



# RAJAGIRI

VISWAJYOTHI COLLEGE OF  
ARTS & APPLIED SCIENCES

Affiliated to M.G. University, Kottayam


A CMI INSTITUTE

Vengoor P.O., Perumbavoor  
Ernakulam. Pin. 683 546, Kerala  
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F +91 904 805 611 8  
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rajagiriviswajyothi.org

## Appointment Orders of all the Full-time Teachers 2019-2020

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PRINCIPAL  
Rajagiri Viswajyothi College of  
Arts & Applied Sciences  
Vengoor, Perumbavoor-683 546

**RAJAGIRI VISWAJYOTHI COLLEGE OF ARTS AND APPLIED SCIENCES**  
**VENGOOR, PERUMBAVOOR.**

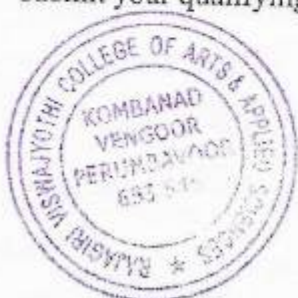
**APPOINTMENT ORDER**

**Dr. Joy P. Joseph** is appointed as Principal in the college with effect from 14.05.2018. You are requested to discharge your duties most efficiently and sincerely and to the complete satisfaction of the management, students and yourself.

Your Job Description shall be the following.

1. You shall undertake to accept staff policy of the college and teaching various subjects on and involve in activities which improve the skills of the students in UG courses, and take up any other activities entrusted to you by the Principal or other competent authorities.
2. You shall take active role in organizing various programmes in Rajagiri Viswajyothi College of Arts and Applied Sciences for the betterment of the students.
3. You will be responsible for the overall growth, discipline and wellbeing of the students of the college in general.
4. You shall take up various extension projects, organize seminars, workshops and involve in any other activities in the college for your own growth and that of the students.
5. You shall actively involve in the spiritual, moral and civic formation of the students in the college.
6. You shall take up research studies and actively involve in publishing the materials.

In the discharge of your duties you shall always be a team player and shall maintain close and warm relationship with all other employees of the college. First year shall be a period of probation, you can't leave the college when the semester in progress. Your period of service shall not be shorter than a semester in any academic year, and discontinuing your service from the institution only with a prior written intimation of two months. You are also requested to submit your qualifying examination certificates in original to the appointing authority.



All the HR policy guidelines of the college will be applicable to you.

You are eligible for a consolidated pay of Rs.50000/-

Feel proud to be a member of Rajagiri family. The Rajagiri management is proud of you.

May God Bless You.

*Fr. John Bertram*

14.05.2018

Manager

### Acceptance Form

I hereby accept the appointment order dated 14/05/2018 and I assure you that I will not leave the institution when the semester in progress. On completion of my probation I will give you two months' notice, if I need to leave the institution and I am ready to bear the compensation if something happens against my assurance.

*[Signature]*

Copy to: Principal  
: College office



*[Signature]*  
PRINCIPAL  
Rajagiri Viswajyothi College of  
Arts & Applied Sciences  
Vengoor, Perumbavoor-683 546

RAJAGIRI VISWAJYOTHI COLLEGE OF ARTS AND APPLIED SCIENCES, VENGOOR,  
PERUMBAVOOR

APPOINTMENT ORDER

Mr / Ms... Jennyson Thomas .....is appointed as Assistant Professor in the college from 01.11.2017. You are requested to discharge your duties most efficiently and sincerely and to the complete satisfaction of the management, students and yourself.

Your Job Description shall be the following.

1. You shall undertake to accept staff policy of the college and teaching various subjects on and involve in activities which improve the skills of the students in UG courses, and take up any other activities entrusted to you by the Principal or other competent authorities.
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5. You shall actively involve in the spiritual, moral and civic formation of the students in the college.
6. You shall take up research studies and actively involve in publishing the materials.

In discharge of your duties you shall always be a team player and shall maintain close and warm relationship with all other employees of the college. Your period of service shall not be shorter than an academic year. You are also requested to submit your qualifying examination certificates in original to appointing authority.

