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CAMPUS

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www.saintgits.org

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Mar Gregorios Educational Society

Reg. No. K-462/2001

Registered Office
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K.K.Road,Kottayam-686002

Phone : 91 481 2584330/2300365
Fax : 91 481 2300365
e-mail : saitgits@sify.com

SEC/HO/115/03-04/ESM

Date: 26/03/04

APPOINTMENT ORDER

Ref: Your application dated 24/03/04 for the post of Principal and interaction with the Selection Board.

The Governing Board of SAINTGITS (Saint Gregorios Institutes of Technology and Sciences) is pleased to appoint you as **Principal** of **SAINTGITS College of Applied Sciences**, Pathamuttom, Kottayam with effect from 01/05/2004 on a consolidated salary of RS. 10,000/- (Rupees Ten Thousand Only) per month.

Please confirm your acceptance by sending the enclosed copy to the undersigned duly signed.

To

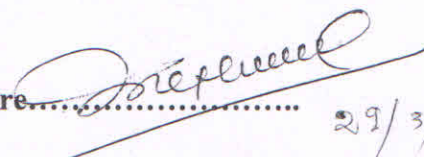
Prof. M.C Joseph
Former Principal of K.G College, Pampady
Mangattu, Deepthi Nagar,
Muttambalam, Kottayam.



SECRETARY

GOVERNING BOARD

I hereby confirm acceptance of the appointment- Signature.....



29/3/04

32



SAINTGITS

KOTTUKULAM HILLS, PATHAMUTTOM P.O., KOTTAYAM, KERALA - 686 532
TEL./FAX NO. 91-481-2436169, 2436170, 2430349

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Kerala State, India
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2300365
e-mail:corporateoffice@saintgits.org

PUNNOOSE GEORGE
Executive Chairman & Secretary

Date:

SEC/HO/S-06/JUL'17

01.07.2017

Office Order

Sub: Enhancement of Emoluments


In consideration of your continuing contributions to the growth of this institution, the Governing Board of SAINTGITS College of Applied Sciences is pleased to enhance your salary to ₹ 72,377 /- (Rupees Seventy Two Thousand Three Hundred and Seventy Seven Only) including other allowance per month with effect from 01.07.2017.

To

Prof. M C Joseph
Principal
SAINTGITS College of Applied Sciences


EXECUTIVE CHAIRMAN & SECRETARY
GOVERNING BOARD

Office Copy





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2300365
e-mail: saintgits@sify.com

PUNNOOSE GEORGE
C.E.O. & Secretary

SEC/HO/S12 B/05-06

Date: 23.06.06

APPOINTMENT ORDER

Ref:- Your application for appointment as Lecturer in Commerce and the interaction with the Selection Board on 07/06/06

The Governing Board of the SAINTGITS COLLEGE OF APPLIED SCIENCES, Pathamuttom, Kottayam is pleased to appoint you as Lecturer in Commerce in the college with effect from 01/07/06 . You will be on a probation period for two years. Till that time you will be paid a consolidated salary of Rs 7000/- per month (Rupees Seven Thousand only).The consolidated salary includes remuneration for all duties and responsibilities assigned to you by the principal. During the probation period, if there is qualitative output of a higher order on your part, commensurate increase in remuneration will be made effective. On completion of two years you will be placed on an appropriate running pay scale with DA admissible by the Kerala Government. Within one week of joining , you will have an Entry Interaction with Director at the Corporate Office, Kottayam.

A minimum of 3 months notice is compulsory for resignation from the service. Failure to comply with this notice period will cause loss of pay for the period falling short of the above requirement. If the service is terminated by the Management, one month notice with emoluments will be served to you. All employees leaving service will have an Exit interaction with the Director before obtaining the relieving order.

Please confirm your acceptance by sending the enclosed copy to the undersigned duly signed.


To

Mr. Anish B Bhaskaran
T.E.C.I.L (w), Q. No. 23
Chingavanam, Kottayam.

SECRETARY
GOVERNING BOARD

Copy to:- The Principal ✓

I hereby confirm acceptance of the appointment- Signature.....


28/6/06.

Office Order

Sub: Promotion to Sr.Lecturer

In consideration of your continuing contributions to the growth of this institution, the Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES is pleased to promote you as **Sr.Lecturer** in Commerce Department with effect from 01.07.2011 on a scale of Rs. 18740-500-21240-560-24040. Your remuneration with effect from 01.07.2011 is:-

Basic Pay +DA+RR

- Rs. 22,126/-

(Rupees Twenty Two Thousand One Hundred and Twenty six only) per month.

To

**Mr. Anish Bhaskaran
Sr.Lecturer- Commerce
SAINTGITS College of Applied Sciences**


**SECRETARY
GOVERNING BOARD**

Copy to: The Principal



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PUNNOOSE GEORGE
Executive Chairman & Secretary

Date:

SEC/HO/S-06/JUL'17

01.07.2017

Office Order

Sub: Enhancement of Emoluments

In consideration of your continuing contributions to the growth of this institution, the Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES is pleased to enhance your salary with effect from 01.07.2017 on a scale of ₹ 18740-500-21240-560-24040. Your remuneration with effect from 01.07.2017 is:-

Basic Pay +DA+ Pension+ Other Allowance

- ₹ 37,329/-

(Rupees Thirty Seven Thousand Three Hundred and Twenty Nine only) per month.

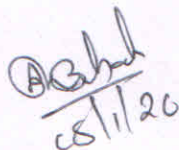
Your future prospects will be as per the career plan for promotions and better prospects as formulated by the Management.

To

Mr. Anish. B.Bhaskaran
Assistant Professor – Spl (Commerce)
SAINTGITS College of Applied Sciences


EXECUTIVE CHAIRMAN & SECRETARY
GOVERNING BOARD

Copy to: The Principal





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PUNNOOSE GEORGE
C.E.O. & Secretary

25/05/09

Date:

SEC/HO/COMMERCE/2009

APPOINTMENT ORDER

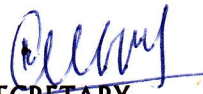
Ref:- Your application for appointment as Lecturer and the interaction with the Selection Board.

The Governing Board of the SAINTGITS COLLEGE OF APPLIED SCIENCES, Kottukulam Hills, Pathamuttom, Kottayam is pleased to appoint you as Lecturer in Commerce in the college with effect from 17/06/09 on a consolidated salary of Rs.10000/- per month (Rupees Ten Thousand only). You will be on probation for a period of two years. After completion of two years of service, on confirmation, you will be regularized on a scale of Rs. 10013-175-13888 and your total remuneration will be Rs. 13,472/- (Rupees Thirteen Thousand Four Hundred and Seventy Two Only) per month. The consolidated salary includes remuneration for all duties and responsibilities assigned to you by the Principal. Employees Rules and Regulations issued from time to time by the Institution will be applicable. Certificates regarding your qualification and experience are to be submitted to the Principal. Within one week of joining, you will have an Entry Interaction with Director at the Corporate Office, Kottayam.

