



# 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.

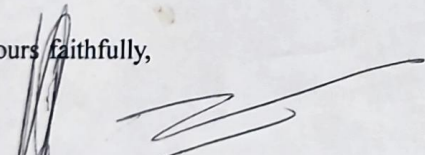
Further to the above and the interview you had with us on 03.01.2007, we have pleasure to offer you appointment as 'Lecturer(Electrical & Electronics Engg.)' subject to the following conditions.

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

\*/

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

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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

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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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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

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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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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

-: 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

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)  
SSET/1/16/1261 Website: [www.scmsgroup.org](http://www.scmsgroup.org) 20.06.2016.

Ms. Reenu Bose,  
Victoria - 4,  
Jairaj Summit,  
Jairaj Valley, Padamugal,  
ERNAKULAM.

Madam,

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 (Electrical & Electronics 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
		<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.

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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: 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 22.06.2016.

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**

☺

## ACCEPTANCE

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

Signature:

Name : Reenu Bose.

Date : 22.06.2016.



# 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/1/23/1805

20.02.2023

Ms. Megha Jasmin Benny,  
Abraham's Apartment,  
Konthuruthy,  
Thevara-682013.

Madam,

Sub: Offer of appointment as 'Faculty'.

Reference to your application and subsequent interview you had with us on 03.01.2023, we are pleased to confirm our offer of appointment to you as 'Teaching Assistant (EEE)'. 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
TA	-	Rs. 1,600.00
Personal Pay	-	Rs.. 4,800.00
		-----
Total	-	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 as Teaching Assistant, you will be considered for Assistant Professor on probation with salary Rs. 30,000/- .

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.

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# 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/1/23/1805

20.02.2023

Ms. Megha Jasmin Benny,  
Abraham's Apartment,  
Konthuruthy,  
Thevara-682013.

Madam,

Sub: Offer of appointment as 'Faculty'.

Reference to your application and subsequent interview you had with us on 03.01.2023, we are pleased to confirm our offer of appointment to you as 'Teaching Assistant (EEE)'. 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
TA	-	Rs. 1,600.00
Personal Pay	-	Rs.. 4,800.00
		-----
Total	-	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 as Teaching Assistant, you will be considered for Assistant Professor on probation with salary Rs. 30,000/- .

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.

..... 2





# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

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

Website: www.scmsgroup.org

-: 2:-

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.

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.

.....3.



# 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

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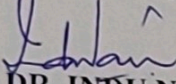
## DATE OF JOINING

Your expected date of joining will be 13.03.2023.

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

With Best Wishes.

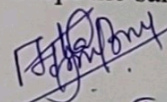
For SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

  
DR. INDU NAIR  
GROUP DIRECTOR

as

## ACCEPTANCE

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

Signature: 

Name : Megha Tasmin Benny

Date : 20.2.23

