 91-484-2623803 (30 Lines) / 2628000 • E-mail: scms@scmsgroup.org  
Website: www.scmsgroup.org

However, in the event of your resignation, you have to give one month notice or one month's salary in lieu of notice. The date of relief on account of resignation, however, should synchronize either with the commencement or with the closure of a semester as relief during a semester period is not permitted. This provision is intended to safeguard the academic interests of the students. The management may, at its sole discretion, relieve you even before the expiry of the notice period without any salary or notice pay for the remaining period.

As a member of faculty at SSET, you are required to associate with Social outreach / Research and related activities undertaken by SSET.

## TRANSFER

Your present place of work will be at Karukutty campus. But your services can be transferred to any of the institutions under the SCMS Group in India or abroad based on the requirements of the institution or exigencies of work from time to time.

## LEAVE

You will be governed by the leave policy of SCMS School of Engineering & Technology that is in force from time to time.

## EXCLUSIVITY

Your position is a full time employment with the institution and you shall devote yourself exclusively to the business of the institution. You shall not take up any other work for remuneration or be interested directly or indirectly in any other trade during the employment with this institution without permission in writing from the management.

## DECLARATIONS AND INFORMATION

This offer of appointment is made based on the information furnished by you regarding your personal data, educational qualifications and experience. You have to produce the original certificates and deposit the same with us at the time of joining.

## CONTACT INFORMATION

You will keep the institution informed of your telephone number (land line and mobile), email, fax, postal address or any other means of communication including changes that may occur during the period of your employment. In the absence of the same, SCMS Group will in no way be responsible for any failure in communicating with you.

.....3.



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

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CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN 683 106.  
Phone: 91-484 2623803 (30 Lines) / 2628000 • E-mail: scms@scmsgroup.org  
Website: www.scmsgroup.org

-: 3:-

## DATE OF JOINING

Your expected date of joining will be 01.08.2019.

We welcome you to SCMS family and look forward to a fruitful association.

With Best Wishes.

For SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

DR. RADHA P. THEVANNOOR  
REGISTRAR & GROUP DIRECTOR

gd

## ACCEPTANCE

I have read and fully understood the above terms and conditions and I accept the same.

Signature:

Name : ANOOP. M.S

Date : 01/08/2019



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

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Website: www.scmsgroup.org

SSET/1/19/079

20.03.2019

Mr. Amal P. Dev,  
Koonjattu House,  
Padivattom,  
Edappally P.O.,  
Cochin- 682024

Sir,

Sub: Offer of appointment as 'Faculty'.

Reference to our discussions, we are pleased to confirm our offer of appointment to you as 'Asst. Professor - Automobile Engineering'. The terms and conditions of appointment are as follows:

## COMPENSATION

You shall be paid a total salary of Rs.32,000/- p.m as per details below:

Scale of pay	15600-450-39100
Basic pay	- Rs.15,600.00
AGP	- Rs. 6,000.00
HRA	- Rs. 3,000.00
TA	- Rs. 1,600.00
Personal Pay	- Rs. 5,800.00
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	<u>Rs.32,000.00</u>

Statutory taxes including Income Tax will be deducted at source as per the prevailing rules.

## SERVICE CONDITIONS :

You will be on probation for a period of one year from the date of joining.

On satisfactory completion of probation you will be confirmed in the service of the SCMS Group.

As per our service rules the services of any faculty member can be terminated without notice at any time during the period of probation and thereafter with one month's notice or one month's salary in lieu of notice period on either side. You can leave the service only with one month's notice or one month's salary in lieu of notice period during probation.

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# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

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Website: www.scmsgroup.org

-: 2:-

However, in the event of your resignation, you have to give one month notice or one month's salary in lieu of notice. The date of relief on account of resignation, however, should synchronize either with the commencement or with the closure of a semester as relief during a semester period is not permitted. The management may, at its sole discretion, relieve you even before the expiry of the notice period without any salary or notice pay for the remaining period.

As a member of faculty at SSET, you are required to associate with Social outreach / Research and related activities undertaken by SSET.

## TRANSFER

Your present place of work will be at Karukutty campus. But your services can be transferred to any of the institutions under the SCMS Group in India or abroad based on the requirements of the institution or exigencies of work from time to time.

## LEAVE

You will be governed by the leave policy of SCMS School of Engineering & Technology that is in force from time to time.

## EXCLUSIVITY

Your position is a full time employment with the institution and you shall devote yourself exclusively to the business of the institution. You shall not take up any other work for remuneration or be interested directly or indirectly in any other trade during the employment with this institution without permission in writing from the management.

## DECLARATIONS AND INFORMATION

This offer of appointment is made based on the information furnished by you regarding your personal data, educational qualifications and experience. You have to produce the original certificates and deposit the same with us at the time of joining.

## CONTACT INFORMATION

You will keep the institution informed of your telephone number (land line and mobile), email, fax, postal address or any other means of communication including changes that may occur during the period of your employment. In the absence of the same, SCMS Group will in no way be responsible for any failure in communicating with you.

.....3.



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Website: www.scmsgroup.org

-: 3:-

## DATE OF JOINING

Your expected date of joining will be 01.04.2019.

**We welcome you to SCMS family and look forward to a fruitful association.**

With Best Wishes.

**For SCMS SCHOOL OF ENGINEERING & TECHNOLOGY**

DR. RADHA P. THEVANNOOR  
REGISTRAR & GROUP DIRECTOR

gd

## ACCEPTANCE

I have read and fully understood the above terms and conditions and I accept the same.

Signature:

Name : ANJAL P. DEV

Date : 29-03-2019



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

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Phone: 91-484-2623803 (30 Lines) Fax: 91-484-2623855 E-mail: scms@scmsgroup.org  
SSET/1/14/2561 Website: www.scmsgroup.org 10.12.2014.

Ms. Anitha G. Pillai,  
"Anitha's", 28/412,  
Girinagar Enclave,  
COCHIN - 682 020.

Madam,

Sub: Offer of appointment as 'Faculty'.

Reference to the discussions you had with us, we are pleased to confirm our offer of appointment to you as 'Associate Professor (Civil Engg.)'. The terms and conditions of appointment are as follows:

## COMPENSATION

You shall be paid a total salary of Rs.85,000/- p.m as per details below from the date of joining.

Scale of pay - 37400-1100-67000

Basic pay	-	Rs.45,100.00
HRA	-	Rs. 3,500.00
Children's Edu. Allowance	-	Rs. 200.00
TA	-	Rs. 800.00
Personal Pay	-	Rs.35,400.00
		<hr/>
		Rs.85,000.00

On submission of Ph.D. Certificate you will be designated as **Professor** and salary will be revised to **Rs.1,35,000/- p.m.**

Statutory taxes including Income Tax will be deducted at source as per the prevailing rules.

## SERVICE CONDITIONS :

As per our service rules the services of any staff member can be terminated with one month's notice or one month's salary in lieu of notice period on either side. However, in the event of your resignation, you have to give one month notice or one month's salary in lieu of notice.

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*Anitha G. Pillai*  
31/12/14





# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

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Website: www.scmsgroup.org

-: 2:-

The date of relief on account of resignation, however, should synchronize either with the commencement or with the closure of a semester as relief during a semester period is not permitted. The management may, at its sole discretion, relieve you even before the expiry of the notice period without any salary or notice pay for the remaining period.

## TRANSFER

Your present place of work will be at Karukutty campus. But your services can be transferred to any of the institutions under the SCMS Group in India or abroad based on the requirements of the institution or exigencies of work from time to time.

## LEAVE

You will be governed by the leave policy of SCMS School of Engineering & Technology that is in force from time to time.

## EXCLUSIVITY

Your position is a full time employment with the institution and you shall devote yourself exclusively to the business of the institution. You shall not take up any other work for remuneration or be interested directly or indirectly in any other trade during the employment with this institution without permission in writing from the management.

## DECLARATIONS AND INFORMATION

This offer of appointment is made based on the information furnished by you regarding your personal data, educational qualifications and experience. You have to produce the original certificates and deposit the same with us at the time of joining.

## CONTACT INFORMATION

You will keep the institution informed of your telephone number (land line and mobile), email, fax, postal address or any other means of communication including changes that may occur during the period of your employment. In the absence of the same, SCMS Group will in no way be responsible for any failure in communicating with you.

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# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to Mahatma Gandhi University, Kottayam and Approved by AICTE, Govt. of India  
An ISO 9001:2008 Certified Institution

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN-683 106  
Phone: 91-484-2623803 (30 Lines) Fax: 91-484-2623855 E-mail: scms@scmsgroup.org  
Website: www.scmsgroup.org

-: 3:-

## DATE OF JOINING

Your expected date of joining will be 29.12.2014.

We welcome you to SCMS family and look forward to a fruitful association.

With Best Wishes.

For SCMS GROUP OF EDUCATIONAL INSTITUTIONS

**A.K. KESAVA PILLAI**  
**GROUP DIRECTOR**

sr

## ACCEPTANCE

I have read and fully understood the above terms and conditions and I accept the same.

Signature:

Name :

Date : 17.12.14



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

PROMOTED BY PRATHAP FOUNDATION FOR EDUCATION AND TRAINING

CORPORATE OFFICE: SCMS NEW CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN-683 106  
Phone: 91-484-2623803, 2623804, 2623885, 2623887, Fax: 91-484-2623855, E-mail: scms@vsnl.net

SSET/1/05/653

17.05.2005.

Ms.Sanju Sreedharan,  
Korachattu House,  
Kaprassery,  
Nedumbassery,  
ALUVA.

Madam,

Sub: Offer of appointment.  
Ref: Your application and interview on 12.05.2005.

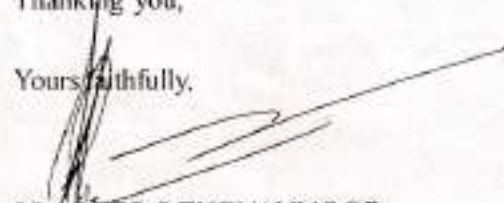
Further to the above and the interview you had with us, we have pleasure to offer you appointment as 'Lecturer(Civil Engg.)' subject to the following conditions.

1. You will be on probation for a period of one year from the date of joining.
2. You will be paid a basic salary of Rs.8550/- p.m. in the scale of pay of Rs.8000-275-13500.
3. On completion of one year of service you will be paid DA of Rs.1500/- and on completion of two years you will be getting a DA of Rs.3000/-.
4. On satisfactory completion of probation you will be confirmed in service.
5. Your services are liable to be terminated without notice at any time during the period of probation and thereafter with one month's notice on either side.
6. You will be governed by the rules and regulations applicable to faculty members of SCMS School of Engineering & Technology.
7. You have to report for duty on 01.06.2005.
8. At the time of joining you have to produce certificates in support of age, qualification and experience and deposit the same with us.

Kindly return the duplicate copy of this order duly signed in token of your acceptance of the terms and conditions.

Thanking you,

Yours faithfully,

  
PRADEEP P.THEVANNOOR  
DIRECTOR

Accepted  
Sanju Sreedharan  
2/6/05

AFFILIATED TO MAHATMA GANDHI UNIVERSITY, KOTTAYAM

CAMPUS: VIDYA NAGAR, PALISSERY, KARUKUTTY, COCHIN-683 582, PHONE: 0484-2450330, 2451907, FAX: 91-484-2450508



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to Mahatma Gandhi University, Kottayam

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN-683 106  
Phone: 91-484-2623803, 2623804, 2623885, 2623887, Fax: 91-484-2623855, E-mail: scms@vsnl.com

SSET/1/10/2198

27.10.2010.

Mr. Santhosh G.,  
Sastha Nivas,  
Koratty South P.O.,  
THRISSUR - 680 308.

DOB:

Sir,

Sub: Offer of appointment.

Reference to your application and the interview you had with us, we have pleasure to offer you appointment as 'Associate Professor(Civil Engg.)' subject to the following conditions.

1. You will be paid a salary of Rs.44,000/- p.m. as below.

Scale of pay	-	37400-1100-67000	
	Basic pay	-	Rs. 37,400.00
	Personal Pay	-	Rs. 6,600.00
			<u>Rs 44,000.00</u>

2. Your services are liable to be terminated with one month's notice on either side.
3. You will be governed by the rules and regulations applicable to faculty members of SCMS School of Engineering & Technology.
4. You have to report for duty on or before 15.11.2010.
5. At the time of joining you have to produce certificates in support of age, qualification and experience and deposit the same with us.

Kindly return the duplicate copy of this order duly signed in token of your acceptance of the terms and conditions.

Thanking you,

Yours faithfully,

A.K. KESAVA PILLAI  
GROUP DIRECTOR

Received and accepted

sj/



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to Mahatma Gandhi University, Kottayam and Approved by AICTE  
An ISO 9001:2008 Certified Institution

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN-683 106  
Phone: 91-484-2623803 (30 Lines) Fax: 91-484-2623855, E-mail: scms@scmsgroup.org  
Website: scmsgroup.org

SSET/1/13/1652

31.07.2013.

Mr. Ratish Menon,  
Nethiamadathil House,  
Palaparambil Lane,  
Punkunnam  
Thrissur - 680002

Sir,

Sub: Offer of appointment as 'Faculty'.

Reference to your application and subsequent interview you had with us on 06.07.2013, we are pleased to confirm our offer of appointment to you as 'Asst. Professor (Civil Engg.)'. The terms and conditions of appointment are as follows:

## COMPENSATION

You shall be paid a total salary of Rs.85,000/- p.m as per details below:

Scale of Pay: 15600-450-39100

Basic Pay	-	Rs. 39,100.00
AGP	-	Rs. 6,000.00
HRA	-	Rs. 3,000.00
Children's Edu.Allowance	-	Rs. 200.00
TA	-	Rs. 800.00
Personal Pay	-	Rs. 35,900.00
		-----
		Rs.85,000.00
		=====

Statutory taxes including Income Tax will be deducted at source as per the prevailing rules.

On production of Ph.D. Certificate you will be designated as Associate Professor and will be paid a total salary of Rs.1,15,000/- p.m.

## SERVICE CONDITIONS :

You will be on probation for a period of one year from the date of joining.

On satisfactory completion of probation you will be confirmed in the service of the SCMS Group.

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# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

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Phone: 91-484-2623803 (30 Lines) Fax: 91-484-2623855, E-mail: scms@scmsgroup.org  
Website: scmsgroup.org

-: 2:-

As per our service rules the services of any staff member can be terminated without notice at any time during the period of probation and thereafter with one month's notice or one month's salary in lieu of notice period on either side. You can leave the service only with one month's notice or one month's salary in lieu of notice period during probation.

However, in the event of your resignation, you have to give one month notice or one month's salary in lieu of notice. The management may, at its sole discretion, relieve you even before the expiry of the notice period without any salary or notice pay for the remaining period.

## TRANSFER

Your present place of work will be at Karukutty campus. But your services can be transferred to any of the institutions under the SCMS Group in India or abroad based on the requirements of the institution or exigencies of work from time to time.

## LEAVE

You will be governed by the leave policy of SCMS School of Engineering & Technology that is in force from time to time.

## EXCLUSIVITY

Your position is a full time employment with the institution and you shall devote yourself exclusively to the business of the institution. You shall not take up any other work for remuneration or be interested directly or indirectly in any other trade during the employment with this institution without permission in writing from the management.

## DECLARATIONS AND INFORMATION

This offer of appointment is made based on the information furnished by you regarding your personal data, educational qualifications and experience. You have to produce the original certificates and deposit the same with us at the time of joining.

.....3.



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

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Phone: 91-484-2623803 (30 Lines) Fax: 91-484-2623855, E-mail: scms@scmsgroup.org  
Website: scmsgroup.org

-: 3:-

## CONTACT INFORMATION

You will keep the institution informed of your telephone number (land line and mobile), email, fax, postal address or any other means of communication including changes that may occur during the period of your employment. In the absence of the same, SCMS Group will in no way be responsible for any failure in communicating with you.

## DATE OF JOINING

Your expected date of joining will be 01.08.2013.

**We welcome you to SCMS family and look forward to a fruitful association.**

With Best Wishes.

For SCMS GROUP OF EDUCATIONAL INSTITUTIONS

A.K. KESAVA PILLAI  
GROUP DIRECTOR

sj/

## ACCEPTANCE

I have read and fully understood the above terms and conditions and I accept the same.

Signature:

Name : Ratish Menon

Date : 31/7/2013



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to Mahatma Gandhi University, Kottayam and Approved by AICTE, Govt. of India  
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Phone: 91-484-2623803 (30 Lines) Fax: 91-484-2623855 E-mail: scms@scmsgroup.org

SSET/1/18/283

Website: www.scmsgroup.org

13.07.2018

Dr. Nisha L.,  
Karthika, Surabhi Street,  
K.A.U. P.O.,  
Thrissur – 680656

Madam,

Sub: Offer of appointment as 'Faculty'.

Reference to your application and subsequent interview you had with us on 29.05.2018, we are pleased to confirm our offer of appointment to you as 'Associate Professor (Civil Engineering)'. The terms and conditions of appointment are as follows:

## COMPENSATION

You shall be paid a total salary of Rs.65,000/- p.m as per details below during probation.

Scale of pay - 37400-1100-67000

Basic Pay	-	Rs. 37,400.00
AGP	-	Rs. 9,000.00
HRA	-	Rs. 4,000.00
Children's Edu.Allowance	-	Rs. 200.00
TA	-	Rs. 1,600.00
Personal Pay	-	Rs. 12,800.00
		<hr/>
		Rs. 65,000.00

Statutory taxes including Income Tax will be deducted at source as per the prevailing rules.

## SERVICE CONDITIONS :

You will be on probation for a period of one year from the date of joining.

On satisfactory completion of probation you will be confirmed in the service of the SCMS Group.

As per our service rules the services of any faculty member can be terminated without notice at any time during the period of probation and thereafter with one month's notice or one month's salary in lieu of notice period on either side. You can leave the service only with one month's notice or one month's salary in lieu of notice period during probation.

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# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

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Phone: 91-484-2623803 (30 Lines) Fax: 91-484-2623855 E-mail: [scms@scmsgroup.org](mailto:scms@scmsgroup.org)  
Website: [www.scmsgroup.org](http://www.scmsgroup.org)

-: 2:-

However, in the event of your resignation, you have to give one month notice or one month's salary in lieu of notice. The date of relief on account of resignation, however, should synchronize either with the commencement or with the closure of a semester as relief during a semester period is not permitted. The management may, at its sole discretion, relieve you even before the expiry of the notice period without any salary or notice pay for the remaining period.

As a member of faculty at SSET, you are required to associate with Social outreach / Research and related activities undertaken by SSET.

## TRANSFER

Your present place of work will be at Karukutty campus. But your services can be transferred to any of the institutions under the SCMS Group in India or abroad based on the requirements of the institution or exigencies of work from time to time.

## LEAVE

You will be governed by the leave policy of SCMS School of Engineering & Technology that is in force from time to time.

## EXCLUSIVITY

Your position is a full time employment with the institution and you shall devote yourself exclusively to the business of the institution. You shall not take up any other work for remuneration or be interested directly or indirectly in any other trade during the employment with this institution without permission in writing from the management.

## DECLARATIONS AND INFORMATION

This offer of appointment is made based on the information furnished by you regarding your personal data, educational qualifications and experience. You have to produce the original certificates and deposit the same with us at the time of joining.

## CONTACT INFORMATION

You will keep the institution informed of your telephone number (land line and mobile), email, fax, postal address or any other means of communication including changes that may occur during the period of your employment. In the absence of the same, SCMS Group will in no way be responsible for any failure in communicating with you.

.....3.



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

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CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN-683 106  
Phone: 91-484-2623803 (30 Lines) Fax: 91-484-2623855 E-mail: scms@scmsgroup.org  
Website: www.scmsgroup.org

-: 3:-

## DATE OF JOINING

Your expected date of joining will be 18.07.2018.

We welcome you to SCMS family and look forward to a fruitful association.

With Best Wishes.

For SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

  
PROF. S. GOPAKUMAR  
GROUP DIRECTOR

gd

## ACCEPTANCE

I have read and fully understood the above terms and conditions and I accept the same.

Signature:

Name : Dr. NISHA . L

Date : 13/7/2018.



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to Mahatma Gandhi University, Kottayam

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN-683 106  
Phone: 91-484-2623803, 2623804, 2623885, 2623887, Fax: 91-484-2623855, E-mail: scms@vsnl.com

SSET/1/11/0483

04.03.2011.

Ms. Nandita Mohan,  
L-106, Changampuzha Nagar,  
South Kalamassery,  
COCHIN - 682 033.

Madam,

Sub: Offer of appointment as 'Faculty'.

Reference your application and subsequent interview you had with us, we are pleased to confirm our offer of appointment to you as 'Asst. Professor(Civil Engg.)'. The terms and conditions of appointment are as follows:

## COMPENSATION

You shall be paid a total salary of Rs.30,000/- p.m as per details below, subject to production of M.Tech. certificate.

Scale of pay	-	15600-450-39100	
Basic pay	-	Rs.15,600.00	
Academic Grade Pay	-	Rs. 6,000.00	
Personal Pay	-	Rs. 8,400.00	
			-----
			Rs.30,000.00
			=====

Statutory taxes including Income Tax will be deducted at source as per the prevailing rules.

## SERVICE CONDITIONS :

You will be on probation for a period of one year from the date of joining.

On satisfactory completion of probation you will be confirmed in the service of the SCMS Group.

As per our service rules the services of any faculty member can be terminated without notice at any time during the period of probation and thereafter with one month's notice on either side. You can leave the service only with one month's notice during probation. This provision is intended to safeguard the academic interests of the students.

However, in the event of your resignation, you have to give one month notice or one month's salary in lieu of notice. The management may, at its sole discretion, relieve you even before the expiry of the notice period without any salary or notice pay for the remaining period.

## TRANSFER

Your present place of work will be at Karukutty campus. But your services can be transferred to any of the institutions under the SCMS Group in India or abroad based on the requirements of the institution or exigencies of work from time to time.

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# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

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CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN-683 106  
Phone: 91-484-2623803, 2623804, 2623885, 2623887, Fax: 91-484-2623855, E-mail: scms@vsnl.com

- 2 -

## LEAVE

You will be governed by the leave policy of SCMS School of Engineering & Technology that is in force from time to time.

## EXCLUSIVITY

Your position is a full time employment with the institution and you shall devote yourself exclusively to the business of the institution. You shall not take up any other work for remuneration or be interested directly or indirectly in any other trade during the employment with this institution without permission in writing from the management.

## DECLARATIONS AND INFORMATION

This offer of appointment is made based on the information furnished by you regarding your personal data, educational qualifications and experience. You have to produce the original certificates and deposit the same with us at the time of joining.

## CONTACT INFORMATION

You will keep the institution informed of your telephone number (land line and mobile), email, fax, postal address or any other means of communication including changes that may occur during the period of your employment. In the absence of the same, SCMS Group will in no way be responsible for any failure in communicating with you.

## DATE OF JOINING

Your expected date of joining will be 01.06.2011.

We welcome you to SCMS family and look forward to a fruitful association.

With Best Wishes.

For SCMS GROUP OF EDUCATIONAL INSTITUTIONS

A.K. KESAVA PILLAI  
GROUP DIRECTOR

sj/

## ACCEPTANCE

I have read and fully understood the above terms and conditions and I accept the same.

Signature:

Name : Nandita Mohan.

Date : 7-3-2011



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to Mahatma Gandhi University, Kottayam and Approved by AICTE  
An ISO 9001:2008 Certified Institution

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN-683 106  
Phone: 91-484-2623803 (30 Lines) Fax: 91-484-2623855, E-mail: scms@scmsgroup.org  
Website: scmsgroup.org

SSET/1/14/0020

03.01.2014.

Ms. Roshni K.R.,  
Karamal House,  
Koonammavu P.O.,  
ERNAKULAM - 683 518.

Madam,

Sub: Offer of appointment as 'Faculty'.

Reference to your application and subsequent interview you had with us on 27.12.2013, we are pleased to confirm our offer of appointment to you as 'Asst. Professor (Civil Engg)'. The terms and conditions of appointment are as follows:

## COMPENSATION

You shall be paid a total salary of Rs.32,000/- p.m as per details below:

Scale of pay	-	15600-450-39100	
Basic pay	-	Rs.15,600.00	
AGP	-	Rs. 6,000.00	
HRA	-	Rs. 3,000.00	
Children's Edu.Allowance	-	Rs. 200.00	
TA	-	Rs. 800.00	
Personal Pay	-	Rs. 6,400.00	
		<u>Rs.32,000.00</u>	

Statutory taxes including Income Tax will be deducted at source as per the prevailing rules.

## SERVICE CONDITIONS :

You will be on probation for a period of one year from the date of joining.

On satisfactory completion of probation you will be confirmed in the service of the SCMS Group.

As per our service rules the services of any staff member can be terminated without notice at any time during the period of probation and thereafter with one month's notice or one month's salary in lieu of notice period on either side. You can leave the service only with one month's notice or one month's salary in lieu of notice period during probation.

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# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

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An ISO 9001:2008 Certified Institution

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN-683 106  
Phone: 91-484-2623803 (30 Lines) Fax: 91-484-2623855, E-mail: scms@scmsgroup.org  
Website: scmsgroup.org

-: 2:-

However, in the event of your resignation, you have to give one month notice or one month's salary in lieu of notice. The date of relief on account of resignation, however, should synchronize either with the commencement or with the closure of a semester as relief during a semester period is not permitted. The management may, at its sole discretion, relieve you even before the expiry of the notice period without any salary or notice pay for the remaining period.

## TRANSFER

Your present place of work will be at Karukutty campus. But your services can be transferred to any of the institutions under the SCMS Group in India or abroad based on the requirements of the institution or exigencies of work from time to time.

## LEAVE

You will be governed by the leave policy of SCMS School of Engineering & Technology that is in force from time to time.

## EXCLUSIVITY

Your position is a full time employment with the institution and you shall devote yourself exclusively to the business of the institution. You shall not take up any other work for remuneration or be interested directly or indirectly in any other trade during the employment with this institution without permission in writing from the management.

## DECLARATIONS AND INFORMATION

This offer of appointment is made based on the information furnished by you regarding your personal data, educational qualifications and experience. You have to produce the original certificates and deposit the same with us at the time of joining.

## CONTACT INFORMATION

You will keep the institution informed of your telephone number (land line and mobile), email, fax, postal address or any other means of communication including changes that may occur during the period of your employment. In the absence of the same, SCMS Group will in no way be responsible for any failure in communicating with you.

.....3.



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

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An ISO 9001:2008 Certified Institution

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN-683 106  
Phone: 91-484-2623903 (30 Lines) Fax: 91-484-2623855, E-mail: scms@scmsgroup.org  
Website: scmsgroup.org

-: 3:-

## DATE OF JOINING

Your expected date of joining will be 06.01.2014.

We welcome you to SCMS family and look forward to a fruitful association.

With Best Wishes.

For SCMS GROUP OF EDUCATIONAL INSTITUTIONS

*R/*  
  
A.K. KESAVA PILLAI  
GROUP DIRECTOR

*sj/*

## ACCEPTANCE

I have read and fully understood the above terms and conditions and I accept the same.

Signature: 

Name : Roshni K. R.

Date : 06.01.2014



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to Mahatma Gandhi University, Kottayam and Approved by AICTE  
An ISO 9001:2008 Certified Institution

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN-683 106  
Phone: 91-484-2623803 (30 Lines) Fax: 91-484-2623855, E-mail: scms@scmsgroup.org  
SSET/1/14/0023 Website: scmsgroup.org 03.01.2014.

Ms. Tenu Syriac,  
34/1680 A-1, Thriveni House,  
Chandrathil Road,  
Edappally,  
COCHIN – 682 024.

Madam,

Sub: Offer of appointment as 'Faculty'.

Reference to your application and subsequent interview you had with us on 19.08.2013, we are pleased to confirm our offer of appointment to you as 'Asst. Professor (Civil Engg)'. The terms and conditions of appointment are as follows:

## COMPENSATION

You shall be paid a total salary of Rs.32,000/- p.m as per details below:

Scale of pay - 15600-450-39100

Basic pay	-	Rs.15,600.00
AGP	-	Rs. 6,000.00
HRA	-	Rs. 3,000.00
Children's Edu.Allowance	-	Rs. 200.00
TA	-	Rs. 800.00
Personal Pay	-	Rs. 6,400.00
		-----
		<u>Rs.32,000.00</u>

Statutory taxes including Income Tax will be deducted at source as per the prevailing rules.

## SERVICE CONDITIONS :

You will be on probation for a period of one year from the date of joining.

On satisfactory completion of probation you will be confirmed in the service of the SCMS Group.

As per our service rules the services of any staff member can be terminated without notice at any time during the period of probation and thereafter with one month's notice or one month's salary in lieu of notice period on either side. You can leave the service only with one month's notice or one month's salary in lieu of notice period during probation.

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# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

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CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN-683 106  
Phone: 91-484-2623803 (30 Lines) Fax: 91-484-2623855, E-mail: scms@scmsgroup.org  
Website: scmsgroup.org

-: 2:-

However, in the event of your resignation, you have to give one month notice or one month's salary in lieu of notice. The date of relief on account of resignation, however, should synchronize either with the commencement or with the closure of a semester as relief during a semester period is not permitted. The management may, at its sole discretion, relieve you even before the expiry of the notice period without any salary or notice pay for the remaining period.

## TRANSFER

Your present place of work will be at Karukutty campus. But your services can be transferred to any of the institutions under the SCMS Group in India or abroad based on the requirements of the institution or exigencies of work from time to time.

## LEAVE

You will be governed by the leave policy of SCMS School of Engineering & Technology that is in force from time to time.

## EXCLUSIVITY

Your position is a full time employment with the institution and you shall devote yourself exclusively to the business of the institution. You shall not take up any other work for remuneration or be interested directly or indirectly in any other trade during the employment with this institution without permission in writing from the management.

## DECLARATIONS AND INFORMATION

This offer of appointment is made based on the information furnished by you regarding your personal data, educational qualifications and experience. You have to produce the original certificates and deposit the same with us at the time of joining.

## CONTACT INFORMATION

You will keep the institution informed of your telephone number (land line and mobile), email, fax, postal address or any other means of communication including changes that may occur during the period of your employment. In the absence of the same, SCMS Group will in no way be responsible for any failure in communicating with you.

.....3.



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to Mahatma Gandhi University, Kottayam and Approved by AICTE  
An ISO 9001:2008 Certified Institution

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN-683 106  
Phone: 91-484-2623803 (30 Lines) Fax: 91-484-2623855, E-mail: scms@scmsgroup.org  
Website: scmsgroup.org

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## DATE OF JOINING

Your expected date of joining will be 06.01.2014.

We welcome you to SCMS family and look forward to a fruitful association.

With Best Wishes.

For SCMS GROUP OF EDUCATIONAL INSTITUTIONS

A.K. KESAVA PILLAI  
GROUP DIRECTOR

sj/

## ACCEPTANCE

I have read and fully understood the above terms and conditions and I accept the same.

Signature:

Name : TENNU SYRIAC

Date : 6/1/2014



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

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Phone: 91-484-2623803 (30 Lines) Fax: 91-484-2623855, E-mail: scms@scmsgroup.org  
Website: scmsgroup.org

SSET/1/13/1850

29.08.2013.

Mr. Anand Raj,  
Meleth Narayanceyam,  
Kundanoor,  
Maradu P.O.,  
ERNAKULAM – 682 304.

Sir,

Sub: Offer of appointment as 'Faculty'.

Reference to your application and subsequent interview you had with us on 19.08.2013, we are pleased to confirm our offer of appointment to you as 'Asst. Professor (Civil Engg.)'. The terms and conditions of appointment are as follows:

## COMPENSATION

You shall be paid a total salary of Rs.32,900/- p.m subject to production of M.Tech. certificate. Till then your salary will be Rs.26,000/- p.m. as per details below:

Scale of Pay: 15600-450-39100

Basic Pay	-	Rs. 15,600.00
AGP	-	Rs. 6,000.00
HRA	-	Rs. 3,000.00
TA	-	Rs. 800.00
Personal Pay	-	Rs. 600.00
		-----
		Rs. 26,000.00

Statutory taxes including Income Tax will be deducted at source as per the prevailing rules.

## SERVICE CONDITIONS :

You will be on probation for a period of one year from the date of joining.

On satisfactory completion of probation you will be confirmed in the service of the SCMS Group.

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# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

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Website: scmsgroup.org

-: 2:-

As per our service rules the services of any staff member can be terminated without notice at any time during the period of probation and thereafter with one month's notice or one month's salary in lieu of notice period on either side. You can leave the service only with one month's notice or one month's salary in lieu of notice period during probation.

However, in the event of your resignation, you have to give one month notice or one month's salary in lieu of notice. The management may, at its sole discretion, relieve you even before the expiry of the notice period without any salary or notice pay for the remaining period.

## TRANSFER

Your present place of work will be at Karukutty campus. But your services can be transferred to any of the institutions under the SCMS Group in India or abroad based on the requirements of the institution or exigencies of work from time to time.

## LEAVE

You will be governed by the leave policy of SCMS School of Engineering & Technology that is in force from time to time.

## EXCLUSIVITY

Your position is a full time employment with the institution and you shall devote yourself exclusively to the business of the institution. You shall not take up any other work for remuneration or be interested directly or indirectly in any other trade during the employment with this institution without permission in writing from the management.

## DECLARATIONS AND INFORMATION

This offer of appointment is made based on the information furnished by you regarding your personal data, educational qualifications and experience. You have to produce the original certificates and deposit the same with us at the time of joining.

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# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

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Phone: 91-484-2623803 (30 Lines) Fax: 91-484-2623855, E-mail: scms@scmsgroup.org  
Website: scmsgroup.org

-: 3:-

## CONTACT INFORMATION

You will keep the institution informed of your telephone number (land line and mobile), email, fax, postal address or any other means of communication including changes that may occur during the period of your employment. In the absence of the same, SCMS Group will in no way be responsible for any failure in communicating with you.

## DATE OF JOINING

Your expected date of joining will be 01.09.2013.

**We welcome you to SCMS family and look forward to a fruitful association.**

With Best Wishes.

For SCMS GROUP OF EDUCATIONAL INSTITUTIONS

A.K. KESAVA PILLAI  
GROUP DIRECTOR

sj/

## ACCEPTANCE

I have read and fully understood the above terms and conditions and I accept the same.

Signature:

Name : Anand Raj

Date : 31/08/13



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to Mahatma Gandhi University, Kottayam and Approved by AICTE, Govt. of India  
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Phone: 91-484-2623803 (30 Lines) Fax: 91-484-2623855 E-mail: scms@scmsgroup.org  
Website: www.scmsgroup.org

SSET/1/14/2351

10.11.2014.

Ms. Geethu R. Babu,  
"Ragasudha",  
House No.15/1323, Pai Road,  
Perumpadappu, Palluruthy,  
COCHIN - 682 006.