All the HR policy guidelines of the college will be applicable to you.

You are eligible for a consolidated pay of Rs.15100/-

Feel proud to be a member of Rajagiri family. The Rajagiri management is proud of you.

May God Bless You.

30.10.2017

  
Director

**DIRECTOR**  
Rajagiri Viswajyothi College of Arts and  
Applied Sciences, Vengoor, Perumbavoor


Acceptance Form

I hereby accept the appointment order dated 01.11.2017. and I assure you that I will not leave the institution in the current academic year.

Copy to: Principal  
: College office





  
PRINCIPAL  
Rajagiri Viswajyothi College of  
Arts & Applied Sciences  
Vengoor, Perumbavoor-683 546

RAJAGIRI VISWAJYOTHI COLLEGE OF ARTS AND APPLIED SCIENCES, VENGOOR,  
PERUMBAVOOR

APPOINTMENT ORDER

Mr / Ms... **FEBI ABRAMI**..... is appointed as Assistant Professor in the college from 03.07.2019. You are requested to discharge your duties most efficiently and sincerely and to the complete satisfaction of the management, students and yourself.

Your Job Description shall be the following.

1. You shall undertake to accept staff policy of the college and teaching various subjects on and involve in activities which improve the skills of the students in UG courses, and take up any other activities entrusted to you by the Principal or other competent authorities.
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6. You shall take up research studies and actively involve in publishing the materials.

In discharge of your duties you shall always be a team player and shall maintain close and warm relationship with all other employees of the college. Your period of service shall not be shorter than an academic year. You are also requested to submit your qualifying examination certificates in original to appointing authority.

All the HR policy guidelines of the college will be applicable to you.

You are eligible for a consolidated pay of Rs.22000/-

Feel proud to be a member of Rajagiri family. The Rajagiri management is proud of you.

May God Bless You.

30.06.2019

  
DIRECTOR

Rajagiri Viswajyothi College of Arts and  
Applied Sciences, Vengoor, Perumbavoor


Acceptance Form

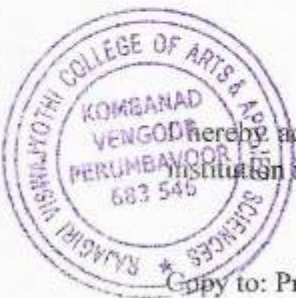
I hereby accept the appointment order dated 03.07.2019. and I assure you that I will not leave the institution in the current academic year.

Copy to: Principal

: College office



  
PRINCIPAL  
Rajagiri Viswajyothi College of  
Arts & Applied Sciences  
Vengoor, Perumbavoor-683 546



RAJAGIRI VISWAJYOTHI COLLEGE OF ARTS AND APPLIED SCIENCES, VENGOOR,  
PERUMBAVOOR

APPOINTMENT ORDER

Mr / Ms... SHINY. K. ..... is appointed as Assistant Professor in the college from 03.07.2019. You are requested to discharge your duties most efficiently and sincerely and to the complete satisfaction of the management, students and yourself.

Your Job Description shall be the following.

1. You shall undertake to accept staff policy of the college and teaching various subjects on and involve in activities which improve the skills of the students in UG courses, and take up any other activities entrusted to you by the Principal or other competent authorities.
2. You shall take active role in organizing various programmes in our college for the betterment of the students.
3. You will be responsible for the overall growth, discipline and wellbeing of the students of the college in general.
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5. You shall actively involve in the spiritual, moral and civic formation of the students in the college.
6. You shall take up research studies and actively involve in publishing the materials.

In discharge of your duties you shall always be a team player and shall maintain close and warm relationship with all other employees of the college. Your period of service shall not be shorter than an academic year. You are also requested to submit your qualifying examination certificates in original to appointing authority.

All the HR policy guidelines of the college will be applicable to you.

You are eligible for a consolidated pay of Rs.23000/-

Feel proud to be a member of Rajagiri family. The Rajagiri management is proud of you.

May God Bless You.