It is not desirable to leave service during the course of a semester since it will affect the academic programme. A minimum of three months notice is compulsory for resignation from the service. Failure to comply with this notice period will cause loss of pay for the period falling short of the above requirement. If the service is terminated by the Management, one month notice with emoluments will be served to you. All employees leaving service will have an Exit Interaction with the Director before obtaining the relieving order.


Please confirm your acceptance by sending the enclosed copy to the undersigned duly signed.

To
Mrs. Seethu John
Polachirackal, Deepthi Nagar
Kanjikuzhy, Kottayam


SECRETARY
GOVERNING BOARD

Copy to:- The Principal ✓

I hereby confirm acceptance of the appointment- Signature.....


29/5/09



SAINTGITS

Corporate Office, III-Floor, Unity Buildings, K.K. Road, Kottayam - 686 002. Kerala State, India.
Tel. / Fax No. 91-481-2584330, 2300365. E-mail: saingits@sify.com

Date:

SEC/HO/S061/DEC'10

11-12-2010

Office Order

Sub: Confirmation of Appointment

In consideration of your continuing contributions to the growth of this institution, the Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES is pleased to confirm you as Lecturer in Commerce with effect from 15/12/10 on a scale of Rs.10013-175-13888. Your remuneration with effect from 15/12/10 is:-

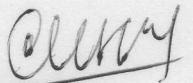
Basic	-Rs. 10188/-
50% DA	-Rs. 5094/-

amounting to **Rs. 15282/-** (*Rupees Fifteen Thousand Two Hundred and Eighty Two*) per month.

Your promotions will be as per the career plan for promotions and better prospects as formulated by the Management. This will depend on the periodic performance appraisal regarding your qualitative output and contribution to the growth of the institution.

To

Ms. Seethu John
Lecturer, Commerce
SAINTGITS COLLEGE OF APPLIED SCIENCES


SECRETARY
GOVERNING BOARD

Copy :-

The Principal



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PUNNOOSE GEORGE
Executive Chairman & Secretary

SEC/HO/S-06/JUL'17

Date:

01.07.2017

Office Order

Sub: Enhancement of Emoluments

In consideration of your continuing contributions to the growth of this institution, the Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES is pleased to enhance your salary with effect from 01.07.2017 on a scale of ₹ 18740-500-21240-560-24040. Your remuneration with effect from 01.07.2017 is:-

Basic Pay +DA+ Pension+ Other Allowance

- ₹ 32,372/-

(Rupees Thirty Two Thousand Three Hundred and Seventh Two only) per month.

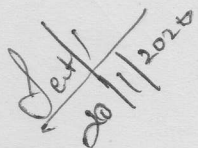
Your future prospects will be as per the career plan for promotions and better prospects as formulated by the Management.

To

Ms. Seethu John
Assistant Professor Sr (Commerce)
SAINTGITS College of Applied Sciences


EXECUTIVE CHAIRMAN & SECRETARY
GOVERNING BOARD

Copy to:- The Principal


20/11/2017



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PUNNOOSE GEORGE
C.E.O. & Secretary

SEC/HO/COMM/2009

Date: 06/06/09

APPOINTMENT ORDER

Ref: Your application for the post of Professor of Commerce and interaction with the Selection Board.

The Governing Board of SAINTGITS College of Applied Sciences Pathamuttom, Kottayam is pleased to appoint you as the Professor and Head of the Department of Commerce, with effect from 09/06/2009 on a consolidated salary of Rs. 15,000/- (Rupees Fifteen Thousand Only) per month.

Please confirm your acceptance by sending the enclosed copy to the undersigned duly signed.

To

Dr. Zacharias Thomas
Polachira House
Nalukody P.O,
Changanassery


SECRETARY
GOVERNING BOARD

Copy to:- Prof. M C Joseph, Principal ✓

I hereby confirm acceptance of the appointment- Signature.....

Done
10/6/09



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2300365
e-mail: saintgits@sify.com

PUNNOOSE GEORGE
C.E.O. & Secretary

06/07/10

SEC/HO/COMMERCE/2010

Date:

APPOINTMENT ORDER

Ref:- Your application for appointment as Adhoc Faculty in Commerce and the interaction with the Selection Board.

The Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES, Kottukulam Hills, Pathamuttom, Kottayam is pleased to appoint you as Ad-hoc Faculty in Commerce Department of the college with effect from 07/07/2010 on a consolidated salary of Rs.8,000/- per month (Rupees Eight Thousand only). The consolidated salary includes remuneration for all duties and responsibilities assigned to you by the Principal.

Please confirm your acceptance by sending the enclosed copy to the undersigned duly signed.

To
Mr.Krishna Kumar P
Kollamparambill (H)
Ponkunnam P.O, Peroorkavala
Kottayam


SECRETARY
GOVERNING BOARD

Copy to:- The Principal ✓

I hereby confirm acceptance of the appointment- Signature.....7/7/2010.....



SAINTGITS

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Kerala State, India
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2300365
e-mail: saintgits@sify.com

PUNNOOSE GEORGE
C.E.O. & Secretary

11/01/2011

SEC/HO/COMM../2011

Date:

APPOINTMENT ORDER

Ref:- Appointment order No. SEC/HO/COMMERCE/2010 dated 06/07/2010

In continuation to the above cited reference the Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES, Kottukulam Hills, Pathamuttom, Kottayam is pleased to designate you as **Lecturer - Commerce** in the college with effect from **01/01/11** on a consolidated salary of **Rs.10,000/-** per month (*Rupees Ten Thousand only*). You will be on probation for a period of two year from the date of joining as per the above cited reference. After completion of two year of service, on confirmation, you will be regularized on a scale of Rs. 10013-175-13888 and your total remuneration will be **Rs. 15,544/-** (*Rupees Fifteen Thousand Five Hundred and Forty Four Only*) per month. The consolidated salary includes remuneration for all duties and responsibilities assigned to you by the Principal. Employees Rules and Regulations issued from time to time by the Institution will be applicable. Certificates regarding your qualification and experience are to be submitted to the Principal.

It is not desirable to leave service during the course of a semester since it will affect the academic programme. A minimum of three months notice is compulsory for resignation from the service. Failure to comply with this notice period will cause loss of pay for the period falling short of the above requirement. If the service is terminated by the Management, one month notice with emoluments will be served to you. All employees leaving service will have an Exit Interaction with the HR Manager before obtaining the relieving order.

Please confirm your acceptance by sending the enclosed copy to the undersigned duly signed.