Madam,

Sub: Offer of appointment as 'Faculty'.

Reference to your application and subsequent interview you had with us on 24.10.2014, we are pleased to confirm our offer of appointment to you as 'Asst. Professor (Civil Engg)'. The terms and conditions of appointment are as follows:

## COMPENSATION

You shall be paid a total salary of Rs.32,000/- p.m as per details below:

Scale of pay	-	15600-450-39100
Basic pay	-	Rs.15,600.00
AGP	-	Rs. 6,000.00
HRA	-	Rs. 3,000.00
TA	-	Rs. 800.00
Personal Pay	-	Rs. 6,600.00
		<u>Rs.32,000.00</u>

Statutory taxes including Income Tax will be deducted at source as per the prevailing rules.

## SERVICE CONDITIONS :

You will be on probation for a period of one year from the date of joining.

On satisfactory completion of probation you will be confirmed in the service of the SCMS Group.

As per our service rules the services of any staff member can be terminated without notice at any time during the period of probation and thereafter with one month's notice or one month's salary in lieu of notice period on either side. You can leave the service only with one month's notice or one month's salary in lieu of notice period during probation.

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Website: [www.scmsgroup.org](http://www.scmsgroup.org)

-: 2:-

However, in the event of your resignation, you have to give one month notice or one month's salary in lieu of notice. The date of relief on account of resignation, however, should synchronize either with the commencement or with the closure of a semester as relief during a semester period is not permitted. The management may, at its sole discretion, relieve you even before the expiry of the notice period without any salary or notice pay for the remaining period.

## TRANSFER

Your present place of work will be at Karukutty campus. But your services can be transferred to any of the institutions under the SCMS Group in India or abroad based on the requirements of the institution or exigencies of work from time to time.

## LEAVE

You will be governed by the leave policy of SCMS School of Engineering & Technology that is in force from time to time.

## EXCLUSIVITY

Your position is a full time employment with the institution and you shall devote yourself exclusively to the business of the institution. You shall not take up any other work for remuneration or be interested directly or indirectly in any other trade during the employment with this institution without permission in writing from the management.

## DECLARATIONS AND INFORMATION

This offer of appointment is made based on the information furnished by you regarding your personal data, educational qualifications and experience. You have to produce the original certificates and deposit the same with us at the time of joining.

## CONTACT INFORMATION

You will keep the institution informed of your telephone number (land line and mobile), email, fax, postal address or any other means of communication including changes that may occur during the period of your employment. In the absence of the same, SCMS Group will in no way be responsible for any failure in communicating with you.

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Phone: 91-484-2623803 (30 Lines) Fax: 91-484-2623855 E-mail: scms@scmsgroup.org  
Website: www.scmsgroup.org

-: 3:-

## DATE OF JOINING

Your expected date of joining will be 01.12.2014.

We welcome you to SCMS family and look forward to a fruitful association.

With Best Wishes.

For SCMS GROUP OF EDUCATIONAL INSTITUTIONS

**A.K. KESAVA PILLAI**  
**GROUP DIRECTOR**

\*/

## ACCEPTANCE

I have read and fully understood the above terms and conditions and I accept the same.

Signature:

Name : GEETHU R. BABU

Date : 11-11-2014





# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

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Website: www.scmsgroup.org

SSET/I/15/0081

12.01.2015.

Ms. Lakshmi Priya,  
Pranavam,  
Panayida Lane, Punnakkal,  
Elamakkara,  
COCHIN - 682 026.

Madam,

Sub: Offer of appointment as 'Faculty'.

Reference to your application and subsequent interview you had with us on 08.01.2015, we are pleased to confirm our offer of appointment to you as 'Asst. Professor (Civil Engg)'. The terms and conditions of appointment are as follows:

## COMPENSATION

You shall be paid a total salary of Rs.32,000/- p.m subject to production of M.Tech. certificate. Till then your salary will be Rs.26,000/- p.m. as per details below:

Scale of pay - 15600-450-39100

Basic pay	-	Rs.15,600.00
AGP	-	Rs. 6,000.00
HRA	-	Rs. 3,000.00
TA	-	Rs. 800.00
Personal Pay	-	Rs. 600.00
		<hr/>
		Rs.26,000.00

Statutory taxes including Income Tax will be deducted at source as per the prevailing rules.

## SERVICE CONDITIONS :

You will be on probation for a period of one year from the date of joining.

On satisfactory completion of probation you will be confirmed in the service of the SCMS Group.

As per our service rules the services of any staff member can be terminated without notice at any time during the period of probation and thereafter with one month's notice or one month's salary in lieu of notice period on either side. You can leave the service only with one month's notice or one month's salary in lieu of notice period during probation.

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Website: www.scmsgroup.org

-: 2:-

However, in the event of your resignation, you have to give one month notice or one month's salary in lieu of notice. The date of relief on account of resignation, however, should synchronize either with the commencement or with the closure of a semester as relief during a semester period is not permitted. The management may, at its sole discretion, relieve you even before the expiry of the notice period without any salary or notice pay for the remaining period.

## TRANSFER

Your present place of work will be at Karukutty campus. But your services can be transferred to any of the institutions under the SCMS Group in India or abroad based on the requirements of the institution or exigencies of work from time to time.

## LEAVE

You will be governed by the leave policy of SCMS School of Engineering & Technology that is in force from time to time.

## EXCLUSIVITY

Your position is a full time employment with the institution and you shall devote yourself exclusively to the business of the institution. You shall not take up any other work for remuneration or be interested directly or indirectly in any other trade during the employment with this institution without permission in writing from the management.

## DECLARATIONS AND INFORMATION

This offer of appointment is made based on the information furnished by you regarding your personal data, educational qualifications and experience. You have to produce the original certificates and deposit the same with us at the time of joining.

## CONTACT INFORMATION

You will keep the institution informed of your telephone number (land line and mobile), email, fax, postal address or any other means of communication including changes that may occur during the period of your employment. In the absence of the same, SCMS Group will in no way be responsible for any failure in communicating with you.

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Phone: 91-484-2623803 (30 Lines) Fax: 91-484-2623855 E-mail: scms@scmsgroup.org  
Website: www.scmsgroup.org

-: 3:-

## DATE OF JOINING

Your expected date of joining will be 14.01.2015.

We welcome you to SCMS family and look forward to a fruitful association.

With Best Wishes.

For SCMS GROUP OF EDUCATIONAL INSTITUTIONS

A.K. KESAVA PILLAI  
GROUP DIRECTOR

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## ACCEPTANCE

I have read and fully understood the above terms and conditions and I accept the same.

Signature:

Name : LAKSHMI PRIYA

Date : 13/1/15



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to Mahatma Gandhi University, Kottayam and Approved by AICTE, Govt. of India  
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CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN-683 106  
Phone: 91-484-2623803 (30 Lines) Fax: 91-484-2623855 E-mail: scms@scmsgroup.org  
SSET/1/15/1556 Website: www.scmsgroup.org 05.08.2015.

Ms. Merin Mathew,  
M.M.M.R. Cottage,  
Areakel House,  
Mookkannoor P.O., Angamaly,  
ERNAKULAM – 683 577.

Madam,

Sub: Offer of engagement as 'Research Associate'.

Reference to your application and subsequent interview you had with us on 24.07.2015, we are pleased to engage you as 'Research Associate' under the following conditions.

## STIPEND

You shall be paid a monthly stipend of Rs.15,100/-(consolidated)during the period till the completion of your M.Tech. course and on satisfactory completion of M.Tech. course you will be taken on regular rolls on probation in the scale of pay of 15600-450-39100.

On submission of M.Tech. certificate you will be paid a total salary of Rs.30,000/- p.m.

Statutory taxes including Income Tax will be deducted at source as per the prevailing rules.

## SERVICE CONDITIONS :

On satisfactory completion of probation you will be confirmed in the service of the SCMS Group.

As per our service rules the services of any staff member can be terminated without notice at any time during the period of probation and thereafter with one month's notice or one month's salary in lieu of notice period on either side. You can leave the service only with one month's notice or one month's salary in lieu of notice period during probation.

However, in the event of your resignation, you have to give one month notice or one month's salary in lieu of notice. The management may, at its sole discretion, relieve you even before the expiry of the notice period without any salary or notice pay for the remaining period.

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Website: [www.scmsgroup.org](http://www.scmsgroup.org)

-: 2:-

## TRANSFER

Your present place of work will be at Karukutty campus. But your services can be transferred to any of the institutions under the SCMS Group in India or abroad based on the requirements of the institution or exigencies of work from time to time.

## LEAVE

You will be governed by the leave policy of SCMS School of Engineering & Technology that is in force from time to time.

## EXCLUSIVITY

Your position is a full time employment with the institution and you shall devote yourself exclusively to the business of the institution. You shall not take up any other work for remuneration or be interested directly or indirectly in any other trade during the employment with this institution without permission in writing from the management.

## DECLARATIONS AND INFORMATION

This offer of appointment is made based on the information furnished by you regarding your personal data, educational qualifications and experience. You have to produce the original certificates and deposit the same with us at the time of joining.

## CONTACT INFORMATION

You will keep the institution informed of your telephone number (land line and mobile), email, fax, postal address or any other means of communication including changes that may occur during the period of your employment. In the absence of the same, SCMS Group will in no way be responsible for any failure in communicating with you.

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Website: www.scmsgroup.org

-: 3:-

## DATE OF JOINING

Your expected date of joining will be 01.09.2015.

We welcome you to SCMS family and look forward to a fruitful association.

With Best Wishes.

For SCMS GROUP OF EDUCATIONAL INSTITUTIONS

A.K. KESAVA PILLAI  
GROUP DIRECTOR

sj/

## ACCEPTANCE

I have read and fully understood the above terms and conditions and I accept the same.

Signature:

Name : Merin Mathew

Date : 31/08/2015



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

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Phone: 91-484-2623803 (30 Lines) Fax: 91-484-2623855 E-mail: scms@scmsgroup.org  
Website: www.scmsgroup.org

SSET/1/18/277

10.07.2018

Mr. Deeraj A.D.,  
Alookkaren House,  
Kuttippuzha Nagar,  
West Fort, Thrissur - 680004.

Sir,

Sub: Offer of appointment as 'Faculty'.

Reference to your application and subsequent interview you had with us on 30.05.2018, we are pleased to confirm our offer of appointment to you as 'Asst. Professor - Civil Engineering'. The terms and conditions of appointment are as follows:

## COMPENSATION

You shall be paid a total salary of Rs.30,000/- p.m as per details below:

Scale of pay	-	15600-450-39100	
Basic pay	-	Rs.15,600.00	
AGP	-	Rs. 6,000.00	
HRA	-	Rs. 3,000.00	
Children's Edu.Allowance	-	Rs. 200.00	
TA	-	Rs. 1,600.00	
Personal Pay	-	Rs. 3,600.00	
		<u>Rs.30,000.00</u>	

Statutory taxes including Income Tax will be deducted at source as per the prevailing rules.

## SERVICE CONDITIONS :

You will be on probation for a period of one year from the date of joining.

On satisfactory completion of probation you will be confirmed in the service of the SCMS Group.

As per our service rules the services of any faculty member can be terminated without notice, at any time during the period of probation and thereafter with one month's notice or one month's salary in lieu of notice period on either side. You can leave the service only with one month's notice or one month's salary in lieu of notice period during probation.

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# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

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Phone: 91-484-2623803 (30 Lines) Fax: 91-484-2623855 E-mail: scms@scmsgroup.org  
Website: www.scmsgroup.org

-: 2:-

However, in the event of your resignation, you have to give one month notice or one month's salary in lieu of notice. The date of relief on account of resignation, however, should synchronize either with the commencement or with the closure of a semester as relief during a semester period is not permitted. The management may, at its sole discretion, relieve you even before the expiry of the notice period without any salary or notice pay for the remaining period.

As a member of faculty at SSET, you are required to associate with Social outreach / Research and related activities undertaken by SSET.

## TRANSFER

Your present place of work will be at Karukutty campus. But your services can be transferred to any of the institutions under the SCMS Group in India or abroad based on the requirements of the institution or exigencies of work from time to time.

## LEAVE

You will be governed by the leave policy of SCMS School of Engineering & Technology that is in force from time to time.

## EXCLUSIVITY

Your position is a full time employment with the institution and you shall devote yourself exclusively to the business of the institution. You shall not take up any other work for remuneration or be interested directly or indirectly in any other trade during the employment with this institution without permission in writing from the management.

## DECLARATIONS AND INFORMATION

This offer of appointment is made based on the information furnished by you regarding your personal data, educational qualifications and experience. You have to produce the original certificates and deposit the same with us at the time of joining.

## CONTACT INFORMATION

You will keep the institution informed of your telephone number (land line and mobile), email, fax, postal address or any other means of communication including changes that may occur during the period of your employment. In the absence of the same, SCMS Group will in no way be responsible for any failure in communicating with you.

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Phone: 91-484-2623803 (30 Lines) Fax: 91-484-2623855 E-mail: scms@scmsgroup.org  
Website: www.scmsgroup.org

-: 3:-

## DATE OF JOINING

Your expected date of joining will be 18.07.2018.

We welcome you to SCMS family and look forward to a fruitful association.

With Best Wishes.

For SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

**PROF. S. GOPAKUMAR**  
**GROUP DIRECTOR**

gd

## ACCEPTANCE

I have read and fully understood the above terms and conditions and I accept the same.

Signature:

Name : DEERAJ . A . D

Date : 13/7/18



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

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Website: www.scmsgroup.org

SSET/1/18/275

10.07.2018

Mr. Jerry Anto,  
Thakkolkaran House,  
Cheruvallur P.O.,  
Kulayidam, Koratty - 680308

Sir,

Sub: Offer of appointment as 'Faculty'.

Reference to your application and subsequent interview you had with us on 29.05.2018, we are pleased to confirm our offer of appointment to you as 'Asst. Professor - Civil Engineering'. The terms and conditions of appointment are as follows:

## COMPENSATION

You shall be paid a total salary of Rs.36,000/- p.m as per details below:

Scale of pay - 15600-450-39100

Basic pay	-	Rs.15,600.00
AGP	-	Rs. 6,000.00
HRA	-	Rs. 3,000.00
Children's Edu.Allowance	-	Rs. 200.00
TA	-	Rs. 1,600.00
Personal Pay	-	Rs. 9,600.00
		<u>Rs.36,000.00</u>

Statutory taxes including Income Tax will be deducted at source as per the prevailing rules.

## SERVICE CONDITIONS :

You will be on probation for a period of one year from the date of joining.

On satisfactory completion of probation you will be confirmed in the service of the SCMS Group.

As per our service rules the services of any faculty member can be terminated without notice at any time during the period of probation and thereafter with one month's notice or one month's salary in lieu of notice period on either side. You can leave the service only with one month's notice or one month's salary in lieu of notice period during probation.

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# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

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Website: www.scmsgroup.org

-: 2:-

However, in the event of your resignation, you have to give one month notice or one month's salary in lieu of notice. The date of relief on account of resignation, however, should synchronize either with the commencement or with the closure of a semester as relief during a semester period is not permitted. The management may, at its sole discretion, relieve you even before the expiry of the notice period without any salary or notice pay for the remaining period.

As a member of faculty at SSET, you are required to associate with Social outreach / Research and related activities undertaken by SSET.

## TRANSFER

Your present place of work will be at Karukutty campus. But your services can be transferred to any of the institutions under the SCMS Group in India or abroad based on the requirements of the institution or exigencies of work from time to time.

## LEAVE

You will be governed by the leave policy of SCMS School of Engineering & Technology that is in force from time to time.

## EXCLUSIVITY

Your position is a full time employment with the institution and you shall devote yourself exclusively to the business of the institution. You shall not take up any other work for remuneration or be interested directly or indirectly in any other trade during the employment with this institution without permission in writing from the management.

## DECLARATIONS AND INFORMATION

This offer of appointment is made based on the information furnished by you regarding your personal data, educational qualifications and experience. You have to produce the original certificates and deposit the same with us at the time of joining.

## CONTACT INFORMATION

You will keep the institution informed of your telephone number (land line and mobile), email, fax, postal address or any other means of communication including changes that may occur during the period of your employment. In the absence of the same, SCMS Group will in no way be responsible for any failure in communicating with you.

.....3.



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to Mahatma Gandhi University, Kottayam and Approved by AICTE, Govt. of India  
An ISO 9001:2008 Certified Institution

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN-683 106  
Phone: 91-484-2623803 (30 Lines) Fax: 91-484-2623855 E-mail: scms@scmsgroup.org  
Website: www.scmsgroup.org

-: 3:-

## DATE OF JOINING

Your expected date of joining will be 18.07.2018.

We welcome you to SCMS family and look forward to a fruitful association.

With Best Wishes.

For SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

  
PROF. S. GOPAKUMAR  
GROUP DIRECTOR

gd

## ACCEPTANCE

I have read and fully understood the above terms and conditions and I accept the same.

Signature: 

Name : JERRY ANTO

Date : 12-07-2018



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

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Phone: 91-484-2623803 (30 Lines) Fax: 91-484-2623855 E-mail: scms@scmsgroup.org  
Website: www.scmsgroup.org

SSET/1/18/273

09.07.2018

Mr. Deepu R.,  
Sreevalsom, Puthuparambil House,  
Champakara P.O., Karukachal,  
Kottayam - 686540

Sir,

Sub: Offer of appointment as 'Faculty'.

Reference to your application and subsequent interview you had with us on 29.05.2018, we are pleased to confirm our offer of appointment to you as 'Asst. Professor - Civil Engineering'. The terms and conditions of appointment are as follows:

## COMPENSATION

You shall be paid a total salary of Rs.30,000/- p.m as per details below:

Scale of pay - 15600-450-39100

Basic pay	-	Rs.15,600.00
AGP	-	Rs. 6,000.00
HRA	-	Rs. 3,000.00
Children's Edu.Allowance	-	Rs. 200.00
TA	-	Rs. 1,600.00
Personal Pay	-	Rs. 3,600.00
		-----
		<u>Rs.30,000.00</u>

Statutory taxes including Income Tax will be deducted at source as per the prevailing rules.

## SERVICE CONDITIONS :

You will be on probation for a period of one year from the date of joining.

On satisfactory completion of probation you will be confirmed in the service of the SCMS Group.

As per our service rules the services of any faculty member can be terminated without notice at any time during the period of probation and thereafter with one month's notice or one month's salary in lieu of notice period on either side. You can leave the service only with one month's notice or one month's salary in lieu of notice period during probation.

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Website: www.scmsgroup.org

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However, in the event of your resignation, you have to give one month notice or one month's salary in lieu of notice. The date of relief on account of resignation, however, should synchronize either with the commencement or with the closure of a semester as relief during a semester period is not permitted. The management may, at its sole discretion, relieve you even before the expiry of the notice period without any salary or notice pay for the remaining period.

As a member of faculty at SSET, you are required to associate with Social outreach / Research and related activities undertaken by SSET.

## TRANSFER

Your present place of work will be at Karukutty campus. But your services can be transferred to any of the institutions under the SCMS Group in India or abroad based on the requirements of the institution or exigencies of work from time to time.

## LEAVE

You will be governed by the leave policy of SCMS School of Engineering & Technology that is in force from time to time.

## EXCLUSIVITY

Your position is a full time employment with the institution and you shall devote yourself exclusively to the business of the institution. You shall not take up any other work for remuneration or be interested directly or indirectly in any other trade during the employment with this institution without permission in writing from the management.

## DECLARATIONS AND INFORMATION

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## CONTACT INFORMATION

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-: 3:-

## DATE OF JOINING

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With Best Wishes.

For SCMS SCHOOL OF ENGINEERING & TECHNOLOGY




PROF. S. GOPAKUMAR  
GROUP DIRECTOR

gd

## ACCEPTANCE

I have read and fully understood the above terms and conditions and I accept the same.

Signature:   
Name : DEEPU R  
Date : 12-07-2018



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

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Phone: 91-484-2623803 (30 Lines) Fax: 91-484-2623855 E-mail: scms@scmsgroup.org  
Website: www.scmsgroup.org

SSET/1/18/283

12.07.2018

Ms. Sruthy M.R.,  
Sumashree, Jubilee Lane,  
Khanna Nagar, KINFRA Park P.O.,  
Koratty, Thrissur - 680309

Madam,

Sub: Offer of appointment as 'Faculty'.

Reference to your application and subsequent interview you had with us on 30.05.2018, we are pleased to confirm our offer of appointment to you as 'Asst. Professor - Civil Engineering'. The terms and conditions of appointment are as follows:

## COMPENSATION

You shall be paid a total salary of Rs.32,000/- p.m as per details below:

Scale of pay	-	15600-450-39100	
Basic pay	-	Rs.15,600.00	
AGP	-	Rs. 6,000.00	
HRA	-	Rs. 3,000.00	
Children's Edu.Allowance	-	Rs. 200.00	
TA	-	Rs. 1,600.00	
Personal Pay	-	Rs. 5,600.00	
			<u>Rs.32,000.00</u>

Statutory taxes including Income Tax will be deducted at source as per the prevailing rules.

## SERVICE CONDITIONS :

You will be on probation for a period of one year from the date of joining.

On satisfactory completion of probation you will be confirmed in the service of the SCMS Group.

As per our service rules the services of any faculty member can be terminated without notice at any time during the period of probation and thereafter with one month's notice or one month's salary in lieu of notice period on either side. You can leave the service only with one month's notice or one month's salary in lieu of notice period during probation.

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# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

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Website: [www.scmsgroup.org](http://www.scmsgroup.org)

-: 2:-

However, in the event of your resignation, you have to give one month notice or one month's salary in lieu of notice. The date of relief on account of resignation, however, should synchronize either with the commencement or with the closure of a semester as relief during a semester period is not permitted. The management may, at its sole discretion, relieve you even before the expiry of the notice period without any salary or notice pay for the remaining period.

As a member of faculty at SSET, you are required to associate with Social outreach / Research and related activities undertaken by SSET.

## TRANSFER

Your present place of work will be at Karukutty campus. But your services can be transferred to any of the institutions under the SCMS Group in India or abroad based on the requirements of the institution or exigencies of work from time to time.

## LEAVE

You will be governed by the leave policy of SCMS School of Engineering & Technology that is in force from time to time.

## EXCLUSIVITY

Your position is a full time employment with the institution and you shall devote yourself exclusively to the business of the institution. You shall not take up any other work for remuneration or be interested directly or indirectly in any other trade during the employment with this institution without permission in writing from the management.

## DECLARATIONS AND INFORMATION

This offer of appointment is made based on the information furnished by you regarding your personal data, educational qualifications and experience. You have to produce the original certificates and deposit the same with us at the time of joining.

## CONTACT INFORMATION

You will keep the institution informed of your telephone number (land line and mobile), email, fax, postal address or any other means of communication including changes that may occur during the period of your employment. In the absence of the same, SCMS Group will in no way be responsible for any failure in communicating with you.

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Website: www.scmsgroup.org

-: 3:-

## DATE OF JOINING

Your expected date of joining will be 18.07.2018.

We welcome you to SCMS family and look forward to a fruitful association.

With Best Wishes.


For SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

  
PROF. S. GOPAKUMAR  
GROUP DIRECTOR

gd

## ACCEPTANCE

I have read and fully understood the above terms and conditions and I accept the same.

Signature: 

Name : SRUTHY M.R.

Date : 16.07.2018



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to Mahatma Gandhi University, Kottayam and Approved by AICTE, Govt. of India  
An ISO 9001:2008 Certified Institution

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Phone: 91-484-2623803 (30 Lines) Fax: 91-484-2623855 E-mail: scms@scmsgroup.org  
Website: www.scmsgroup.org

SSET/1/18/326

30.07.2018

Ms. Praseeja A.V.,  
Vakkeelavalappil House,  
Prasadam, Perincheri P.O.,  
Thrissur – 680 306

Madam,

Sub: Offer of appointment as 'Faculty'.

Reference to your application and subsequent interview you had with us on 30.05.2018, we are pleased to confirm our offer of appointment to you as 'Asst. Professor - Civil Engineering'. The terms and conditions of appointment are as follows:

## COMPENSATION

You shall be paid a total salary of Rs.38,000/- p.m as per details below:

Scale of pay	-	15600-450-39100	
Basic pay	-	Rs.15,600.00	
AGP	-	Rs. 6,000.00	
HRA	-	Rs. 3,000.00	
Children's Edu.Allowance	-	Rs. 200.00	
TA	-	Rs. 1,600.00	
Personal Pay	-	Rs.11,600.00	
		<u>Rs.38,000.00</u>	

Statutory taxes including Income Tax will be deducted at source as per the prevailing rules.

## SERVICE CONDITIONS :

You will be on probation for a period of one year from the date of joining.

On satisfactory completion of probation you will be confirmed in the service of the SCMS Group.

As per our service rules the services of any faculty member can be terminated without notice at any time during the period of probation and thereafter with one month's notice or one month's salary in lieu of notice period on either side. You can leave the service only with one month's notice or one month's salary in lieu of notice period during probation.

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# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

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Website: www.scmsgroup.org

-: 2:-

However, in the event of your resignation, you have to give one month notice or one month's salary in lieu of notice. The date of relief on account of resignation, however, should synchronize either with the commencement or with the closure of a semester as relief during a semester period is not permitted. The management may, at its sole discretion, relieve you even before the expiry of the notice period without any salary or notice pay for the remaining period.

As a member of faculty at SSET, you are required to associate with Social outreach / Research and related activities undertaken by SSET.

## TRANSFER

Your present place of work will be at Karukutty campus. But your services can be transferred to any of the institutions under the SCMS Group in India or abroad based on the requirements of the institution or exigencies of work from time to time.

## LEAVE

You will be governed by the leave policy of SCMS School of Engineering & Technology that is in force from time to time.

## EXCLUSIVITY

Your position is a full time employment with the institution and you shall devote yourself exclusively to the business of the institution. You shall not take up any other work for remuneration or be interested directly or indirectly in any other trade during the employment with this institution without permission in writing from the management.

## DECLARATIONS AND INFORMATION

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## CONTACT INFORMATION

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# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

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Phone: 91-484-2623803 (30 Lines) Fax: 91-484-2623855 E-mail: scms@scmsgroup.org  
Website: www.scmsgroup.org

-: 3:-

## DATE OF JOINING

Your expected date of joining will be 01.08.2018.

We welcome you to SCMS family and look forward to a fruitful association.

With Best Wishes.

For SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

**PROF. S. GOPAKUMAR**  
**GROUP DIRECTOR**

## ACCEPTANCE

I have read and fully understood the above terms and conditions and I accept the same.

Signature:

Name : PRAJEEJA A-K

Date : 30/07/18



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to APJ Abdul Kalam Technological University, Kerala and Approved by AICTE, Govt. of India  
An ISO 9001:2008 Certified Institution

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN-683 106.  
Phone: 91-484-2623803 (30 Lines) / 2628000 • E-mail: scms@scmsgroup.org  
Website: www.scmsgroup.org

SSET/1/19/226

30.07.2019

Ms. Akhila M.,  
Sam Nivas, Near Ayyappankkavu,  
Amala Nagar,  
Thrissur - 680555

Madam,

Sub: Offer of appointment as 'Faculty':

Reference to your application and subsequent interview you had with us on 03.07.2019, we are pleased to confirm our offer of appointment to you as 'Assistant Professor-Civil Engineering'. The terms and conditions of appointment are as follows:

## COMPENSATION

You shall be paid a total salary of Rs.35,000/- p.m. as per details below:

Scale of pay	-	15600-450-39100	
Basic pay	-		Rs.15,600.00
AGP	-		Rs. 6,000.00
HRA	-		Rs. 3,000.00
TA	-		Rs. 1,600.00
Children's Edu. Allowance	-		Rs. 200.00
Personal Pay	-		Rs. 8,600.00
			<u>Rs.35,000.00</u>

On submission of Ph.D. Certificate you will be paid a total salary of Rs.50,000/- p.m.

Statutory taxes including Income Tax will be deducted at source as per the prevailing rules.

## SERVICE CONDITIONS :

You will be on probation for a period of one year from the date of joining.

On satisfactory completion of probation you will be confirmed in the service of the SCMS Group.

As per our service rules the services of any faculty member can be terminated without notice at any time during the period of probation and thereafter with one month's notice or one month's salary in lieu of notice period on either side. You can leave the service only with one month's notice or one month's salary in lieu of notice period during probation.

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# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

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Phone: 91-484-2623803 (30 Lines) / 2628000 • E-mail: scms@scmsgroup.org  
Website: www.scmsgroup.org

-: 2:-

However, in the event of your resignation, you have to give one month notice or one month's salary in lieu of notice. The date of relief on account of resignation, however, should synchronize either with the commencement or with the closure of a semester as relief during a semester period is not permitted. This provision is intended to safeguard the academic interests of the students. The management may, at its sole discretion, relieve you even before the expiry of the notice period without any salary or notice pay for the remaining period.

As a member of faculty at SSET, you are required to associate with Social outreach / Research and related activities undertaken by SSET.

## TRANSFER

Your present place of work will be at Karukutty campus. But your services can be transferred to any of the institutions under the SCMS Group in India or abroad based on the requirements of the institution or exigencies of work from time to time.

## LEAVE

You will be governed by the leave policy of SCMS School of Engineering & Technology that is in force from time to time.

## EXCLUSIVITY

Your position is a full time employment with the institution and you shall devote yourself exclusively to the business of the institution. You shall not take up any other work for remuneration or be interested directly or indirectly in any other trade during the employment with this institution without permission in writing from the management.

## DECLARATIONS AND INFORMATION

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## CONTACT INFORMATION

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# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

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Phone: 91-484-2623803 (30 Lines) / 2628000 • E-mail: scms@scmsgroup.org  
Website: www.scmsgroup.org

-: 3:-

## DATE OF JOINING

Your expected date of joining will be 01.08.2019.

We welcome you to SCMS family and look forward to a fruitful association.

With Best Wishes.

For SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

DR. RADHA P. THEVANNOOR  
REGISTRAR & GROUP DIRECTOR

23

## ACCEPTANCE

I have read and fully understood the above terms and conditions and I accept the same.

Signature:

Name : AKHILA M

Date : 01-08-2019





# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

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Phone: 91-484-2623803 (30 Lines) / 2628000 • E-mail: scms@scmsgroup.org

Website: www.scmsgroup.org

SSET/1/19/227

30.07.2019

Ms. Sruthy S.,  
Anurag House,  
Pallanthuruth Road,  
North Paravur - 683513

Madam,

Sub: Offer of appointment as 'Faculty'.

Reference to your application and subsequent interview you had with us on 03.07.2019, we are pleased to confirm our offer of appointment to you as 'Assistant Professor-Civil Engineering'. The terms and conditions of appointment are as follows:

## COMPENSATION

You shall be paid a total salary of Rs.30,000/- p.m as per details below:

Scale of pay - 15600-450-39100

Basic pay	-	Rs.15,600.00
AGP	-	Rs. 6,000.00
HRA	-	Rs. 3,000.00
TA	-	Rs. 1,600.00
Children's Edu. Allowance	-	Rs. 200.00
Personal Pay	-	Rs. 3,600.00
		<u>Rs.30,000.00</u>

Statutory taxes including Income Tax will be deducted at source as per the prevailing rules.

## SERVICE CONDITIONS :

You will be on probation for a period of one year from the date of joining.

On satisfactory completion of probation you will be confirmed in the service of the SCMS Group.

As per our service rules the services of any faculty member can be terminated without notice at any time during the period of probation and thereafter with one month's notice or one month's salary in lieu of notice period on either side. You can leave the service only with one month's notice or one month's salary in lieu of notice period during probation.

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Website: www.scmsgroup.org

-: 2:-

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## LEAVE

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Website: www.scmsgroup.org

-: 3:-

## DATE OF JOINING

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We welcome you to SCMS family and look forward to a fruitful association.

With Best Wishes.

For SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

  
DR. RADHA P. THEVANNOOR  
REGISTRAR & GROUP DIRECTOR

st

## ACCEPTANCE

I have read and fully understood the above terms and conditions and I accept the same.

Signature:



Name :

Sruthy.S

Date :

1/8/19



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

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Phone: 91-484-2623803 (30 Lines) / 2628000 • E-mail: scms@scmsgroup.org  
Website: www.scmsgroup.org

SSET/1/19/243

02.08.2019

Ms. Merin Kuriakose,  
Thaliyachira House,  
8A, River East Road,  
Irimpanam P.O.,  
Ernakulam - 682309

Madam,

Sub: Offer of appointment as 'Faculty'.

Reference to your application and subsequent interview you had with us on 31.07.2019, we are pleased to confirm our offer of appointment to you as 'Assistant Professor-Civil Engineering'. The terms and conditions of appointment are as follows:

## COMPENSATION

You shall be paid a total salary of Rs.30,000/- p.m as per details below:

Scale of pay	-	15600-450-39100	
Basic pay	-	Rs.15,600.00	
AGP	-	Rs. 6,000.00	
HRA	-	Rs. 3,000.00	
TA	-	Rs. 1,600.00	
Personal Pay	-	Rs. 3,800.00	
		<u>Rs.30,000.00</u>	

Statutory taxes including Income Tax will be deducted at source as per the prevailing rules.

## SERVICE CONDITIONS :

You will be on probation for a period of one year from the date of joining.

On satisfactory completion of probation you will be confirmed in the service of the SCMS Group.

As per our service rules the services of any faculty member can be terminated without notice at any time during the period of probation and thereafter with one month's notice or one month's salary in lieu of notice period on either side. You can leave the service only with one month's notice or one month's salary in lieu of notice period during probation.

..... 2/



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to APJ Abdul Kalam Technological University, Kerala and Approved by AICTE, Govt. of India  
An ISO 9001:2008 Certified Institution

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN-683 106.

Phone: 91-484-2623803 (30 Lines) / 2628000 • E-mail: scms@scmsgroup.org

Website: www.scmsgroup.org

-: 2:-

However, in the event of your resignation, you have to give one month notice or one month's salary in lieu of notice. The date of relief on account of resignation, however, should synchronize either with the commencement or with the closure of a semester as relief during a semester period is not permitted. This provision is intended to safeguard the academic interests of the students. The management may, at its sole discretion, relieve you even before the expiry of the notice period without any salary or notice pay for the remaining period.

As a member of faculty at SSET, you are required to associate with Social outreach / Research and related activities undertaken by SSET.

## TRANSFER

Your present place of work will be at Karukutty campus. But your services can be transferred to any of the institutions under the SCMS Group in India or abroad based on the requirements of the institution or exigencies of work from time to time.

## LEAVE

You will be governed by the leave policy of SCMS School of Engineering & Technology that is in force from time to time.

## EXCLUSIVITY

Your position is a full time employment with the institution and you shall devote yourself exclusively to the business of the institution. You shall not take up any other work for remuneration or be interested directly or indirectly in any other trade during the employment with this institution without permission in writing from the management.

