



# 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 2023-2024

SL No	Name	Designation
1	Dr. Joy P Joseph	2-3
2	Mr. Tennyson Thomas	4
3	Ms. Anila Roshan Joy	5
4	Ms. Ashly Paul	6
5	Ms. Harishma S. L	7
6	Ms. Binitha P. S	8-9
7	Ms. Anju Antony	10
8	Ms Neenu Varghese	11
9	Ms. Sreekala M. M	12
10	Ms. Sheemol Chandran	13
11	Ms. Dhanya S	14
12	Mr. Arun V. V	15
13	Ms. Solymon V. L	16
14	Ms. Karthika Balachandran	17
15	Ms. Saritha P. N	18
16	Ms. Rengini D	19
17	Ms. Thara Irine George	20



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 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.
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.

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 09<sup>th</sup> 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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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 09<sup>th</sup> May 2022.

Thanking You

  
Fr. Dipin Karim CMI  
Assistant Director

Copy to: Principal  
: College office



  
PRINCIPAL  
Rajagiri Viswajyothi College of  
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30.05.2023

## Appointment Order

Harishma S L.  
Rose Bhavan  
Sakthikulangara P O  
Kollam - 691581

Dear Ms. Harishma,

With reference to the interview conducted on 25.05.2023, 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 along with food and accommodation. You are expected to join with effect from 01.06.2023.

Please confirm your acceptance of this appointment by signing and returning the letter attached along with latest by 31<sup>st</sup> May 2023.

Thanking You

  
P. 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. 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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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 20<sup>th</sup> 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.
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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.

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



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rajagiriviswajyothi.org

12.05.2023

## Appointment Order

Sheemol Chandran

Dear Ms. Sheemol,

With reference to the interview conducted on 08.05.2023 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.23000/- per month along with food and accommodation. You are expected to join with effect from 15.05.2023.

Please confirm your acceptance of this appointment by signing and returning the letter attached along with latest by 12<sup>th</sup> May 2023.

Thanking You

  
Dr. Dipin Karingen CMI  
Assistant Director



Copy to: Principal  
: College office

  
PRINCIPAL  
Rajagiri Viswajyothi College of  
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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.

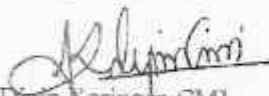
1. You shall undertake to accept staff policy of the college and teaching various subjects on and involve in activities which improve the skills of the students in UG courses, and take up any other activities entrusted to you by the Principal or other competent authorities.
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5. 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.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 09<sup>th</sup> May 2022.

Thanking You

  
Fr. Dipin Karingen CMI  
Assistant Director



Copy to: Principal  
: College office

  
PRINCIPAL  
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rajagiriviswajyothi.org

12.05.2023

## Appointment Order

Arun V V  
TC/53/486, V V Bhavan  
Njeezhoor  
Karakkamandapam  
Nemam P O

Dear Mr. Arun,

With reference to the interview conducted on 08.05.2023 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.
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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 along with food and accommodation. You are expected to join with effect from 15.05.2023.

Please confirm your acceptance of this appointment by signing and returning the letter attached along with latest by 12<sup>th</sup> May 2023.

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. 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.
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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 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

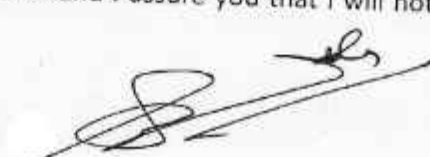
  
Director


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 09<sup>th</sup> 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



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rajagiriviswajyothi.org

10.05.2023

## Offer Letter

Saritha P.N.  
Kuzhikkattu House  
Iringole PO

Dear Ms. Saritha,

With reference to the interview conducted on 08.05.2023, I am pleased to offer you the position of Assistant Professor at Rajgiri Viswajyothi College of Arts and Applied Sciences, Vengoor. This offer 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 one academic year, that is up to 31<sup>st</sup> March 2024 or end of second semester whichever is later. After one year your position will be reviewed to decide upon continuation.

You are offered a consolidated pay of Rs.21000/- per month along with food and accommodation. You are expected to join with effect from 15.05.2023.

Please confirm your acceptance of this offer by signing and returning the letter attached along with latest by 12<sup>th</sup> May 2023.

Thanking You

  
Fr. Dipin Karim CMI  
Associate Director



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

Copy to: Principal  
: College office



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10.05.2023

## Appointment Order

Rengini D  
Muthirakalayil House  
Pezhakkappilly PO  
Muvattupuzha.

Dear Ms. Rengini,

With reference to the interview conducted on 08.05.2023 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.27000/- per month. You are expected to join with effect from 15.05.2023.

Please confirm your acceptance of this appointment by signing and returning the letter attached along with latest by 12<sup>th</sup> May 2023.

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



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10.05.2023

## Appointment Order

Thara Irine George  
Punnassery House  
Kakkanad.

Dear Ms. Thara,

With reference to the interview conducted on 08.05.2023 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 15.05.2023.

Please confirm your acceptance of this appointment by signing and returning the letter attached along with latest by 12<sup>th</sup> May 2023.

Thanking You

  
Fr. Dhinakaran CMI  
Assistant Director

Copy to: Principal  
: College office





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