To
Ms. Krishna Kumar P
Kollamparambill (H),
Ponkunnam P.O, Peroorkavala
Kottayam


SECRETARY
GOVERNING BOARD

Copy to:- The Principal ✓

I hereby confirm acceptance of the appointment- Signature.....

Office Order

Sub: Confirmation of Appointment

In consideration of your continuing contributions to the growth of this institution, the Governing Board of SAINTGITS College of Applied Sciences is pleased to Confirm you as **Lecturer** in Commerce with effect from 01.07.2012 on a scale of Rs.16180-400-16980-440-18740. Your remuneration with effect from 01.07.2012 is:-

Basic Pay +DA

- Rs. 18,607/-

(Rupees Eighteen Thousand Six Hundred and Seven only) per month.

Your promotions will be as per the career plan for promotions and better prospects as formulated by the Management. This will depend on the periodic performance appraisal regarding your qualitative output and contribution to the growth of the institution.

To

Mr. Krishna Kumar.P
Lecturer- Commerce
SAINTGITS College of Applied Sciences


SECRETARY
GOVERNING BOARD

Copy to:- The Principal


8/8



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Kerala State, India
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e-mail: corporateoffice@saintgits.org

PUNNOOSE GEORGE
Executive Chairman & Secretary

Date:

SEC/HO/S-06/JUL'17

01.07.2017

Office Order

Sub: Enhancement of Emoluments

In consideration of your continuing contributions to the growth of this institution, the Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES is pleased to enhance your salary with effect from 01.07.2017 on a scale of ₹ 16180-400-16980-440-18740. Your remuneration with effect from 01.07.2017 is:-

Basic Pay +DA+ Pension+ Other Allowance

- ₹ 28,182/-

(Rupees Twenty Eight Thousand One Hundred and Eighty Two only) per month.

Your promotions will be as per the career plan for promotions and better prospects as formulated by the Management.

To

Mr. Krishna Kumar.P
Assistant Professor - Commerce
SAINTGITS College of Applied Sciences


EXECUTIVE CHAIRMAN & SECRETARY
GOVERNING BOARD

Copy to:- The Principal



SAINTGITS

SAINTGITS

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2300365
e-mail: saintgits@sify.com

PUNNOOSE GEORGE
C.E.O. & Secretary

06/07/10

SEC/HO/COMMERCE/2010

Date:

APPOINTMENT ORDER

Ref:- Your application for appointment as Lecturer-Commerce and the interaction with the Selection Board.

The Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES, Kottukulam Hills, Pathamuttom, Kottayam is pleased to appoint you as Lecturer in the Commerce Dept of the college with effect from **12/07/10** on a consolidated salary of **Rs.10,000/-** per month (*Rupees Ten Thousand only*). You will be on probation for a period of two years. After completion of two years of service, on confirmation, you will be regularized on a scale of Rs. 10013-175-13888 and your total remuneration will be **Rs. 15,544/-** (*Rupees Fifteen Thousand Five Hundred and Forty Four Only*) per month. The consolidated salary includes remuneration for all duties and responsibilities assigned to you by the Principal. Employees Rules and Regulations issued from time to time by the Institution will be applicable. Certificates regarding your qualification and experience are to be submitted to the Principal. Within one week of joining, you will have an Entry Interaction with Director at the Corporate Office, Kottayam.

It is not desirable to leave service during the course of a semester since it will affect the academic programme. A minimum of three months notice is compulsory for resignation from the service. Failure to comply with this notice period will cause loss of pay for the period falling short of the above requirement. If the service is terminated by the Management, one month notice with emoluments will be served to you. All employees leaving service will have an Exit Interaction with the Director before obtaining the relieving order.

Please confirm your acceptance by sending the enclosed copy to the undersigned duly signed.

To
Mrs. Lima Shijomon
Kochukarottu, Manalungal P.O
Poovathilappu, Kottayam-686 503


SECRETARY
GOVERNING BOARD

Copy to:- The Principal ✓

I hereby confirm acceptance of the appointment- Signature.....16/7/2010



SAINTGITS

KOTTUKULAM HILLS, PATHAMUTTOM P.O., KOTTAYAM, KERALA - 686 532
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PUNNOOSE GEORGE
Executive Chairman & Secretary

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Kerala State, India
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2300365
e-mail: corporateoffice@saintgits.org

Date:

SEC/HO/S-06/JUL'17

01.07.2017

Office Order

Sub: Enhancement of Emoluments

In consideration of your continuing contributions to the growth of this institution, the Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES is pleased to enhance your salary with effect from 01.07.2017 on a scale of ₹ 16180-400-16980-440-18740. Your remuneration with effect from 01.07.2017 is:-

Basic Pay + DA + Pension + Other Allowance

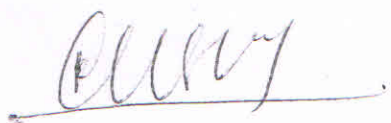
- ₹ 27,326/-

(Rupees Twenty Seven Thousand Three Hundred and Twenty Six only) per month.

Your promotions will be as per the career plan for promotions and better prospects as formulated by the Management.

To

Ms. Lima Lukose
Assistant Professor - Commerce
SAINTGITS College of Applied Sciences


EXECUTIVE CHAIRMAN & SECRETARY
GOVERNING BOARD

Copy to:- The Principal





SAINTGITS

Corporate Office, III-Floor, Unity Buildings, K.K. Road, Kottayam - 686 002. Kerala State, India.
Tel. / Fax No. 91-481-2584330, 2300365. E-mail: saingits@sify.com

Date:

06/12/10

SEC/HO/COMM. /2010

APPOINTMENT ORDER

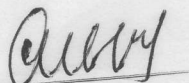
Ref:- Your application for appointment as Lecturer in Commerce and the interaction with the Selection Board.

The Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES, Kottukulam Hills, Pathamuttom, Kottayam is pleased to appoint you as **Lecturer - Commerce** in the college with effect from **03/01/11** on a consolidated salary of **Rs.11,000/-** per month (*Rupees Eleven Thousand only*). You will be on probation for a period of six months. After completion of six months of probation, on confirmation, you will be regularized on an appropriate pay scale with an increment of about Rs.3000/- . The consolidated salary includes remuneration for all duties and responsibilities assigned to you by the Principal. Employees Rules and Regulations issued form time to time by the Institution will be applicable. Certificates regarding your qualification and experience are to be submitted to the Principal. Within one week of joining , you will have an Entry Interaction with HR Manager , SAINTGITS.

It is not desirable to leave service during the course of a semester since it will affect the academic programme. A minimum of three months notice is compulsory for resignation from the service. Failure to comply with this notice period will cause loss of pay for the period falling short of the above requirement. If the service is terminated by the Management, one month notice with emoluments will be served to you. All employees leaving service will have an Exit Interaction with the HR Manager before obtaining the relieving order.