## DECLARATIONS AND INFORMATION

This offer of appointment is made based on the information furnished by you regarding your personal data, educational qualifications and experience. You have to produce the original certificates and deposit the same with us at the time of joining.

## CONTACT INFORMATION

You will keep the institution informed of your telephone number (land line and mobile), email, fax, postal address or any other means of communication including changes that may occur during the period of your employment. In the absence of the same, SCMS Group will in no way be responsible for any failure in communicating with you.

.....3.



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

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Website: www.scmsgroup.org

-: 3:-

## DATE OF JOINING

Your expected date of joining will be 05.08.2019.

We welcome you to SCMS family and look forward to a fruitful association.

With Best Wishes.

For SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

DR. RADHA P. THEVANNOOR  
REGISTRAR & GROUP DIRECTOR

g<sup>d</sup>

## ACCEPTANCE

I have read and fully understood the above terms and conditions and I accept the same.

Signature:

Name : Merin Kuriankose

Date : 05/08/2019



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

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Phone: 91-484-2623803 (30 Lines) / 2628000 • E-mail: scms@scmsgroup.org

Website: www.scmsgroup.org

SSET/1/19/246

05.08.2019

Ms. Anjana Susan John,  
Parvelikudy House,  
Union Bank Road,  
Perumbavoor – 683542.

Madam,

Sub: Offer of appointment as 'Faculty'.

Reference to your application and subsequent interview you had with us on 31.07.2019, we are pleased to confirm our offer of appointment to you as 'Assistant Professor-Civil Engineering'. The terms and conditions of appointment are as follows:

## COMPENSATION

You shall be paid a total salary of Rs.33,000/- p.m as per details below:

Scale of pay	-	15600-450-39100	
Basic pay	-	Rs.15,600.00	
AGP	-	Rs. 6,000.00	
HRA	-	Rs. 3,000.00	
TA	-	Rs. 1,600.00	
Children's Edu. Allowance	-	Rs. 200.00	
Personal Pay	-	Rs. 6,600.00	
		<u>Rs.33,000.00</u>	

Statutory taxes including Income Tax will be deducted at source as per the prevailing rules.

## SERVICE CONDITIONS :

You will be on probation for a period of one year from the date of joining.

On satisfactory completion of probation you will be confirmed in the service of the SCMS Group.

As per our service rules the services of any faculty member can be terminated without notice at any time during the period of probation and thereafter with one month's notice or one month's salary in lieu of notice period on either side. You can leave the service only with one month's notice or one month's salary in lieu of notice period during probation.

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Website: www.scmsgroup.org

-: 2:-

However, in the event of your resignation, you have to give one month notice or one month's salary in lieu of notice. The date of relief on account of resignation, however, should synchronize either with the commencement or with the closure of a semester as relief during a semester period is not permitted. This provision is intended to safeguard the academic interests of the students. The management may, at its sole discretion, relieve you even before the expiry of the notice period without any salary or notice pay for the remaining period.

As a member of faculty at SSET, you are required to associate with Social outreach / Research and related activities undertaken by SSET.

## TRANSFER

Your present place of work will be at Karukutty campus. But your services can be transferred to any of the institutions under the SCMS Group in India or abroad based on the requirements of the institution or exigencies of work from time to time.

## LEAVE

You will be governed by the leave policy of SCMS School of Engineering & Technology that is in force from time to time.

## EXCLUSIVITY

Your position is a full time employment with the institution and you shall devote yourself exclusively to the business of the institution. You shall not take up any other work for remuneration or be interested directly or indirectly in any other trade during the employment with this institution without permission in writing from the management.

## DECLARATIONS AND INFORMATION

This offer of appointment is made based on the information furnished by you regarding your personal data, educational qualifications and experience. You have to produce the original certificates and deposit the same with us at the time of joining.

## CONTACT INFORMATION

You will keep the institution informed of your telephone number (land line and mobile), email, fax, postal address or any other means of communication including changes that may occur during the period of your employment. In the absence of the same, SCMS Group will in no way be responsible for any failure in communicating with you.

.....3.





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Phone: 91-484-2623803 (30 Lines) / 2628000 • E-mail: scms@scmsgroup.org

Website: www.scmsgroup.org

-: 3:-

## DATE OF JOINING

Your expected date of joining will be 05.08.2019.

We welcome you to SCMS family and look forward to a fruitful association.

With Best Wishes.

For SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

DR. RADHA P. THEVANNOOR  
REGISTRAR & GROUP DIRECTOR

gd

## ACCEPTANCE

I have read and fully understood the above terms and conditions and I accept the same.

Signature:

Name : Anjana Susan John

Date : 5/8/19



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

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Phone: 91-484-2623803 (30 Lines) / 2628000 • E-mail: scms@scmsgroup.org  
Website: www.scmsgroup.org

SSET/1/19/250

07.08.2019

Ms. Meera Varghese,  
Panat Jaimandir,  
Kokkothamangalam P.O.,  
Cherthala, Alappuzha - 688527

Madam,

Sub: Offer of appointment as 'Faculty'.

Reference to your application and subsequent interview you had with us on 31.07.2019, we are pleased to confirm our offer of appointment to you as 'Assistant Professor-Civil Engineering'. The terms and conditions of appointment are as follows:

## COMPENSATION

You shall be paid a total salary of Rs.33,000/- p.m as per details below:

Scale of pay	-	15600-450-39100	
Basic pay	-	Rs.15,600.00	
AGP	-	Rs. 6,000.00	
HRA	-	Rs. 3,000.00	
TA	-	Rs. 1,600.00	
Children's Edu. Allowance	-	Rs. 200.00	
Personal Pay	-	Rs. 6,600.00	
		<u>Rs.33,000.00</u>	

Statutory taxes including Income Tax will be deducted at source as per the prevailing rules.

## SERVICE CONDITIONS :

You will be on probation for a period of one year from the date of joining.

On satisfactory completion of probation you will be confirmed in the service of the SCMS Group.

As per our service rules the services of any faculty member can be terminated without notice at any time during the period of probation and thereafter with one month's notice or one month's salary in lieu of notice period on either side. You can leave the service only with one month's notice or one month's salary in lieu of notice period during probation.

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-: 2:-

However, in the event of your resignation, you have to give one month notice or one month's salary in lieu of notice. The date of relief on account of resignation, however, should synchronize either with the commencement or with the closure of a semester as relief during a semester period is not permitted. This provision is intended to safeguard the academic interests of the students. The management may, at its sole discretion, relieve you even before the expiry of the notice period without any salary or notice pay for the remaining period.

As a member of faculty at SSET, you are required to associate with Social outreach / Research and related activities undertaken by SSET.

## TRANSFER

Your present place of work will be at Karukutty campus. But your services can be transferred to any of the institutions under the SCMS Group in India or abroad based on the requirements of the institution or exigencies of work from time to time.

## LEAVE

You will be governed by the leave policy of SCMS School of Engineering & Technology that is in force from time to time.

## EXCLUSIVITY

Your position is a full time employment with the institution and you shall devote yourself exclusively to the business of the institution. You shall not take up any other work for remuneration or be interested directly or indirectly in any other trade during the employment with this institution without permission in writing from the management.

## DECLARATIONS AND INFORMATION

This offer of appointment is made based on the information furnished by you regarding your personal data, educational qualifications and experience. You have to produce the original certificates and deposit the same with us at the time of joining.

## CONTACT INFORMATION

You will keep the institution informed of your telephone number (land line and mobile), email, fax, postal address or any other means of communication including changes that may occur during the period of your employment. In the absence of the same, SCMS Group will in no way be responsible for any failure in communicating with you.

.....3.



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Phone: 91-484-2623803 (30 Lines) / 2628000 • E-mail: scms@scmsgroup.org  
Website: www.scmsgroup.org

-: 3:-

## DATE OF JOINING

Your expected date of joining will be 08.08.2019.

We welcome you to SCMS family and look forward to a fruitful association.

With Best Wishes.

For SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

DR. RADHA P. THEVANNOOR  
REGISTRAR & GROUP DIRECTOR

gd

## ACCEPTANCE

I have read and fully understood the above terms and conditions and I accept the same.

Signature:

Name : MEERA VARGHESE

Date : 08.08.2019



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

PROMOTED BY PRATHAP FOUNDATION FOR EDUCATION AND TRAINING

CORPORATE OFFICE: MANAGEMENT HOUSE, S. KALAMASSERY, KOCHI-682 033, INDIA  
Phone: 91-484-2551427, 2551428, Fax: 91-484-2540482, E-mail: scms@vsnl.com

15.02.2005.

SSET/1/05/245

Mr. Vinod P.,  
Orayampurath House,  
P.O. Alagappa Nagar,  
THRISSUR.

Sir,

Sub: Offer of appointment.  
Ref: Your application dated 23.01.2005.

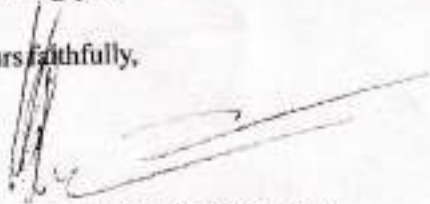
Further to the above and the subsequent discussions we had, we have pleasure to offer you appointment as 'Lecturer(Computer Science & Engg.)' subject to the following conditions.

1. You will be on probation for a period of one year from the date of joining.
2. You will be paid a consolidated salary of Rs.12500/- p.m. during the period of probation.
3. On satisfactory completion of probation you will be confirmed in service and will be placed in an appropriate scale of pay.
4. Your services are liable to be terminated without notice at any time during the period of probation and thereafter with one month's notice on either side.
5. You will be governed by the rules and regulations applicable to faculty members of SCMS School of Engineering & Technology.
6. You have to report for duty on 16.02.2005.
7. At the time of joining you have to produce certificates in support of age, qualification and experience and deposit the same with us.

Kindly return the duplicate copy of this order duly signed in token of your acceptance of the terms and conditions.

Thanking you,

Yours faithfully,

  
PRADEEP P.THEVANNOOR  
DIRECTOR

sj/

*Mr Sujatha*  
*Open P. File*  
AFFILIATED TO MAHATMA GANDHI UNIVERSITY, KOTTAYAM

CAMPUS: VIDYA NAGAR, PALISSERY, KARUKUTTY, ERNAKULAM-683 582, PHONE: 0484-2450330, E-mail: scmsset@vsnl.net

*16.02.2005*  
*NCC. 9/3/05*



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

PROMOTED BY PRATHAP FOUNDATION FOR EDUCATION AND TRAINING

CORPORATE OFFICE: MANAGEMENT HOUSE, S. KALAMASSERY, KOCHI-682 033, INDIA  
Phone: 91-484-2551427, 2551428, Fax: 91-464-2540482, E-mail: scms@vsnl.com

SSET/1/04/1022

04.06.2004.

Ms. Sonal Ayyappan,  
Unnathi,  
Azhoor,  
PATHANAMTHITTA - 689 645.

Madam,

Sub: Offer of appointment  
Ref: Your application .

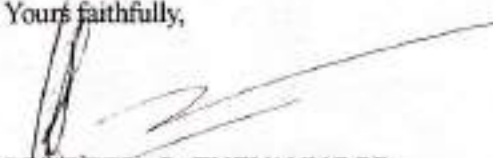
Further to the above and the subsequent discussions we had on 7th April, 2004 at SCMS, Cochin, we have pleasure to offer you appointment as 'Lecturer(Computer Science)' subject to the following conditions.

1. You will be on probation for a period of one year from the date of joining.
2. You will be paid a basic salary of Rs.8000/- p.m. in the scale of pay of Rs.8000-275-13500.
3. You will also be paid a D.A. of Rs.3000/- from the date of completion of two years in the scale of pay.
4. On satisfactory completion of probation you will be confirmed in service.
5. Your services are liable to be terminated without notice at any time during the period of probation and thereafter with one month's notice on either side.
6. You will be governed by the rules and regulations applicable to faculty members of SCMS School of Engineering & Technology.
7. You have to report at 9 AM on 07.06.2004 at our College at Karukutty.
8. At the time of joining you have to produce certificates in support of age, qualification and experience and deposit the same with us.

Kindly return the duplicate copy of this order duly signed in token of your acceptance of the terms and conditions.

Thanking you,

Yours faithfully,

  
PRADEEP P. THEVANNOOR  
DIRECTOR

sj/

Accepted  
Sonal  
05/06/04

*Sujatha*

*Open P-File*

AFFILIATED TO MAHATMA GANDHI UNIVERSITY, KOTTAYAM



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to Mahatma Gandhi University, Kottayam

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN - 683 106

Phone: 91-484-2623803, 2623804, 2623885, 2623887, Fax: 91-484-2623855, E-mail: scms@scmsgroup.org

SSET/1/12/1173

22.05.2012.

Mr. Varun G. Menon,  
Souparnika House,  
Elambakapilly P.O.,  
Perumbavoor,  
ERNAKULAM - 683 544.

Sir,

Sub: Offer of appointment as 'Faculty'.

Reference your application and subsequent interview you had with us, we are pleased to confirm our offer of appointment to you as 'Asst. Professor (Computer Science & Engg.)'. The terms and conditions of appointment are as follows:

## COMPENSATION

You shall be paid a total salary of Rs.30,000/- p.m. as per details below:

Scale of pay - 15600-450-39100

Basic pay	-	Rs.15,600.00
AGP	-	Rs. 6,000.00
HRA	-	Rs. 3,000.00
Children's Edu.Allowance	-	Rs. 200.00
TA	-	Rs. 800.00
Personal Pay	-	Rs 4,400.00
		-----
		Rs.30,000.00

Statutory taxes including Income Tax will be deducted at source as per the prevailing rules.

## SERVICE CONDITIONS :

You will be on probation for a period of one year from the date of joining.

On satisfactory completion of probation you will be confirmed in the service of the SCMS Group.

As per our service rules the services of any faculty member can be terminated without notice at any time during the period of probation and thereafter with one month's notice on either side. You can leave the service only with one month's notice during probation. This provision is intended to safeguard the academic interests of the students.

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# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

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*Phone: 91-484-2623803, 2623804, 2623885, 2623887, Fax: 91-484-2623855, E-mail: scms@scmsgroup.org*

*-: 2:-*

However, in the event of your resignation, you have to give one month notice or one month's salary in lieu of notice. The management may, at its sole discretion, relieve you even before the expiry of the notice period without any salary or notice pay for the remaining period.

## **TRANSFER**

Your present place of work will be at Karukutty campus. But your services can be transferred to any of the institutions under the SCMS Group in India or abroad based on the requirements of the institution or exigencies of work from time to time.

## **LEAVE**

You will be governed by the leave policy of SCMS School of Engineering & Technology that is in force from time to time.

## **EXCLUSIVITY**

Your position is a full time employment with the institution and you shall devote yourself exclusively to the business of the institution. You shall not take up any other work for remuneration or be interested directly or indirectly in any other trade during the employment with this institution without permission in writing from the management.

## **DECLARATIONS AND INFORMATION**

This offer of appointment is made based on the information furnished by you regarding your personal data, educational qualifications and experience. You have to produce the original certificates and deposit the same with us at the time of joining.

## **CONTACT INFORMATION**

You will keep the institution informed of your telephone number (land line and mobile), email, fax, postal address or any other means of communication including changes that may occur during the period of your employment. In the absence of the same, SCMS Group will in no way be responsible for any failure in communicating with you.

.....3.





# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

*Affiliated to Mahatma Gandhi University, Kottayam*

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Phone: 91-484-2623803, 2623804, 2623885, 2623887, Fax: 91-484-2623855, E-mail: scms@scmsgroup.org

-: 3:-

## DATE OF JOINING

Your expected date of joining will be 04.06.2012.

We welcome you to SCMS family and look forward to a fruitful association.

With Best Wishes.

For SCMS GROUP OF EDUCATIONAL INSTITUTIONS

A.K. KESAVA PILLAI  
GROUP DIRECTOR

sj/

## ACCEPTANCE

I have read and fully understood the above terms and conditions and I accept the same.

Signature:

Name : VARUN G. MENON

Date : 23/5/12



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

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Phone: 91-484-2623803 (30 Lines) / 2628000 • E-mail: scms@scmsgroup.org  
Website: www.scmsgroup.org

SSET/1/19/224

30.07.2019

Dr. Anu V.R.,  
Kalissery House,  
Carmel Seminary Road,  
Karukadom P.O.,  
Kothamangalam - 686691

Madam,

Sub: Offer of appointment as 'Faculty'.

Reference to your application and subsequent interview you had with us on 04.07.2019, we are pleased to confirm our offer of appointment to you as 'Associate Professor (Computer Science & Engineering)'. The terms and conditions of appointment are as follows:

## COMPENSATION

You shall be paid a total salary of Rs.70,000/- p.m as per details below during probation.

Scale of pay - 37400-1100-67000

Basic Pay	-	Rs. 37,400.00
AGP	-	Rs. 9,000.00
HRA	-	Rs. 4,000.00
Children's Edu.Allowance	-	Rs. 200.00
TA	-	Rs. 1,600.00
Personal Pay	-	Rs. 17,800.00
		<u>Rs. 70,000.00</u>

Statutory taxes including Income Tax will be deducted at source as per the prevailing rules.

## SERVICE CONDITIONS :

You will be on probation for a period of one year from the date of joining.

On satisfactory completion of probation you will be confirmed in the service of the SCMS Group.

As per our service rules the services of any faculty member can be terminated without notice at any time during the period of probation and thereafter with one month's notice or one month's salary in lieu of notice period on either side. You can leave the service only with one month's notice or one month's salary in lieu of notice period during probation.

..... 1



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

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Phone: 91-484-2623803 (30 Lines) / 2628000 • E-mail: [scms@scmsgroup.org](mailto:scms@scmsgroup.org)  
Website: [www.scmsgroup.org](http://www.scmsgroup.org)

-: 2:-

However, in the event of your resignation, you have to give one month notice or one month's salary in lieu of notice. The date of relief on account of resignation, however, should synchronize either with the commencement or with the closure of a semester as relief during a semester period is not permitted. This provision is intended to safeguard the academic interests of the students. The management may, at its sole discretion, relieve you even before the expiry of the notice period without any salary or notice pay for the remaining period.

As a member of faculty at SSET, you are required to associate with Social outreach / Research and related activities undertaken by SSET.

## TRANSFER

Your present place of work will be at Karukutty campus. But your services can be transferred to any of the institutions under the SCMS Group in India or abroad based on the requirements of the institution or exigencies of work from time to time.

## LEAVE

You will be governed by the leave policy of SCMS School of Engineering & Technology that is in force from time to time.

## EXCLUSIVITY

Your position is a full time employment with the institution and you shall devote yourself exclusively to the business of the institution. You shall not take up any other work for remuneration or be interested directly or indirectly in any other trade during the employment with this institution without permission in writing from the management.

## DECLARATIONS AND INFORMATION

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# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

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Phone: 91-484-2623803 (30 Lines) / 2628000 • E-mail: scms@scmsgroup.org  
Website: www.scmsgroup.org

- 3 -

## DATE OF JOINING

Your expected date of joining will be 01.08.2019.

We welcome you to SCMS family and look forward to a fruitful association.

With Best Wishes.

For SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

DR. RADHA P. THEVANNOOR  
REGISTRAR & GROUP DIRECTOR

gd

## ACCEPTANCE

I have read and fully understood the above terms and conditions and I accept the same.

Signature:

Name :

Dr. Anu V.R.

Date :

1/8/19



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

PROMOTED BY PRATHAP FOUNDATION FOR EDUCATION AND TRAINING

CORPORATE OFFICE: MANAGEMENT HOUSE, S. KALAMASSERY, KOCHI-682 033, INDIA

Phone: 91-484-2551427, 2551428, Fax: 91-484-2540482, E-mail: scms@vsnl.com

DIRECTOR

**PRADEEP P. THEVANNOOR**

M. Com., MBA (USA)

SSET/1/04/024

4.01.2005.

Ms. Dhanya K.A.  
Vilakathuparambil House  
Poolani, Meloor P.O.  
Chalaky.

Madam,

Sub: Offer of appointment.

Ref: Interview on 4.01.2005

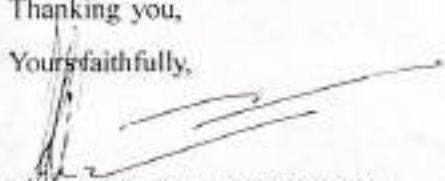
Further to the above and the subsequent discussions we had, we have pleasure to offer you appointment as 'Lecturer(Computer Science & Engg.)' subject to the following conditions.

1. You will be on probation for a period of one year from the date of joining.
2. You will be paid a basic salary of Rs.8000/- p.m. in the scale of pay of Rs.8000-275-13500.
3. You will also be paid a D.A. of Rs.3000/- from the date of completion of two years in service.
4. On satisfactory completion of probation you will be confirmed in service.
5. Your services are liable to be terminated without notice at any time during the period of probation and thereafter with one month's notice on either side.
6. You will be governed by the rules and regulations applicable to faculty members of SCMS School of Engineering & Technology.
7. You have to report for duty at the earliest, not later than 10th January 2005.
8. At the time of joining you have to produce certificates in support of age, qualification and experience and deposit the same with us.

Kindly return the duplicate copy of this order duly signed in token of your acceptance of the terms and conditions.

Thanking you,

Yours faithfully,

  
PRADEEP P. THEVANNOOR  
DIRECTOR

*accepted*  
*[Signature]*  
15-1-05  
DHANYA K.A.

AFFILIATED TO MAHATMA GANDHI UNIVERSITY, KOTTAYAM

CAMPUS: VIDYA NAGAR, PALISSERY, KARUKUTTY, ERNAKULAM-683 582, PHONE: 0484-2450330, E-mail: scmsset1@vsnl.net



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to Mahatma Gandhi University, Kottayam

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUYA, COCHIN-683 106  
Phone: 91-484-2623803, 2623804, 2623885, 2623887, Fax: 91-484-2623855, E-mail: scms@vsni.com

SSET/1/06/1580

13.10.2006.

Ms. Deepa K.,  
Sathyam,  
Kausalya Nagar,  
Deshabhimani Road,  
COCHIN - 26.

Madam,

Sub: Offer of appointment.  
Ref: Your application.

Further to the above and the interview you had with us on 11.10.2006, we have pleasure to offer you appointment as 'Asst. Professor(MCA)' subject to the following conditions.

1. You will be on probation for a period of one year from the date of joining.
2. You will be paid a basic salary of Rs.12,000/- p.m. in the scale of pay of Rs.12000-420-18300.
3. You will also be paid Rs.6,000/- towards DA per mensem.
4. On satisfactory completion of probation you will be confirmed in service.
5. Your services are liable to be terminated without notice at any time during the period of probation and thereafter with one month's notice on either side. You can leave the service only with one month's notice during probation.
6. You will be governed by the rules and regulations applicable to faculty members of SCMS School of Engineering & Technology.
7. You have to report for duty as early as possible, not later than 01.11.2006.
8. At the time of joining you have to produce certificates in support of age, qualification and experience and deposit the same with us.

Kindly return the duplicate copy of this order duly signed in token of your acceptance of the terms and conditions.

Thanking you,

Yours faithfully,

PRADEEP P THEVANNOOR  
DIRECTOR

2/

Accepted  
16/10/06  
(Deepa-k)



# SCMS

## SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to Mahatma Gandhi University, Kottayam

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN-683 106  
Phone: 91-484-2623803, 2623804, 2623865, 2623887, Fax: 91-484-2623855, E-mail: scms@vsnl.com

SSET/1/07/0947

31.05.2007.

Ms. Gayathry S. Warriar,  
58, 2nd Floor,  
Santhi Nagar,  
South Kalamassery,  
ERNAKULAM DIST.

S  
For  
27/6

Madam,

Sub: Offer of appointment.  
Ref: Your application.

Further to the above and the interview you had with us on 30.05.2007, we have pleasure to offer you appointment as 'Lecturer(Computer Science)' subject to the following conditions.

1. You will be on probation for a period of one year from the date of joining.
2. You will be paid a basic salary of Rs.8,000/- p.m. in the scale of pay of Rs.8000-275-13500.
3. You will also be paid Rs.4,000/- towards DA per mensem.
4. On satisfactory completion of probation you will be confirmed in service.
5. Your services are liable to be terminated without notice at any time during the period of probation and thereafter with one month's notice on either side. You can leave the service only with one month's notice during probation.
6. You will be governed by the rules and regulations applicable to faculty members of SCMS School of Engineering & Technology.
7. You have to report for duty on 02.07.2007.
8. At the time of joining you have to produce certificates in support of age, qualification and experience and deposit the same with us.

Kindly return the duplicate copy of this order duly signed in token of your acceptance of the terms and conditions.

Thanking you,

Yours faithfully,

PRADDEEP P.THEVANNOOR  
DIRECTOR

sf/

Received by  
Gayathry



# SCMS

## SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to Mahatma Gandhi University, Kottayam

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN-683 106  
Phone: 91-484-2623803, 2623804, 2623885, 2623887, Fax: 91-484-2623855, E-mail: scms@vsnl.com

10.08.2007.

SSET/1/07/1371

Ms. Susmi Jacob,  
Thannipothiyil,  
Thalanadu P.O.,  
KOTTAYAM - 686 580.

Madam,

Sub: Offer of appointment.  
Ref: Your application.

Further to the above and the interview you had with us today, we have pleasure to offer you appointment as 'Lecturer( Computer Science & Engg.)' subject to the following conditions.

1. You will be on probation for a period of one year from the date of joining.
2. You will be paid a basic salary of Rs.8,000/- p.m. in the scale of pay of Rs.8000-275-13500.
3. You will be eligible for DA at 50% of the basic salary. On completion of one year service and subject to confirmation you will be eligible for DA at 65% and on completion of two years the DA applicable will be 75% of basic salary.
4. On satisfactory completion of probation you will be confirmed in service.
5. Your services are liable to be terminated without notice at any time during the period of probation and thereafter with one month's notice on either side. You can leave the service only with one month's notice during probation.
6. You will be governed by the rules and regulations applicable to faculty members of SCMS School of Engineering & Technology.
7. You may join duty on 13th August, 2007.
8. At the time of joining you have to produce certificates in support of age, qualification and experience and deposit the same with us.

Kindly return the duplicate copy of this order duly signed in token of your acceptance of the terms and conditions.

Thanking you,

Yours faithfully,

A.K. KESAVA PILLAI  
GROUP DIRECTOR

Accepted  
Susmi

NCC





# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to Mahatma Gandhi University, Kottayam

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN-683 106  
Phone: 91-484-2623803, 2623804, 2623885, 2623887, Fax: 91-484-2623855, E-mail: scms@vsnl.com

SSET/1/07/2164

17.12.2007.

Ms. Arshey M.,  
Sree Vihar, Vidya Nagar Road,  
Cochin University P.O.,  
COCHIN - 682 022.

Madam,

Sub: Offer of appointment.  
Ref: Your application.

Further to the above and the interview you had with us, we have pleasure to offer you appointment as 'Lecturer(Computer Science & Engg.)' subject to the following conditions.

1. You will be on probation for a period of one year from the date of joining.
2. You will be paid a salary of Rs.16,000/- p.m. as below.

Scale of pay - 8000-275-13500

Basic pay	-	Rs. 9,100.00
DA	-	Rs. 4,550.00
Personal Pay	-	Rs. 2,350.00
		<hr/>
		Rs 16,000.00

3. On completion of one year service and subject to confirmation you will be eligible for DA at 65% and on completion of two years the DA applicable will be 75% of basic salary.
4. On satisfactory completion of probation you will be confirmed in service.
5. Your services are liable to be terminated without notice at any time during the period of probation and thereafter with one month's notice on either side. You can leave the service only with one month's notice during probation.
6. You will be governed by the rules and regulations applicable to faculty members of SCMS School of Engineering & Technology.
7. You may join duty as early as possible, not later than two weeks from the date of this order.
8. At the time of joining you have to produce certificates in support of age, qualification and experience and deposit the same with us.

Kindly return the duplicate copy of this order duly signed in token of your acceptance of the terms and conditions.

Thanking you,

Yours faithfully,  
  
A.K. KESAVA PILLAI  
GROUP DIRECTOR  
sj

Accepted  
Will join on Jan 21st or as  
early as possible as  
requested.  
Arshey M.

To

SCMS School of Engg and Technology  
SCMS Campus, Prathap Nagar,  
Muttom, Aluva

**Kind Attn: Mr. A. K. Kesava Pillai, Group Director**

Sub: Offer of appointment from SCMS as Lecturer(CS&E)  
Ref: Your letter No. SSET/1/07/2164 dated 17<sup>th</sup> Dec 2007

Dear Sir,

The offer of appointment as Lecturer (Computer Science and Engineering) has been gratefully received by me on 24<sup>th</sup> Dec 2007.

2. I am glad to be part of the well acclaimed SCMS family and **I hereby accept your offer vide the reference above for the subject post.** As stipulated in your offer, I am attaching the copy of the offer letter duly signed by me in token of my acceptance of the terms and conditions mentioned in the reference.

3. I would like to join your reputed institution at the earliest. But let me bring into your kind notice that I am currently working with the Bangalore Centre of Hewlett-Packard (HP), an MNC. As per the terms and conditions of the employment with HP, I need to give at least one month notice period prior to my resignation from HP. I presume in spite of this condition, I would be able to expedite my resignation formalities with HP and **would be able to join SCMS at the earliest only by 21<sup>st</sup> January 2008.**

4. I would now appeal to you to kindly consider my request for extending the joining date and allow me to enter into duty by 21<sup>st</sup> January 2008.

5. I would also request you to kindly acknowledge my acceptance of the offer and also my request for extending the joining date.

Thanking you,

Yours truly,

Cochin-22  
27<sup>th</sup> Dec 2007

Arshey.M  
Sreevihar  
Vidyanagar Road  
Cochin University P.O  
Cochin-682022, Kerala.  
Email: arshi\_sm85@yahoo.co.in  
Mobile: 09946060615

Copy to:  
1. Mr. N.C George (Vice Chairman)  
2. Mr. Pradeep P Thevannoór (Director)

S  
This is OK as  
she has agreed  
to join on  
21st Jan. 2008

MSG  
07/12/07



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to Mahatma Gandhi University, Kottayam

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN-683 106  
Phone: 91-484-2623803, 2623804, 2623885, 2623887, Fax: 91-484-2623855, E-mail: scms@vsnl.com

SSET/1/07/2162

17.12.2007.

Ms. Bini Oomman,  
Puthenpuramanni,  
Madanthamon,  
Naranammozhy P.O., Ranni,  
PATHANAMTHITTA.

Madam,

Sub: Offer of appointment.  
Ref: Your application.

Further to the above and the interview you had with us, we have pleasure to offer you appointment as 'Lecturer(Computer Science & Engg.)' subject to the following conditions.

- You will be on probation for a period of one year from the date of joining.
- You will be paid a salary of Rs.17,000/- p.m. as below.  
Scale of pay - 8000-275-13500  

Basic pay	-	Rs. 9,100.00
DA	-	Rs. 4,550.00
Personal Pay	-	Rs. 3,350.00
		<u>Rs 17,000.00</u>
- On completion of one year service and subject to confirmation you will be eligible for DA at 65% and on completion of two years the DA applicable will be 75% of basic salary.
- On satisfactory completion of probation you will be confirmed in service.
- Your services are liable to be terminated without notice at any time during the period of probation and thereafter with one month's notice on either side. You can leave the service only with one month's notice during probation.
- You will be governed by the rules and regulations applicable to faculty members of SCMS School of Engineering & Technology.
- You may join within 30 days from the date of this order.
- At the time of joining you have to produce certificates in support of age, qualification and experience and deposit the same with us.

Kindly return the duplicate copy of this order duly signed in token of your acceptance of the terms and conditions.

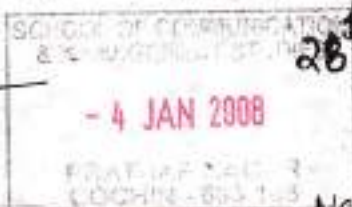
Thanking you,

Yours faithfully,

A.K. KESAVA PILLAI  
GROUP DIRECTOR

*With reference the telephonic discussion with Subst. <sup>vice</sup> Chairman, I will resume the job on*

*28<sup>th</sup> January 2008*



*31/12/07. (Bini Oomman)*

CAMPUS: VIDYA NAGAR, PALISSERY, KARUKUTTY, COCHIN-683 582, PHONE: 0484-2450330, 2451907, FAX: 91-484- 2450508

Website: scmsgroup.org

*S For cv file  
NEG 4/1/08*



# SCMS

## SCHOOL OF ENGINEERING & TECHNOLOGY

PROMOTED BY PRATHAP FOUNDATION FOR EDUCATION AND TRAINING

VIDYA NAGAR, PALISSERY, KARUKUTTY, ERNAKULAM-683 582, PHONE: 0484-2450330, 2451907

SSET/1/03/974

June 5, 2003.

Ms. Sindhya K. Nambiar,  
Karunalayam,  
Pullalikara Road,  
N.A.D. P.O.,  
ALUVA - 683 563.

Madam,

Sub: Offer of appointment as Faculty.  
Ref: Your application for employment.

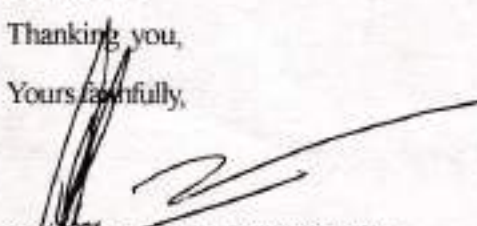
Further to the above and the interview you had with us, we have pleasure to offer you appointment subject to conditions given below:

1. This offer is for a contract appointment as Lecturer(Computer Science & Engineering).
2. The period of contract will be upto 31st March, 2004 from the date of joining.
3. There will be a mid-term review of performance at the end of six months and if found that performance is not satisfactory there will be immediate termination of contract.
4. You will be paid a consolidated monthly remuneration of Rs.7000/-.
5. Please note that this contract can be terminated with one month's notice.
6. In order to ensure uninterrupted teaching for the benefit of students we expect you not to ask for relief during a semester period.
7. You will be governed generally by the rules and regulations applicable to the faculty members except where specifically prescribed differently.
8. Date of joining will be intimated separately.
9. At the time of joining you have to produce certificates in support of age, qualification and experience.

Kindly return the duplicate copy of this order duly signed in token of your acceptance of the terms and conditions.

Thanking you,

Yours faithfully,

  
PRADEEP P. THEVANNOOR  
DIRECTOR


s/

AFFILIATED TO MAHATMA GANDHI UNIVERSITY, KOTTAYAM

CORPORATE OFFICE: MANAGEMENT HOUSE, S. KALAMASSERY, KOCHI-682 033, INDIA

Phone: 91-484-2556315/2558502, 2551427, Fax: 91-484-2540482, E-mail: scms@vsri.com

Received

  
Sindhya K. Nambiar  
19/6/03

To Rev P. K. K.

