



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
T +91 0484 2644 777
F +91 904 805 611 8
E office@rajagiriviswajyothi.org
rajagiriviswajyothi.org

Appointment Orders of all the Full-time Teachers 2022-2023

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A. S. D.

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.

F. John Bernards

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 Thomasis 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.
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.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



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rajagiriviswajyothi.org

03.05.2022

Appointment Order

Anila Roshan Joy
Thokanal House
Nedurigapra PO
Panichayam

Dear Ms. Anila,

With reference to the interview conducted on 18.04.2022, you are appointed as an Assistant Professor at Rajgiri Viswajyothi College of Arts and Applied Sciences, Vengoor. This appointment is based on the assumption that you agree with the job description stipulated as below and will make significant contribution to the success of our institution.


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 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 update yourself in the subjects in tune with the regulations of UGC.

Your period of service shall not be shorter than two academic years. After one year your position will be reviewed to decide upon continuation.

You are offered a consolidated pay of Rs.20000/- per month. You are expected to join with effect from 16.05.2022.


Please confirm your acceptance of this appointment by signing and returning the letter attached along with latest by 09th May 2022.

Thanking You


Fr. Dipin Karim CMI
Assistant Director



Copy to: Principal
College office


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



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rajagiriviswajyothi.org

03.05.2022

Appointment Order

Ashly Paul
Parambi House
Assisi Nagar
Karukutty PO
PIN- 683576

Dear Ms. Ashly,

With reference to the interview conducted on 18.04.2022, you are appointed as an Assistant Professor at Rajgiri Viswajyothi College of Arts and Applied Sciences, Vengoor. This appointment is based on the assumption that you agree with the job description stipulated as below and will make significant contribution to the success of our institution.

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 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 update yourself in the subjects in tune with the regulations of UGC.

Your period of service shall not be shorter than two academic years. After one year your position will be reviewed to decide upon continuation.

You are offered a consolidated pay of Rs.20000/- per month. You are expected to join with effect from 16.05.2022.

Please confirm your acceptance of this offer by signing and returning the letter attached along with latest by 09th May 2022.

Thanking You


Fr. Dipin Karim CMI
Assistant Director



Copy to: Principal
: College office


PRINCIPAL
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03.05.2022

Appointment Order

Arundhathi G
Malikayil House
TV Puram PO, Vaikom
Kottayam - 686606

Dear Ms. Arundhathi,

With reference to the interview conducted on 18.04.2022, you are appointed as an Assistant Professor at Rajagiri Viswajyothi College of Arts and Applied Sciences, Vengoor. This appointment is based on the assumption that you agree with the job description stipulated as below and will make significant contribution to the success of our institution.

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 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 update yourself in the subjects in tune with the regulations of UGC.

Your period of service shall not be shorter than two academic years. After one year your position will be reviewed to decide upon continuation.

You are offered a consolidated pay of Rs.20000/- per month. You are expected to join with effect from 16.05.2022.


Please confirm your acceptance of this appointment by signing and returning the letter attached along with latest by 09th May 2022.

Thanking You


Fr. Dipin Karingal CMI
Assistant Director



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. B. N. J. 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.
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 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



College office


PRINCIPAL

Rajagiri Viswajyothi College of
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Vengoor, Perumbavoor-683 546



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rajagiriviswajyothi.org

13.04.2022

Appointment Order

Neenu Varghese
Vettukattil House
Erumathala
Choondy.

Dear Ms. Neenu,

With reference to the interview conducted on 07.04.2022, you are appointed as an Assistant Professor at Rajagiri Viswajyothi College of Arts and Applied Sciences, Vengoor. This appointment is based on the assumption that you agree with the job description stipulated as below and will make significant contribution to the success of our institution.

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 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 update yourself in the subjects in tune with the regulations of UGC.

Your period of service shall not be shorter than two academic years. After one year your position will be reviewed to decide upon continuation.

You are offered a consolidated pay of Rs.22000/- per month. You are expected to join with effect from 02.05.2022.

Please confirm your acceptance of this appointment by signing and returning the letter attached along with latest by 20th April 2022.