Please confirm your acceptance by sending the enclosed copy to the undersigned duly signed.

To
Ms. Juby Thomas
Paradayil House,,
Madapally P.O,Changanacherry


SECRETARY
GOVERNING BOARD

✓ Copy to:- The Principal

I hereby confirm acceptance of the appointment- Signature..... 3/01/2011



SAINTGITS

SAINTGITS

KOTTUKULAM HILLS, PATHAMUTTOM P.O., KOTTAYAM, KERALA-686 532

Tel. / Fax No. 91-481-2436169, 2436170, 2430349

Corporate Office
III-Floor, Unity Buildings,
K.K. Road, Kottayam - 686 002
Kerala State, India
Tel. / Fax No. 91-481 - 2584330
2300365
e-mail: saintgits@sify.com

PUNNOOSE GEORGE
C.E.O. & Secretary

SEC/HO/S061/JULY'11

Date: **14.07.2011**

Office Order

Sub: Confirmation of Appointment

In consideration of your continuing contributions to the growth of this institution, the Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES is pleased to confirm you as Lecturer in Commerce with effect from 01/07/11 on a scale of Rs.10013-175-13888. Your remuneration with effect from 01/07/11 is:-

Basic
50% DA

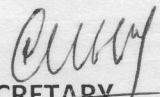
-Rs. 10013/-
-Rs. 5007/-

amounting to **Rs. 15020/- (Rupees Fifteen Thousand and Twenty Only)** per month.

Your promotions will be as per the career plan for promotions and better prospects as formulated by the Management. This will depend on the periodic performance appraisal regarding your qualitative output and contribution to the growth of the institution.

To

Ms. Juby Thomas
Lecturer, Commerce
SAINTGITS COLLEGE OF APPLIED SCIENCES


SECRETARY
GOVERNING BOARD

Copy :-

The Principal





SAINTGITS

KOTTUKULAM HILLS, PATHAMUTTOM P.O., KOTTAYAM, KERALA - 686 532
TEL./ FAX NO. 91-481-2436169, 2436170, 2430349

Corporate Office
III-Floor, Unity Buildings,
K.K. Road, Kottayam - 686 002
Kerala State, India
Tel./Fax No. 91-481-2584330
2300365
e-mail:corporateoffice@saintgits.org

PUNNOOSE GEORGE
Executive Chairman & Secretary

SEC/HO/S-06/JUL'17

Date:

01.07.2017

Office Order

Sub: Enhancement of Emoluments

In consideration of your continuing contributions to the growth of this institution, the Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES is pleased to enhance your salary with effect from 01.07.2017 on a scale of ₹ 16180-400-16980-440-18740. Your remuneration with effect from 01.07.2017 is:-

Basic Pay +DA+ Pension+ Other Allowance

- ₹ 28,734 -

(Rupees Twenty Eight Thousand Seven Hundred and Thirty Four only) per month.

Your promotions will be as per the career plan for promotions and better prospects as formulated by the Management.

To

**EXECUTIVE CHAIRMAN & SECRETARY
GOVERNING BOARD**

**Ms. Juby Thomas
Assistant Professor - Commerce
SAINTGITS College of Applied Sciences**

Copy to: The Principal



SAINTGITS

KOTTUKULAM HILLS, PATHAMUTTOM P.O., KOTTAYAM, KERALA - 686 532
TEL./ FAX NO. 91-481-2436169, 2436170, 2430349

Corporate Office
III-Floor, Unity Buildings,
K.K. Road, Kottayam - 686 002
Kerala State, India
Tel./Fax No. 91-481-2584330
2300365
e-mail:corporateoffice@saintgits.org

PUNNOOSE GEORGE
Executive Chairman & Secretary

Date:

17.06.2014

SEC/HO/ SCAS-COMMERCE /2014

APPOINTMENT ORDER

Ref:- Your application for appointment as Lecturer- Commerce and the interaction with the Selection Board.

The Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES, Kottukulam Hills, Pathamuttom, Kottayam is pleased to appoint you as Lecturer in Commerce Department of the college with effect from **18/06/2014** on a consolidated salary of **Rs. 13,000/-** per month (*Rupees Thirteen Thousand only*). You will be on probation for a period of two years. After completion of two years of service, on confirmation, you will be regularized on an appropriate pay scale. The consolidated salary includes remuneration for all duties and responsibilities assigned to you by the Principal. Employees Rules and Regulations issued from time to time by the Institution will be applicable. Certificates regarding your qualification and experience are to be submitted to the Principal. Within one week of joining, you will have an Entry Interaction with HR Department, SAINTGITS.

It is not desirable to leave service during the course of a semester since it will affect the academic programme. A minimum of three months notice is compulsory for resignation from the service. Failure to comply with this notice period will cause loss of pay for the period falling short of the above requirement. If the service is terminated by the Management, one month notice with emoluments will be served to you. All employees leaving service will have an Exit Interaction with the HR Department before obtaining the relieving order.

Please confirm your acceptance by sending the enclosed copy to the undersigned duly signed.

To
Ms. Maria S Karakkattil
Karakattil House,
Amaravathy.P.O
Kumily-685 509


EXECUTIVE CHAIRMAN & SECRETARY
GOVERNING BOARD

Copy to:- The Principal, SCAS

I hereby confirm acceptance of the appointment- Signature.....

DOJ . 19/6/14



SAINTGITS

KOTTUKULAM HILLS, PATHAMUTTOM P.O., KOTTAYAM, KERALA - 686 532
TEL./ FAX NO. 91-481-2436169, 2436170, 2430349

Corporate Office
III-Floor, Unity Buildings,
K.K. Road, Kottayam - 686 002
Kerala State, India
Tel./Fax No. 91-481-2584330
2300365
e-mail:corporateoffice@saintgits.org

PUNNOOSE GEORGE
Executive Chairman & Secretary

Date:

01.08.2017

SEC/HO/SCAS- COMMERCE /2017

APPOINTMENT ORDER

Ref:- Your application for appointment as Lecturer- Commerce and the interaction with the Selection Board.

The Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES, Kottukulam Hills, Pathamuttom, Kottayam is pleased to appoint you as **Lecturer** in Commerce Department of the college with effect from **07.08.2017** on a consolidated salary of **₹ 15,700/- per month (Rupees Fifteen Thousand and Seven Hundred only)**. You will be on probation for a period of one year. After completion of one year of service, on confirmation, you will be regularized on an appropriate pay scale. The consolidated salary includes remuneration for all duties and responsibilities assigned to you by the Principal. Employees Rules and Regulations issued from time to time by the Institution will be applicable. Certificates regarding your qualification and experience are to be submitted to the Principal. Within one week of joining, you will have an Entry Interaction with HR Department of, SAINTGITS.