NCC 17/4/03



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to Mahatma Gandhi University, Kottayam

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN-683 106

Phone: 91-484-2623803, 2623804, 2623885, 2623887, Fax: 91-484-2623855, E-mail: scms@vsnl.com

SSET/1/11/0967

11.05.2011.

Ms. Neenu Sebastian,  
Amprayil House,  
Bharananganam P.O.,  
KOTTAYAM – 686 578.

Madam,

Sub: Offer of appointment as 'Faculty'.

Reference your application and subsequent interview you had with us, we are pleased to confirm our offer of appointment to you as 'Asst. Professor(Computer Science & Engg.)'. The terms and conditions of appointment are as follows:

## COMPENSATION

You shall be paid a total salary of Rs.30,000/- p.m subject to production of M.Tech. certificate. Till then your salary will be Rs.24,000/- p.m. as per details below:

Scale of pay	-	15600-450-39100	
Basic pay	-		Rs.15,600.00
Academic Grade Pay	-		Rs. 6,000.00
Personal Pay	-		Rs. 2,400.00
			<hr/>
			Rs.24,000.00

Statutory taxes including Income Tax will be deducted at source as per the prevailing rules.

## SERVICE CONDITIONS :

You will be on probation for a period of one year from the date of joining.

On satisfactory completion of probation you will be confirmed in the service of the SCMS Group.

As per our service rules the services of any faculty member can be terminated without notice at any time during the period of probation and thereafter with one month's notice on either side. You can leave the service only with one month's notice during probation. This provision is intended to safeguard the academic interests of the students.

However, in the event of your resignation, you have to give one month notice or one month's salary in lieu of notice. The management may, at its sole discretion, relieve you even before the expiry of the notice period without any salary or notice pay for the remaining period.

## TRANSFER

Your present place of work will be at Karukutty campus. But your services can be transferred to any of the institutions under the SCMS Group in India or abroad based on the requirements of the institution or exigencies of work from time to time.

..... 2

*[Handwritten Signature]*  
13/6



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to Mahatma Gandhi University, Kottayam

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN-683 106

Phone: 91-484-2623803, 2623804, 2623885, 2623887, Fax: 91-484-2623855, E-mail: scms@vsnl.com

## LEAVE

You will be governed by the leave policy of SCMS School of Engineering & Technology that is in force from time to time.

## EXCLUSIVITY

Your position is a full time employment with the institution and you shall devote yourself exclusively to the business of the institution. You shall not take up any other work for remuneration or be interested directly or indirectly in any other trade during the employment with this institution without permission in writing from the management.

## DECLARATIONS AND INFORMATION

This offer of appointment is made based on the information furnished by you regarding your personal data, educational qualifications and experience. You have to produce the original certificates and deposit the same with us at the time of joining.

## CONTACT INFORMATION

You will keep the institution informed of your telephone number (land line and mobile), email, fax, postal address or any other means of communication including changes that may occur during the period of your employment. In the absence of the same, SCMS Group will in no way be responsible for any failure in communicating with you.

## DATE OF JOINING

Your expected date of joining will be 01.06.2011.

We welcome you to SCMS family and look forward to a fruitful association.

With Best Wishes.

For SCMS GROUP OF EDUCATIONAL INSTITUTIONS

A.K. KESAVA PILLAI  
GROUP DIRECTOR

sj/

## ACCEPTANCE

I have read and fully understood the above terms and conditions and I accept the same.

Signature:

Name :

Date :

*Neenu*  
Neenu Sebastian  
26.05.2011



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to Mahatma Gandhi University, Kottayam

CAMPUS: VIDYA NAGAR, PALISSERY, KARUKUTTY, COCHIN-683 582, PHONE: 0484-2450330, 2451907, FAX: 91-484- 2450508

SSET/1/11/0966

11.05.2011.

Ms. Litty Koshy,  
Muckeranathu House  
Thumpamon P.O.,  
PATHANAMTHITTA.

Madam,

Sub: Offer of appointment as 'Faculty'.

Reference your application and subsequent interview you had with us, we are pleased to confirm our offer of appointment to you as 'Asst. Professor(Computer Science & Engg.)'. The terms and conditions of appointment are as follows:

## COMPENSATION

You shall be paid a total salary of Rs.30,000/- p.m subject to production of M.Tech. certificate. Till then your salary will be Rs.26,000/- p.m. as per details below:

Scale of pay - 15600-450-39100

Basic pay	-	Rs.15,600.00
Academic Grade Pay	-	Rs. 6,000.00
Personal Pay	-	Rs. 4,400.00
		<u>Rs.26,000.00</u>

Statutory taxes including Income Tax will be deducted at source as per the prevailing rules.

## SERVICE CONDITIONS :

You will be on probation for a period of one year from the date of joining.

On satisfactory completion of probation you will be confirmed in the service of the SCMS Group.

As per our service rules the services of any faculty member can be terminated without notice at any time during the period of probation and thereafter with one month's notice on either side. You can leave the service only with one month's notice during probation. This provision is intended to safeguard the academic interests of the students.

However, in the event of your resignation, you have to give one month notice or one month's salary in lieu of notice. The management may, at its sole discretion, relieve you even before the expiry of the notice period without any salary or notice pay for the remaining period.

## TRANSFER

Your present place of work will be at Karukutty campus. But your services can be transferred to any of the institutions under the SCMS Group in India or abroad based on the requirements of the institution or exigencies of work from time to time.

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN-683 106

Phone: 91-484-2623803, 2623804, 2623885, 2623887, Fax: 91-484-2623855, E-mail: scms@vsnl.com

Website: scmsgroup.org



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to Mahatma Gandhi University, Kottayam

CAMPUS: VIDYA NAGAR, PALISSERY, KARUKUTTY, COCHIN-683 582, PHONE: 0484-2450330, 2451907, FAX: 91-484- 2450508

## LEAVE

You will be governed by the leave policy of SCMS School of Engineering & Technology that is in force from time to time.

## EXCLUSIVITY

Your position is a full time employment with the institution and you shall devote yourself exclusively to the business of the institution. You shall not take up any other work for remuneration or be interested directly or indirectly in any other trade during the employment with this institution without permission in writing from the management.

## DECLARATIONS AND INFORMATION

This offer of appointment is made based on the information furnished by you regarding your personal data, educational qualifications and experience. You have to produce the original certificates and deposit the same with us at the time of joining.

## CONTACT INFORMATION

You will keep the institution informed of your telephone number (land line and mobile), email, fax, postal address or any other means of communication including changes that may occur during the period of your employment. In the absence of the same, SCMS Group will in no way be responsible for any failure in communicating with you.

## DATE OF JOINING

Your expected date of joining will be 01.06.2011.

We welcome you to SCMS family and look forward to a fruitful association.

With Best Wishes.

For SCMS GROUP OF EDUCATIONAL INSTITUTIONS

A.K. KESAVA PILLAI  
GROUP DIRECTOR

sj/

## ACCEPTANCE

I have read and fully understood the above terms and conditions and I accept the same.

Signature:

Name : LITTY KOSHY

Date : 01.06.2011





# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to Mahatma Gandhi University, Kottayam

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN - 683 106  
Phone: 91-484-2623803, 2623804, 2623885, 2623887, Fax: 91-484-2623855, E-mail: scms@vsnl.com

SSET/1/12/1356

15.06.2012.

Ms. Shilpa P.C.,  
'Chithralayam',  
Valuchira, Vadackal P.O.,  
ALAPPUZHA - 688 003.

Madam,

Sub: Offer of appointment as 'Faculty'.

Reference to your application and subsequent interview you had with us, we are pleased to confirm our offer of appointment to you as 'Asst. Professor (Computer Science & Engg.)'. The terms and conditions of appointment are as follows:

## COMPENSATION

You shall be paid a total salary of Rs.30,000/- p.m as per details below:

Scale of pay - 15600-450-39100

Basic pay	-	Rs.16,500.00
AGP	-	Rs. 6,000.00
HRA	-	Rs. 3,000.00
Children's Edu.Allowance	-	Rs. 200.00
TA	-	Rs. 800.00
Personal Pay	-	Rs. 3,500.00

Rs.30,000.00

Statutory taxes including Income Tax will be deducted at source as per the prevailing rules.

## SERVICE CONDITIONS :

You will be on probation for a period of one year from the date of joining.

On satisfactory completion of probation you will be confirmed in the service of the SCMS Group.

As per our service rules the services of any faculty member can be terminated without notice at any time during the period of probation and thereafter with one month's notice on either side. You can leave the service only with one month's notice during probation. This provision is intended to safeguard the academic interests of the students.

..... 2



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

*Affiliated to Mahatma Gandhi University, Kottayam*

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN - 683 106  
Phone: 91-484-2623803, 2623804, 2623885, 2623887, Fax: 91-484-2623855, E-mail: scms@vsnl.com

-: 2:-

However, in the event of your resignation, you have to give one month notice or one month's salary in lieu of notice. The management may, at its sole discretion, relieve you even before the expiry of the notice period without any salary or notice pay for the remaining period.

## **TRANSFER**

Your present place of work will be at Karukutty campus. But your services can be transferred to any of the institutions under the SCMS Group in India or abroad based on the requirements of the institution or exigencies of work from time to time.

## **LEAVE**

You will be governed by the leave policy of SCMS School of Engineering & Technology that is in force from time to time.

## **EXCLUSIVITY**

Your position is a full time employment with the institution and you shall devote yourself exclusively to the business of the institution. You shall not take up any other work for remuneration or be interested directly or indirectly in any other trade during the employment with this institution without permission in writing from the management.

## **DECLARATIONS AND INFORMATION**

This offer of appointment is made based on the information furnished by you regarding your personal data, educational qualifications and experience. You have to produce the original certificates and deposit the same with us at the time of joining.

## **CONTACT INFORMATION**

You will keep the institution informed of your telephone number (land line and mobile), email, fax, postal address or any other means of communication including changes that may occur during the period of your employment. In the absence of the same, SCMS Group will in no way be responsible for any failure in communicating with you.

.....3.



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to Mahatma Gandhi University, Kottayam

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN - 683 106  
Phone: 91-484-2623803, 2623804, 2623885, 2623887, Fax: 91-484-2623855, E-mail: scms@vsnl.com

-: 3:-

## DATE OF JOINING

Your expected date of joining will be 18.06.2012.

We welcome you to SCMS family and look forward to a fruitful association.

With Best Wishes.


For SCMS GROUP OF EDUCATIONAL INSTITUTIONS

A.K. KESAVA PILLAI  
GROUP DIRECTOR

sj/

## ACCEPTANCE

I have read and fully understood the above terms and conditions and I accept the same.

Signature:   
Name : SHILPA P.C  
Date : 18/06/2012



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to Mahatma Gandhi University, Kottayam

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN - 683 106  
Phone: 91-484-2623803, 2623804, 2623885, 2623887, Fax: 91-484-2623855, E-mail: scms@scmsgroup.org  
SSET/1/12/1355 15.06.2012.

Ms. Rosebell Paul,  
Kiriyanthan House,  
Nayarambalam,  
ERNAKULAM - 682 509.

Madam,

Sub: Offer of appointment as 'Faculty'.

Reference to your application and subsequent interview you had with us, we are pleased to confirm our offer of appointment to you as 'Asst. Professor (Computer Science & Engg.)'. The terms and conditions of appointment are as follows:

## COMPENSATION

You shall be paid a total salary of Rs.32,000/- p.m as per details below:

Scale of pay - 15600-450-39100

Basic pay	-	Rs.17,400.00
AGP	-	Rs. 6,000.00
HRA	-	Rs. 3,000.00
Children's Edu.Allowance	-	Rs. 200.00
TA	-	Rs. 800.00
Personal Pay	-	Rs. 4,600.00

Rs.32,000.00

Statutory taxes including Income Tax will be deducted at source as per the prevailing rules.

## SERVICE CONDITIONS :

You will be on probation for a period of one year from the date of joining.

On satisfactory completion of probation you will be confirmed in the service of the SCMS Group.

As per our service rules the services of any faculty member can be terminated without notice at any time during the period of probation and thereafter with one month's notice on either side. You can leave the service only with one month's notice during probation. This provision is intended to safeguard the academic interests of the students.

..... 2



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

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CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN - 683 106

Phone: 91-484-2623803, 2623804, 2623885, 2623887, Fax: 91-484-2623855, E-mail: scms@vsni.com

-: 2:-

However, in the event of your resignation, you have to give one month notice or one month's salary in lieu of notice. The management may, at its sole discretion, relieve you even before the expiry of the notice period without any salary or notice pay for the remaining period.

## **TRANSFER**

Your present place of work will be at Karukutty campus. But your services can be transferred to any of the institutions under the SCMS Group in India or abroad based on the requirements of the institution or exigencies of work from time to time.

## **LEAVE**

You will be governed by the leave policy of SCMS School of Engineering & Technology that is in force from time to time.

## **EXCLUSIVITY**

Your position is a full time employment with the institution and you shall devote yourself exclusively to the business of the institution. You shall not take up any other work for remuneration or be interested directly or indirectly in any other trade during the employment with this institution without permission in writing from the management.

## **DECLARATIONS AND INFORMATION**

This offer of appointment is made based on the information furnished by you regarding your personal data, educational qualifications and experience. You have to produce the original certificates and deposit the same with us at the time of joining.

## **CONTACT INFORMATION**

You will keep the institution informed of your telephone number (land line and mobile), email, fax, postal address or any other means of communication including changes that may occur during the period of your employment. In the absence of the same, SCMS Group will in no way be responsible for any failure in communicating with you.

.....3.



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

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CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN - 683 106  
Phone: 91-484-2623803, 2623804, 2623885, 2623887, Fax: 91-484-2623855, E-mail: scms@vsnl.com

-: 3:-

## DATE OF JOINING

Your expected date of joining will be 18.06.2012.

We welcome you to SCMS family and look forward to a fruitful association.

With Best Wishes.

For SCMS GROUP OF EDUCATIONAL INSTITUTIONS

A.K. KESAVA PILLAI  
GROUP DIRECTOR

sj/

## ACCEPTANCE

I have read and fully understood the above terms and conditions and I accept the same.

Signature:

Name : Mr. Rosebell Paul

Date : 18<sup>th</sup> June 2012



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to Mahatma Gandhi University, Kottayam

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN - 683 106  
Phone: 91-484-2623803, 2623804, 2623885, 2623887, Fax: 91-484-2623855, E-mail: scms@scmsgroup.org

SSET/1/12/1476

29.06.2012.

Ms. Binu John,  
Baby Villa,  
South Street,  
Narakkal - 682 505,  
ERNAKULAM DIST.

Madam,

Sub: Offer of appointment as 'Faculty'.

Reference to your application and subsequent interview you had with us, we are pleased to confirm our offer of appointment to you as 'Asst. Professor (Computer Science & Engg.)'. The terms and conditions of appointment are as follows:

## COMPENSATION

You shall be paid a total salary of Rs.30,000/- p.m as per details below:

Scale of pay - 15600-450-39100

Basic pay	-	Rs.16,500.00
AGP	-	Rs. 6,000.00
HRA	-	Rs. 3,000.00
Children's Edu.Allowance	-	Rs. 200.00
TA	-	Rs. 800.00
Personal Pay	-	Rs. 3,500.00

Rs.30,000.00

Statutory taxes including Income Tax will be deducted at source as per the prevailing rules.

## SERVICE CONDITIONS :

You will be on probation for a period of one year from the date of joining.

On satisfactory completion of probation you will be confirmed in the service of the SCMS Group.

As per our service rules the services of any faculty member can be terminated without notice at any time during the period of probation and thereafter with one month's notice on either side. You can leave the service only with one month's notice during probation. This provision is intended to safeguard the academic interests of the students.

..... 2



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

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CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN - 683 106  
Phone: 91-484-2623803, 2623804, 2623885, 2623887, Fax: 91-484-2623855, E-mail: scms@scmsgroup.org

-: 2:-

However, in the event of your resignation, you have to give one month notice or one month's salary in lieu of notice. The management may, at its sole discretion, relieve you even before the expiry of the notice period without any salary or notice pay for the remaining period.

## **TRANSFER**

Your present place of work will be at Karukutty campus. But your services can be transferred to any of the institutions under the SCMS Group in India or abroad based on the requirements of the institution or exigencies of work from time to time.

## **LEAVE**

You will be governed by the leave policy of SCMS School of Engineering & Technology that is in force from time to time.

## **EXCLUSIVITY**

Your position is a full time employment with the institution and you shall devote yourself exclusively to the business of the institution. You shall not take up any other work for remuneration or be interested directly or indirectly in any other trade during the employment with this institution without permission in writing from the management.

## **DECLARATIONS AND INFORMATION**

This offer of appointment is made based on the information furnished by you regarding your personal data, educational qualifications and experience. You have to produce the original certificates and deposit the same with us at the time of joining.

## **CONTACT INFORMATION**

You will keep the institution informed of your telephone number (land line and mobile), email, fax, postal address or any other means of communication including changes that may occur during the period of your employment. In the absence of the same, SCMS Group will in no way be responsible for any failure in communicating with you.

.....3.





# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

*Affiliated to Mahatma Gandhi University, Kottayam*

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Phone: 91-484-2623803, 2623804, 2623885, 2623887, Fax: 91-484-2623855, E-mail: scms@scmsgroup.org

-: 3:-

## DATE OF JOINING

Your expected date of joining will be 02.07.2012.

**We welcome you to SCMS family and look forward to a fruitful association.**

With Best Wishes.

For SCMS GROUP OF EDUCATIONAL INSTITUTIONS

A.K. KESAVA PILLAI  
GROUP DIRECTOR

sj/

## ACCEPTANCE

I have read and fully understood the above terms and conditions and I accept the same.

Signature:

Name : BINU JOHN

Date : 30.06.2012



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to Mahatma Gandhi University, Kottayam and Approved by AICTE  
An ISO 9001:2008 Certified Institution

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN-683 106  
Phone: 91-484-2623803 (30 Lines) Fax: 91-484-2623855, E-mail: scms@scmsgroup.org  
Website: scmsgroup.org

SSET/I/13/1225

10.06.2013.

Ms. Asha S.,  
Makkattil House,  
Kunnappilly P.O.,  
Chalakydy,  
THRISSUR - 680 311.

Madam,

Sub: Offer of appointment as 'Faculty'.

Reference to your application and subsequent interview you had with us on 29.05.2013, we are pleased to confirm our offer of appointment to you as 'Asst. Professor (Computer Science & Engg)'. The terms and conditions of appointment are as follows:

### COMPENSATION

You shall be paid a total salary of Rs.35,000/- p.m subject to production of M.Tech. certificate. Till then your salary will be Rs.30,000/- p.m. as per details below:

Scale of pay - 15600-450-39100

Basic pay	-	Rs.16,050.00
AGP	-	Rs. 6,000.00
HRA	-	Rs. 3,000.00
Children's Edu.Allowance	-	Rs. 200.00
TA	-	Rs. 800.00
Personal Pay	-	Rs. 3,950.00
		<u>Rs.30,000.00</u>

Statutory taxes including Income Tax will be deducted at source as per the prevailing rules.

### SERVICE CONDITIONS :

You will be on probation for a period of one year from the date of joining.

On satisfactory completion of probation you will be confirmed in the service of the SCMS Group.

As per our service rules the services of any staff member can be terminated without notice at any time during the period of probation and thereafter with one month's notice or one month's salary in lieu of notice period on either side. You can leave the service only with one month's notice or one month's salary in lieu of notice period during probation.

..... 2



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

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An ISO 9001:2008 Certified Institution

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN-683 106  
Phone: 91-484-2623803 (30 Lines) Fax: 91-484-2623855, E-mail: scms@scmsgroup.org  
Website: scmsgroup.org

-: 2:-

However, in the event of your resignation, you have to give one month notice or one month's salary in lieu of notice. The management may, at its sole discretion, relieve you even before the expiry of the notice period without any salary or notice pay for the remaining period.

## TRANSFER

Your present place of work will be at Karukutty campus. But your services can be transferred to any of the institutions under the SCMS Group in India or abroad based on the requirements of the institution or exigencies of work from time to time.

## LEAVE

You will be governed by the leave policy of SCMS School of Engineering & Technology that is in force from time to time.

## EXCLUSIVITY

Your position is a full time employment with the institution and you shall devote yourself exclusively to the business of the institution. You shall not take up any other work for remuneration or be interested directly or indirectly in any other trade during the employment with this institution without permission in writing from the management.

## DECLARATIONS AND INFORMATION

This offer of appointment is made based on the information furnished by you regarding your personal data, educational qualifications and experience. You have to produce the original certificates and deposit the same with us at the time of joining.

## CONTACT INFORMATION

You will keep the institution informed of your telephone number (land line and mobile), email, fax, postal address or any other means of communication including changes that may occur during the period of your employment. In the absence of the same, SCMS Group will in no way be responsible for any failure in communicating with you.

.....3.



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

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Phone: 91-484-2623803 (30 Lines) Fax: 91-484-2623855, E-mail: scms@scmsgroup.org  
Website: scmsgroup.org

-: 3:-

## DATE OF JOINING

Your expected date of joining will be 24.06.2013.

**We welcome you to SCMS family and look forward to a fruitful association.**

With Best Wishes.

For SCMS GROUP OF EDUCATIONAL INSTITUTIONS

A.K. KESAVA PILLAI  
GROUP DIRECTOR

sj/

## ACCEPTANCE

I have read and fully understood the above terms and conditions and I accept the same.

Signature:

Name : ASHA S

Date : 10-06-2013



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to Mahatma Gandhi University, Kottayam and Approved by AICTE  
An ISO 9001:2008 Certified Institution

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN-683 106  
Phone: 91-484-2623803 (30 Lines) Fax: 91-484-2623855, E-mail: scms@scmsgroup.org  
Website: scmsgroup.org

SSET/1/13/1418

02.07.2013.

Ms. Sreeja Rajesh,  
12B, SI Kingsway Point,  
Opp. Changampuzha Park,  
Edappally,  
COCHIN - 682 024.

Madam,

Sub: Offer of appointment as 'Faculty'.

Reference to your application and subsequent interview you had with us on 29.05.2013, we are pleased to confirm our offer of appointment to you as 'Asst. Professor (Computer Science & Engg)'. The terms and conditions of appointment are as follows:

## COMPENSATION

You shall be paid a total salary of Rs.37,500/- p.m as per details below:

Scale of pay	-	15600-450-39100	
Basic pay	-	Rs.18,750.00	
AGP	-	Rs. 6,000.00	
HRA	-	Rs. 3,000.00	
Children's Edu.Allowance	-	Rs. 200.00	
TA	-	Rs. 800.00	
Personal Pay	-	Rs. 8,750.00	
			<u>Rs.37,500.00</u>

Statutory taxes including Income Tax will be deducted at source as per the prevailing rules.

## SERVICE CONDITIONS :

You will be on probation for a period of one year from the date of joining.

On satisfactory completion of probation you will be confirmed in the service of the SCMS Group.

As per our service rules the services of any staff member can be terminated without notice at any time during the period of probation and thereafter with one month's notice or one month's salary in lieu of notice period on either side. You can leave the service only with one month's notice or one month's salary in lieu of notice period during probation.

..... 2



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to Mahatma Gandhi University, Kottayam and Approved by AICTE  
An ISO 9001:2008 Certified Institution

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN-683 106  
Phone: 91-484-2623903 (30 Lines) Fax: 91-484-2623855, E-mail: scms@scmsgroup.org  
Website: scmsgroup.org

-: 2:-

However, in the event of your resignation, you have to give one month notice or one month's salary in lieu of notice. The management may, at its sole discretion, relieve you even before the expiry of the notice period without any salary or notice pay for the remaining period.

## TRANSFER

Your present place of work will be at Karukutty campus. But your services can be transferred to any of the institutions under the SCMS Group in India or abroad based on the requirements of the institution or exigencies of work from time to time.

## LEAVE

You will be governed by the leave policy of SCMS School of Engineering & Technology that is in force from time to time.

## EXCLUSIVITY

Your position is a full time employment with the institution and you shall devote yourself exclusively to the business of the institution. You shall not take up any other work for remuneration or be interested directly or indirectly in any other trade during the employment with this institution without permission in writing from the management.

## DECLARATIONS AND INFORMATION

This offer of appointment is made based on the information furnished by you regarding your personal data, educational qualifications and experience. You have to produce the original certificates and deposit the same with us at the time of joining.

## CONTACT INFORMATION

You will keep the institution informed of your telephone number (land line and mobile), email, fax, postal address or any other means of communication including changes that may occur during the period of your employment. In the absence of the same, SCMS Group will in no way be responsible for any failure in communicating with you.

.....3.



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to Mahatma Gandhi University, Kottayam and Approved by AICTE  
An ISO 9001:2008 Certified Institution

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN-683 106  
Phone: 91-484-2623803 (30 Lines) Fax: 91-484-2623855, E-mail: scms@scmsgroup.org  
Website: scmsgroup.org

-: 3:-

## DATE OF JOINING

Your expected date of joining will be 03.07.2013.

**We welcome you to SCMS family and look forward to a fruitful association.**

With Best Wishes.

For SCMS GROUP OF EDUCATIONAL INSTITUTIONS

A.K. KESAVA PILLAI  
GROUP DIRECTOR

sj/

## ACCEPTANCE

I have read and fully understood the above terms and conditions and I accept the same.

Signature: *M. Sreeja*

Name : SREEJA RAJESH

Date : 2/7/2013



# SCMS

## SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to Mahatma Gandhi University, Kottayam

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN-683 106

Phone: 91-484-2623803, 2623804, 2623885, 2623887, Fax: 91-484-2623855, E-mail: scms@vsnl.com

SSET/1/07/2122

11.12.2007.

Mr. Sunil Jacob,  
Thekkattil,  
Akshaya Nagar - 41,  
Kadappakada,  
KOLLAM - 691 008.

Sir,

Sub: Offer of appointment as 'Asst. Professor (Electronics & Communication)'

Ref: Your application and the interview.

With reference to the above we have pleasure to offer you appointment as 'Asst. Professor (Electronics & Communication Engg.)'. This offer is subject to the following terms and conditions.

1. You will be on probation for a period of one year from the date of joining.
2. You will be paid a salary of Rs.23,000/- p.m. as below.

Scale of pay - 12000-420-18300

Basic pay	-	Rs.13,680.00
DA	-	Rs 6,840.00
Personal Pay	-	Rs. 2,480.00
		<u>Rs 23,000.00</u>

3. On completion of one year service and subject to confirmation you will be eligible for DA at 65% and on completion of two years the DA applicable will be 75% of basic salary.
4. On satisfactory completion of probation you will be confirmed in service.
5. As per our service rules any faculty member/employee can be terminated without notice at any time during the period of probation and thereafter with one month's notice on either side. You can leave the service only with one month's notice during probation.
6. You will be governed by the rules and regulations applicable to faculty members of SCMS School of Engineering & Technology.
7. You may join duty as discussed; please indicate the specific date on which you propose to report for duty.
8. At the time of joining you have to produce certificates in support of age, qualification and experience and deposit the same with us.

Kindly return the duplicate copy of this order duly signed in token of your acceptance of the terms and conditions.

Thanking you,

Yours faithfully,

A.K. KESAVA PILLAI  
GROUP DIRECTOR

Sj'

Accepted  
16-01-2008

NCC





# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to Mahatma Gandhi University, Kottayam

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN-683 106

Phone: 91-484-2623803, 2623804, 2623885, 2623887, Fax: 91-484-2623855, E-mail: scms@vsnl.com

SSET/I/06/1094

20.07.2006.

Ms. Anandhi V.,  
W/o. Mr. P.R. Goparaj(POAF),  
NIAT/AE Faculty,  
INS Garuda,  
Naval Base,  
COCHIN - 682 004.

Madam,

Sub: Offer of appointment. ,  
Ref: Your application.

Further to the above and the interview you had with us today, we have pleasure to offer you appointment as 'Asst. Professor(Electronics & Communication)' subject to the following conditions.

1. You will be on probation for a period of one year from the date of joining.
2. You will be paid a basic salary of Rs.12,000/- p.m. in the scale of pay of Rs.12000-420-18300.
3. You will also be paid Rs.6,000/- towards DA per mensem.
4. On satisfactory completion of probation you will be confirmed in service.
5. Your services are liable to be terminated without notice at any time during the period of probation and thereafter with one month's notice on either side. You can leave the service only with one month's notice during probation.
6. You will be governed by the rules and regulations applicable to faculty members of SCMS School of Engineering & Technology.
7. You have to report for duty on 07.08.2006.
8. At the time of joining you have to produce certificates in support of age, qualification and experience and deposit the same with us.

Kindly return the duplicate copy of this order duly signed in token of your acceptance of the terms and conditions.

Thanking you,

Yours faithfully,

PRADEEP P.THEVANNOOR  
DIRECTOR

sp/

Anandhi  
21/7/06  
(ANANDHI.S.V)

NLG



# SCMS

## SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to Mahatma Gandhi University, Kottayam

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN-683 106  
Phone: 91-484-2623803, 2623804, 2623885, 2623887, Fax: 91-484-2623855, E-mail: scms@vsnl.com

SSET/1/07/2123

10.12.2007.

Ms. Saira Joseph,  
Thekkattil,  
Akshaya Nagar - 41,  
Kadappakada,  
KOLLAM - 691 008.

Madam,

Sub: Offer of appointment as 'Lecturer(Electronics & Communication)'.  
Ref: Your application and the interview.

With reference to the above we have pleasure to offer you appointment as 'Lecturer(Electronics & Communication Engg)'. This offer is subject to the following terms and conditions.

1. You will be on probation for a period of one year from the date of joining.
2. You will be paid a salary of Rs.19,000/- p.m. as below.

Scale of pay - 8000-275-13500

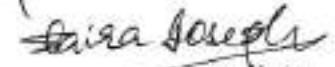
Basic pay	-	Rs. 9,100.00
DA	-	Rs 4,550.00
Personal Pay	-	Rs. 5,350.00
		<u>Rs 19,000.00</u>

3. On completion of one year service and subject to confirmation you will be eligible for DA at 65% and on completion of two years the DA applicable will be 75% of basic salary.
4. On satisfactory completion of probation you will be confirmed in service.
5. As per our service rules any faculty member/employee can be terminated without notice at any time during the period of probation and thereafter with one month's notice on either side. You can leave the service only with one month's notice during probation.
6. You will be governed by the rules and regulations applicable to faculty members of SCMS School of Engineering & Technology.
7. You may join duty as discussed; please indicate the specific date on which you propose to report for duty.
8. At the time of joining you have to produce certificates in support of age, qualification and experience and deposit the same with us.

Kindly return the duplicate copy of this order duly signed in token of your acceptance of the terms and conditions.

Thanking you,

Yours faithfully,  
  
A.K. KESAVA PILLAI  
GROUP DIRECTOR

Accepted.  
  
2/2/08

NCC



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to Mahatma Gandhi University, Kottayam and Approved by AICTE, Govt. of India  
An ISO 9001:2008 Certified Institution

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN-683 106  
Phone: 91-484-2623803 (30 Lines) Fax: 91-484-2623855 E-mail: scms@scmsgroup.org  
Website: www.scmsgroup.org

SSET/1/15/1266

25.06.2015.

Ms. Parvathy M.,  
Sree Padmam, Pallikkunnu,  
Asokapuram P.O.,  
ALUVA – 683 101.

Madam,

Sub: Offer of appointment as 'Faculty'.

Reference to your application and subsequent interview you had with us on 16.06.2015, we are pleased to confirm our offer of appointment to you as 'Asst. Professor (Electronics & Communication Engg)'. The terms and conditions of appointment are as follows:

## COMPENSATION

You shall be paid a total salary of Rs.32,000/- p.m as per details below:

Scale of pay	-	15600-450-39100
Basic pay	-	Rs.15,600.00
AGP	-	Rs. 6,000.00
HRA	-	Rs. 3,000.00
TA	-	Rs. 1,600.00
Personal Pay	-	Rs. 5,800.00
		<u>Rs.32,000.00</u>

Statutory taxes including Income Tax will be deducted at source as per the prevailing rules.

## SERVICE CONDITIONS :

You will be on probation for a period of one year from the date of joining.

On satisfactory completion of probation you will be confirmed in the service of the SCMS Group.

As per our service rules the services of any staff member can be terminated without notice at any time during the period of probation and thereafter with one month's notice or one month's salary in lieu of notice period on either side. You can leave the service only with one month's notice or one month's salary in lieu of notice period during probation.

..... 2



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to Mahatma Gandhi University, Kottayam and Approved by AICTE, Govt. of India  
An ISO 9001:2008 Certified Institution

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN-683 106  
Phone: 91-484-2623803 (30 Lines) Fax: 91-484-2623855 E-mail: scms@scmsgroup.org  
Website: www.scmsgroup.org

-: 2:-

However, in the event of your resignation, you have to give one month notice or one month's salary in lieu of notice. The date of relief on account of resignation, however, should synchronize either with the commencement or with the closure of a semester as relief during a semester period is not permitted. The management may, at its sole discretion, relieve you even before the expiry of the notice period without any salary or notice pay for the remaining period.

As a member of faculty at SSET, you are required to associate with Social outreach / Research and related activities undertaken by SSET.

## TRANSFER

Your present place of work will be at Karukutty campus. But your services can be transferred to any of the institutions under the SCMS Group in India or abroad based on the requirements of the institution or exigencies of work from time to time.

## LEAVE

You will be governed by the leave policy of SCMS School of Engineering & Technology that is in force from time to time.

## EXCLUSIVITY

Your position is a full time employment with the institution and you shall devote yourself exclusively to the business of the institution. You shall not take up any other work for remuneration or be interested directly or indirectly in any other trade during the employment with this institution without permission in writing from the management.

## DECLARATIONS AND INFORMATION

This offer of appointment is made based on the information furnished by you regarding your personal data, educational qualifications and experience. You have to produce the original certificates and deposit the same with us at the time of joining.

## CONTACT INFORMATION

You will keep the institution informed of your telephone number (land line and mobile), email, fax, postal address or any other means of communication including changes that may occur during the period of your employment. In the absence of the same, SCMS Group will in no way be responsible for any failure in communicating with you.

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# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to Mahatma Gandhi University, Kottayam and Approved by AICTE, Govt. of India  
An ISO 9001:2008 Certified Institution

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN-683 106  
Phone: 91-484-2623803 (30 Lines) Fax: 91-484-2623855 E-mail: scms@scmsgroup.org  
Website: www.scmsgroup.org

-: 3:-

## DATE OF JOINING

Your expected date of joining will be 01.07.2015.

We welcome you to SCMS family and look forward to a fruitful association.

With Best Wishes.


For SCMS GROUP OF EDUCATIONAL INSTITUTIONS

A.K. KESAVA PILLAI  
GROUP DIRECTOR

sj/

## ACCEPTANCE

I have read and fully understood the above terms and conditions and I accept the same.