30.06.2019

  
DIRECTOR

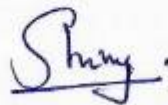
Rajagiri Viswajyothi College of Arts and  
Applied Sciences, Vengoor, Perumbavoor

Acceptance Form

I hereby accept the appointment order dated 03.07.2019, and I assure you that I will not leave the institution in the current academic year.

Copy to: Principal

: College office





  
PRINCIPAL

Rajagiri Viswajyothi College of  
Arts & Applied Sciences  
Vengoor, Perumbavoor-683 546

**RAJAGIRI VISWAJYOTHI COLLEGE OF ARTS AND APPLIED SCIENCES**  
**VENGOOR, PERUMBAVOOR.**

**APPOINTMENT ORDER**

Mrs. BINISHA P.S...... is appointed as Assistant Professor in the college with effect from 01.06.2016. You are requested to discharge your duties most efficiently and sincerely and to the complete satisfaction of the management, students and yourself.

Your Job Description shall be the following.

1. You shall undertake to accept staff policy of the college and teaching various subjects on and involve in activities which improve the skills of the students in UG courses, and take up any other activities entrusted to you by the Principal or other competent authorities.
2. You shall take active role in organizing various programmes in Rajagiri Viswajyothi College of Arts and Applied Sciences for the betterment of the students.
3. You will be responsible for the overall growth, discipline and wellbeing of the students of the college in general.
4. You shall take up various extension projects, organize seminars, workshops and involve in any other activities in the college for your own growth and that of the students.
5. You shall actively involve in the spiritual, moral and civic formation of the students in the college.
6. You shall take up research studies and actively involve in publishing the materials.

In the discharge of your duties you shall always be a team player and shall maintain close and warm relationship with all other employees of the college. First year shall be a period of probation, you can't leave the college when the semester in progress. Your period of service shall not be shorter than a semester in any academic year, and the termination of service only with a prior written intimation of two months. You are also requested to submit your qualifying examination certificates in original to the appointing authority.



All the HR policy guidelines of the college will be applicable to you.

You are eligible for a consolidated pay of Rs.15100/-

Feel proud to be a member of Rajagiri family. The Rajagiri management is proud of you.

May God Bless You.



18.05.16

Manager  
**DIRECTOR**

**Acceptance Form**

**Rajagiri Viswajyothi College of Arts and Applied Sciences, Vengoor, Perumbavoor**

I hereby accept the appointment order dated 13.06.16..... and I assure you that I will not leave the institution when the semester in progress . On completion of my probation I will give you two months notice, if I need to leave the institution and I am ready to bear the compensation if something happens against my assurance.

Copy to: Principal  
: College office



PRINCIPAL  
Rajagiri Viswajyothi College of  
Arts & Applied Sciences  
Vengoor, Perumbavoor-683 546



RAJAGIRI VISWAJYOTHI COLLEGE OF ARTS AND APPLIED SCIENCES, VENGOOR,  
PERUMBAVOOR

APPOINTMENT ORDER

Mr / Ms... ANJU ANTONY .....is appointed as Assistant Professor in the college from 03.06.2019. You are requested to discharge your duties most efficiently and sincerely and to the complete satisfaction of the management, students and yourself.

Your Job Description shall be the following.

1. You shall undertake to accept staff policy of the college and teaching various subjects on and involve in activities which improve the skills of the students in UG courses, and take up any other activities entrusted to you by the Principal or other competent authorities.
2. You shall take active role in organizing various programmes in our college for the betterment of the students.
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6. You shall take up research studies and actively involve in publishing the materials.

In discharge of your duties you shall always be a team player and shall maintain close and warm relationship with all other employees of the college. Your period of service shall not be shorter than an academic year. You are also requested to submit your qualifying examination certificates in original to appointing authority.

All the HR policy guidelines of the college will be applicable to you.

You are eligible for a consolidated pay of Rs.18000/-

Feel proud to be a member of Rajagiri family. The Rajagiri management is proud of you.

May God Bless You.