Thanking You


Fr. Dipin Karingen CMI
Assistant Director



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. 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.
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.
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 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
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. **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.
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 well being of the students of the college i general.
4. You shall take up various extension projects, organize seminars, workshop 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. 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.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



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rajagiriviswajyothi.org

03.05.2022

Appointment Order

Dhanya S
Padmalayam House
Chinthamani Road
Perumbavoor - 683542

Dear Ms. Dhanya,

With reference to the interview conducted on 18.04.2022, you are appointed as an Assistant Professor at Rajgiri Viswajyothi College of Arts and Applied Sciences, Vengoor. This appointment is based on the assumption that you agree with the job description stipulated as below and will make significant contribution to the success of our institution.

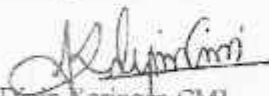
1. You shall undertake to accept staff policy of the college and teaching various subjects on and involve in activities which improve the skills of the students in UG courses, and take up any other activities entrusted to you by the Principal or other competent authorities.
2. You shall take active role in organizing various programmes in Rajagiri Viswajyothi College for the betterment of the students.
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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 update yourself in the subjects in tune with the regulations of UGC.

Your period of service shall not be shorter than two academic years. After one year your position will be reviewed to decide upon continuation.

You are offered a consolidated pay of Rs.23000/- per month. You are expected to join with effect from 16.05.2022.

Please confirm your acceptance of this appointment by signing and returning the letter attached along with latest by 09th May 2022.

Thanking You


Fr. Dipin Karingen CMI
Assistant Director



Copy to: Principal
: College office


PRINCIPAL
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rajagiriviswajyothi.org

03.05.2022

Appointment Order

Rahul Babu
FACT -CD Township
Qtrs No. 309/03
Ambalamedu PO

Dear Mr. Rahul,

With reference to the interview conducted on 18.04.2022, you are appointed as an Assistant Professor at Rajgiri Viswajyothi College of Arts and Applied Sciences, Vengoor. This appointment is based on the assumption that you agree with the job description stipulated as below and will make significant contribution to the success of our institution.

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 update yourself in the subjects in tune with the regulations of UGC.

Your period of service shall not be shorter than two academic years. After one year your position will be reviewed to decide upon continuation.

You are offered a consolidated pay of Rs.20000/- per month along with food and accommodation. You are expected to join with effect from 16.05.2022.

Please confirm your acceptance of this appointment by signing and returning the letter attached along with latest by 09th May 2022.

Thanking You


Fr. Dipin Karthgen CMI
Assistant Director




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. **AKHIL RAJU**

..... 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.
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.
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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. 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.20000/-

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

May God Bless You.

28.05.2019



[Signature]
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.

[Signature]
PRINCIPAL

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

Copy to: Principal
: College Office

[Signature]

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

APPOINTMENT ORDER

Mr. Selyman 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.
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 well being of the students of the college in general.
4. You shall take up various extension projects, organize seminars, workshop 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. 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.20000/-

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

May God Bless You.

28.05.2019

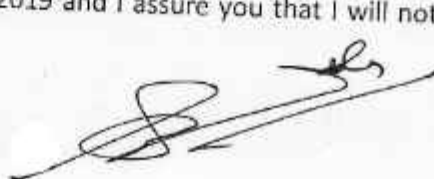

Director


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 & APPLIED SCIENCES

Affiliated to M.G. University, Kottayam

A CMI INSTITUTE

Vengoor P.O., Perumbavoor
Ernakulam. Pin.-683 546, Kerala
T +91 0484 2644 777
F +91 904 805 611 8
E office@rajagiriviswajyothi.org
rajagiriviswajyothi.org

03.05.2022

Appointment Order

Karthika Balachandran
Kinginimattom House
Kidangoor RO
Angamaly

Dear Ms. Karthika,

With reference to the interview conducted on 18.04.2022 you are appointed as an Assistant Professor at Rajagiri Viswajyothi College of Arts and Applied Sciences, Vengoor. This appointment is based on the assumption that you agree with the job description stipulated as below and will make significant contribution to the success of our institution.

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 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 update yourself in the subjects in tune with the regulations of UGC.

Your period of service shall not be shorter than two academic years. After one year your position will be reviewed to decide upon continuation.


You are offered a consolidated pay of Rs.21000/- per month. You are expected to join with effect from 16.05.2022.

Please confirm your acceptance of this appointment by signing and returning the letter attached along with latest by 09th May 2022.

Thanking You


Fr. Dipin Karingen CMI
Assistant Director




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. 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.
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.
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 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.

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