Signature: 

Name : PARVATHY.M

Date : 26-06-2015



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

PROMOTED BY PRATHAP FOUNDATION FOR EDUCATION AND TRAINING

CORPORATE OFFICE: MANAGEMENT HOUSE, S. KALAMASSERY, KOCHI-682 033, INDIA

Phone: 91-484-2558502/2551304, Fax: 91-484-2540482, E-mail: scms@vsnl.com

SSET/1/04/128

04.01.2004.

Ms. Vrinda Gopal T.,  
Nandanam,  
Cheranelloor Road,  
South Chittoor,  
COCHIN - 682 017.

Madam,

Sub: Offer of appointment as Faculty.  
Ref: Your application for employment.

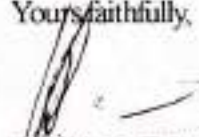
Further to the above and the interview you had with us on 03.01.2004, we have pleasure to offer you appointment as Lecturer (Electronics & Communication) on contract. This offer is subject to the following terms and conditions.

1. This contract is valid for a period of one year from the date of joining.
2. You will be paid a consolidated monthly remuneration of Rs.7000/-.
3. If your performance during the period of contract is satisfactory you will be considered for a permanent post on probation for one year.
4. Please note that this contract can be terminated with one month's notice on either side.
5. In order to ensure uninterrupted teaching for the benefit of students we expect you not to ask for relief during a semester period.
6. You will be governed generally by the rules and regulations applicable to the full time faculty members except where specifically prescribed differently.
7. You are required to join immediately.
8. At the time of joining you have to produce original certificates in support of age, qualification and experience.

Kindly return the duplicate copy of this order duly signed in token of your acceptance of the terms and conditions.

Thanking you,

Yours faithfully,

  
PRADEEP P. THEVANNOOR  
DIRECTOR

sj/

Received

  
30/01/04

VRINDA. V. GOPAL.T

AFFILIATED TO MAHATMA GANDHI UNIVERSITY, KOTTAYAM

CAMPUS: VIDYA NAGAR, PALISSERY, KARUKUTTY, ERNAKULAM-683 582, PHONE: 0484-2450330, 2451907



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

PROMOTED BY PRATHAP FOUNDATION FOR EDUCATION AND TRAINING

CORPORATE OFFICE: SCMS NEW CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN-683 106  
Phone: 91-484-2623803, 2623804, 2623885, 2623887, Fax: 91-484-2623855, E-mail: scms@vsnl.net

SSET/1/05/667

17.05.2005.

Ms. Praveena S. Kammath,  
XL/5546, Kamath Lane,  
T D Road,  
Ernakulam,  
COCHIN - 682 035.

Madam,

Sub: Offer of appointment.

Ref: Your application and interview on 13.05.2005.

Further to the above and the interview you had with us, we have pleasure to offer you appointment as Lecturer( Electronics & Communication)' subject to the following conditions.

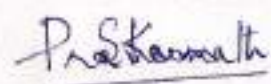
1. You will be on probation for a period of one year from the date of joining.
2. You will be paid a basic salary of Rs.8000/- p.m. in the scale of pay of Rs.8000-275-13500.
3. On completion of one year of service you will be paid DA of Rs.1500/- and on completion of two years you will be getting a DA of Rs.3000/-.
4. On satisfactory completion of probation you will be confirmed in service.
5. Your services are liable to be terminated without notice at any time during the period of probation and thereafter with one month's notice on either side.
6. You will be governed by the rules and regulations applicable to faculty members of SCMS School of Engineering & Technology.
7. You have to report for duty on 01.06.2005.
8. At the time of joining you have to produce certificates in support of age, qualification and experience and deposit the same with us.

Kindly return the duplicate copy of this order duly signed before 25th of May in token of your acceptance of the terms and conditions.

Thanking you,

Yours Faithfully,

PRADDEEP P.THEVANNOOR  
DIRECTOR

  
(Praveena S. Kammath)

AFFILIATED TO MAHATMA GANDHI UNIVERSITY, KOTTAYAM

CAMPUS: VIDYA NAGAR, PALISSERY, KARUKUTTY, COCHIN-683 582, PHONE: 0484-2450330, 2451907, FAX: 91-484- 2450508



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

PROMOTED BY PRATHAP FOUNDATION FOR EDUCATION AND TRAINING

CORPORATE OFFICE: SCMS NEW CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN-683 106  
Phone: 91-484-2623803, 2623804, 2623885, 2623887, Fax: 91-484-2623855, E-mail: scms@vsnl.net

SSET/1/05/1906

13.12.2005.

Ms. B. Deepa,  
Edavazhikkal House,  
Aroor P.O.,  
Cherthala(Via),  
ALAPPUZHA - 688 534.

Madam,

Sub: Offer of appointment.  
Ref: Your application and interview on 07.11.2005.

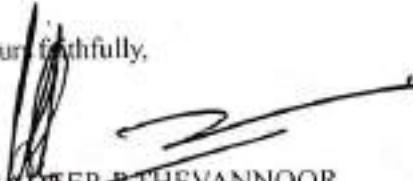
Further to the above, we have pleasure to offer you appointment as 'Lecturer(Electronics & Communication Engg.)' subject to the following conditions.

1. You will be on probation for a period of one year from the date of joining.
2. You will be paid a basic salary of Rs.8000/- p.m. in the scale of pay of Rs.8000-275-13500.
3. You will also be paid Rs.4,000/- towards DA per mensem.
4. On satisfactory completion of probation you will be confirmed in service.
5. Your services are liable to be terminated without notice at any time during the period of probation and thereafter with one month's notice on either side.
6. You will be governed by the rules and regulations applicable to faculty members of SCMS School of Engineering & Technology.
7. You have to join duty as early as possible, but not later than 30 days from the date of this offer.
8. At the time of joining you have to produce certificates in support of age, qualification and experience and deposit the same with us.

Kindly return the duplicate copy of this order duly signed in token of your acceptance of the terms and conditions.

Thanking you,

Your faithfully,

  
PRADEEP P. THEVANNOOR  
DIRECTOR

sf/

Accepted  
B. Deepa  
15/12/05  
[B. DEEPA]

AFFILIATED TO MAHATMA GANDHI UNIVERSITY, KOTTAYAM

CAMPUS: VIDYA NAGAR, PALISSERY, KARUKUTTY, COCHIN-683 582, PHONE: 0484-2450330, 2451907, FAX: 91-484-2450508





# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to Mahatma Gandhi University, Kottayam

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Phone: 91-484-2623803, 2623804, 2623885, 2623887, Fax: 91-484-2623855, E-mail: scms@vsnl.com

SSET/1/06/1097

20.07.2006.

Ms. Nithya M.,  
TC 24/1072,  
W& C Hospital Road,  
Thycaud,  
TRIVANDRUM - 14.

Madam,

Sub: Offer of appointment.  
Ref: Your application.

Further to the above and the interview you had with us today, we have pleasure to offer you appointment as 'Lecturer(Electronics & Communication Engg.)' subject to the following conditions.

1. You will be on probation for a period of one year from the date of joining.
2. You will be paid a basic salary of Rs.8000/- p.m. in the scale of pay of Rs.8000-275-13500. On producing M.E. certificate you will be entitled for two increments.
3. You will also be paid Rs.4,000/- towards DA per mensem.
4. On satisfactory completion of probation you will be confirmed in service.
5. Your services are liable to be terminated without notice at any time during the period of probation and thereafter with one month's notice on either side. You can leave the service only with one month's notice during probation.
6. You will be governed by the rules and regulations applicable to faculty members of SCMS School of Engineering & Technology.
7. You have to report for duty on 01.08.2006.
8. At the time of joining you have to produce certificates in support of age, qualification and experience and deposit the same with us.

Kindly return the duplicate copy of this order duly signed in token of your acceptance of the terms and conditions.

Thanking you,

Yours faithfully,

PRADEEP P. THEVANNOOR  
DIRECTOR

Terms & Conditions Accepted

NCG



# SCMS

## SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to Mahatma Gandhi University, Kottayam

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN-683 106

Phone: 91-484-2623803, 2623804, 2623885, 2623887, Fax: 91-484-2623855, E-mail: scms@vsnl.com

SSET/1/07/0020

03.01.2007.

Ms. Retty George,  
Poothara House,  
Prasanth Nagar,  
Nethaji Road,  
ALUVA.

Madam,

Sub: Offer of appointment.  
Ref: Your application.


Further to the above and the interview you had with us on 02.01.2007, we have pleasure to offer you appointment as 'Lecturer (Electronics & Communication Engg.)' subject to the following conditions.

1. You will be on probation for a period of one year from the date of joining.
2. You will be paid a basic salary of Rs.8,000/- p.m. in the scale of pay of Rs.8000-275-13500.
3. You will also be paid Rs.4,000/- towards DA per mensem.
4. On satisfactory completion of probation you will be confirmed in service.
5. Your services are liable to be terminated without notice at any time during the period of probation and thereafter with one month's notice on either side. You can leave the service only with one month's notice during probation.
6. You will be governed by the rules and regulations applicable to faculty members of SCMS School of Engineering & Technology.
7. You have to report for duty not later than 22nd January, 2007.
8. At the time of joining you have to produce certificates in support of age, qualification and experience and deposit the same with us.

Kindly return the duplicate copy of this order duly signed in token of your acceptance of the terms and conditions.

Thanking you,

Yours faithfully,

  
PRADEEP P. THEVANNOOR  
DIRECTOR

  
RETTY GEORGE



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to Mahatma Gandhi University, Kottayam

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN-683 106  
Phone: 91-484-2623803, 2623804, 2623885, 2623887, Fax: 91-484-2623855, E-mail: scms@vsnl.com

SSET/1/07/2201

21.12.2007.

Ms. Sreeja K.A.,  
Keedeth Sreejas,  
Desom P.O.,  
Kunnumpuram,  
ALUVA - 683 103.

Madam,

Sub: Offer of appointment.  
Ref: Your application.

Further to the above and the interview you had with us, we have pleasure to offer you appointment as 'Lecturer( Electronics & Communication Engg.)' subject to the following conditions.

1. You will be on probation for a period of one year from the date of joining.
2. You will be paid a salary of Rs.14,000/- p.m. as below.  
Scale of pay - 8000-275-13500

Basic pay	-	Rs. 8,550.00
DA	-	Rs 4,275.00
Personal Pay	-	Rs. 1,175.00
		<u>Rs 14,000.00</u>

3. On completion of one year service and subject to confirmation you will be eligible for DA at 65% and on completion of two years the DA applicable will be 75% of basic salary.
4. On satisfactory completion of probation you will be confirmed in service.
5. Your services are liable to be terminated without notice at any time during the period of probation and thereafter with one month's notice on either side. You can leave the service only with one month's notice during probation.
6. You will be governed by the rules and regulations applicable to faculty members of SCMS School of Engineering & Technology.
7. You may join duty as early as possible, not later than 2nd week of January, 2008.
8. At the time of joining you have to produce certificates in support of age, qualification and experience and deposit the same with us.

Kindly return the duplicate copy of this order duly signed in token of your acceptance of the terms and conditions.

Thanking you,

Yours faithfully,

A.K. KESAVA PILLAI  
GROUP DIRECTOR

sj/

*Accepted*  
  
14/1/08  
SREEJA K.A.

*NCC*



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to Mahatma Gandhi University, Kottayam

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN-683 106  
Phone: 91-484-2623803, 2623804, 2623885, 2623887, Fax: 91-484-2623855, E-mail: scms@vsnl.com

SSET/1/10/1833

26.08.2010.

Mr. Vinoj P.G.,  
Parambaloth House,  
Malipuram P.O.,  
Karthedom,  
COCHIN - 682 511.

DOB: 28.04.1982

Sir,

Sub: Offer of appointment.  
Ref: Your application.

Further to the above and the interview you had with us, we have pleasure to offer you appointment as 'Asst. Professor(Electronics & Communication Engg.)' subject to the following conditions.

1. You will be on probation for a period of one year from the date of joining.
2. You will be paid a salary of Rs.32,000/- p.m. as below.

Scale of pay	-	15600-450-39100	
Basic pay	-		Rs.15,600.00
AGP	-		Rs. 6,000.00
Personal Pay	-		Rs. 10,400.00
			<u>Rs 32,000.00</u>

3. On satisfactory completion of probation you will be confirmed in service.
4. Your services are liable to be terminated without notice at any time during the period of probation and thereafter with one month's notice on either side. You can leave the service only with one month's notice during probation.
5. You will be governed by the rules and regulations applicable to faculty members of SCMS School of Engineering & Technology.
6. You have to report for duty on 02.09.2010.
7. At the time of joining you have to produce certificates in support of age, qualification and experience and deposit the same with us.

Kindly return the duplicate copy of this order duly signed in token of your acceptance of the terms and conditions.

Thanking you,

Yours faithfully,

A.K. KESAVA PILLAI  
GROUP DIRECTOR

sj/



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to Mahatma Gandhi University, Kottayam

CAMPUS: VIDYA NAGAR, PALISSERY, KARUKUTTY, COCHIN-683 582, PHONE: 0484-2450330, 2451907, FAX: 91-484- 2450508

SSET/1/11/0972

11.05.2011.

Ms. Hazel Elsa John,  
Vattaparayil House,  
Vazhithala P.O., Thodupuzha,  
IDUKKI - 685 583.

Madam,

Sub: Offer of appointment as 'Faculty'.

Reference your application and subsequent interview you had with us, we are pleased to confirm our offer of appointment to you as 'Asst. Professor(Electronics & Communication Engg.)'. The terms and conditions of appointment are as follows:

## COMPENSATION

You shall be paid a total salary of Rs.30,000/- p.m subject to production of M.Tech. certificate. Till then your salary will be Rs.24,000/- p.m. as per details below:

Scale of pay	-	15600-450-39100	
Basic pay	-	Rs.15,600.00	
Academic Grade Pay	-	Rs. 6,000.00	
Personal Pay	-	Rs. 2,400.00	
			<u>Rs.24,000.00</u>

Statutory taxes including Income Tax will be deducted at source as per the prevailing rules.

## SERVICE CONDITIONS :

You will be on probation for a period of one year from the date of joining.

On satisfactory completion of probation you will be confirmed in the service of the SCMS Group.

As per our service rules the services of any faculty member can be terminated without notice at any time during the period of probation and thereafter with one month's notice on either side. You can leave the service only with one month's notice during probation. This provision is intended to safeguard the academic interests of the students.

However, in the event of your resignation, you have to give one month notice or one month's salary in lieu of notice. The management may, at its sole discretion, relieve you even before the expiry of the notice period without any salary or notice pay for the remaining period.

## TRANSFER

Your present place of work will be at Karukutty campus. But your services can be transferred to any of the institutions under the SCMS Group in India or abroad based on the requirements of the institution or exigencies of work from time to time.

..... 2

*[Handwritten signature]*  
13/6



# SCMS

## SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to Mahatma Gandhi University, Kottayam

CAMPUS: VIDYA NAGAR, PALISSERY, KARUKUTTY, COCHIN-683 582, PHONE: 0484-2450330, 2451907, FAX: 91-484-2450508

### LEAVE

You will be governed by the leave policy of SCMS School of Engineering & Technology that is in force from time to time.

### EXCLUSIVITY

Your position is a full time employment with the institution and you shall devote yourself exclusively to the business of the institution. You shall not take up any other work for remuneration or be interested directly or indirectly in any other trade during the employment with this institution without permission in writing from the management.

### DECLARATIONS AND INFORMATION

This offer of appointment is made based on the information furnished by you regarding your personal data, educational qualifications and experience. You have to produce the original certificates and deposit the same with us at the time of joining.

### CONTACT INFORMATION

You will keep the institution informed of your telephone number (land line and mobile), email, fax, postal address or any other means of communication including changes that may occur during the period of your employment. In the absence of the same, SCMS Group will in no way be responsible for any failure in communicating with you.

### DATE OF JOINING

Your expected date of joining will be 01.06.2011.

We welcome you to SCMS family and look forward to a fruitful association.

With Best Wishes.

For SCMS GROUP OF EDUCATIONAL INSTITUTIONS

A.K. KESAVA PILLAI  
GROUP DIRECTOR

sj/

### ACCEPTANCE

I have read and fully understood the above terms and conditions and I accept the same.

Signature:

Name : HAZEL ELSA JOHN

Date : 01-06-2011



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to Mahatma Gandhi University, Kottayam

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN - 683 106  
Phone: 91-484-2623803, 2623804, 2623885, 2623887, Fax: 91-484-2623855, E-mail: scms@vsnl.com

SSET/1/11/2567

21.12.2011.

Ms. Lekshmi Nair M.,  
T1, Gold Phase,  
St. James Road,  
Thycoodam,  
VYTTILA.

DOB: 8/8/1987  
DOJ: 02/01/2012

Madam,

Sub: Offer of appointment as 'Faculty'.

Reference your application and subsequent interview you had with us, we are pleased to confirm our offer of appointment to you as 'Asst. Professor (Electronics & Communication Engg.)'. The terms and conditions of appointment are as follows:

## COMPENSATION

You shall be paid a total salary of Rs.32,000/- p.m. as per details below:

Scale of pay - 15600-450-39100

Basic pay	-	Rs.15,600.00
AGP	-	Rs. 6,000.00
HRA	-	Rs. 3,000.00
Children's Edu.Allowance	-	Rs. 200.00
TA	-	Rs. 800.00
Personal Pay	-	Rs 6,400.00
		-----
		Rs.32,000.00
		=====

Statutory taxes including Income Tax will be deducted at source as per the prevailing rules.

## SERVICE CONDITIONS :

You will be on probation for a period of one year from the date of joining.

On satisfactory completion of probation you will be confirmed in the service of the SCMS Group.

As per our service rules the services of any faculty member can be terminated without notice at any time during the period of probation and thereafter with one month's notice on either side. You can leave the service only with one month's notice during probation. This provision is intended to safeguard the academic interests of the students.

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# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

*Affiliated to Mahatma Gandhi University, Kottayam*

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN - 683 106

Phone: 91-484-2623803, 2623804, 2623885, 2623887, Fax: 91-484-2623855, E-mail: scms@vsnl.com

-: 2:-

However, in the event of your resignation, you have to give one month notice or one month's salary in lieu of notice. The management may, at its sole discretion, relieve you even before the expiry of the notice period without any salary or notice pay for the remaining period.

## **TRANSFER**

Your present place of work will be at Karukutty campus. But your services can be transferred to any of the institutions under the SCMS Group in India or abroad based on the requirements of the institution or exigencies of work from time to time.

## **LEAVE**

You will be governed by the leave policy of SCMS School of Engineering & Technology that is in force from time to time.

## **EXCLUSIVITY**

Your position is a full time employment with the institution and you shall devote yourself exclusively to the business of the institution. You shall not take up any other work for remuneration or be interested directly or indirectly in any other trade during the employment with this institution without permission in writing from the management.

## **DECLARATIONS AND INFORMATION**

This offer of appointment is made based on the information furnished by you regarding your personal data, educational qualifications and experience. You have to produce the original certificates and deposit the same with us at the time of joining.

## **CONTACT INFORMATION**

You will keep the institution informed of your telephone number (land line and mobile), email, fax, postal address or any other means of communication including changes that may occur during the period of your employment. In the absence of the same, SCMS Group will in no way be responsible for any failure in communicating with you.

.....3.





# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to Mahatma Gandhi University, Kottayam

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN - 683 106

Phone: 91-484-2623803, 2623804, 2623885, 2623887, Fax: 91-484-2623855, E-mail: scms@vsnl.com

-: 3:-

## DATE OF JOINING

Your expected date of joining will be 26.12.2011.

**We welcome you to SCMS family and look forward to a fruitful association.**

With Best Wishes.

For SCMS GROUP OF EDUCATIONAL INSTITUTIONS

A.K. KESAVA PILLAI  
GROUP DIRECTOR

sj/

## ACCEPTANCE

I have read and fully understood the above terms and conditions and I accept the same.

Signature:

Name : Lekshmi Nair M

Date : 26/12/11



# SCMS

## SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to Mahatma Gandhi University, Kottayam

CAMPUS: VIDYA NAGAR, PALISSERY, KARUKUTTY, COCHIN-683 582, PHONE: 0484-2450330, 2451907, FAX: 91-484- 2450508

SSET/1/12/1351

15.06.2012.

Mr. Jerry Kuriakose,  
Koothamattathil,  
Kozhippilly P.O.,  
Kothamangalam – 686 691.

Sir,

Sub: Offer of appointment as 'Faculty'.

Reference to your application and subsequent interview you had with us, we are pleased to confirm our offer of appointment to you as 'Asst. Professor (Electronics & Communication Engg.)'. The terms and conditions of appointment are as follows:

### COMPENSATION

You shall be paid a total salary of Rs.30,000/- p.m as per details below:

Scale of pay - 15600-450-39100

Basic pay	-	Rs.16,500.00
AGP	-	Rs. 6,000.00
HRA	-	Rs. 3,000.00
Children's Edu.Allowance	-	Rs. 200.00
TA	-	Rs. 800.00
Personal Pay	-	Rs. 3,500.00

Rs.30,000.00

Statutory taxes including Income Tax will be deducted at source as per the prevailing rules.

### SERVICE CONDITIONS :

You will be on probation for a period of one year from the date of joining.

On satisfactory completion of probation you will be confirmed in the service of the SCMS Group.

As per our service rules the services of any faculty member can be terminated without notice at any time during the period of probation and thereafter with one month's notice on either side. You can leave the service only with one month's notice during probation. This provision is intended to safeguard the academic interests of the students.

..... 2



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

*Affiliated to Mahatma Gandhi University, Kottayam*

CAMPUS: VIDYA NAGAR, PALISSERY, KARUKUTTY, COCHIN-683 582, PHONE: 0484-2450330, 2451907, FAX: 91-484-2450508

-: 2:-

However, in the event of your resignation, you have to give one month notice or one month's salary in lieu of notice. The management may, at its sole discretion, relieve you even before the expiry of the notice period without any salary or notice pay for the remaining period.

## **TRANSFER**

Your present place of work will be at Karukutty campus. But your services can be transferred to any of the institutions under the SCMS Group in India or abroad based on the requirements of the institution or exigencies of work from time to time.

## **LEAVE**

You will be governed by the leave policy of SCMS School of Engineering & Technology that is in force from time to time.

## **EXCLUSIVITY**

Your position is a full time employment with the institution and you shall devote yourself exclusively to the business of the institution. You shall not take up any other work for remuneration or be interested directly or indirectly in any other trade during the employment with this institution without permission in writing from the management.

## **DECLARATIONS AND INFORMATION**

This offer of appointment is made based on the information furnished by you regarding your personal data, educational qualifications and experience. You have to produce the original certificates and deposit the same with us at the time of joining.

## **CONTACT INFORMATION**

You will keep the institution informed of your telephone number (land line and mobile), email, fax, postal address or any other means of communication including changes that may occur during the period of your employment. In the absence of the same, SCMS Group will in no way be responsible for any failure in communicating with you.

.....3.



# SCMS

## SCHOOL OF ENGINEERING & TECHNOLOGY

*Affiliated to Mahatma Gandhi University, Kottayam*

CAMPUS: VIDYA NAGAR, PALISSERY, KARUKUTTY, COCHIN-683 582, PHONE: 0484-2450330, 2451907, FAX: 91-484-2450508

-: 3:-

### DATE OF JOINING

Your expected date of joining will be 18.06.2012.

**We welcome you to SCMS family and look forward to a fruitful association.**

With Best Wishes.

For SCMS GROUP OF EDUCATIONAL INSTITUTIONS

A.K. KESAVA PILLAI  
GROUP DIRECTOR  
sj/

### ACCEPTANCE

I have read and fully understood the above terms and conditions and I accept the same.

Signature:

Name : JERRY KURIAKOSE

Date : 18/06/2012



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to Mahatma Gandhi University, Kottayam and Approved by AICTE, Govt. of India  
An ISO 9001:2008 Certified Institution

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN-683 106  
Phone: 91-484-2623803 (30 Lines) Fax: 91-484-2623855 E-mail: scms@scmsgroup.org  
Website: www.scmsgroup.org

SSET/1/15/1267

25.06.2015.

Ms. Mary Catherine V.G.,  
6/275, Pallichanparambil House,  
ANGAMALY - 683 572.

Madam,

Sub: Offer of appointment as 'Faculty'.

Reference to your application and subsequent interview you had with us on 16.06.2015, we are pleased to confirm our offer of appointment to you as 'Asst. Professor (Electronics & Communication Engg)'. The terms and conditions of appointment are as follows:

## COMPENSATION

You shall be paid a total salary of Rs.32,000/- p.m as per details below:

Scale of pay	-	15600-450-39100	
Basic pay	-	Rs.15,600.00	
AGP	-	Rs. 6,000.00	
HRA	-	Rs. 3,000.00	
TA	-	Rs. 1,600.00	
Personal Pay	-	Rs. 5,800.00	
		<u>Rs.32,000.00</u>	

Statutory taxes including Income Tax will be deducted at source as per the prevailing rules.

## SERVICE CONDITIONS :

You will be on probation for a period of one year from the date of joining.

On satisfactory completion of probation you will be confirmed in the service of the SCMS Group.

As per our service rules the services of any staff member can be terminated without notice at any time during the period of probation and thereafter with one month's notice or one month's salary in lieu of notice period on either side. You can leave the service only with one month's notice or one month's salary in lieu of notice period during probation.

..... 2

*Mumb*  
*10/6/15*

*[Signature]*



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to Mahatma Gandhi University, Kottayam and Approved by AICTE, Govt. of India  
An ISO 9001:2008 Certified Institution

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN-683 106  
Phone: 91-484-2623803 (30 Lines) Fax: 91-484-2623855 E-mail: [scms@scmsgroup.org](mailto:scms@scmsgroup.org)  
Website: [www.scmsgroup.org](http://www.scmsgroup.org)

-: 2:-

However, in the event of your resignation, you have to give one month notice or one month's salary in lieu of notice. The date of relief on account of resignation, however, should synchronize either with the commencement or with the closure of a semester as relief during a semester period is not permitted. The management may, at its sole discretion, relieve you even before the expiry of the notice period without any salary or notice pay for the remaining period.

As a member of faculty at SSET, you are required to associate with Social outreach / Research and related activities undertaken by SSET.

## TRANSFER

Your present place of work will be at Karukutty campus. But your services can be transferred to any of the institutions under the SCMS Group in India or abroad based on the requirements of the institution or exigencies of work from time to time.

## LEAVE

You will be governed by the leave policy of SCMS School of Engineering & Technology that is in force from time to time.

## EXCLUSIVITY

Your position is a full time employment with the institution and you shall devote yourself exclusively to the business of the institution. You shall not take up any other work for remuneration or be interested directly or indirectly in any other trade during the employment with this institution without permission in writing from the management.

## DECLARATIONS AND INFORMATION

This offer of appointment is made based on the information furnished by you regarding your personal data, educational qualifications and experience. You have to produce the original certificates and deposit the same with us at the time of joining.

## CONTACT INFORMATION

You will keep the institution informed of your telephone number (land line and mobile), email, fax, postal address or any other means of communication including changes that may occur during the period of your employment. In the absence of the same, SCMS Group will in no way be responsible for any failure in communicating with you.

.....3.



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

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An ISO 9001:2008 Certified Institution

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN-683 106  
Phone: 91-484-2623803 (30 Lines) Fax: 91-484-2623855 E-mail: scms@scmsgroup.org  
Website: www.scmsgroup.org

-: 3:-

## DATE OF JOINING

Your expected date of joining will be 01.07.2015.

We welcome you to SCMS family and look forward to a fruitful association.

With Best Wishes.

For SCMS GROUP OF EDUCATIONAL INSTITUTIONS

A.K. KESAVA PILLAI  
GROUP DIRECTOR

sj/

## ACCEPTANCE

I have read and fully understood the above terms and conditions and I accept the same.

Signature:

Name :

Date :

Mary Catherine  
29/06/2015



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to APJ Abdul Kalam Technological University, Kerala and Approved by AICTE, Govt. of India  
An ISO 9001:2008 Certified Institution

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN-683 106.

Phone: 91-484-2623803 (30 Lines) / 2628000 • E-mail: scms@scmsgroup.org

Website: www.scmsgroup.org

11.06.2019

SSET/1/19/164

Dr. M. Nandakumar,  
Madathil Kovilakom,  
P.O. Konathukunnu,  
(Dist.) Thrissur,  
Pin - 680123

Sir,

Sub: Offer of appointment as 'Faculty'.

Reference to your application and subsequent interview you had with us on 13.05.2019, we are pleased to confirm our offer of appointment to you as 'Professor & HOD Electrical & Electronics Engineering'. The terms and conditions of appointment are as follows:

## COMPENSATION

You shall be paid a consolidated salary of Rs.80,000/- p.m during the period of contract.

Statutory taxes including Income Tax will be deducted at source as per the prevailing rules.

## SERVICE CONDITIONS :

Your appointment will be for a period of two years from the date of joining and it can be renewed on mutual consent.

As discussed, your working days will be four days in a week to facilitate your on-going research scholar guide-ship.

As per our service rules the services of any faculty member can be terminated with one month's notice on either side.

However, in the event of your resignation, you have to give one month notice or one month's salary in lieu of notice. The date of relief on account of resignation, however, should synchronize either with the commencement or with the closure of a semester as relief during a semester period is not permitted. The management may, at its sole discretion, relieve you even before the expiry of the notice period without any salary or notice pay for the remaining period.

## TRANSFER

Your present place of work will be at Karukutty campus. But your services can be transferred to any of the institutions under the SCMS Group in India or abroad based on the requirements of the institution or exigencies of work from time to time.

## LEAVE

You will be eligible for 12 days Casual leave per year.





# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

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Phone: 91-484-2623803 (30 Lines) / 2628000 • E-mail: scms@scmsgroup.org  
Website: www.scmsgroup.org

-: 2:-

## EXCLUSIVITY

Your position is a full time employment with the institution and you shall devote yourself exclusively to the business of the institution. You shall not take up any other work for remuneration or be interested directly or indirectly in any other trade during the employment with this institution without permission in writing from the management.

## DECLARATIONS AND INFORMATION

This offer of appointment is made based on the information furnished by you regarding your personal data, educational qualifications and experience. You have to produce the original certificates at the time of joining.

## CONTACT INFORMATION

You will keep the institution informed of your telephone number (land line and mobile), email, fax, postal address or any other means of communication including changes that may occur during the period of your employment. In the absence of the same, SCMS Group will in no way be responsible for any failure in communicating with you.


## DATE OF JOINING

Your expected date of joining will be 29.07.2019.

We welcome you to SCMS family and look forward to a fruitful association.

With Best Wishes.

For SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

  
DR. RADHA P. THEVANNOOR  
REGISTRAR & GROUP DIRECTOR

## ACCEPTANCE

I have read and fully understood the above terms and conditions and I accept the same.

Signature:

Name : D. H. Nanda Kumar

Date : 29/07/2019



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to Mahatma Gandhi University, Kottayam

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN-683 106

SSET/1/07/0054

Phone: 91-484-2623803, 2623804, 2623885, 2623887, Fax: 91-484-2623855, E-mail: scms@vsnl.com

05.01.2007.

Ms. Divya Nath K.,  
G-9, T.C.C. Main Colony,  
Udyogamandal,  
ERNAKULAM DIST.

Madam,

Sub: Offer of appointment.  
Ref: Your application.

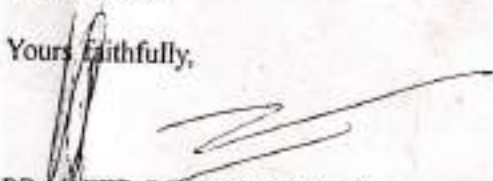
Further to the above and the interview you had with us on 03.01.2007, we have pleasure to offer you appointment as 'Lecturer (Electrical & Electronics Engg.)' subject to the following conditions.


1. You will be on probation for a period of one year from the date of joining.
2. You will be paid a basic salary of Rs.8,000/- p.m. in the scale of pay of Rs.8000-275-13500. You will also be eligible for two increments on your basic salary subject to producing proof of your M.Tech. Degree.
3. You will also be paid Rs.4,000/- towards DA per mensem.
4. On satisfactory completion of probation you will be confirmed in service.
5. Your services are liable to be terminated without notice at any time during the period of probation and thereafter with one month's notice on either side. You can leave the service only with one month's notice during probation.
6. You will be governed by the rules and regulations applicable to faculty members of SCMS School of Engineering & Technology.
7. You have to join duty not later than 20th February, 2007.
8. At the time of joining you have to produce certificates in support of age, qualification and experience and deposit the same with us.

Kindly return the duplicate copy of this order duly signed on or before 12.01.2007 in token of your acceptance of the terms and conditions.

Thanking you,

Yours faithfully,

  
PRADEEP P. THEVANNOOR  
DIRECTOR

Accepted  
  
(Divya Nath k)

NCG



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Promoted by: PRATHAP FOUNDATION FOR EDUCATION & TRAINING

VIDYA NAGAR, PALISSERY, KARUKUTTY, ERNAKULAM-683 582, PHONE: 0484-450330

DIRECTOR  
Dr. G. P. C. NAYAR

SSET/1/01/1455

21.12.2001.

Ms. Deepa S.  
No.78, Santhinagar,  
South Kalamassery,  
Cochin - 683 104.

Dear Madam,

Sub: Offer of Appointment as Lecturer  
Ref: Your application for job and the interview you had with us.

With reference to the above we have pleasure to offer you appointment as 'Lecturer' (Electrical & Electronics) subject to the following terms and conditions.

1. You will be on probation for a period of one year from the date of joining duty. On successful completion of probation you will be confirmed.
2. You will be paid a starting basic pay of Rs. 8,000/- in the scale of pay of Rs.8000 - 275 - 13500.
3. You will be governed by the rules and regulations applicable to faculty members of the college.
4. The originals of your qualification and experience certificates shall be deposited with us at the time of joining.
5. Management reserves the right to terminate your services without notice during probation and with three months notice after confirmation or in lieu of notice 3 months salary. If you want to leave the service you can do so with 3 months notice.

Please return the duplicate copy of this order duly signed in token of your acceptance of the terms and conditions.

You are expected to join duty on any day before 1st January 2002.

Thanking you,

Yours faithfully,

DR. G.P.C. NAYAR  
DIRECTOR



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to Mahatma Gandhi University, Kottayam

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN-683 106

Phone: 91-484-2623803, 2623804, 2623885, 2623887, Fax: 91-484-2623855, E-mail: scms@vsnl.com

05.01.2007.

SSET/1/07/0054

Ms. Divya Nath K.,  
G-9, T.C.C. Main Colony,  
Udyogamandal,  
ERNAKULAM DIST.

Madam,

Sub: Offer of appointment.  
Ref: Your application.