30.05.2019

  
DIRECTOR

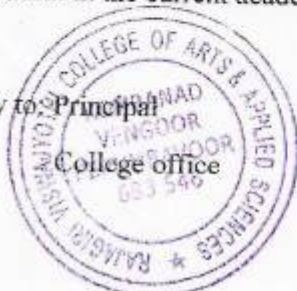
**Rajagiri Viswajyothi College of Arts and Applied Sciences, Vengoor, Perumbavoor**

Acceptance Form

I hereby accept the appointment order dated 03.06.2019. and I assure you that I will not leave the institution in the current academic year.



Copy to: Principal



  
PRINCIPAL

**Rajagiri Viswajyothi College of Arts & Applied Sciences  
Vengoor, Perumbavoor-683 546**

RAJAGIRI VISWAJYOTHI COLLEGE OF ARTS AND APPLIED SCIENCES, VENGOOR,  
PERUMBAVOOR

APPOINTMENT ORDER

Mr. **ASHITHA A.N**

..... is appointed as Assistant Professor in the college with effect from 03.06.2019. You are requested to discharge you duties most efficiently and sincerely and to the complete satisfaction of the management, students and yourself.

Your Job Description shall be the following.

1. You shall undertake to accept staff policy of the college and teaching various subjects on and involve in activities which improve the skills of the students in UG courses, and take up any other activities entrusted to you by the Principal or other competent authorities.
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In the discharge of your duties you shall always be a team player and shall maintain close and warm relationship with all other employees of the college. Your period of service shall not be shorter than an academic year. You are also requested to submit your qualifying examination certificates in original to appointing authority.

Allthe HR policy guidelines of the college will be applicable to you.

You are eligible for a consolidated pay of Rs.20000/-

Feel proud to be a member of Rajagiri family. The Rajagiri management is proud of you

May God Bless You.

28.05.2019



Acceptance Form

  
Director

**DIRECTOR**  
**Rajagiri Viswajyothi College of Arts and Applied Sciences, Vengoor, Perumbavoor**

I hereby accept the appointment order dated 03.06.2019 and I assure you that I will not leave the institution in the current academic year.



**PRINCIPAL**  
**Rajagiri Viswajyothi College of Arts & Applied Sciences Vengoor, Perumbavoor-683 546**

Copy to: Principal  
: College Office

**RAJAGIRI VISWAJYOTHI COLLEGE OF ARTS AND APPLIED SCIENCES, VENGOOR,  
PERUMBAVOOR**

**APPOINTMENT ORDER**

Mr/Ms. Sreekala. m. m. ..... is appointed as Assistant Professor in the college from 17.01.2018. You are requested to discharge your duties most efficiently and sincerely and to the complete satisfaction of the management, students and yourself.

Your Job Description shall be the following.

1. You shall undertake to accept staff policy of the college and teaching various subjects on and involve in activities which improve the skills of the students in UG courses, and take up any other activities entrusted to you by the Principal or other competent authorities.
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6. You shall take up research studies and actively involve in publishing the materials.

In discharge of your duties you shall always be a team player and shall maintain close and warm relationship with all other employees of the college. Your period of service shall not be shorter than an academic year. You are also requested to submit your qualifying examination certificates in original to appointing authority.


All the HR policy guidelines of the college will be applicable to you.

You are eligible for a consolidated pay of Rs.15100/-

Feel proud to be a member of Rajagiri family. The Rajagiri management is proud of you.

May God Bless You.

15.05.2018

  
Director  
**DIRECTOR**  
Rajagiri Viswajyothi College of Arts and  
Applied Sciences, Vengoor, Perumbavoor

**Acceptance Form**

I hereby accept the appointment order dated 17.01.2018. and I assure you that I will not leave the institution in the current academic year.

Copy to: Principal

: College office





  
PRINCIPAL  
Rajagiri Viswajyothi College of  
Arts & Applied Sciences  
Vengoor, Perumbavoor-683 546

RAJAGIRI VISWAJYOTHI COLLEGE OF ARTS AND APPLIED SCIENCES, VENGOOR,  
PERUMBAVOOR

APPOINTMENT ORDER

Mr / Ms. Swedha K.S......is appointed as Assistant Professor in the college from 03.06.2018. You are requested to discharge your duties most efficiently and sincerely and to the complete satisfaction of the management, students and yourself.