It is not desirable to leave service during the course of a semester since it will affect the academic programme. A minimum of three months notice is compulsory for resignation from the service. Failure to comply with this notice period will cause loss of pay for the period falling short of the above requirement. If the service is terminated by the Management, one month notice with emoluments will be served to you. All employees leaving service will have an Exit Interaction with the HR Department before obtaining the relieving order.

You are required to participate in the Faculty Training Programmes conducted by the Institution.

Please confirm your acceptance by sending the enclosed copy to the undersigned duly signed.

To
Ms.Maria S Karakkattil
Karakkattil House (H)
Amaravathy.P.O
Kumily-685 509


EXECUTIVE CHAIRMAN & SECRETARY
GOVERNING BOARD

Copy to:- The Principal

I hereby confirm acceptance of the appointment- Signature.....



SAINTGITS

KOTTUKULAM HILLS, PATHAMUTTOM P.O., KOTTAYAM, KERALA - 686 532
TEL./FAX NO. 91-481-2436169, 2436170, 2430349

PUNNOOSE GEORGE
Executive Chairman & Secretary

Corporate Office
III-Floor, Unity Buildings,
K.K. Road, Kottayam - 686 002
Kerala State, India
Tel./Fax No. 91-481-2584330
2300365
e-mail:corporateoffice@saintgits.org

Date:

SEC/HO/SCAS/2014

19.06.2014

APPOINTMENT ORDER

Ref:- Your application for appointment as Ad-hoc Faculty..

The Governing Board of the SAINTGITS COLLEGE OF APPLIED SCIENCES, Kottukulam Hills, Pathamuttom, Kottayam is pleased to appoint you as Ad-hoc Lecturer in the college with effect from 21/06/2014. Your total remuneration will be Rs.15,000/- (*Rupees Fifteen Thousand Only*) per month. The consolidated salary includes remuneration for all duties and responsibilities assigned to you by the Principal. You are required to participate in the Faculty Training Programmes conducted by the Institution.

Please confirm your acceptance by sending the enclosed copy to the undersigned duly signed.

To
Ms. Preetha Thomas
Chirathalattu House
Puthenchantha.P.O
Vakathanam.
Kottayam-686 538


EXECUTIVE CHAIRMAN & SECRETARY
GOVERNING BOARD

Copy to:- The Principal

I hereby agree to the above and confirm acceptance of the appointment for working exclusively for the AICTE approved Programme in the Institution- Signature.....



SAINTGITS

KOTTUKULAM HILLS, PATHAMUTTOM P.O., KOTTAYAM, KERALA - 686 532
TEL./ FAX NO. 91-481-2436169, 2436170, 2430349

Corporate Office
III-Floor, Unity Buildings,
K.K. Road, Kottayam - 686 002
Kerala State, India
Tel./Fax No. 91-481-2584330
2300365
e-mail: corporateoffice@saintgits.org

PUNNOOSE GEORGE
Executive Chairman & Secretary

Date:

SEC/HO/S-06/JUL'15

01.07.2015

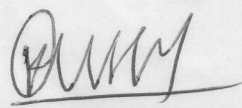
Office Order

Sub: Re-Designated as Lecturer

In consideration of your continuing contributions to the growth of this institution, the Governing Board of SAINTGITS College of Applied Sciences is pleased to re-designate you as **Lecturer** and enhance your salary to **Rs. 17,000/- (Rupees Seventeen Thousand Only)** per month with effect from 01.07.2015.

To

Ms Preetha Thomas
Lecturer
SAINTGITS College of Applied Sciences


EXECUTIVE CHAIRMAN & SECRETARY
GOVERNING BOARD

Copy to: The Principal



SAINTGITS

KOTTUKULAM HILLS, PATHAMUTTOM P.O., KOTTAYAM, KERALA - 686 532
TEL./ FAX NO. 91-481-2436169, 2436170, 2430349

Corporate Office
III-Floor, Unity Buildings,
K.K. Road, Kottayam - 686 002
Kerala State, India
Tel./Fax No. 91-481-2584330
2300365
e-mail:corporateoffice@saintgits.org

PUNNOOSE GEORGE
Executive Chairman & Secretary

SEC/HO/S-06/JUL'17

Date: **01.07.2017**

Office Order

Sub: Enhancement of Emoluments

In consideration of your continuing contributions to the growth of this institution, the Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES is pleased to enhance your salary with effect from 01.07.2017 on a scale of ₹ 16180-400-16980-440-18740. Your remuneration with effect from 01.07.2017 is:-

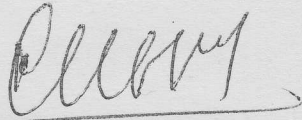
Basic Pay +DA+ Other Allowance **- ₹ 24,538/-**

(Rupees Twenty Four Thousand Five Hundred and Thirty Eight only) per month.

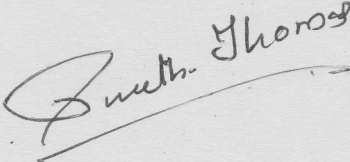
Your promotions will be as per the career plan for promotions and better prospects as formulated by the Management.

To

Ms Preetha Thomas
Lecturer-Commerce
SAINTGITS College of Applied Sciences


EXECUTIVE CHAIRMAN & SECRETARY
GOVERNING BOARD

Copy to: The Principal





SAINTGITS

KOTTUKULAM HILLS, PATHAMUTTOM P.O., KOTTAYAM, KERALA - 686 532
TEL./ FAX NO. 91-481-2436169, 2436170, 2430349

PUNNOOSE GEORGE
Executive Chairman & Secretary

Corporate Office
III-Floor, Unity Buildings,
K.K. Road, Kottayam - 686 002
Kerala State, India
Tel./Fax No. 91-481-2584330
2300365
e-mail:corporateoffice@saintgits.org

Date:

22.05.2014

SEC/HO/ SCAS-COMMERCE /2015

APPOINTMENT ORDER

Ref:- Your application for appointment as Lecturer- Commerce and the interaction with the Selection Board.

The Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES, Kottukulam Hills, Pathamuttom, Kottayam is pleased to appoint you as Lecturer in Commerce Department of the college with effect from **01/06/2015** on a consolidated salary of Rs.15,600/- per month (Rupees Fifteen Thousand Six Hundred only). You will be on probation for a period of one year. After completion of one years of service, on confirmation, you will be regularized on an appropriate pay scale. The consolidated salary includes remuneration for all duties and responsibilities assigned to you by the Principal. Employees Rules and Regulations issued form time to time by the Institution will be applicable. Certificates regarding your qualification and experience are to be submitted to the Principal. Within one week of joining, you will have an Entry Interaction with HR Department, SAINTGITS.