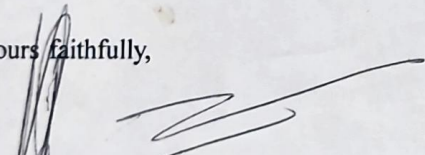
Further to the above and the interview you had with us on 03.01.2007, we have pleasure to offer you appointment as 'Lecturer(Electrical & Electronics Engg.)' subject to the following conditions.

1. You will be on probation for a period of one year from the date of joining.
2. You will be paid a basic salary of Rs.8,000/- p.m. in the scale of pay of Rs.8000-275-13500. You will also be eligible for two increments on your basic salary subject to producing proof of your M.Tech. Degree.
3. You will also be paid Rs.4,000/- towards DA per mensem.
4. On satisfactory completion of probation you will be confirmed in service.
5. Your services are liable to be terminated without notice at any time during the period of probation and thereafter with one month's notice on either side. You can leave the service only with one month's notice during probation.
6. You will be governed by the rules and regulations applicable to faculty members of SCMS School of Engineering & Technology.
7. You have to join duty not later than 20th February, 2007.
8. At the time of joining you have to produce certificates in support of age, qualification and experience and deposit the same with us.

Kindly return the duplicate copy of this order duly signed on or before 12.01.2007 in token of your acceptance of the terms and conditions.

Thanking you,

Yours faithfully,

  
PRADEEP P.THEVANNOOR  
DIRECTOR

sj/



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to Mahatma Gandhi University, Kottayam

CAMPUS: VIDYA NAGAR, PALISSERY, KARUKUTTY, COCHIN-683 582, PHONE: 0484-2450330, 2451907, FAX: 91-484-2450508

SSET/1/07/1169

12.07.2007.

Ms. Jayalakshmi S.,  
Neelakanta Nivas,  
Kothala P.O.,  
Pampady,  
KOTTAYAM - 686 502.

Madam,

Sub: Offer of appointment.

Ref: Your application.

Further to the above and the interview you had with us on 11.07.2007, we have pleasure to offer you appointment as 'Lecturer( Electrical & Electronics Engg.)' subject to the following conditions.

1. You will be on probation for a period of one year from the date of joining.
2. You will be paid a basic salary of Rs.8,000/- p.m. in the scale of pay of Rs.8000-275-13500. You will also be eligible for two increments on your basic salary subject to producing proof of your M.E. Degree.
3. You will be eligible for DA at 50% of the basic salary. On completion of one year service and subject to confirmation you will be eligible for DA at 65% and on completion of two years the DA applicable will be 75% of basic salary.
4. On satisfactory completion of probation you will be confirmed in service.
5. Your services are liable to be terminated without notice at any time during the period of probation and thereafter with one month's notice on either side. You can leave the service only with one month's notice during probation.
6. You will be governed by the rules and regulations applicable to faculty members of SCMS School of Engineering & Technology.
7. You may join duty as early as possible, not later than 1st August, 2007.
8. At the time of joining you have to produce certificates in support of age, qualification and experience and deposit the same with us.

Kindly return the duplicate copy of this order duly signed in token of your acceptance of the terms and conditions.

Thanking you,

Yours faithfully,

A.K. KESAVA PILLAI  
GROUP DIRECTOR

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NCC



# SCMS

## SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to Mahatma Gandhi University, Kottayam

CAMPUS: VIDYA NAGAR, PALISSERY, KARUKUTTY, COCHIN-683 582, PHONE: 0484-2450330, 2451907, FAX: 91-484-2450508

SSET/1/07/1915

31.10.2007.

Ms. Beena Puthillath,  
D-8, Shri Hari Apartments,  
Fort P.O.,  
Thripunithura,  
ERNAKULAM - 682 301.

Madam,

Sub: Offer of appointment.  
Ref: Your application.

Further to the above and the interview you had with us today, we have pleasure to offer you appointment as 'Lecturer (Electrical & Electronics Engg.)' subject to the following conditions.

1. You will be on probation for a period of one year from the date of joining.
2. You will be paid a basic salary of Rs.8,000/- p.m. in the scale of pay of Rs.8000-275-13500.
3. You will be eligible for DA at 50% of the basic salary. On completion of one year service and subject to confirmation you will be eligible for DA at 65% and on completion of two years the DA applicable will be 75% of basic salary.
4. On satisfactory completion of probation you will be confirmed in service.
5. Your services are liable to be terminated without notice at any time during the period of probation and thereafter with one month's notice on either side. You can leave the service only with one month's notice during probation.
6. You will be governed by the rules and regulations applicable to faculty members of SCMS School of Engineering & Technology.
7. As agreed, you may join duty on 05.11.2007.
8. At the time of joining you have to produce certificates in support of age, qualification and experience and deposit the same with us.

Kindly return the duplicate copy of this order duly signed in token of your acceptance of the terms and conditions.

Thanking you,

Yours faithfully,

A.K. KESAVA PILLAI  
GROUP DIRECTOR

Accepted

31/10/07  
BEENA PUTHILLATH



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to Mahatma Gandhi University, Kottayam

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN-683 106

Phone: 91-484-2623803, 2623804, 2623885, 2623887, Fax: 91-484-2623855, E-mail: scms@vsnl.com

SSET/1/09/1282

17.07.2009.

Ms. Lekshmi Babu,  
Harimangalathu Savidham,  
Krishnapuram P.O.,  
KAYAMKULAM - 690 533.

Madam,

Sub: Offer of appointment.

Ref: Your application.

Further to the above and the interview you had with us, we have pleasure to offer you appointment as 'Lecturer(Electrical & Electronics Engg.)' subject to the following conditions.

1. You will be on probation for a period of one year from the date of joining.
2. You will be paid a salary of Rs.18,000/- p.m. as below.

Scale of pay - 8000-275-13500

Basic pay	-	Rs. 8,000.00
DA	-	Rs 4,000.00
HRA	-	Rs. 2,000.00
Transport Allowance	-	Rs. 1,000.00
Personal Pay	-	Rs. 3,000.00
		<u>Rs 18,000.00</u>

3. On satisfactory completion of probation you will be confirmed in service.
4. Your services are liable to be terminated without notice at any time during the period of probation and thereafter with one month's notice on either side. You can leave the service only with one month's notice during probation.
5. You will be governed by the rules and regulations applicable to faculty members of SCMS School of Engineering & Technology.
6. You have to report for duty on 20.07.2009.
7. At the time of joining you have to produce certificates in support of age, qualification and experience and deposit the same with us.

Kindly return the duplicate copy of this order duly signed in token of your acceptance of the terms and conditions.

Thanking you,

Yours faithfully,

  
M.K. KESAVA PILLAI  
GROUP DIRECTOR  
sj/





# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to Mahatma Gandhi University, Kottayam

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN - 683 106  
Phone: 91-484-2623803, 2623804, 2623885, 2623887, Fax: 91-484-2623855, E-mail: scms@scmsgroup.org

SSET/1/12/1219

28.05.2012.

Mr. Varun Jose J.M.,  
Maliakal Pullan House,  
Main Road, Near St. James Hospital,  
CHALAKUDY - 680 307.

Sir,

Sub: Offer of appointment as 'Faculty'.

Reference to your application and subsequent interview you had with us, we are pleased to confirm our offer of appointment to you as 'Asst. Professor (Electrical & Electronics Engg.)'. The terms and conditions of appointment are as follows:

#### COMPENSATION

You shall be paid a total salary of Rs.32,000/- p.m. as per details below:

Scale of pay - 15600-450-39100

Basic pay	-	Rs.15,600.00
AGP	-	Rs. 6,000.00
HRA	-	Rs. 3,000.00
Children's Edu.Allowance	-	Rs. 200.00
TA	-	Rs. 800.00
Personal Pay	-	Rs 6,400.00
		<u>Rs.32,000.00</u>

Statutory taxes including Income Tax will be deducted at source as per the prevailing rules.

#### SERVICE CONDITIONS :

You will be on probation for a period of one year from the date of joining.

On satisfactory completion of probation you will be confirmed in the service of the SCMS Group.

As per our service rules the services of any faculty member can be terminated without notice at any time during the period of probation and thereafter with one month's notice on either side. You can leave the service only with one month's notice during probation. This provision is intended to safeguard the academic interests of the students.

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# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

*Affiliated to Mahatma Gandhi University, Kottayam*

*CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN - 683 106*  
Phone: 91-484-2623803, 2623804, 2623885, 2623887, Fax: 91-484-2623855, E-mail: scms@scmsgroup.org

-: 2:-

However, in the event of your resignation, you have to give one month notice or one month's salary in lieu of notice. The management may, at its sole discretion, relieve you even before the expiry of the notice period without any salary or notice pay for the remaining period.

## **TRANSFER**

Your present place of work will be at Karukutty campus. But your services can be transferred to any of the institutions under the SCMS Group in India or abroad based on the requirements of the institution or exigencies of work from time to time.

## **LEAVE**

You will be governed by the leave policy of SCMS School of Engineering & Technology that is in force from time to time.

## **EXCLUSIVITY**

Your position is a full time employment with the institution and you shall devote yourself exclusively to the business of the institution. You shall not take up any other work for remuneration or be interested directly or indirectly in any other trade during the employment with this institution without permission in writing from the management.

## **DECLARATIONS AND INFORMATION**

This offer of appointment is made based on the information furnished by you regarding your personal data, educational qualifications and experience. You have to produce the original certificates and deposit the same with us at the time of joining.

## **CONTACT INFORMATION**

You will keep the institution informed of your telephone number (land line and mobile), email, fax, postal address or any other means of communication including changes that may occur during the period of your employment. In the absence of the same, SCMS Group will in no way be responsible for any failure in communicating with you.

.....3.



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

*Affiliated to Mahatma Gandhi University, Kottayam*

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN - 683 106

Phone: 91-484-2623803, 2623804, 2623885, 2623887, Fax: 91-484-2623855, E-mail: scms@scmsgroup.org

-: 3:-

## DATE OF JOINING

Your expected date of joining will be 04.06.2012.

We welcome you to SCMS family and look forward to a fruitful association.

With Best Wishes,

For SCMS GROUP OF EDUCATIONAL INSTITUTIONS

A.K. KESAVA PILLAI  
GROUP DIRECTOR

sj/

## ACCEPTANCE

I have read and fully understood the above terms and conditions and I accept the same.

Signature:

Name : VARUN JOSE J.M.

Date : 29/05/12.



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to Mahatma Gandhi University, Kottayam and Approved by AICTE  
An ISO 9001:2008 Certified Institution

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN-683 106  
Phone: 91-484-2623803, 2623804, 2623885, 2623887, Fax: 91-484-2623855, E-mail: scms@scmsgroup.org  
Website: scmsgroup.org

SSET/1/12/0002

01.01.2013.

Ms. Priya Venugopal,  
Chandrathil House,  
Mannam P.O.,  
North Parur,  
ERNAKULAM – 683 520.

Madam,

Sub: Offer of appointment as 'Faculty'.

Reference to your application and subsequent interview you had with us on 21.12.2012 we are pleased to confirm our offer of appointment to you as 'Asst. Professor (Electrical & Electronics Engg.)'. The terms and conditions of appointment are as follows:

## COMPENSATION

You shall be paid a total salary of Rs.37,500/- p.m as per details below:

Scale of pay - 15600-450-39100

Basic Pay	-	Rs.17,400.00
AGP	-	Rs. 6,000.00
HRA	-	Rs. 3,000.00
Children's Edu.Allowance	-	Rs. 200.00
TA	-	Rs. 800.00
Personal Pay	-	Rs.10,100.00

Rs.37,500.00

Statutory taxes including Income Tax will be deducted at source as per the prevailing rules.

## SERVICE CONDITIONS :

You will be on probation for a period of one year from the date of joining.

On satisfactory completion of probation you will be confirmed in the service of the SCMS Group.

As per our service rules the services of any staff member can be terminated without notice at any time during the period of probation and thereafter with one month's notice or one month's salary in lieu of notice period on either side. You can leave the service only with one month's notice or one month's salary in lieu of notice period during probation.

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# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to Mahatma Gandhi University, Kottayam and Approved by AICTE  
An ISO 9001:2008 Certified Institution

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN-683 106

Phone: 91-484-2623803, 2623804, 2623885, 2623887, Fax: 91-484-2623855, E-mail: scms@scmsgroup.org

Website: scmsgroup.org

-: 2:-

However, in the event of your resignation, you have to give one month notice or one month's salary in lieu of notice. The management may, at its sole discretion, relieve you even before the expiry of the notice period without any salary or notice pay for the remaining period.

## TRANSFER

Your present place of work will be at Karukutty campus. But your services can be transferred to any of the institutions under the SCMS Group in India or abroad based on the requirements of the institution or exigencies of work from time to time.

## LEAVE

You will be governed by the leave policy of SCMS School of Engineering & Technology that is in force from time to time.

## EXCLUSIVITY

Your position is a full time employment with the institution and you shall devote yourself exclusively to the business of the institution. You shall not take up any other work for remuneration or be interested directly or indirectly in any other trade during the employment with this institution without permission in writing from the management.

## DECLARATIONS AND INFORMATION

This offer of appointment is made based on the information furnished by you regarding your personal data, educational qualifications and experience. You have to produce the original certificates and deposit the same with us at the time of joining.

## CONTACT INFORMATION

You will keep the institution informed of your telephone number (land line and mobile), email, fax, postal address or any other means of communication including changes that may occur during the period of your employment. In the absence of the same, SCMS Group will in no way be responsible for any failure in communicating with you.

.....3.



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Phone: 91-484-2623803, 2623804, 2623885, 2623887, Fax: 91-484-2623855, E-mail: scms@scmsgroup.org  
Website: scmsgroup.org

-: 3:-

## DATE OF JOINING

Your expected date of joining will be 02.01.2013.

**We welcome you to SCMS family and look forward to a fruitful association.**

With Best Wishes.

For SCMS GROUP OF EDUCATIONAL INSTITUTIONS

A.K. KESAVA PILLAI  
GROUP DIRECTOR

sj/

## ACCEPTANCE

I have read and fully understood the above terms and conditions and I accept the same.

Signature:

Name : PRIYA VENUGOPAL

Date : 02 - 01 - 2013



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

MANAGEMENT HOUSE, S. KALAMASSERY, KOCHI - 682 033, INDIA  
Phone: 91-484-556315/558502/543854, Fax: 91-484-540482/555293, E-mail: scms@vsnl.com

DIRECTOR

Dr. G. P. C. NAYAR

SET/1/01/731

05.06.2001

Mr. Praveensal C.J.,  
Chungath House,  
Cheruvaloor P.O.,  
CHALAKUDY 680 321.

Dear Sir,

Sub: Offer of Appointment as Lecturer  
Ref: Your application for job and the interview you had with us.

With reference to the above we have pleasure to offer you appointment as 'Lecturer' (Mech. Engg.) subject to the following terms and conditions.

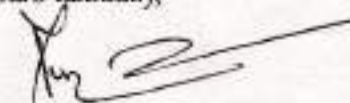
1. You will be on probation for a period of one year from the date of joining duty. On successful completion of probation you will be confirmed.
2. You will be paid a starting basic pay of Rs. 8,000/- in the scale of pay of Rs. 8000 - 275 - 13500.
3. You will be governed by the rules and regulations applicable to faculty members of the college.
4. The originals of your qualification and experience certificates shall be deposited with us at the time of joining.
5. Management reserves the right to terminate your services without notice during probation and with three months notice after confirmation or in lieu of notice 3 months salary. If you want to leave the service you can do so with 3 months notice.
6. Please note that this offer of appointment is subject to approval of the Engineering College by the All India Council for Technical Education.

Please return the duplicate copy of this order duly signed in token of your acceptance of the terms and conditions.

The date of joining, which will depend on the approvals from the concerned authorities, will be intimated to you in due course.

Thanking you,

Yours faithfully,

  
DR. G.P.C. NAYAR  
DIRECTOR



PRAVEENSAL C.J.

205-16.16.2001



# SCMS

## SCHOOL OF ENGINEERING & TECHNOLOGY

PROMOTED BY PRATHAP FOUNDATION FOR EDUCATION AND TRAINING

VIDYA NAGAR, PALISSERY, KARUKUTTY, ERNAKULAM-683 582, PHONE: 0484-2450330, 2451907

CHAIRMAN

**DR. G. P. C. NAYAR**

B.SC., B.JLM., PGDBA, MBA & Ph.D. (USA)

SSET/1/04/300

26.02.2004.

Dr. E.M.Somasekharan Nair,  
Professor,  
Dept. of Ship Technology,  
Cochin University of Science & Technology,  
COCHIN- 22.

Dear Sir,

Sub: Offer of Appointment as Professor.  
Ref: Your application dated 16.02.2004.

With reference to the above and the discussions we had with you on 20.02.2004 at our Corporate Office at Kalamassery, Cochin, we have pleasure to offer you appointment as Professor and Head of the Dept. of Mechanical Engineering in our Engineering College. This offer is subject to the following conditions:

1. You will be paid a consolidated monthly salary of Rs.20,000/-.
2. The contract is initially for a period of one year and is renewable by mutual consent.
3. The originals of your qualification and experience certificates shall be produced at the time of joining.
4. Please note that this contract can be terminated by either party by giving one month's notice.
5. You will be governed by the rules and regulations applicable to the faculty members of the College.
6. As agreed during discussions we expect you to join duty sometime in May 2004; exact date to be fixed in due course.

Please return the duplicate copy of this order duly signed in token of your acceptance of the terms and conditions.

Thanking you,

Yours faithfully,

DR. G.P.C. NAYAR  
CHAIRMAN

g/

AFFILIATED TO MAHATMA GANDHI UNIVERSITY, KOTTAYAM

CORPORATE OFFICE: MANAGEMENT HOUSE, S. KALAMASSERY, KOCHI-682 033, INDIA

Phone: 91-484-2558315/2558502, 2551427, Fax: 91-484-2540482, E-mail: scms@vsnl.com



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

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Phone: 91-484-2623803 (30 Lines) Fax: 91-484-2623855 E-mail: scms@scmsgroup.org  
Website: www.scmsgroup.org

SSET/1/14/2642

29.12.2014.

Mr. Venu P.,  
Maya Bhavan,  
Kalappattu Lane,  
Toll Gate, Edappally P.O.,  
ERNAKULAM.

Sir,

Sub: Offer of appointment as 'Faculty'.

Reference to the discussions you had with us on 28.11.2014 we are pleased to confirm our offer of appointment to you as 'Associate Professor (Mechanical Engg.)'. The terms and conditions of appointment are as follows:

## COMPENSATION

You shall be paid a total salary of Rs.70,000/- p.m as per details below from the date of joining.

Scale of pay - 37400-1100-67000

Basic pay	-	Rs.42,900.00
HRA	-	Rs. 3,500.00
Children's Edu. Allowance	-	Rs. 200.00
TA	-	Rs. 800.00
Personal Pay	-	Rs.22,600.00
		<hr/>
		Rs.70,000.00

On production of proof of Ph.D. thesis submission your salary will be revised to **Rs.85,000/-** p.m.and on submission of Ph.D. Certificate you will be designated as **Professor** and salary will be revised to **Rs.1,25,000/-** p.m.

Statutory taxes including Income Tax will be deducted at source as per the prevailing rules.

## SERVICE CONDITIONS :

As per our service rules the services of any staff member can be terminated with one month's notice or one month's salary in lieu of notice period on either side. However, in the event of your resignation, you have to give one month notice or one month's salary in lieu of notice.

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# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

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Website: www.scmsgroup.org

-: 2:-

The date of relief on account of resignation, however, should synchronize either with the commencement or with the closure of a semester as relief during a semester period is not permitted. The management may, at its sole discretion, relieve you even before the expiry of the notice period without any salary or notice pay for the remaining period.

## TRANSFER

Your present place of work will be at Karukutty campus. But your services can be transferred to any of the institutions under the SCMS Group in India or abroad based on the requirements of the institution or exigencies of work from time to time.

## LEAVE

You will be governed by the leave policy of SCMS School of Engineering & Technology that is in force from time to time.

## EXCLUSIVITY

Your position is a full time employment with the institution and you shall devote yourself exclusively to the business of the institution. You shall not take up any other work for remuneration or be interested directly or indirectly in any other trade during the employment with this institution without permission in writing from the management.

## DECLARATIONS AND INFORMATION

This offer of appointment is made based on the information furnished by you regarding your personal data, educational qualifications and experience. You have to produce the original certificates and deposit the same with us at the time of joining.

## CONTACT INFORMATION

You will keep the institution informed of your telephone number (land line and mobile), email, fax, postal address or any other means of communication including changes that may occur during the period of your employment. In the absence of the same, SCMS Group will in no way be responsible for any failure in communicating with you.

.....3.



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

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Phone: 91-484-2623803 (30 Lines) Fax: 91-484-2623855 E-mail: scms@scmsgroup.org  
Website: www.scmsgroup.org

-: 3:-

## DATE OF JOINING

Your expected date of joining will be 01.01.2015.

We welcome you to SCMS family and look forward to a fruitful association.

With Best Wishes.

For SCMS GROUP OF EDUCATIONAL INSTITUTIONS

A.K. KESAVA PILLAI  
GROUP DIRECTOR

g/

## ACCEPTANCE

I have read and fully understood the above terms and conditions and I accept the same.

Signature: 

Name : Venu P

Date : 29/12/2014



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to Mahatma Gandhi University, Kottayam

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Phone: 91-484-2623803, 2623804, 2623885, 2623887, Fax: 91-484-2623855, E-mail: somsgroup@gmail.com

SSET/1/07/2038

23.11.2007.

Mr. R. Mahesh Rengaraj,  
3/47, Sindhu Bhavan,  
Pipe Line Road,  
Thrikkakara Post,  
COCHIN - 21.

Sir,

Sub: Offer of appointment.  
Ref: Your application.

Further to the above and the interview you had with us, we have pleasure to offer you appointment as 'Asst. Professor (Mechanical Engg.)' subject to the following conditions.

1. You will be on probation for a period of one year from the date of joining.
2. You will be paid a salary of Rs.29,000/- p.m. as below.

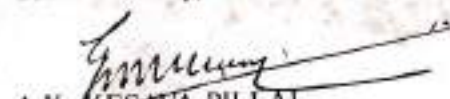
Scale of pay	-	12000-420-18300	
Basic pay	-		Rs.14,100.00
DA	-		Rs 7,050.00
Personal Pay	-		Rs. 7,850.00
			<u>Rs 29,000.00</u>

3. You will be eligible for DA at 50% of the basic salary. On completion of one year service and subject to confirmation you will be eligible for DA at 65% and on completion of two years the DA applicable will be 75% of basic salary.
4. On satisfactory completion of probation you will be confirmed in service.
5. Your services are liable to be terminated without notice at any time during the period of probation and thereafter with one month's notice on either side. You can leave the service only with one month's notice during probation.
6. You will be governed by the rules and regulations applicable to faculty members of SCMS School of Engineering & Technology.
7. You have to report for duty sometime during first week of January, 2008.
8. At the time of joining you have to produce certificates in support of age, qualification and experience and deposit the same with us.

Kindly return the duplicate copy of this order duly signed in token of your acceptance of the terms and conditions.

Thanking you,

Yours faithfully,

  
A.K. KESAVA PILLAI  
GROUP DIRECTOR



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to Mahatma Gandhi University, Kottayam and Approved by AICTE  
An ISO 9001:2008 Certified Institution

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Phone: 91-484-2623803, 2623804, 2623885, 2623887, Fax: 91-484-2623855, E-mail: scms@scmsgroup.org  
Website: scmsgroup.org

SSET/1/13/0074

10.01.2013.

Dr. Sheeja Janardhanan,  
Vattaparambath House,  
Padiyam P.O.,  
Anthikad,  
THRISSUR - 680 641.

Madam,

Sub: Offer of appointment as 'Faculty'.

Reference to your application and subsequent telephonic interview you had with us, we are pleased to confirm our offer of appointment to you as 'Associate Professor (Mechanical Engg.)'. The terms and conditions of appointment are as follows:

## COMPENSATION

You shall be paid a total salary of Rs.1,16,100/- p.m as per details below:

Scale of pay - 37400-1100-67000

Basic Pay	-	Rs. 44,000.00
AGP	-	Rs. 9,000.00
HRA	-	Rs. 4,000.00
Children's Edu.Allowance	-	Rs. 200.00
TA	-	Rs. 800.00
Personal Pay	-	Rs. 58,100.00

Rs.1,16,100.00

Statutory taxes including Income Tax will be deducted at source as per the prevailing rules.

## SERVICE CONDITIONS :

As per our service rules the services of any staff member can be terminated with one month's notice or one month's salary in lieu of notice period on either side.

However, in the event of your resignation, you have to give one month notice or one month's salary in lieu of notice. The management may, at its sole discretion, relieve you even before the expiry of the notice period without any salary or notice pay for the remaining period.

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# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

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Phone: 91-484-2623803, 2623804, 2623885, 2623887, Fax: 91-484-2623855, E-mail: scms@scmsgroup.org  
Website: scmsgroup.org

-: 2:-

## **TRANSFER**

Your present place of work will be at Karukutty campus. But your services can be transferred to any of the institutions under the SCMS Group in India or abroad based on the requirements of the institution or exigencies of work from time to time.

## **LEAVE**

You will be governed by the leave policy of SCMS School of Engineering & Technology that is in force from time to time.

## **EXCLUSIVITY**

Your position is a full time employment with the institution and you shall devote yourself exclusively to the business of the institution. You shall not take up any other work for remuneration or be interested directly or indirectly in any other trade during the employment with this institution without permission in writing from the management.

## **DECLARATIONS AND INFORMATION**

This offer of appointment is made based on the information furnished by you regarding your personal data, educational qualifications and experience. You have to produce the original certificates and deposit the same with us at the time of joining.

## **CONTACT INFORMATION**

You will keep the institution informed of your telephone number (land line and mobile), email, fax, postal address or any other means of communication including changes that may occur during the period of your employment. In the absence of the same, SCMS Group will in no way be responsible for any failure in communicating with you.

.....3.



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Phone: 91-484-2623803, 2623804, 2623885, 2623887, Fax: 91-484-2623855, E-mail: scms@scmsgroup.org  
Website: scmsgroup.org

-: 3:-

## DATE OF JOINING

Your expected date of joining will be 01.07.2013.

We welcome you to SCMS family and look forward to a fruitful association.

With Best Wishes.

For SCMS GROUP OF EDUCATIONAL INSTITUTIONS

A.K. KESAVA PILLAI  
GROUP DIRECTOR

sj/

## ACCEPTANCE

I have read and fully understood the above terms and conditions and I accept the same.

Signature:

Name : Dr. SHEEJA JANARDHANA

Date : 28<sup>th</sup> JANUARY 2013



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to Mahatma Gandhi University, Kottayam

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN - 683 106

Phone: 91-484-2623803, 2623804, 2623885, 2623887, Fax: 91-484-2623855, E-mail: scms@vsnl.com

SSET/1/11/2289

05.11.2011.

Ms. Vidya Chandran,  
Eranadath 'Aiswarya',  
Perumbillisery, Cherpu,  
THRISSUR.

DOB: 19/01/1982  
DOJ: 09/11/2011

Madam,

Sub: Offer of appointment as 'Faculty'.

Reference your application and subsequent interview you had with us, we are pleased to confirm our offer of appointment to you as 'Asst. Professor(Mechanical Engg.)'. The terms and conditions of appointment are as follows:

### COMPENSATION

You shall be paid a total salary of Rs.35,450/- p.m. as per details below:

Scale of pay - 15600-450-39100

Basic pay	-	Rs.17,400.00
AGP	-	Rs. 6,000.00
HRA	-	Rs. 3,000.00
Children's Edu.Allowance	-	Rs. 200.00
TA	-	Rs. 800.00
Personal Pay	-	Rs. 8,050.00
		-----
		<u>Rs.35,450.00</u>

*[Handwritten Signature]*  
15/11/11

Statutory taxes including Income Tax will be deducted at source as per the prevailing rules.

### SERVICE CONDITIONS :

You will be on probation for a period of one year from the date of joining.

On satisfactory completion of probation you will be confirmed in the service of the SCMS Group.

As per our service rules the services of any faculty member can be terminated without notice at any time during the period of probation and thereafter with one month's notice on either side. You can leave the service only with one month's notice during probation. This provision is intended to safeguard the academic interests of the students.

..... 2

*[Handwritten Signature]*



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

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Phone: 91-484-2623803, 2623804, 2623885, 2623887, Fax: 91-484-2623855, E-mail: scms@vari.com

-: 2:-

However, in the event of your resignation, you have to give one month notice or one month's salary in lieu of notice. The management may, at its sole discretion, relieve you even before the expiry of the notice period without any salary or notice pay for the remaining period.

## **TRANSFER**

Your present place of work will be at Karukutty campus. But your services can be transferred to any of the institutions under the SCMS Group in India or abroad based on the requirements of the institution or exigencies of work from time to time.

## **LEAVE**

You will be governed by the leave policy of SCMS School of Engineering & Technology that is in force from time to time.

## **EXCLUSIVITY**

Your position is a full time employment with the institution and you shall devote yourself exclusively to the business of the institution. You shall not take up any other work for remuneration or be interested directly or indirectly in any other trade during the employment with this institution without permission in writing from the management.

## **DECLARATIONS AND INFORMATION**

This offer of appointment is made based on the information furnished by you regarding your personal data, educational qualifications and experience. You have to produce the original certificates and deposit the same with us at the time of joining.

## **CONTACT INFORMATION**

You will keep the institution informed of your telephone number (land line and mobile), email, fax, postal address or any other means of communication including changes that may occur during the period of your employment. In the absence of the same, SCMS Group will in no way be responsible for any failure in communicating with you.

.....3.





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Phone: 91-484-2623803, 2623804, 2623885, 2623887, Fax: 91-484-2623855, E-mail: scms@vsnl.com

-: 3:-

## DATE OF JOINING

Your expected date of joining will be 09.11.2011.

We welcome you to SCMS family and look forward to a fruitful association.

With Best Wishes.

For SCMS GROUP OF EDUCATIONAL INSTITUTIONS

A.K. KESAVA PILLAI  
GROUP DIRECTOR

sj/

## ACCEPTANCE

I have read and fully understood the above terms and conditions and I accept the same.

Signature:

Name : Vidya Chandran

Date : 09/11/2011



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to Mahatma Gandhi University, Kottayam

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN - 683 106  
Phone: 91-484-2623803, 2623804, 2623885, 2623887, Fax: 91-484-2623855, E-mail: scms@vsnl.com

SSET/1/11/1625

30.07.2011.

Mr. Jenson Joseph E.,  
C-203, Mutthampalayam Housing Unit – I,  
Rangampalayam P.O.,  
Erode,  
TAMIL NADU – 638 009.

Sir,

Sub: Offer of appointment as 'Faculty'.

Reference your application and subsequent interview you had with us, we are pleased to confirm our offer of appointment to you as 'Asst. Professor(Mechanical Engg.)'. The terms and conditions of appointment are as follows:

## COMPENSATION

You shall be paid a total salary of Rs.37,450/- p.m as per details below:

Scale of pay - 15600-450-39100

Basic pay	-	Rs.17,400.00
AGP	-	Rs. 6,000.00
HRA	-	Rs. 3,000.00
Children's Edu.Allowance	-	Rs. 200.00
TA	-	Rs. 800.00
Personal Pay	-	Rs.10,050.00
		-----
		<u>Rs.37,450.00</u>

Statutory taxes including Income Tax will be deducted at source as per the prevailing rules.

## SERVICE CONDITIONS :

You will be on probation for a period of one year from the date of joining.

On satisfactory completion of probation you will be confirmed in the service of the SCMS Group.

As per our service rules the services of any faculty member can be terminated without notice at any time during the period of probation and thereafter with one month's notice on either side. You can leave the service only with one month's notice during probation. This provision is intended to safeguard the academic interests of the students.

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# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

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-: 2:-

However, in the event of your resignation, you have to give one month notice or one month's salary in lieu of notice. The management may, at its sole discretion, relieve you even before the expiry of the notice period without any salary or notice pay for the remaining period.

## **TRANSFER**

Your present place of work will be at Karukutty campus. But your services can be transferred to any of the institutions under the SCMS Group in India or abroad based on the requirements of the institution or exigencies of work from time to time.

## **LEAVE**

You will be governed by the leave policy of SCMS School of Engineering & Technology that is in force from time to time.

## **EXCLUSIVITY**

Your position is a full time employment with the institution and you shall devote yourself exclusively to the business of the institution. You shall not take up any other work for remuneration or be interested directly or indirectly in any other trade during the employment with this institution without permission in writing from the management.

## **DECLARATIONS AND INFORMATION**

This offer of appointment is made based on the information furnished by you regarding your personal data, educational qualifications and experience. You have to produce the original certificates and deposit the same with us at the time of joining.

## **CONTACT INFORMATION**

You will keep the institution informed of your telephone number (land line and mobile), email, fax, postal address or any other means of communication including changes that may occur during the period of your employment. In the absence of the same, SCMS Group will in no way be responsible for any failure in communicating with you.

.....3.



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Phone: 91-484-2823803, 2623804, 2623885, 2623887, Fax: 91-484-2623855, E-mail: scms@vsnl.com

- 3 -

## DATE OF JOINING

Your expected date of joining will be 01.08.2011.

We welcome you to SCMS family and look forward to a fruitful association.

With Best Wishes.

For SCMS GROUP OF EDUCATIONAL INSTITUTIONS

A.K. KESAVA PILLAI  
GROUP DIRECTOR  
sj/

## ACCEPTANCE

I have read and fully understood the above terms and conditions and I accept the same.

Signature:

Name :

Date :

JENSON JOSEPH . E

1/08/2011.



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to Mahatma Gandhi University, Kottayam

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN - 683 106

Phone: 91-484-2623603, 2623604, 2623685, 2623687, Fax: 91-484-2623855, E-mail: scms@scmsgroup.org

SSET/1/12/1749

30.07.2012.

Mr. Noel Joseph Gomez,  
'Gomez Villa',  
High Court Road,  
Opp. Kerala High Court, Ernakulam,  
COCHIN - 682 031.

Sir,

Sub: Offer of appointment as 'Faculty'.

Reference to your application and subsequent interview you had with us 18.05.2012, we are pleased to confirm our offer of appointment to you as 'Asst. Professor (Mechanical Engg.)'. The terms and conditions of appointment are as follows:

## COMPENSATION

You shall be paid a total salary of Rs.32,000/- p.m subject to production of M.Tech. certificate. Till then your salary will be Rs.26,000/- p.m. as per details below:

Scale of pay - 15600-450-39100

Basic pay	-	Rs.15,600.00
AGP	-	Rs. 6,000.00
HRA	-	Rs. 3,000.00
Children's Edu.Allowance	-	Rs. 200.00
TA	-	Rs. 800.00
Personal Pay	-	Rs. 400.00

Rs.26,000.00

Statutory taxes including Income Tax will be deducted at source as per the prevailing rules.

## SERVICE CONDITIONS :

You will be on probation for a period of one year from the date of joining.