Your Job Description shall be the following.

1. You shall undertake to accept staff policy of the college and teaching various subjects on and involve in activities which improve the skills of the students in UG courses, and take up any other activities entrusted to you by the Principal or other competent authorities.
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All the HR policy guidelines of the college will be applicable to you.

You are eligible for a consolidated pay of Rs.18000/-

Feel proud to be a member of Rajagiri family. The Rajagiri management is proud of you.

May God Bless You.

25.05.2018

  
DIRECTOR

Rajagiri Viswajyothi College of Arts and  
Applied Sciences, Vengoor, Perumbavoor

Acceptance Form


I hereby accept the appointment order dated 03.06.2018. and I assure you that I will not leave the institution in the current academic year.

Copy to: Principal

: College office





  
PRINCIPAL  
Rajagiri Viswajyothi College of  
Arts & Applied Sciences  
Vengoor, Perumbavoor-683 546

RAJAGIRI VISWAJYOTHI COLLEGE OF ARTS AND APPLIED SCIENCES, VENGOOR,  
PERUMBAVOOR

APPOINTMENT ORDER

Mr / Ms. Sasidharan Nair.....is appointed as Assistant Professor in the college from 20.05.2019. You are requested to discharge your duties most efficiently and sincerely and to the complete satisfaction of the management, students and yourself.

Your Job Description shall be the following.

1. You shall undertake to accept staff policy of the college and teaching various subjects on and involve in activities which improve the skills of the students in UG courses, and take up any other activities entrusted to you by the Principal or other competent authorities.
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In discharge of your duties you shall always be a team player and shall maintain close and warm relationship with all other employees of the college. Your period of service shall not be shorter than an academic year. You are also requested to submit your qualifying examination certificates in original to appointing authority.


All the HR policy guidelines of the college will be applicable to you.

You are eligible for a consolidated pay of Rs.27000/-

Feel proud to be a member of Rajagiri family. The Rajagiri management is proud of you.

May God Bless You.

15.05.2019

  
DIRECTOR

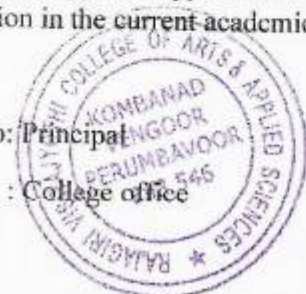
Rajagiri Viswajyothi College of Arts and  
Applied Sciences, Vengoor, Perumbavoor

Acceptance Form

I hereby accept the appointment order dated 20.05.2019. and I assure you that I will not leave the institution in the current academic year.

Copy to: Principal

: College office



  
Sasidharan

  
PRINCIPAL

Rajagiri Viswajyothi College of  
Arts & Applied Sciences  
Vengoor, Perumbavoor-683 546

RAJAGIRI VISWAJYOTHI COLLEGE OF ARTS AND APPLIED SCIENCES, VENGOOR,  
PERUMBAVOOR

APPOINTMENT ORDER

Mr. **AKHIL RAJU**

..... is appointed as Assistant Professor in the college with effect from 03.06.2019. You are requested to discharge you duties most efficiently and sincerely and to the complete satisfaction of the management, students and yourself.

Your Job Description shall be the following.

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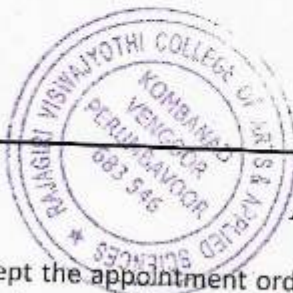
All the HR policy guidelines of the college will be applicable to you.

You are eligible for a consolidated pay of Rs.20000/-

Feel proud to be a member of Rajagiri family. The Rajagiri management is proud of you

May God Bless You.

28.05.2019



  
Director

**DIRECTOR**

**Rajagiri Viswajyothi College of Arts and Applied Sciences, Vengoor, Perumbavoor**

Acceptance Form

I hereby accept the appointment order dated 03.06.2019 and I assure you that I will not leave the institution in the current academic year.

