



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 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.

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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 01.07.2015.

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

Accredited by NAAC, Affiliated to APJ Abdul Kalam Technological University, Kerala and Approved by AICTE, Govt. of India
An ISO 9001:2015 Certified Institution

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN-683 106
Phone: 91-484-2628000 E-mail: scms@scmsgroup.org
Website: www.scmsgroup.org

SSET/1/22/1802

15.05.2022

Dr. G. Keerthana,
Kozhikadan House,
Angadikadavu Junction,
Angamaly P.O.,
Ernakulam-678552.

Madam,

Sub: Offer of appointment as 'Faculty'.

Reference to your application and subsequent interview you had with us on 31.02.2022, we are pleased to confirm our offer of appointment to you as 'Associate Professor (ECE)'. The terms and conditions of appointment are as follows:

COMPENSATION

You shall be paid a total salary of Rs.56,000/- 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. 3,500.00
Children's Edu.Allowance	-	Rs. 200.00
TA	-	Rs. 1,600.00
Personal Pay	-	Rs. 4,300.00

Rs. 56,000.00
=====

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 resignation during probation period is with one month notice or one month salary in lieu of notice period on either side. In the event of your resignation after confirmation, you have to give one month notice or one month salary in lieu of notice on either side.

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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. 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.

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.

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

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 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: 91-484-2628000 E-mail: scms@scmsgroup.org
Website: www.scmsgroup.org

: 3:

DATE OF JOINING

Your expected date of joining will be 06.06.2022.

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

With Best Wishes.

For SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

DR. RADHA THEVANNOOR
REGISTRAR & GROUP DIRECTOR

as

ACCEPTANCE

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

Signature:

Name :

Date :



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.

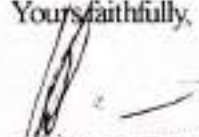
Further to the above and the interview you had with us on 03.01.2004, we have pleasure to offer you appointment as Lecturer (Electronics & Communication) on contract. This offer is subject to the following terms and conditions.

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.

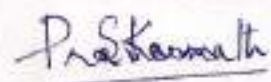
1. You will be on probation for a period of one year from the date of joining.
2. You will be paid a basic salary of Rs.8000/- p.m. in the scale of pay of Rs.8000-275-13500.
3. On completion of one year of service you will be paid DA of Rs.1500/- and on completion of two years you will be getting a DA 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,

PRADEEP 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



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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

N.C.G

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

Website: scmsgroup.org



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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/1/07/0020

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

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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
Sreeja K.A.
14/1/08
SREEJA K.A.



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/



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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.

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10/6/15

[Signature]



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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.

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.....3.



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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

Accredited by NAAC, Affiliated to APJ Abdul Kalam Technological University, Kerala and Approved by AICTE, Govt. of India
An ISO 9001:2015 Certified Institution

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

Phone: 91-484-2628000 E-mail: scms@scmsgroup.org

Website: www.scmsgroup.org

SSET/1/22/1424

30.05.2022

Ms. Sukanya Singh M.J.,
Kallumadathil House,
Aniyal Bazar,
Edavanakkad P.O.,
Ernakulam-682502.

Madam,

Sub: Offer of appointment as 'Faculty'.

Reference to your application and subsequent interview you had with us on 11.05.2022, we are pleased to confirm our offer of appointment to you as 'Teaching Assistant' -(ECE Department). The terms and conditions of appointment are as follows:

COMPENSATION

You shall be paid a consolidated salary of Rs.25,000/- 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 designated as "Assistant Professor", on probation.

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 resignation during probation period is with one month notice or one month salary in lieu of notice period on either side.

However, in the event of your resignation after confirmation, 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.

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-: 2:-

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 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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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

PROF. S. GOPAKUMAR
GROUP DIRECTOR.

as

ACCEPTANCE

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

Signature:

Name : SUKANYA SINGH M. J

Date : 31.05.2022.