On satisfactory completion of probation you will be confirmed in the service of the SCMS Group.

As per our service rules the services of any faculty member can be terminated without notice at any time during the period of probation and thereafter with one month's notice on either side. You can leave the service only with one month's notice during probation. This provision is intended to safeguard the academic interests of the students.

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# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

*Affiliated to Mahatma Gandhi University, Kottayam*

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN - 683 106  
Phone: 91-484-2623803, 2623804, 2623885, 2623887, Fax: 91-484-2623855, E-mail: scms@scmsgroup.org

-: 2:-

However, in the event of your resignation, you have to give one month notice or one month's salary in lieu of notice. The management may, at its sole discretion, relieve you even before the expiry of the notice period without any salary or notice pay for the remaining period.

## TRANSFER

Your present place of work will be at Karukutty campus. But your services can be transferred to any of the institutions under the SCMS Group in India or abroad based on the requirements of the institution or exigencies of work from time to time.

## LEAVE

You will be governed by the leave policy of SCMS School of Engineering & Technology that is in force from time to time.

## EXCLUSIVITY

Your position is a full time employment with the institution and you shall devote yourself exclusively to the business of the institution. You shall not take up any other work for remuneration or be interested directly or indirectly in any other trade during the employment with this institution without permission in writing from the management.

## DECLARATIONS AND INFORMATION

This offer of appointment is made based on the information furnished by you regarding your personal data, educational qualifications and experience. You have to produce the original certificates and deposit the same with us at the time of joining.

## CONTACT INFORMATION

You will keep the institution informed of your telephone number (land line and mobile), email, fax, postal address or any other means of communication including changes that may occur during the period of your employment. In the absence of the same, SCMS Group will in no way be responsible for any failure in communicating with you.

.....3.



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

*Affiliated to Mahatma Gandhi University, Kottayam*

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN - 683 106  
Phone: 91-484-2623803, 2623804, 2623885, 2623887, Fax: 91-484-2623855, E-mail: scms@scmsgroup.org

-: 3:-

## DATE OF JOINING

Your expected date of joining will be 13.08.2012.

**We welcome you to SCMS family and look forward to a fruitful association.**

With Best Wishes.

For SCMS GROUP OF EDUCATIONAL INSTITUTIONS

A.K. KESAVA PILLAI  
GROUP DIRECTOR

sj/

## ACCEPTANCE

I have read and fully understood the above terms and conditions and I accept the same.

Signature:

Name : NOEL JOSEPH GOMEZ

Date : 31-JUL-2012



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to Mahatma Gandhi University, Kottayam and Approved by AICTE, Govt. of India  
An ISO 9001:2008 Certified Institution

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN-683 106  
Phone: 91-484-2623803 (30 Lines) Fax: 91-484-2623855 E-mail: scms@scmsgroup.org

SSET/1/18/339

Website: www.scmsgroup.org

03.08.2018

Mr. T.M. Anup Kumar,  
Thekkethala House,  
Kadambode, Pady P.O.,  
Thrissur - 680699

Sir,

Sub: Offer of appointment as 'Faculty'.

Reference to your application and subsequent interview you had with us on 30.07.2018, we are pleased to confirm our offer of appointment to you as 'Asst. Professor - Mechanical Engineering'. The terms and conditions of appointment are as follows:

## COMPENSATION

You shall be paid a total salary of Rs.32,000/- p.m as per details below:

Scale of pay - 15600-450-39100

Basic pay	-	Rs.15,600.00
AGP	-	Rs. 6,000.00
HRA	-	Rs. 3,000.00
TA	-	Rs. 1,600.00
Personal Pay	-	Rs. 5,800.00
		<u>Rs.32,000.00</u>

Statutory taxes including Income Tax will be deducted at source as per the prevailing rules.

## SERVICE CONDITIONS :

You will be on probation for a period of one year from the date of joining.

On satisfactory completion of probation you will be confirmed in the service of the SCMS Group.

As per our service rules the services of any faculty member can be terminated without notice at any time during the period of probation and thereafter with one month's notice or one month's salary in lieu of notice period on either side. You can leave the service only with one month's notice or one month's salary in lieu of notice period during probation.

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# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to Mahatma Gandhi University, Kottayam and Approved by AICTE, Govt. of India  
An ISO 9001:2008 Certified Institution

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN-683 106  
Phone: 91-484-2623803 (30 Lines) Fax: 91-484-2623855 E-mail: scms@scmsgroup.org  
Website: www.scmsgroup.org

-: 2:-

However, in the event of your resignation, you have to give one month notice of one month's salary in lieu of notice. The date of relief on account of resignation, however, should synchronize either with the commencement or with the closure of a semester as relief during a semester period is not permitted. The management may, at its sole discretion, relieve you even before the expiry of the notice period without any salary or notice pay for the remaining period.

As a member of faculty at SSET, you are required to associate with Social outreach / Research and related activities undertaken by SSET.

## TRANSFER

Your present place of work will be at Karukutty campus. But your services can be transferred to any of the institutions under the SCMS Group in India or abroad based on the requirements of the institution or exigencies of work from time to time.

## LEAVE

You will be governed by the leave policy of SCMS School of Engineering & Technology that is in force from time to time.

## EXCLUSIVITY

Your position is a full time employment with the institution and you shall devote yourself exclusively to the business of the institution. You shall not take up any other work for remuneration or be interested directly or indirectly in any other trade during the employment with this institution without permission in writing from the management.

## DECLARATIONS AND INFORMATION

This offer of appointment is made based on the information furnished by you regarding your personal data, educational qualifications and experience. You have to produce the original certificates and deposit the same with us at the time of joining.

## CONTACT INFORMATION

You will keep the institution informed of your telephone number (land line and mobile), email, fax, postal address or any other means of communication including changes that may occur during the period of your employment. In the absence of the same, SCMS Group will in no way be responsible for any failure in communicating with you.

.....3.



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to Mahatma Gandhi University, Kottayam and Approved by AICTE, Govt. of India  
An ISO 9001:2008 Certified Institution

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN-683 106  
Phone: 91-484-2623803 (30 Lines) Fax: 91-484-2623855 E-mail: scms@scmsgroup.org  
Website: www.scmsgroup.org

-: 3:-

## DATE OF JOINING

*Shylu*  
06-08-2018  
Your expected date of joining will be <sup>09</sup>~~08~~.08.2018.

We welcome you to SCMS family and look forward to a fruitful association.

With Best Wishes.

For SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

DR. INDU NAIR  
GROUP DIRECTOR

gd

## ACCEPTANCE

I have read and fully understood the above terms and conditions and I accept the same.

Signature:

Name : T.P. ARJUN KUMAR

Date : 08-08-2018



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to Mahatma Gandhi University, Kottayam and Approved by AICTE  
An ISO 9001:2008 Certified Institution

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN-683 106  
Phone: 91-484-2623803, 2623804, 2623885, 2623887, Fax: 91-484-2623855, E-mail: scms@scmsgroup.org  
SSET/1/12/2611 Website: scmsgroup.org 30.11.2012.

Mr. Vishnu H.,  
'Panchajanya',  
Kotta P.O.,  
(Via) Karakkad,  
PATHANAMTHITTA - 689 504.

Sir,

Sub: Offer of appointment as 'Faculty'.

Reference to your application and subsequent interview you had with us on 15.11.2012, we are pleased to confirm our offer of appointment to you as 'Asst. Professor (Mechanical Engg.)'. The terms and conditions of appointment are as follows:

## COMPENSATION

You shall be paid a total salary of Rs.30,000/- p.m subject to production of M.Tech. certificate. Till then your salary will be Rs.24,000/- p.m. as per details below:

Scale of pay - 15600-450-39100

Basic pay	-	Rs.15,600.00
AGP	-	Rs. 6,000.00
HRA	-	Rs. 1,400.00
Children's Edu.Allowance	-	Rs. 200.00
TA	-	Rs. 800.00
		-----
		Rs.24,000.00

Statutory taxes including Income Tax will be deducted at source as per the prevailing rules.

## SERVICE CONDITIONS :

You will be on probation for a period of one year from the date of joining.

On satisfactory completion of probation you will be confirmed in the service of the SCMS Group.

As per our service rules the services of any staff member can be terminated without notice at any time during the period of probation and thereafter with one month's notice or one month's salary in lieu of notice period on either side. You can leave the service only with one month's notice or one month's salary in lieu of notice period during probation.

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# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

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An ISO 9001:2008 Certified Institution

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN-683 106  
Phone: 91-484-2623803, 2623804, 2623885, 2623887, Fax: 91-484-2623855, E-mail: scms@scmsgroup.org  
Website: scmsgroup.org

-: 2:-

However, in the event of your resignation, you have to give one month notice or one month's salary in lieu of notice. The management may, at its sole discretion, relieve you even before the expiry of the notice period without any salary or notice pay for the remaining period.

## TRANSFER

Your present place of work will be at Karukutty campus. But your services can be transferred to any of the institutions under the SCMS Group in India or abroad based on the requirements of the institution or exigencies of work from time to time.

## LEAVE

You will be governed by the leave policy of SCMS School of Engineering & Technology that is in force from time to time.

## EXCLUSIVITY

Your position is a full time employment with the institution and you shall devote yourself exclusively to the business of the institution. You shall not take up any other work for remuneration or be interested directly or indirectly in any other trade during the employment with this institution without permission in writing from the management.

## DECLARATIONS AND INFORMATION

This offer of appointment is made based on the information furnished by you regarding your personal data, educational qualifications and experience. You have to produce the original certificates and deposit the same with us at the time of joining.

## CONTACT INFORMATION

You will keep the institution informed of your telephone number (land line and mobile), email, fax, postal address or any other means of communication including changes that may occur during the period of your employment. In the absence of the same, SCMS Group will in no way be responsible for any failure in communicating with you.

.....3.



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

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CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN-683 106  
Phone: 91-484-2623803, 2623804, 2623885, 2623887, Fax: 91-484-2623855, E-mail: scms@scmsgroup.org  
Website: scmsgroup.org

-: 3:-

## DATE OF JOINING

Your expected date of joining will be 03.12.2012.

We welcome you to SCMS family and look forward to a fruitful association.

With Best Wishes.

For SCMS GROUP OF EDUCATIONAL INSTITUTIONS

A.K. KESAVA PILLAI  
GROUP DIRECTOR

s/

## ACCEPTANCE

I have read and fully understood the above terms and conditions and I accept the same.

Signature:

Name : VISHNU.H

Date : 03/12/12



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to APJ Abdul Kalam Technological University, Kerala and Approved by AICTE, Govt. of India  
An ISO 9001:2008 Certified Institution

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN-683 106.  
Phone: 91-484-2623803 (30 Lines) / 2628000 • E-mail: scms@scmsgroup.org  
Website: www.scmsgroup.org

SSET/1/19/221

29.07.2019

Mr. Suraj R.,  
Parackal House,  
College Junction,  
Valayanchirangara P.O.,  
Perumbavoor.

Sir,

Sub: Offer of appointment as 'Faculty'.

Reference to your application and subsequent interview you had with us on 03.07.2019, we are pleased to confirm our offer of appointment to you as 'Asst. Professor - Mechanical Engineering'. The terms and conditions of appointment are as follows:

## COMPENSATION

You shall be paid a total salary of Rs.36,000/- p.m as per details below:

Scale of pay	-	15600-450-39100	
Basic pay	-	Rs.15,600.00	
AGP	-	Rs. 6,000.00	
HRA	-	Rs. 3,000.00	
TA	-	Rs. 1,600.00	
Personal Pay	-	Rs. 9,800.00	
			<u>Rs.36,000.00</u>

Statutory taxes including Income Tax will be deducted at source as per the prevailing rules.

## SERVICE CONDITIONS :

You will be on probation for a period of one year from the date of joining.

On satisfactory completion of probation you will be confirmed in the service of the SCMS Group.

As per our service rules the services of any faculty member can be terminated without notice at any time during the period of probation and thereafter with one month's notice or one month's salary in lieu of notice period on either side. You can leave the service only with one month's notice or one month's salary in lieu of notice period during probation.

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# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to APJ Abdul Kalam Technological University, Kerala and Approved by AICTE, Govt. of India  
An ISO 9001:2008 Certified Institution

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN-683 106.  
Phone: 91-484-2623803 (30 Lines) / 2628000 • E-mail: scms@scmsgroup.org  
Website: www.scmsgroup.org

-: 2:-

However, in the event of your resignation, you have to give one month notice or one month's salary in lieu of notice. The date of relief on account of resignation, however, should synchronize either with the commencement or with the closure of a semester as relief during a semester period is not permitted. This provision is intended to safeguard the academic interests of the students. The management may, at its sole discretion, relieve you even before the expiry of the notice period without any salary or notice pay for the remaining period.

As a member of faculty at SSET, you are required to associate with Social outreach / Research and related activities undertaken by SSET.

## TRANSFER

Your present place of work will be at Karukutty campus. But your services can be transferred to any of the institutions under the SCMS Group in India or abroad based on the requirements of the institution or exigencies of work from time to time.

## LEAVE

You will be governed by the leave policy of SCMS School of Engineering & Technology that is in force from time to time.

## EXCLUSIVITY

Your position is a full time employment with the institution and you shall devote yourself exclusively to the business of the institution. You shall not take up any other work for remuneration or be interested directly or indirectly in any other trade during the employment with this institution without permission in writing from the management.

## DECLARATIONS AND INFORMATION

This offer of appointment is made based on the information furnished by you regarding your personal data, educational qualifications and experience. You have to produce the original certificates and deposit the same with us at the time of joining.

## CONTACT INFORMATION

You will keep the institution informed of your telephone number (land line and mobile), email, fax, postal address or any other means of communication including changes that may occur during the period of your employment. In the absence of the same, SCMS Group will in no way be responsible for any failure in communicating with you.

.....3.



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to APJ Abdul Kalam Technological University, Kerala and Approved by AICTE, Govt. of India  
An ISO 9001:2008 Certified Institution

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN-683 106.  
Phone: 91-484-2623803 (30 Lines) / 2628000 • E-mail: scms@scmsgroup.org  
Website: www.scmsgroup.org

-: 3:-

## DATE OF JOINING

Your expected date of joining will be 01.08.2019.

We welcome you to SCMS family and look forward to a fruitful association.

With Best Wishes.

For SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

DR. RADHA P. THEVANNOOR  
REGISTRAR & GROUP DIRECTOR

gd

## ACCEPTANCE

I have read and fully understood the above terms and conditions and I accept the same.

Signature:

Name : Suraj R

Date : 01.08.2019





# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to Mahatma Gandhi University, Kottayam and Approved by AICTE, Govt. of India  
An ISO 9001:2008 Certified Institution

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN-683 106  
Phone: 91-484-2623803 (30 Lines) Fax: 91-484-2623855 E-mail: scms@scmsgroup.org  
SSET/1/16/1421 Website: www.scmsgroup.org 15.07.2016.

Mr. Ajith Kumar R.,  
8/226 A, 'Sathyavas',  
R.G. Pai Road,  
COCHIN - 682 002.

Sir,

Sub: Offer of appointment as 'Faculty'.

Reference to your application and subsequent interview you had with us on 14.06.2016, we are pleased to confirm our offer of appointment to you as 'Asst. Professor(Mechanical Engg)'. The terms and conditions of appointment are as follows:

## COMPENSATION

You shall be paid a total salary of Rs.30,000/- p.m as per details below:

Scale of pay	-	15600-450-39100
Basic Pay	-	Rs.15,600.00
AGP	-	Rs. 6,000.00
HRA	-	Rs. 3,000.00
TA	-	Rs. 1,600.00
Personal Pay	-	Rs. 3,800.00
		-----
		Rs.30,000.00

Statutory taxes including Income Tax will be deducted at source as per the prevailing rules.

## SERVICE CONDITIONS :

You will be on probation for a period of one year from the date of joining.

On satisfactory completion of probation you will be confirmed in the service of the SCMS Group.

As per our service rules the services of any staff member can be terminated without notice at any time during the period of probation and thereafter with one month's notice or one month's salary in lieu of notice period on either side. You can leave the service only with one month's notice or one month's salary in lieu of notice period during probation.

..... 2



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to Mahatma Gandhi University, Kottayam and Approved by AICTE, Govt. of India  
An ISO 9001:2008 Certified Institution

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN-683 106  
Phone: 91-484-2623803 (30 Lines) Fax: 91-484-2623855 E-mail: [scms@scmsgroup.org](mailto:scms@scmsgroup.org)  
Website: [www.scmsgroup.org](http://www.scmsgroup.org)

-: 2:-

However, in the event of your resignation, you have to give one month notice or one month's salary in lieu of notice. The date of relief on account of resignation, however, should synchronize either with the commencement or with the closure of a semester as relief during a semester period is not permitted. The management may, at its sole discretion, relieve you even before the expiry of the notice period without any salary or notice pay for the remaining period.

As a member of faculty at SSET, you are required to associate with Social outreach / Research and related activities undertaken by SSET.

## TRANSFER

Your present place of work will be at Karukutty campus. But your services can be transferred to any of the institutions under the SCMS Group in India or abroad based on the requirements of the institution or exigencies of work from time to time.

## LEAVE

You will be governed by the leave policy of SCMS School of Engineering & Technology that is in force from time to time.

## EXCLUSIVITY

Your position is a full time employment with the institution and you shall devote yourself exclusively to the business of the institution. You shall not take up any other work for remuneration or be interested directly or indirectly in any other trade during the employment with this institution without permission in writing from the management.

## DECLARATIONS AND INFORMATION

This offer of appointment is made based on the information furnished by you regarding your personal data, educational qualifications and experience. You have to produce the original certificates and deposit the same with us at the time of joining.

.....3.



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to Mahatma Gandhi University, Kottayam and Approved by AICTE, Govt. of India  
An ISO 9001:2008 Certified Institution

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN-683 106  
Phone: 91-484-2623803 (30 Lines) Fax: 91-484-2623855 E-mail: scms@scmsgroup.org  
Website: www.scmsgroup.org

-: 3 :-

## CONTACT INFORMATION

You will keep the institution informed of your telephone number (land line and mobile), email, fax, postal address or any other means of communication including changes that may occur during the period of your employment. In the absence of the same, SCMS Group will in no way be responsible for any failure in communicating with you.

## DATE OF JOINING

Your expected date of joining will be 18.07.2016.

We welcome you to SCMS family and look forward to a fruitful association.

With Best Wishes.

For SCMS GROUP OF EDUCATIONAL INSTITUTIONS

PROF. P.C. PILLAI  
SR.GROUP DIRECTOR

sj

## ACCEPTANCE

I have read and fully understood the above terms and conditions and I accept the same.

Signature:

Name : AJITH KUMAR R

Date : 18/07/2016



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to Mahatma Gandhi University, Kottayam

CAMPUS: VIDYA NAGAR, PALISSERY, KARUKUTTY, COCHIN-683 582, PHONE: 0484-2450330, 2451907, FAX: 91-484-2450508

SSET/1/07/1173

12.07.2007.

Mr. Francis Thomas,  
House No.70,  
Udaya Nagar,  
Kaloor.,  
COCHIN - 17.

Sir,

Sub: Offer of appointment.

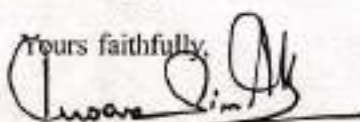
Ref: Your application.

Further to the above and the interview you had with us 11.07.2007, we have pleasure to offer you appointment as 'Lecturer(Mechanical Engg.)' subject to the following conditions.

1. You will be on probation for a period of one year from the date of joining.
2. You will be paid a basic salary of Rs.8,000/- p.m. in the scale of pay of Rs.8000-275-13500.
3. You will be eligible for DA at 50% of the basic salary. On completion of one year service and subject to confirmation you will be eligible for DA at 65% and on completion of two years the DA applicable will be 75% of basic salary.
4. On satisfactory completion of probation you will be confirmed in service.
5. Your services are liable to be terminated without notice at any time during the period of probation and thereafter with one month's notice on either side. You can leave the service only with one month's notice during probation.
6. You will be governed by the rules and regulations applicable to faculty members of SCMS School of Engineering & Technology.
7. You may join duty as early as possible, not later than 1st August, 2007.
8. At the time of joining you have to produce certificates in support of age, qualification and experience and deposit the same with us.

Kindly return the duplicate copy of this order duly signed in token of your acceptance of the terms and conditions.

Thanking you,

Yours faithfully,  


A.K. KESAVA PILLAI  
GROUP DIRECTOR

sj/



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to Mahatma Gandhi University, Kottayam

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN-683 106

Phone: 91-484-2623803, 2623804, 2623885, 2623887, Fax: 91-484-2623855, E-mail: scms@vsnl.com

SSET/1/10/2362

17.12.2010.

Mr. Nikhil Asok N.,  
Sreeragam,  
Manjali, Mannam P.O.,  
N. Paravur,  
ERNAKULAM - 683 520.

Sir,

Sub: Offer of appointment.

Reference to your application and the interview you had with us, we have pleasure to offer you appointment as 'Asst. Professor(Mechanical Engg.)' subject to the following conditions.

1. You will be on probation for a period of one year from the date of joining.
2. You will be paid a salary of Rs.24,000/- p.m. as below.

Scale of pay	-	15600-450-39100	
Basic pay	-	Rs. 15,600.00	
Academic Grade Pay	-	Rs. 6,000.00	
Personal Pay	-	Rs. 2,400.00	
			<u>Rs 24,000.00</u>

3. On satisfactory completion of probation you will be confirmed in service.
4. Your services are liable to be terminated without notice at any time during the period of probation and thereafter with one month's notice on either side. You can leave the service only with one month's notice during probation.
5. You will be governed by the rules and regulations applicable to faculty members of SCMS School of Engineering & Technology.
6. You have to report for duty on 27.12.2010.
7. At the time of joining you have to produce certificates in support of age, qualification and experience and deposit the same with us.

Kindly return the duplicate copy of this order duly signed in token of your acceptance of the terms and conditions.

Thanking you,

Yours faithfully,

A.K. KESAVA PILLAI  
GROUP DIRECTOR

sj/

Received and Accepted  
the offer



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to APJ Abdul Kalam Technological University, Kerala and Approved by AICTE, Govt. of India  
An ISO 9001:2008 Certified Institution

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN-683 106.  
Phone: 91-484-2623803 (30 Lines) / 2628000 • E-mail: scms@scmsgroup.org  
Website: www.scmsgroup.org

SSET/1/19/223

29.07.2019

Dr. Anjana Viswanath,  
Anjanam, T.C. 4/112 (1),  
Kowdiar P.O.,  
Trivandrum - 695003

Madam,

Sub: Offer of appointment as 'Faculty'.

Reference to your application and subsequent interview you had with us on 03.07.2019, we are pleased to confirm our offer of appointment to you as 'Asst. Professor - Mechanical Engineering'. The terms and conditions of appointment are as follows:

## COMPENSATION

You shall be paid a total salary of Rs.50,000/- p.m as per details below:

Scale of pay	-	15600-450-39100	
Basic pay	-	Rs.15,600.00	
AGP	-	Rs. 8,000.00	
HRA	-	Rs. 3,000.00	
TA	-	Rs. 1,600.00	
Personal Pay	-	Rs.21,800.00	
			<u>Rs.50,000.00</u>

Statutory taxes including Income Tax will be deducted at source as per the prevailing rules.

## SERVICE CONDITIONS :

You will be on probation for a period of one year from the date of joining.

On satisfactory completion of probation you will be confirmed in the service of the SCMS Group.

As per our service rules the services of any faculty member can be terminated without notice at any time during the period of probation and thereafter with one month's notice or one month's salary in lieu of notice period on either side. You can leave the service only with one month's notice or one month's salary in lieu of notice period during probation.

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Website: www.scmsgroup.org

-: 2:-

However, in the event of your resignation, you have to give one month notice or one month's salary in lieu of notice. The date of relief on account of resignation, however, should synchronize either with the commencement or with the closure of a semester as relief during a semester period is not permitted. This provision is intended to safeguard the academic interests of the students. The management may, at its sole discretion, relieve you even before the expiry of the notice period without any salary or notice pay for the remaining period.

As a member of faculty at SSET, you are required to associate with Social outreach / Research and related activities undertaken by SSET.

## TRANSFER

Your present place of work will be at Karukutty campus. But your services can be transferred to any of the institutions under the SCMS Group in India or abroad based on the requirements of the institution or exigencies of work from time to time.

## LEAVE

You will be governed by the leave policy of SCMS School of Engineering & Technology that is in force from time to time.

## EXCLUSIVITY

Your position is a full time employment with the institution and you shall devote yourself exclusively to the business of the institution. You shall not take up any other work for remuneration or be interested directly or indirectly in any other trade during the employment with this institution without permission in writing from the management.

## DECLARATIONS AND INFORMATION

This offer of appointment is made based on the information furnished by you regarding your personal data, educational qualifications and experience. You have to produce the original certificates and deposit the same with us at the time of joining.

## CONTACT INFORMATION

You will keep the institution informed of your telephone number (land line and mobile), email, fax, postal address or any other means of communication including changes that may occur during the period of your employment. In the absence of the same, SCMS Group will in no way be responsible for any failure in communicating with you.



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Phone: 91-484-2623803 (30 Lines) / 2628000 • E-mail: scms@scmsgroup.org  
Website: www.scmsgroup.org

-: 3:-

## DATE OF JOINING

Your expected date of joining will be 01.08.2019.

We welcome you to SCMS family and look forward to a fruitful association.

With Best Wishes.

For SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

DR. RADHA P. THEVANNOOR  
REGISTRAR & GROUP DIRECTOR

gd

## ACCEPTANCE

I have read and fully understood the above terms and conditions and I accept the same.

Signature:

Name :

Date :

*Anj*  
11/8/19  
Anjana Viswanath  
11/8/19





# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

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An ISO 9001:2008 Certified Institution

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Phone: 91-484-2623803 (30 Lines) Fax: 91-484-2623855 E-mail: scms@scmsgroup.org  
Website: www.scmsgroup.org

SSET/1/18/ 398

04.10.2018

Mr. Dhanesh S.,  
Sreemani House,  
Koduvayur P.O.,  
Palakkad Dist.

Sir,

Sub: Offer of appointment as 'Faculty'.

Reference to your application and subsequent interview you had with us on 20.09.2018, we are pleased to confirm our offer of appointment to you as 'Asst. Professor - Mechanical Engineering'. The terms and conditions of appointment are as follows:

## COMPENSATION

You shall be paid a total salary of Rs.40,000/- p.m as per details below:

Scale of pay	-	15600-450-39100	
Basic pay	-	Rs.15,600.00	
AGP	-	Rs. 6,000.00	
HRA	-	Rs. 3,000.00	
TA	-	Rs. 1,600.00	
Personal Pay	-	Rs.13,800.00	
		<u>Rs.40,000.00</u>	

Statutory taxes including Income Tax will be deducted at source as per the prevailing rules.

## SERVICE CONDITIONS :

You will be on probation for a period of one year from the date of joining.

On satisfactory completion of probation you will be confirmed in the service of the SCMS Group.

As per our service rules the services of any faculty member can be terminated without notice at any time during the period of probation and thereafter with one month's notice or one month's salary in lieu of notice period on either side. You can leave the service only with one month's notice or one month's salary in lieu of notice period during probation.

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Website: [www.scmsgroup.org](http://www.scmsgroup.org)

However, in the event of your resignation, you have to give one month notice or one month's salary in lieu of notice. The date of relief on account of resignation, however, should synchronize either with the commencement or with the closure of a semester as relief during a semester period is not permitted. The management may, at its sole discretion, relieve you even before the expiry of the notice period without any salary or notice pay for the remaining period.

As a member of faculty at SSET, you are required to associate with Social outreach / Research and related activities undertaken by SSET.

## TRANSFER

Your present place of work will be at Karukutty campus. But your services can be transferred to any of the institutions under the SCMS Group in India or abroad based on the requirements of the institution or exigencies of work from time to time.

## LEAVE

You will be governed by the leave policy of SCMS School of Engineering & Technology that is in force from time to time.

## EXCLUSIVITY

Your position is a full time employment with the institution and you shall devote yourself exclusively to the business of the institution. You shall not take up any other work for remuneration or be interested directly or indirectly in any other trade during the employment with this institution without permission in writing from the management.

## DECLARATIONS AND INFORMATION

This offer of appointment is made based on the information furnished by you regarding your personal data, educational qualifications and experience. You have to produce the original certificates and deposit the same with us at the time of joining.

## CONTACT INFORMATION

You will keep the institution informed of your telephone number (land line and mobile), email, fax, postal address or any other means of communication including changes that may occur during the period of your employment. In the absence of the same, SCMS Group will in no way be responsible for any failure in communicating with you.

.....3.



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

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Phone: 91-484-2623803 (30 Lines) Fax: 91-484-2623855 E-mail: scms@scmsgroup.org  
Website: www.scmsgroup.org

-: 3:-


## DATE OF JOINING

Your expected date of joining will be 08.10.2018.

We welcome you to SCMS family and look forward to a fruitful association.

With Best Wishes.


For SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

  
PROF. S. GOPAKUMAR  
GROUP DIRECTOR

gd

## ACCEPTANCE

I have read and fully understood the above terms and conditions and I accept the same.

Signature: 

Name : DHANEESH.S.

Date : 08-10-2018.



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to Mahatma Gandhi University, Kottayam

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN-683 106

Phone: 91-484-2623803, 2623804, 2623885, 2623887, Fax: 91-484-2623855, E-mail: scms@vsnl.com

SSET/L/11/0940

10.06.2011.

Mr. Rakesh A.,  
Anurag House,  
Pallamthuruth Road,  
Kacheripady, North Paravur,  
ERNAKULAM.

DOB:

Sir,

Sub: Offer of appointment as 'Faculty'.

Reference your application and subsequent interview you had with us, we are pleased to confirm our offer of appointment to you as 'Asst. Professor(Mechanical Engg.)'. The terms and conditions of appointment are as follows:

### COMPENSATION

You shall be paid a total salary of Rs.30,000/- p.m subject to production of M.Tech. certificate. Till then your salary will be Rs.26,000/- p.m. as per details below:

Scale of pay	-	15600-450-39100	
Basic pay	-	Rs.15,600.00	
Academic Grade Pay	-	Rs. 6,000.00	
Personal Pay	-	Rs. 4,400.00	
			-----
			Rs.26,000.00
			=====

Statutory taxes including Income Tax will be deducted at source as per the prevailing rules.

### SERVICE CONDITIONS :

You will be on probation for a period of one year from the date of joining.

On satisfactory completion of probation you will be confirmed in the service of the SCMS Group.

As per our service rules the services of any faculty member can be terminated without notice at any time during the period of probation and thereafter with one month's notice on either side. You can leave the service only with one month's notice during probation. This provision is intended to safeguard the academic interests of the students.

However, in the event of your resignation, you have to give one month notice or one month's salary in lieu of notice. The management may, at its sole discretion, relieve you even before the expiry of the notice period without any salary or notice pay for the remaining period.

### TRANSFER

Your present place of work will be at Karukutty campus. But your services can be transferred to any of the institutions under the SCMS Group in India or abroad based on the requirements of the institution or exigencies of work from time to time.

*[Handwritten Signature]*  
20/6/11

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# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

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Phone: 91-484-2623803, 2623804, 2623885, 2623887, Fax: 91-484-2623855, E-mail: scms@vsnl.com

## LEAVE

You will be governed by the leave policy of SCMS School of Engineering & Technology that is in force from time to time.

## EXCLUSIVITY

Your position is a full time employment with the institution and you shall devote yourself exclusively to the business of the institution. You shall not take up any other work for remuneration or be interested directly or indirectly in any other trade during the employment with this institution without permission in writing from the management.

## DECLARATIONS AND INFORMATION

This offer of appointment is made based on the information furnished by you regarding your personal data, educational qualifications and experience. You have to produce the original certificates and deposit the same with us at the time of joining.

## CONTACT INFORMATION

You will keep the institution informed of your telephone number (land line and mobile), email, fax, postal address or any other means of communication including changes that may occur during the period of your employment. In the absence of the same, SCMS Group will in no way be responsible for any failure in communicating with you.

## DATE OF JOINING

Your expected date of joining will be 13.06.2011.

**We welcome you to SCMS family and look forward to a fruitful association.**

With Best Wishes.

For SCMS GROUP OF EDUCATIONAL INSTITUTIONS

A.K. KESAVA PILLAI  
GROUP DIRECTOR

sj/

## ACCEPTANCE

I have read and fully understood the above terms and conditions and I accept the same.

Signature:

Name :

Rakesh A

Date :

13-6-2011



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to Mahatma Gandhi University, Kottayam

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN-683 106  
Phone: 91-484-2623803, 2623804, 2623885, 2623897, Fax: 91-484-2623855, E-mail: scms@vsnl.com

SSET/1/08/1596

29.09.2008.

Mr. Jose Sheril D'cotha,  
"STANROSE",  
Near Anglo Indian School,  
Vaduthala,  
COCHIN - 682 023.

Sir,

Sub: Offer of appointment.  
Ref: Your application.

Further to the above and the interview you had with us, we have pleasure to offer you appointment as Lecturer(Mechanical Engg.)' subject to the following conditions.

1. You will be on probation for a period of one year from the date of joining.
2. You will be paid a salary of Rs.18,000/- p.m. as below.

Scale of pay - 8000-275-13500

Basic pay	-	Rs. 9,100.00
DA	-	Rs. 4,550.00
HRA	-	Rs. 2,000.00
Transport Allowance	-	Rs. 1,000.00
Personal Pay	-	Rs. 1,350.00
		<u>Rs 18,000.00</u>

3. On satisfactory completion of probation you will be confirmed in service.
4. Your services are liable to be terminated without notice at any time during the period of probation and thereafter with one month's notice on either side. You can leave the service only with one month's notice during probation.
5. You will be governed by the rules and regulations applicable to faculty members of SCMS School of Engineering & Technology.
6. You have to report for duty on 06.10..2008.
7. At the time of joining you have to produce certificates in support of age, qualification and experience and deposit the same with us.

Kindly return the duplicate copy of this order duly signed in token of your acceptance of the terms and conditions.

Thanking you,

Yours faithfully,

A.K. KESAVA PILLAI  
GROUP DIRECTOR

Received  
29/09/08



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to Mahatma Gandhi University, Kottayam and Approved by AICTE  
An ISO 9001:2008 Certified Institution

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN-683 106

Phone: 91-484-2623803, 2623804, 2623885, 2623887, Fax: 91-484-2623855, E-mail: scms@scmsgroup.org

Website: scmsgroup.org

SSET/1/13/0953

08.05.2013.

Mr. R. Sujith,  
Vrindavanam,  
Poredom P.O.,  
Chadayamangalam – 691 534,  
KOLLAM.

Sir,

Sub: Offer of appointment as 'Faculty'.