  
PRINCIPAL

Rajagiri Viswajyothi College of Arts & Applied Sciences  
Vengoor, Perumbavoor-683 546

Copy to: Principal  
: College Office



RAJAGIRI VISWAJYOTHI COLLEGE OF ARTS AND APPLIED SCIENCES, VENGOOR,  
PERUMBAVOOR

APPOINTMENT ORDER

Mr. Solymon V.L is appointed as Assistant Professor in the college with effect from 03.06.2019. You are requested to discharge your duties most efficiently and sincerely and to the complete satisfaction of the management, students and yourself.

Your Job Description shall be the following.

1. You shall undertake to accept staff policy of the college and teaching various subjects on and involve in activities which improve the skills of the students in UG courses, and take up any other activities entrusted to you by the Principal or other competent authorities.
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May God Bless You.

28.05.2019

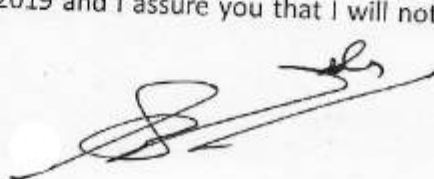
  
Director


Acceptance Form

**DIRECTOR**  
**Rajagiri Viswajyothi College of Arts and Applied Sciences, Vengoor, Perumbavoor**

I hereby accept the appointment order dated 03.06.2019 and I assure you that I will not leave the institution in the current academic year.

Copy to: Principal  
: College Office



  
PRINCIPAL  
Rajagiri Viswajyothi College of Arts & Applied Sciences  
Vengoor, Perumbavoor-683 546

**RAJAGIRI VISWAJYOTHI COLLEGE OF ARTS AND APPLIED SCIENCES, VENGOOR,  
PERUMBAVOOR**

**APPOINTMENT ORDER**

Fr. Dipin Sebastian is appointed as Assistant Professor in the college from 01.06.2017. You are requested to discharge your duties most efficiently and sincerely and to the complete satisfaction of the management, students and yourself.

Your Job Description shall be the following.

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6. You shall take up research studies and actively involve in publishing the materials.

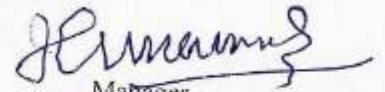
In discharge of your duties you shall always be a team player and shall maintain close and warm relationship with all other employees of the college. Your period of service shall not be shorter than an academic year. You are also requested to submit your qualifying examination certificates in original to appointing authority.

All the HR policy guidelines of the college will be applicable to you.

Feel proud to be a member of Rajagiri family. The Rajagiri management is proud of you.

May God Bless You.

30.05.2017



Manager

Manager

**Rajagiri Viswajyothi College of  
Arts & Applied Sciences**

**Vengoor, Perumbavoor-683 546**

**Acceptance Form**

I hereby accept the appointment order dated 01.06.2017. and I assure you that I will not leave the institution in the current academic year.

Copy to: Principal

: College office



PRINCIPAL

**Rajagiri Viswajyothi College of  
Arts & Applied Sciences  
Vengoor, Perumbavoor-683 546**







**RAJAGIRI**  
VISWAJYOTHI COLLEGE OF  
ARTS & APPLIED SCIENCES

A CMI INSTITUTE

Vengoor P.O, Perumbavoor  
Ernakulam - 683 546, Kerala  
T +91 0484 600 3334  
F +91 904.805 611 8  
E rajagirivcas@gmail.com  
rajagiriviswajyothi.org

To

Sreeka chandran

manuvihar (h)

methala p.o

kuruppampady

### Appointment order

Management is pleased to inform you that you are appointed as Assi. Professor in mathematics for one year probation (1-7-2015) in Rajagiri Viswajyothi College of arts & applied sciences, Vengoor, Perumbavoor During this period your consolidated sum of salary will be Rs.15000. On successful completion of the probation, your appointment may be regularized.

Director



*Handwritten signature*

PRINCIPAL

Rajagiri Viswajyothi College of  
Arts & Applied Sciences  
Vengoor, Perumbavoor-683 546

Received PG original certificate.

*Handwritten signature*

30/04/2022.