It is not desirable to leave service during the course of a semester since it will affect the academic programme. A minimum of three months notice is compulsory for resignation from the service. Failure to comply with this notice period will cause loss of pay for the period falling short of the above requirement. If the service is terminated by the Management, one month notice with emoluments will be served to you. All employees leaving service will have an Exit Interaction with the HR Department before obtaining the relieving order.

You are required to participate in the Faculty Training Programmes conducted by the Institution.

Please confirm your acceptance by sending the enclosed copy to the undersigned duly signed.

To
Mr.Aby Alex William
Chireparambil (H),
Pakkil P.O
Kottayam-686 012


EXECUTIVE CHAIRMAN & SECRETARY
GOVERNING BOARD

✓ Copy to:- The Principal, SCAS

I hereby confirm acceptance of the appointment- Signature.....



SAINTGITS

KOTTUKULAM HILLS, PATHAMUTTOM P.O., KOTTAYAM, KERALA - 686 532
TEL./ FAX NO. 91-481-2436169, 2436170, 2430349

PUNNOOSE GEORGE
Executive Chairman & Secretary

Corporate Office
III-Floor, Unity Buildings,
K.K. Road, Kottayam - 686 002
Kerala State, India
Tel./Fax No. 91-481-2584330
2300365
e-mail: corporateoffice@saintgits.org

Date:

SEC/HO/SE-10/AUG" 2016

22.06.2016

OFFICE ORDER

Sub: Confirmation of Appointment

Ref: Office Order No SEC/HO/ SCAS-COMMERCE /2015 dated 22.05.2015

In Continuation of the Office Order cited above, the Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES is pleased to confirm you as Lecturer - Commerce of the college with effect from 01/06/2016 on a scale of Rs. 16180-400-16980-440-18740. Your emoluments with effect from 01/06/2016 is as follows:-

Basic Pay+ DA+ Other Allowance - Rs. 21,843 /-

(Rupees Twenty One Thousand Eight Hundred and Forty Three only) per month.

Your promotions will be as per the latest norms and Career Advancement Scheme as formulated by the Management. This will depend on the periodic Performance Appraisal regarding your qualitative output and contribution to the growth of the Institution.

To

Mr.Aby Alex William
Lecturer - Commerce
SAINTGITS COLLEGE OF APPLIED SCIENCES


EXECUTIVE CHAIRMAN & SECRETARY
GOVERNING BOARD

✓ Copy to :-
The Principal, SCAS



SAINTGITS

KOTTUKULAM HILLS, PATHAMUTTOM P.O., KOTTAYAM, KERALA - 686 532
TEL./ FAX NO. 91-481-2436169, 2436170, 2430349

Corporate Office
III-Floor, Unity Buildings,
K.K. Road, Kottayam - 686 002
Kerala State, India
Tel./Fax No. 91-481-2584330
2300365
e-mail:corporateoffice@saintgits.org

PUNNOOSE GEORGE
Executive Chairman & Secretary

SEC/HO/S-06/JUL'17

Date: **01.07.2017**

Office Order

Sub: Enhancement of Emoluments

In consideration of your continuing contributions to the growth of this institution, the Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES is pleased to enhance your salary with effect from 01.07.2017 on a scale of ₹ 16180-400-16980-440-18740. Your remuneration with effect from 01.07.2017 is:-

Basic Pay +DA+ Other Allowance

- ₹ 24,041/-

(Rupees Twenty Four Thousand and Forty One only) per month.

Your promotions will be as per the career plan for promotions and better prospects as formulated by the Management.

To

Mr.Aby Alex Williams
Lecturer - Commerce
SAINTGITS College of Applied Sciences


EXECUTIVE CHAIRMAN & SECRETARY
GOVERNING BOARD

Copy to: The Principal





SAINTGITS

KOTTUKULAM HILLS, PATHAMUTTOM P.O., KOTTAYAM, KERALA - 686 532
TEL./FAX NO. 91-481-2436169, 2436170, 2430349

PUNNOOSE GEORGE
Executive Chairman & Secretary

Corporate Office
III-Floor, Unity Buildings,
K.K. Road, Kottayam - 686 002
Kerala State, India
Tel./Fax No. 91-481-2584330
2300365
e-mail: corporateoffice@saintgits.org

Date:

02.06.2016

SEC/HO/SCAS-COMMERCE /2016

APPOINTMENT ORDER

Ref:- Your application for appointment as Lecturer in Commerce and the interaction with the Selection Board.

The Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES, Kottukulam Hills, Pathamuttom, Kottayam is pleased to appoint you as **Lecturer** in Commerce Department of the college with effect from **06.06.2016** on a consolidated salary of **Rs.15,000/- per month (Rupees Fifteen Thousand Only)**. You will be on probation for a period of two years. After completion of two years of service, on confirmation, you will be regularized on an appropriate pay scale. The consolidated salary includes remuneration for all duties and responsibilities assigned to you by the Principal. Employees Rules and Regulations issued from time to time by the Institution will be applicable. Certificates regarding your qualification and experience are to be submitted to the Principal. Within one week of joining, you will have an Entry Interaction with HR Department of, SAINTGITS.

It is not desirable to leave service during the course of a semester since it will affect the academic programme. A minimum of three months notice is compulsory for resignation from the service. Failure to comply with this notice period will cause loss of pay for the period falling short of the above requirement. If the service is terminated by the Management, one month notice with emoluments will be served to you. All employees leaving service will have an Exit Interaction with the HR Department before obtaining the relieving order.

You are required to participate in the Faculty Training Programmes conducted by the Institution

Please confirm your acceptance by sending the enclosed copy to the undersigned duly signed.

To
Ms.Sruthi Sara Rajan
Panampadical
Velloor.P.O
Kottayam-686 501


EXECUTIVE CHAIRMAN & SECRETARY
GOVERNING BOARD

Copy to:- The Principal

I hereby confirm acceptance of the appointment- Signature.....



SAINTGITS

SAINTGITS

KOTTUKULAM HILLS, PATHAMUTTOM P.O., KOTTAYAM, KERALA - 686 532
TEL./FAX NO. 91-481-2436169, 2436170, 2430349

PUNNOOSE GEORGE
Executive Chairman & Secretary

Corporate Office
III-Floor, Unity Buildings
K.K. Road, Kottayam - 686 002
Kerala State, India
Tel./Fax No. 91-481-2584330
2300365
e-mail:corporateoffice@saintgits.org

Date

02.06.2016

SEC/HO/SCAS-COMMERCE /2016

APPOINTMENT ORDER

Ref:- Your application for appointment as Lecturer in Commerce and the interaction with the Selection Board.

The Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES, Kottukulam Hills, Pathamuttom, Kottayam is pleased to appoint you as **Lecturer** in Commerce Department of the college with effect from **06.06.2016** on a consolidated salary of **Rs.15,000/- per month (Rupees Fifteen Thousand Only)**. You will be on probation for a period of two years. After completion of two years of service, on confirmation, you will be regularized on an appropriate pay scale. The consolidated salary includes remuneration for all duties and responsibilities assigned to you by the Principal. Employees Rules and Regulations issued from time to time by the Institution will be applicable. Certificates regarding your qualification and experience are to be submitted to the Principal. Within one week of joining, you will have an Entry Interaction with HR Department of, SAINTGITS.

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You are required to participate in the Faculty Training Programmes conducted by the Institution

Please confirm your acceptance by sending the enclosed copy to the undersigned duly signed.

To
Ms.Meera Elza John
Inchakkattu (H)
Payappady.P.O
Puthupally,Kottayam-686 011


EXECUTIVE CHAIRMAN & SECRETARY
GOVERNING BOARD

Copy to:- The Principal

I hereby confirm acceptance of the appointment- Signature.....



SAINTGITS

KOTTUKULAM HILLS, PATHAMUTTOM P.O., KOTTAYAM, KERALA - 686 532
TEL./FAX NO. 91-481-2436169, 2436170, 2430349

PUNNOOSE GEORGE
Executive Chairman & Secretary

Corporate Office
III-Floor, Unity Buildings,
K.K. Road, Kottayam - 686 002
Kerala State, India
Tel./Fax No. 91-481-2584330
2300365
e-mail:corporateoffice@saintgits.org

Date:

31.05.2016

SEC/HO/SCAS-COMMERCE/2016

APPOINTMENT ORDER

Ref:- Your application for appointment as Lecturer in Commerce and the interaction with the Selection Board.

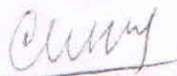
The Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES, Kottukulam Hills, Pathamuttom, Kottayam is pleased to appoint you as **Lecturer** in Commerce Department of the college with effect from **01.06.2016** on a consolidated salary of **Rs.15,000/- per month (Rupees Fifteen Thousand Only)**. You will be on probation for a period of two years. After completion of two years of service, on confirmation, you will be regularized on an appropriate pay scale. The consolidated salary includes remuneration for all duties and responsibilities assigned to you by the Principal. Employees Rules and Regulations issued from time to time by the Institution will be applicable. Certificates regarding your qualification and experience are to be submitted to the Principal. Within one week of joining, you will have an Entry Interaction with HR Department of SAINTGITS.

It is not desirable to leave service during the course of a semester since it will affect the academic programme. A minimum of three months notice is compulsory for resignation from the service. Failure to comply with this notice period will cause loss of pay for the period falling short of the above requirement. If the service is terminated by the Management, one month notice with emoluments will be served to you. All employees leaving service will have an Exit Interaction with the HR Department before obtaining the relieving order.

You are required to participate in the Faculty Training Programmes conducted by the Institution

Please confirm your acceptance by sending the enclosed copy to the undersigned duly signed.

To
Ms.Silpa Mary John
Chirakuzhiyil (H)
Kuzhimattom.P.O
Kottayam-686 533


EXECUTIVE CHAIRMAN & SECRETARY
GOVERNING BOARD

Copy to:- The Principal

I hereby confirm acceptance of the appointment- Signature.....



SAINTGITS

KOTTUKULAM HILLS, PATHAMUTTOM P.O., KOTTAYAM, KERALA - 686 532
TEL / FAX NO. 91-481-2436169, 2436170, 2430349

PUNNOOSE GEORGE
Executive Chairman & Secretary

Corporate Office
III-Floor, Unity Buildings,
K.K. Road, Kottayam - 686 002
Kerala State, India
Tel/Fax No. 91-481-2584330
2300365
e-mail: corporateoffice@saintgits.org

Date:

02.06.2017

SEC/HO/SCAS- COMMERCE /2017

APPOINTMENT ORDER

Ref:- Your application for appointment as Lecturer- Commerce and the interaction with the Selection Board.

The Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES, Kottukulam Hills, Pathamuttom, Kottayam is pleased to appoint you as **Lecturer** in Commerce Department of the college with effect from **05.06.2017** on a consolidated salary of **₹ 15,700/- per month (Rupees Fifteen Thousand and Seven Hundred only)**. You will be on probation for a period of two years. After completion of two years of service, on confirmation, you will be regularized on an appropriate pay scale. The consolidated salary includes remuneration for all duties and responsibilities assigned to you by the Principal. Employees Rules and Regulations issued from time to time by the Institution will be applicable. Certificates regarding your qualification and experience are to be submitted to the Principal. Within one week of joining, you will have an Entry Interaction with HR Department of, SAINTGITS.

It is not desirable to leave service during the course of a semester since it will affect the academic programme. A minimum of three months notice is compulsory for resignation from the service. Failure to comply with this notice period will cause loss of pay for the period falling short of the above requirement. If the service is terminated by the Management, one month notice with emoluments will be served to you. All employees leaving service will have an Exit Interaction with the HR Department before obtaining the relieving order.

You are required to participate in the Faculty Training Programmes conducted by the Institution.

Please confirm your acceptance by sending the enclosed copy to the undersigned duly signed.

To
Mr. David Joseph
Maliyakal (H)
Kainady.P.O
Alappuzha-686 534


EXECUTIVE CHAIRMAN & SECRETARY
GOVERNING BOARD

Copy to:- The Principal

I hereby confirm acceptance of the appointment- Signature.....



SAINTGITS

KOTTUKULAM HILLS, PATHAMUTTOM P.O., KOTTAYAM, KERALA - 686 532
TEL./ FAX NO. 91-481-2436169, 2436170, 2430349

PUNNOOSE GEORGE
Executive Chairman & Secretary

Corporate Office
III-Floor, Unity Buildings,
K.K. Road, Kottayam - 686 002
Kerala State, India
Tel./Fax No. 91-481-2584330
2300365
e-mail: corporateoffice@saintgits.org

Date:

02.06.2017

SEC/HO/SCAS- COMMERCE /2017

APPOINTMENT ORDER

Ref:- Your application for appointment as Lecturer- Commerce and the interaction with the Selection Board.

The Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES, Kottukulam Hills, Pathamuttom, Kottayam is pleased to appoint you as **Lecturer** in Commerce Department of the college with effect from **05.06.2017** on a consolidated salary of **₹ 15,700/- per month (Rupees Fifteen Thousand and Seven Hundred only)**. You will be on probation for a period of two years. After completion of two years of service, on confirmation, you will be regularized on an appropriate pay scale. The consolidated salary includes remuneration for all duties and responsibilities assigned to you by the Principal. Employees Rules and Regulations issued from time to time by the Institution will be applicable. Certificates regarding your qualification and experience are to be submitted to the Principal. Within one week of joining, you will have an Entry Interaction with HR Department of, SAINTGITS.