Reference to your application and subsequent interview you had with us on 01.04.2013, we are pleased to confirm our offer of appointment to you as 'Asst. Professor (Mechanical Engg.)'. The terms and conditions of appointment are as follows:

## COMPENSATION

You shall be paid a total salary of Rs.32,000/- p.m subject to production of M.Tech. certificate. Till then your salary will be Rs.26,000/- p.m. as per details below:

Scale of pay - 15600-450-39100

Basic pay	-	Rs.15,600.00
AGP	-	Rs. 6,000.00
HRA	-	Rs. 3,000.00
TA	-	Rs. 800.00
Personal Pay	-	Rs. 600.00

Rs.26,000.00

Statutory taxes including Income Tax will be deducted at source as per the prevailing rules.

## SERVICE CONDITIONS :

You will be on probation for a period of one year from the date of joining.

On satisfactory completion of probation you will be confirmed in the service of the SCMS Group.

As per our service rules the services of any staff member can be terminated without notice at any time during the period of probation and thereafter with one month's notice or one month's salary in lieu of notice period on either side. You can leave the service only with one month's notice or one month's salary in lieu of notice period during probation.

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Phone: 91-484-2623803, 2623804, 2623885, 2623887, Fax: 91-484-2623855, E-mail: scms@scmsgroup.org  
Website: scmsgroup.org

-: 2:-

However, in the event of your resignation, you have to give one month notice or one month's salary in lieu of notice. The management may, at its sole discretion, relieve you even before the expiry of the notice period without any salary or notice pay for the remaining period.

## TRANSFER

Your present place of work will be at Karukutty campus. But your services can be transferred to any of the institutions under the SCMS Group in India or abroad based on the requirements of the institution or exigencies of work from time to time.

## LEAVE

You will be governed by the leave policy of SCMS School of Engineering & Technology that is in force from time to time.

## EXCLUSIVITY

Your position is a full time employment with the institution and you shall devote yourself exclusively to the business of the institution. You shall not take up any other work for remuneration or be interested directly or indirectly in any other trade during the employment with this institution without permission in writing from the management.

## DECLARATIONS AND INFORMATION

This offer of appointment is made based on the information furnished by you regarding your personal data, educational qualifications and experience. You have to produce the original certificates and deposit the same with us at the time of joining.

## CONTACT INFORMATION

You will keep the institution informed of your telephone number (land line and mobile), email, fax, postal address or any other means of communication including changes that may occur during the period of your employment. In the absence of the same, SCMS Group will in no way be responsible for any failure in communicating with you.

.....3.





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Phone: 91-484-2623803 (30 Lines) Fax: 91-484-2623855, E-mail: scms@scmsgroup.org  
Website: scmsgroup.org

-: 3:-

## DATE OF JOINING

Your expected date of joining will be 10.06.2013.

**We welcome you to SCMS family and look forward to a fruitful association.**

With Best Wishes.


For SCMS GROUP OF EDUCATIONAL INSTITUTIONS

A.K. KESAVA PILLAI  
GROUP DIRECTOR

sj/

## ACCEPTANCE

I have read and fully understood the above terms and conditions and I accept the same.

Signature:   
Name : R. SUJITH  
Date : 3/06/2013



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to Mahatma Gandhi University, Kottayam

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN - 683 106  
Phone: 91-484-2623803, 2623804, 2623885, 2623887, Fax: 91-484-2623855, E-mail: scms@vsnl.com

SSET/1/11/1626

30.07.2011.

Mr. Sam Joshy,  
Pynadath House,  
Nayathode P.O.,  
Ankamaly,  
ERNAKULAM - 683 572.

Sir,

Sub: Offer of appointment as 'Faculty'.

Reference your application and subsequent interview you had with us, we are pleased to confirm our offer of appointment to you as 'Asst. Professor(Mechanical Engg.)'. The terms and conditions of appointment are as follows:

## COMPENSATION

You shall be paid a total salary of Rs.35,000/- p.m as per details below:

Scale of pay - 15600-450-39100

Basic pay	-	Rs.16,950.00
AGP	-	Rs. 6,000.00
HRA	-	Rs. 3,000.00
Children's Edu.Allowance	-	Rs. 200.00
TA	-	Rs. 800.00
Personal Pay	-	Rs. 8,050.00
		-----
		Rs.35,000.00

Statutory taxes including Income Tax will be deducted at source as per the prevailing rules.

## SERVICE CONDITIONS :

You will be on probation for a period of one year from the date of joining.

On satisfactory completion of probation you will be confirmed in the service of the SCMS Group.

As per our service rules the services of any faculty member can be terminated without notice at any time during the period of probation and thereafter with one month's notice on either side. You can leave the service only with one month's notice during probation. This provision is intended to safeguard the academic interests of the students.

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# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

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Phone: 91-484-2623803, 2623804, 2623885, 2623887, Fax: 91-484-2623855, E-mail: scms@vsnl.com

-: 2:-

However, in the event of your resignation, you have to give one month notice or one month's salary in lieu of notice. The management may, at its sole discretion, relieve you even before the expiry of the notice period without any salary or notice pay for the remaining period.

## **TRANSFER**

Your present place of work will be at Karukutty campus. But your services can be transferred to any of the institutions under the SCMS Group in India or abroad based on the requirements of the institution or exigencies of work from time to time.

## **LEAVE**

You will be governed by the leave policy of SCMS School of Engineering & Technology that is in force from time to time.

## **EXCLUSIVITY**

Your position is a full time employment with the institution and you shall devote yourself exclusively to the business of the institution. You shall not take up any other work for remuneration or be interested directly or indirectly in any other trade during the employment with this institution without permission in writing from the management.

## **DECLARATIONS AND INFORMATION**

This offer of appointment is made based on the information furnished by you regarding your personal data, educational qualifications and experience. You have to produce the original certificates and deposit the same with us at the time of joining.

## **CONTACT INFORMATION**

You will keep the institution informed of your telephone number (land line and mobile), email, fax, postal address or any other means of communication including changes that may occur during the period of your employment. In the absence of the same, SCMS Group will in no way be responsible for any failure in communicating with you.

.....3.



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

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Phone: 91-484-2623803, 2623804, 2623885, 2623887, Fax: 91-484-2623855, E-mail: scms@vsni.com

- 3 -

## DATE OF JOINING

Your expected date of joining will be 01.08.2011.

We welcome you to SCMS family and look forward to a fruitful association.

With Best Wishes.

For SCMS GROUP OF EDUCATIONAL INSTITUTIONS

A.K. KESAVA PILLAI  
GROUP DIRECTOR

sj/

## ACCEPTANCE

I have read and fully understood the above terms and conditions and I accept the same.

Signature:

Name : SAM JOSHY

Date : 01/08/2011



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

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An ISO 9001:2008 Certified Institution

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Phone: 91-484-2623803 (30 Lines) Fax: 91-484-2623855, E-mail: scms@scmsgroup.org  
Website: scmsgroup.org

SSET/1/14/0207

27.01.2014.

Mr. Sanju A.C.,  
Indheevaram,  
Elamakara P.O.,  
COCHIN - 682 026

Sir,

Sub: Offer of appointment as 'Faculty'.

Reference to your application and subsequent interview you had with us on 24.01.2014, we are pleased to confirm our offer of appointment to you as 'Asst. Professor (Mechanical Engg)'. The terms and conditions of appointment are as follows:

## COMPENSATION

You shall be paid a total salary of Rs.33,000/- p.m as per details below:

Scale of pay - 15600-450-39100

Basic pay	-	Rs.16,050.00
AGP	-	Rs. 6,000.00
HRA	-	Rs. 3,000.00
Children's Edu.Allowance	-	Rs. 200.00
TA	-	Rs. 800.00
Personal Pay	-	Rs. 6,950.00
		<u>Rs.33,000.00</u>

Statutory taxes including Income Tax will be deducted at source as per the prevailing rules.

## SERVICE CONDITIONS :

You will be on probation for a period of one year from the date of joining.

On satisfactory completion of probation you will be confirmed in the service of the SCMS Group.

As per our service rules the services of any staff member can be terminated without notice at any time during the period of probation and thereafter with one month's notice or one month's salary in lieu of notice period on either side. You can leave the service only with one month's notice or one month's salary in lieu of notice period during probation.

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# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

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Website: scmsgroup.org

-: 2:-

However, in the event of your resignation, you have to give one month notice or one month's salary in lieu of notice. The date of relief on account of resignation, however, should synchronize either with the commencement or with the closure of a semester as relief during a semester period is not permitted. The management may, at its sole discretion, relieve you even before the expiry of the notice period without any salary or notice pay for the remaining period.

## TRANSFER

Your present place of work will be at Karukutty campus. But your services can be transferred to any of the institutions under the SCMS Group in India or abroad based on the requirements of the institution or exigencies of work from time to time.

## LEAVE

You will be governed by the leave policy of SCMS School of Engineering & Technology that is in force from time to time.

## EXCLUSIVITY

Your position is a full time employment with the institution and you shall devote yourself exclusively to the business of the institution. You shall not take up any other work for remuneration or be interested directly or indirectly in any other trade during the employment with this institution without permission in writing from the management.

## DECLARATIONS AND INFORMATION

This offer of appointment is made based on the information furnished by you regarding your personal data, educational qualifications and experience. You have to produce the original certificates and deposit the same with us at the time of joining.

## CONTACT INFORMATION

You will keep the institution informed of your telephone number (land line and mobile), email, fax, postal address or any other means of communication including changes that may occur during the period of your employment. In the absence of the same, SCMS Group will in no way be responsible for any failure in communicating with you.

.....3.



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to Mahatma Gandhi University, Kottayam and Approved by AICTE  
An ISO 9001:2008 Certified Institution

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN-683 106  
Phone: 91-484-2623803 (30 Lines) Fax: 91-484-2623855, E-mail: scms@scmsgroup.org  
Website: scmsgroup.org

-: 3:-

## DATE OF JOINING

Your expected date of joining will be 02.06.2014.

We welcome you to SCMS family and look forward to a fruitful association.

With Best Wishes.

For SCMS GROUP OF EDUCATIONAL INSTITUTIONS

A.K. KESAVA PILLAI  
GROUP DIRECTOR

sj/

## ACCEPTANCE

I have read and fully understood the above terms and conditions and I accept the same.

Signature:

Name : SANJU.A.C

Date : 28/1/2014



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

MANAGEMENT HOUSE, S. KALAMASSERY, KOCHI - 682 033, INDIA  
Phone: 91-484-556315/558502/543854, Fax: 91-484-540482/555293, E-mail: scms@vsnl.com

SET/1/01/1111

24.09.2001.

Ms. Mini Tom,  
Plot No.32,  
Mavelipuram Colony,  
KAKKANAD - 682 030.

Dear Madam,

Sub: Offer of Appointment as Lecturer  
Ref: Your application for job and the interview you had with us.

With reference to the above we have pleasure to offer you appointment as 'Lecturer' (Mathematics) subject to the following terms and conditions.

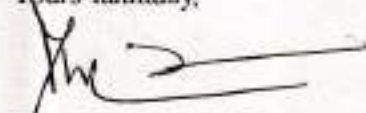
1. You will be on probation for a period of one year from the date of joining duty. On successful completion of probation you will be confirmed.
2. You will be paid a starting basic pay of Rs. 8,000/- in the scale of pay of Rs.8000 - 275 - 13500.
3. You will be required to work in the Computer Science Engg. Department/computer laboratory, if necessary, as directed by the authorities.
4. You will be governed by the rules and regulations applicable to faculty members of the college.
5. The originals of your qualification and experience certificates shall be deposited with us at the time of joining.
6. Management reserves the right to terminate your services without notice during probation and with three months notice after confirmation or in lieu of notice 3 months salary. If you want to leave the service you can do so with 3 months notice.
7. Please note that this offer of appointment is subject to approval of the Engineering College by the All India Council for Technical Education.


Please return the duplicate copy of this order duly signed in token of your acceptance of the terms and conditions.

The date of joining, which will depend on the approvals from the concerned authorities, will be intimated to you in due course.

Thanking you,

Yours faithfully,

  
DR. G.P.C. NAYAR  
DIRECTOR

MINI TOM  
  
25/09/2001





# SCMS

## SCHOOL OF ENGINEERING & TECHNOLOGY

PROMOTED BY PRATHAP FOUNDATION FOR EDUCATION AND TRAINING

VIDYA NAGAR, PALISSERY, KARUKUTTY, ERNAKULAM-683 582, PHONE: 0484-2450330, 2451907

SSET/1/03/1405

August 21, 2003.

Ms. Sreelekha B.,  
PPN 2/2, Nandanam,  
Opp. Anjali Auditorium,  
Vadackal P.O., Kalarcode,  
ALAPPUZHA - 3.

Madam,

Sub: Offer of appointment as Faculty.  
Ref. Your application for employment.

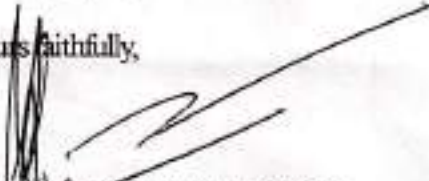
Further to the above and the interview you had with us, we have pleasure to offer you appointment subject to conditions given below:

1. This offer is for a contract appointment as Lecturer(Maths).
2. The period of contract will be upto 31st March, 2004 from the date of joining.
3. You will be paid a consolidated monthly remuneration of Rs. 7000/-.
4. Please note that this contract can be terminated with one month's notice.
5. In order to ensure uninterrupted teaching for the benefit of students we expect you not to ask for relief during a semester period.
6. You will be governed generally by the rules and regulations applicable to the faculty members except where specifically prescribed differently.
7. You have to report for duty on 01.09.2003.
8. At the time of joining you have to produce certificates in support of age, qualification and experience.

Kindly return the duplicate copy of this order duly signed in token of your acceptance of the terms and conditions.

Thanking you,

Yours faithfully,

  
PRADEEP P. THEVANNOOR  
DIRECTOR

sj/

*Received the order*

*Sreelekha-B*

AFFILIATED TO MAHATMA GANDHI UNIVERSITY, KOTTAYAM

CORPORATE OFFICE: MANAGEMENT HOUSE, S. KALAMASSERY, KOCHI-682 033, INDIA

Phone: 91-484-2558315/2558502, 2551427, Fax: 91-484-2540482, E-mail: scms@vsnl.com



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to Mahatma Gandhi University, Kottayam

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN-683 106  
Phone: 91-484-2623803, 2623804, 2623885, 2623887, Fax: 91-484-2623855, E-mail: scms@vsnl.com

SSET/1/08/1020

24.06.2008.

Ms. Reshma K. Benoy,  
36/2127, Melangoth House,  
Sahradaya Lane,  
Kaloore P.O.,  
COCHIN - 17.

Madam,

Sub: Offer of appointment as Lecturer II  
Ref: Your application,

Further to the above and the interview you had with us, we have pleasure to offer you appointment as 'Lecturer II (Mathematics)' subject to the following conditions.

1. You will be on probation for a period of one year from the date of joining.
2. You will be paid a total salary of Rs.16,000/- p.m. as below.

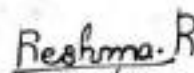
Scale of pay	-	8000-275-13500	
Basic pay	-		Rs. 8,000.00
DA	-		Rs. 4,000.00
Personal Pay	-		Rs. 4,000.00
			<u>Rs 16,000.00</u>

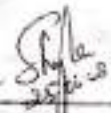
3. On satisfactory completion of probation you will be confirmed in the service of the SCMS Group.
4. Your services are liable to be terminated without notice at any time during the period of probation and thereafter with one month's notice on either side. You can leave the service only with one month's notice during probation.
5. You will be governed by the rules and regulations applicable to faculty members of SCMS School of Engineering & Technology.
8. You have to report for duty on 1st July, 2008.
7. At the time of joining you have to produce certificates in support of age, qualification and experience and deposit the same with us.

Kindly return the duplicate copy of this order duly signed in token of your acceptance of the terms and conditions.

Thanking you,

Yours faithfully,  
  
A.K. KESAVA PILLAI  
GROUP DIRECTOR

  
24/06/08





# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

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Phone: 91-484-2623803 (30 Lines) Fax: 91-484-2623855 E-mail: scms@scmsgroup.org  
Website: www.scmsgroup.org

SSET/I/16/1710

24.08.2016.

Ms. Preema T.S.,  
Vakkayil House,  
Boat Jetty Road,  
Vaduthala,  
COCHIN – 682 023.

Madam,

Sub: Offer of appointment as 'Faculty'.

Reference to your application and subsequent interview you had with us on 03.08.2016, we are pleased to confirm our offer of appointment to you as 'Asst. Professor (Maths)'. The terms and conditions of appointment are as follows:

## COMPENSATION

You shall be paid a total salary of Rs.25,000/- p.m as per details below:

Scale of pay	-	15600-450-39100	
Basic pay	-	Rs.15,600.00	
HRA	-	Rs. 3,000.00	
Children's Edu.Allowance	-	Rs. 200.00	
TA	-	Rs. 1,600.00	
Personal Pay	-	Rs. 4,600.00	
		-----	
		Rs.25,000.00	

Statutory taxes including Income Tax will be deducted at source as per the prevailing rules.

## SERVICE CONDITIONS :

You will be on probation for a period of one year from the date of joining.

On satisfactory completion of probation you will be confirmed in the service of the SCMS Group.

As per our service rules the services of any staff member can be terminated without notice at any time during the period of probation and thereafter with one month's notice or one month's salary in lieu of notice period on either side. You can leave the service only with one month's notice or one month's salary in lieu of notice period during probation.

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Phone: 91-484-2623803 (30 Lines) Fax: 91-484-2623855 E-mail: scms@scmsgroup.org  
Website: www.scmsgroup.org

-: 2:-

However, in the event of your resignation, you have to give one month notice or one month's salary in lieu of notice. The date of relief on account of resignation, however, should synchronize either with the commencement or with the closure of a semester as relief during a semester period is not permitted. The management may, at its sole discretion, relieve you even before the expiry of the notice period without any salary or notice pay for the remaining period.

As a member of faculty at SSET, you are required to associate with Social outreach / Research and related activities undertaken by SSET.

## TRANSFER

Your present place of work will be at Karukutty campus. But your services can be transferred to any of the institutions under the SCMS Group in India or abroad based on the requirements of the institution or exigencies of work from time to time.

## LEAVE

You will be governed by the leave policy of SCMS School of Engineering & Technology that is in force from time to time.

## EXCLUSIVITY

Your position is a full time employment with the institution and you shall devote yourself exclusively to the business of the institution. You shall not take up any other work for remuneration or be interested directly or indirectly in any other trade during the employment with this institution without permission in writing from the management.

## DECLARATIONS AND INFORMATION

This offer of appointment is made based on the information furnished by you regarding your personal data, educational qualifications and experience. You have to produce the original certificates and deposit the same with us at the time of joining.

## CONTACT INFORMATION

You will keep the institution informed of your telephone number (land line and mobile), email, fax, postal address or any other means of communication including changes that may occur during the period of your employment. In the absence of the same, SCMS Group will in no way be responsible for any failure in communicating with you.

.....3.



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

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Phone: 91-484-2623803 (30 Lines) Fax: 91-484-2623855 E-mail: scms@scmsgroup.org  
Website: www.scmsgroup.org

-: 3 :-

## DATE OF JOINING

Your expected date of joining will be 29.08.2016.

**We welcome you to SCMS family and look forward to a fruitful association.**

With Best Wishes.

For **SCMS GROUP OF EDUCATIONAL INSTITUTIONS**

**PROF. P.C. PILLAI**  
**SR. GROUP DIRECTOR**

sj/

## ACCEPTANCE

I have read and fully understood the above terms and conditions and I accept the same.

Signature:

Name : PREEMA T.S

Date : 29/8/16



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

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Phone: 91-484-2623803 (30 Lines) Fax: 91-484-2623855 E-mail: scms@scmsgroup.org  
Website: www.scmsgroup.org

SSET/1/16/1424

15.07.2016.

Ms. Jane Theresa,  
Nellickal House,  
Near Portuincula Convent,  
Asokapuram,  
ALUVA – 683 101.

Madam,

Sub: Offer of appointment as 'Faculty',

Reference to your application and subsequent interview you had with us on 14.07.2016, we are pleased to confirm our offer of appointment to you as 'Asst. Professor (English)'. The terms and conditions of appointment are as follows:

## COMPENSATION

You shall be paid a total salary of Rs.25,000/- p.m as per details below:

Scale of pay	-	15600-450-39100	
Basic pay	-	Rs.15,600.00	
HRA	-	Rs. 3,000.00	
Children's Edu.Allowance	-	Rs. 200.00	
TA	-	Rs. 1,600.00	
Personal Pay	-	Rs. 4,600.00	
		<u>Rs.25,000.00</u>	

Statutory taxes including Income Tax will be deducted at source as per the prevailing rules.

## SERVICE CONDITIONS :

You will be on probation for a period of one year from the date of joining.

On satisfactory completion of probation you will be confirmed in the service of the SCMS Group.

As per our service rules the services of any staff member can be terminated without notice at any time during the period of probation and thereafter with one month's notice or one month's salary in lieu of notice period on either side. You can leave the service only with one month's notice or one month's salary in lieu of notice period during probation.

..... 2



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

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CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN-683 106  
Phone: 91-484-2623803 (30 Lines) Fax: 91-484-2623855 E-mail: scms@scmsgroup.org  
Website: www.scmsgroup.org

-: 2:-

However, in the event of your resignation, you have to give one month notice or one month's salary in lieu of notice. The management may, at its sole discretion, relieve you even before the expiry of the notice period without any salary or notice pay for the remaining period.

## TRANSFER

Your present place of work will be at Karukutty campus. But your services can be transferred to any of the institutions under the SCMS Group in India or abroad based on the requirements of the institution or exigencies of work from time to time.

## LEAVE

You will be governed by the leave policy of SCMS School of Engineering & Technology that is in force from time to time.

## EXCLUSIVITY

Your position is a full time employment with the institution and you shall devote yourself exclusively to the business of the institution. You shall not take up any other work for remuneration or be interested directly or indirectly in any other trade during the employment with this institution without permission in writing from the management.

## DECLARATIONS AND INFORMATION

This offer of appointment is made based on the information furnished by you regarding your personal data, educational qualifications and experience. You have to produce the original certificates and deposit the same with us at the time of joining.

## CONTACT INFORMATION

You will keep the institution informed of your telephone number (land line and mobile), email, fax, postal address or any other means of communication including changes that may occur during the period of your employment. In the absence of the same, SCMS Group will in no way be responsible for any failure in communicating with you.

.....3.



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

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Phone: 91-484-2623803 (30 Lines) Fax: 91-484-2623855 E-mail: [scms@scmsgroup.org](mailto:scms@scmsgroup.org)  
Website: [www.scmsgroup.org](http://www.scmsgroup.org)

-: 3:-

## DATE OF JOINING

Your expected date of joining will be 18.07.2016.

**We welcome you to SCMS family and look forward to a fruitful association.**

With Best Wishes.

For SCMS GROUP OF EDUCATIONAL INSTITUTIONS

PROF. P.C. PILLAI  
SR. GROUP DIRECTOR

sj/

## ACCEPTANCE

I have read and fully understood the above terms and conditions and I accept the same.

Signature:

Name : JANE THERESA

Date : 18<sup>th</sup> July , 2016 .



SSET/1/05/1300

18.08.2005.

Ms. Surya K.A.,  
Kattazhath Madom,  
Panangad,  
Kumbalam,  
COCHIN - 682 506.

Madam,

Sub: Offer of appointment.  
Ref: Your application and interview on 18.08.2005.

Further to the above and the interview you had with us, we have pleasure to offer you appointment as 'Lecturer( Mathematics)' subject to the following conditions.

1. You will be on probation for a period of one year from the date of joining.
2. You will be paid a basic salary of Rs.8000/- p.m. in the scale of pay of Rs.8000-275-13500.
3. You will also be paid Rs.4,000/- towards DA per mensem.
4. On satisfactory completion of probation you will be confirmed in service.
5. Your services are liable to be terminated without notice at any time during the period of probation and thereafter with one month's notice on either side.
6. You will be governed by the rules and regulations applicable to faculty members of SCMS School of Engineering & Technology.
7. You have to report for duty on 29th August, 2005.
8. At the time of joining you have to produce certificates in support of age, qualification and experience and deposit the same with us.

Kindly return the duplicate copy of this order duly signed in token of your acceptance of the terms and conditions.

Thanking you,

Yours faithfully,

PRADEEP P.THEVANNOOR  
DIRECTOR

sp/

*Ms. S. Sujatha*  
*yes*  
*9*  
*18/8/05*



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to Mahatma Gandhi University, Kottayam

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN - 683 106  
Phone: 91-484-2623803, 2623804, 2623885, 2623887, Fax: 91-484-2623855, E-mail: scms@vsnl.com

SSET/1/11/1369

01.07.2011

Ms. Sophia Cleetus,  
Kurisingal, H. No. 10/414,  
Palluruthy,  
Kochi - 682006

Madam,

Sub: Offer of appointment as 'Faculty'.

Reference your application and subsequent interview you had with us, we are pleased to confirm our offer of appointment to you as 'Asst. Professor (Mathematics)'. The terms and conditions of appointment are as follows:

#### COMPENSATION

You shall be paid a total salary of Rs.21,600/- p.m as per details below:

Scale of pay	-	15600-450-39100	
Basic pay	-	Rs.16,050.00	
HRA	-	Rs. 3,000.00	
Edu. All.	-	Rs. 200.00	
TA	-	Rs. 800.00	
Personal Pay	-	Rs. 1,550.00	
		<u>Rs.21,600.00</u>	

Statutory taxes including Income Tax will be deducted at source as per the prevailing rules.

#### SERVICE CONDITIONS :

You will be on probation for a period of one year from the date of joining.

On satisfactory completion of probation you will be confirmed in the service of the SCMS Group.

As per our service rules the services of any faculty member can be terminated without notice at any time during the period of probation and thereafter with one month's notice on either side. You can leave the service only with one month's notice during probation. This provision is intended to safeguard the academic interests of the students.

However, in the event of your resignation, you have to give one month notice or one month's salary in lieu of notice. The management may, at its sole discretion, relieve you even before the expiry of the notice period without any salary or notice pay for the remaining period.

..... 2



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

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CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN - 683 106  
Phone: 91-484-2623803, 2623804, 2623885, 2623887, Fax: 91-484-2623855, E-mail: scms@vsnl.com

: 2:

## **TRANSFER**

Your present place of work will be at Karukutty campus. But your services can be transferred to any of the institutions under the SCMS Group in India or abroad based on the requirements of the institution or exigencies of work from time to time.

## **LEAVE**

You will be governed by the leave policy of SCMS School of Engineering & Technology that is in force from time to time.

## **EXCLUSIVITY**

Your position is a full time employment with the institution and you shall devote yourself exclusively to the business of the institution. You shall not take up any other work for remuneration or be interested directly or indirectly in any other trade during the employment with this institution without permission in writing from the management.

## **DECLARATIONS AND INFORMATION**

This offer of appointment is made based on the information furnished by you regarding your personal data, educational qualifications and experience. You have to produce the original certificates and deposit the same with us at the time of joining.

## **CONTACT INFORMATION**

You will keep the institution informed of your telephone number (land line and mobile), email, fax, postal address or any other means of communication including changes that may occur during the period or your employment. In the absence of the same, SCMS Group will in no way be responsible for any failure in communicating with you.

....3/-



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

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Phone: 91-484-2623803, 2623804, 2623885, 2623887, Fax: 91-484-2623855, E-mail: scms@vsnl.com

: 3 :

## DATE OF JOINING

Your expected date of joining will be 04.07.2011.

We welcome you to SCMS family and look forward to a fruitful association.

With Best Wishes.

For SCMS GROUP OF EDUCATIONAL INSTITUTIONS

A.K. KESAVA PILLAI  
GROUP DIRECTOR

gd/

## ACCEPTANCE

I have read and fully understood the above terms and conditions and I accept the same.

Signature:

Name : SOPHIA CLEETUS

Date : 01.07.2011



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

*Affiliated to Mahatma Gandhi University, Kottayam*

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN - 683 106  
Phone: 91-484-2623803, 2623804, 2623885, 2623887, Fax: 91-484-2623855, E-mail: scms@vsnl.com

SSET/1/11/1368

01.07.2011

Ms. Nuja M. Unnikrishnan,  
37/2791-Maanaattil, Uthradam  
Vyloppilly Bye-Lane 2  
Azad Road, Kaloor, Kochi - 17

Madam,

Sub: Offer of appointment as 'Faculty'.

Reference your application and subsequent interview you had with us, we are pleased to confirm our offer of appointment to you as 'Asst. Professor (Mathematics)'. The terms and conditions of appointment are as follows:

#### COMPENSATION

You shall be paid a total salary of Rs.21,600/- p.m as per details below:

Scale of pay	-	15600-450-39100	
Basic pay	-	Rs.16,500.00	
HRA	-	Rs. 3,000.00	
Edu. All.	-	Rs. 200.00	
TA	-	Rs. 800.00	
Personal Pay	-	Rs. 1,100.00	
			-----
			Rs.21,600.00

Statutory taxes including Income Tax will be deducted at source as per the prevailing rules.

#### SERVICE CONDITIONS :

You will be on probation for a period of one year from the date of joining.

On satisfactory completion of probation you will be confirmed in the service of the SCMS Group.

As per our service rules the services of any faculty member can be terminated without notice at any time during the period of probation and thereafter with one month's notice on either side. You can leave the service only with one month's notice during probation. This provision is intended to safeguard the academic interests of the students.

However, in the event of your resignation, you have to give one month notice or one month's salary in lieu of notice. The management may, at its sole discretion, relieve you even before the expiry of the notice period without any salary or notice pay for the remaining period.

..... 2



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

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: 2:

## **TRANSFER**

Your present place of work will be at Karukutty campus. But your services can be transferred to any of the institutions under the SCMS Group in India or abroad based on the requirements of the institution or exigencies of work from time to time.

## **LEAVE**

You will be governed by the leave policy of SCMS School of Engineering & Technology that is in force from time to time.

## **EXCLUSIVITY**

Your position is a full time employment with the institution and you shall devote yourself exclusively to the business of the institution. You shall not take up any other work for remuneration or be interested directly or indirectly in any other trade during the employment with this institution without permission in writing from the management.

## **DECLARATIONS AND INFORMATION**

This offer of appointment is made based on the information furnished by you regarding your personal data, educational qualifications and experience. You have to produce the original certificates and deposit the same with us at the time of joining.

## **CONTACT INFORMATION**

You will keep the institution informed of your telephone number (land line and mobile), email, fax, postal address or any other means of communication including changes that may occur during the period of your employment. In the absence of the same, SCMS Group will in no way be responsible for any failure in communicating with you.

.....3/-



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

*Affiliated to Mahatma Gandhi University, Kottayam*

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN - 683 106  
Phone: 91-484-2623803, 2623804, 2623885, 2623887, Fax: 91-484-2623855, E-mail: scms@vsnl.com

: 3 :

## DATE OF JOINING

Your expected date of joining will be 04.07.2011.

We welcome you to SCMS family and look forward to a fruitful association.

With Best Wishes.

For SCMS GROUP OF EDUCATIONAL INSTITUTIONS

A.K. KESAVA PILLAI  
GROUP DIRECTOR

gd/

## ACCEPTANCE

I have read and fully understood the above terms and conditions and I accept the same.

Signature:   
Name : NUJJA. M. UNNIKRISHNAN  
Date : 01-07-2011



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to Mahatma Gandhi University, Kottayam and Approved by AICTE  
An ISO 9001:2008 Certified Institution

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Phone: 91-484-2623803 (30 Lines) Fax: 91-484-2623855, E-mail: scms@scmsgroup.org  
Website: scmsgroup.org

SSET/1/13/1383

28.06.2013.

Dr. Sunny George,  
Chethalan House,  
Chalaky P.O.,  
THRISSUR - 680 307.

Sir,

Sub: Offer of appointment as 'Faculty in Basic Science and Humanities'.

Reference to your application and subsequent discussions you had with us, we are pleased to confirm our offer of appointment to you as 'Associate Professor & Head(Research & Consultancy - CSWTM & Environmental Engg.)'. The terms and conditions of appointment are as follows:

## COMPENSATION

You shall be paid a total salary of Rs.65,000/- p.m as per details below:

Scale of pay - 37400-1100-67000

Basic Pay	-	Rs. 37,400.00
AGP	-	Rs. 9,000.00
HRA	-	Rs. 3,500.00
Children's Edu.Allowance	-	Rs. 200.00
TA	-	Rs. 800.00
Personal Pay	-	Rs. 14,100.00

Rs. 65,000.00

Statutory taxes including Income Tax will be deducted at source as per the prevailing rules.

## SERVICE CONDITIONS :

You will be on probation for a period of one year from the date of joining.

On satisfactory completion of probation you will be confirmed in the service of the SCMS Group.

As per our service rules the services of any staff member can be terminated without notice at any time during the period of probation and thereafter with one month's notice or one month's salary in lieu of notice period on either side. You can leave the service only with one month's notice or one month's salary in lieu of notice period during probation.

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Website: scmsgroup.org

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However, in the event of your resignation, you have to give one month notice or one month's salary in lieu of notice. The management may, at its sole discretion, relieve you even before the expiry of the notice period without any salary or notice pay for the remaining period.

In addition, as the Head(Research & Consultancy – CSWTM & Environmental Engg.) you will be required to remain in service till the completion of any ongoing externally funded research project that you are involved in.

## TRANSFER

Your present place of work will be at Karukutty campus. But your services can be transferred to any of the institutions under the SCMS Group in India or abroad based on the requirements of the institution or exigencies of work from time to time.

## LEAVE

You will be governed by the leave policy of SCMS School of Engineering & Technology that is in force from time to time.

## EXCLUSIVITY

Your position is a full time employment with the institution and you shall devote yourself exclusively to the business of the institution. You shall not take up any other work for remuneration or be interested directly or indirectly in any other trade during the employment with this institution without permission in writing from the management.

## DECLARATIONS AND INFORMATION

This offer of appointment is made based on the information furnished by you regarding your personal data, educational qualifications and experience. You have to produce the original certificates and deposit the same with us at the time of joining.

## CONTACT INFORMATION

You will keep the institution informed of your telephone number (land line and mobile), email, fax, postal address or any other means of communication including changes that may occur during the period of your employment. In the absence of the same, SCMS Group will in no way be responsible for any failure in communicating with you.

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Website: scmsgroup.org

-: 3:-

## DATE OF JOINING

Your expected date of joining will be 08.07.2013.

**We welcome you to SCMS family and look forward to a fruitful association.**

With Best Wishes.

For SCMS GROUP OF EDUCATIONAL INSTITUTIONS

A.K. KESAVA PILLAI  
GROUP DIRECTOR

sj/

## ACCEPTANCE

I have read and fully understood the above terms and conditions and I accept the same.

Signature:

Name : SUNNY GEORGE

Date : 01-07-2013