It is not desirable to leave service during the course of a semester since it will affect the academic programme. A minimum of three months notice is compulsory for resignation from the service. Failure to comply with this notice period will cause loss of pay for the period falling short of the above requirement. If the service is terminated by the Management, one month notice with emoluments will be served to you. All employees leaving service will have an Exit Interaction with the HR Department before obtaining the relieving order.

You are required to participate in the Faculty Training Programmes conducted by the Institution.

Please confirm your acceptance by sending the enclosed copy to the undersigned duly signed.

To
Ms. Leah Anna Thomas
Nallethu House
Kuttapuzha.P.O
Thiruvalla-689 103


EXECUTIVE CHAIRMAN & SECRETARY
GOVERNING BOARD

Copy to:- The Principal

I hereby confirm acceptance of the appointment- Signature.....



SAINTGITS

KOTTUKULAM HILLS, PATHAMUTTOM P.O., KOTTAYAM, KERALA - 686 532
TEL./ FAX NO. 91-481-2436169, 2436170, 2430349

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K.K. Road, Kottayam - 686 002
Kerala State, India
Tel./Fax No. 91-481-2584330
2300365
e-mail:corporateoffice@saintgits.org

PUNNOOSE GEORGE
Executive Chairman & Secretary

Date:

16.03.2017

SEC/HO/SCAS- COMMERCE /2017

APPOINTMENT ORDER

Ref:- Your application for appointment as Lecturer in Commerce and the interaction with the Selection Board.

The Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES, Kottukulam Hills, Pathamuttom, Kottayam is pleased to appoint you as **Lecturer** in Commerce Department of the college with effect from **01.06.2017** on a consolidated salary of **₹ 15,700/- per month (Rupees Fifteen Thousand and Seven Hundred Only)**. You will be on probation for a period of two years. After completion of two years of service, on confirmation, you will be regularized on an appropriate pay scale. The consolidated salary includes remuneration for all duties and responsibilities assigned to you by the Principal. Employees Rules and Regulations issued from time to time by the Institution will be applicable. Certificates regarding your qualification and experience are to be submitted to the Principal. Within one week of joining, you will have an Entry Interaction with HR Department of, SAINTGITS.

It is not desirable to leave service during the course of a semester since it will affect the academic programme. A minimum of three months notice is compulsory for resignation from the service. Failure to comply with this notice period will cause loss of pay for the period falling short of the above requirement. If the service is terminated by the Management, one month notice with emoluments will be served to you. All employees leaving service will have an Exit Interaction with the HR Department before obtaining the relieving order.

You are required to participate in the Faculty Training Programmes conducted by the Institution

Please confirm your acceptance by sending the enclosed copy to the undersigned duly signed.

To
Mr.Nikhil Anil
Vadakkevedu (Geetham)
Chempumpuram.P.O,
Champakulam
Alappuzha-688 505


EXECUTIVE CHAIRMAN & SECRETARY
GOVERNING BOARD

Copy to:- The Principal,SCAS

I hereby confirm acceptance of the appointment- Signature.....



SAINTGITS

KOTTUKULAM HILLS, PATHAMUTTOM P.O., KOTTAYAM, KERALA - 686 532
TEL./ FAX NO. 91-481-2436169, 2436170, 2430349

PUNNOOSE GEORGE
Executive Chairman & Secretary

Corporate Office
III-Floor, Unity Buildings,
K.K. Road, Kottayam - 686 002
Kerala State, India
Tel./Fax No. 91-481-2584330
2300365
e-mail:corporateoffice@saintgits.org

Date:

02.06.2017

SEC/HO/SCAS- COMMERCE /2017

APPOINTMENT ORDER

Ref:- Your application for appointment as Lecturer- Commerce and the interaction with the Selection Board.

The Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES, Kottukulam Hills, Pathamuttom, Kottayam is pleased to appoint you as **Lecturer** in Commerce Department of the college with effect from **05.06.2017** on a consolidated salary of **₹ 15,700/- per month (Rupees Fifteen Thousand and Seven Hundred only)**. You will be on probation for a period of two years. After completion of two years of service, on confirmation, you will be regularized on an appropriate pay scale. The consolidated salary includes remuneration for all duties and responsibilities assigned to you by the Principal. Employees Rules and Regulations issued from time to time by the Institution will be applicable. Certificates regarding your qualification and experience are to be submitted to the Principal. Within one week of joining, you will have an Entry Interaction with HR Department of, SAINTGITS.

It is not desirable to leave service during the course of a semester since it will affect the academic programme. A minimum of three months notice is compulsory for resignation from the service. Failure to comply with this notice period will cause loss of pay for the period falling short of the above requirement. If the service is terminated by the Management, one month notice with emoluments will be served to you. All employees leaving service will have an Exit Interaction with the HR Department before obtaining the relieving order.

You are required to participate in the Faculty Training Programmes conducted by the Institution.

Please confirm your acceptance by sending the enclosed copy to the undersigned duly signed.

To
Ms.Anu Mary John
Pulickamalayil(H)
Erumely P.O
Karinkallumoozhy,Kottayam-686 509


EXECUTIVE CHAIRMAN & SECRETARY
GOVERNING BOARD

Copy to:- The Principal

I hereby confirm acceptance of the appointment- Signature.....



SAINTGITS

SAINTGITS

KOTTUKULAM HILLS, PATHAMUTTOM P.O., KOTTAYAM, KERALA-686 532

Tel. / Fax No. 91-481-2436169, 2436170, 2430349

Corporate Office
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K.K. Road, Kottayam - 686 002
Kerala State, India
Tel. / Fax No. 91-481 - 2584330
2300365
e-mail: saintgits@sify.com

PUNNOOSE GEORGE
C.E.O. & Secretary

Date:

SEC/HO/S-12 D/07-08

18/01/07

APPOINTMENT ORDER

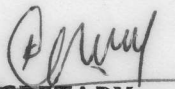
Ref:- Your application for appointment as Lecturer and the interaction with the Selection Board.

The Governing Board of the SAINTGITS COLLEGE OF APPLIED SCIENCES, Kottukulam Hills, Pathamuttom, Kottayam is pleased to appoint you as Lecturer in the college with effect from 22/01/2007 on a consolidated salary of Rs.7000/- per month (Rupees Seven Thousand only). You will be on probation for a period of one year. If probation is found to be satisfactory, you will be regularized on an appropriate pay scale. The consolidated salary includes remuneration for all duties and responsibilities assigned to you by the Principal. Employees Rules and Regulations issued from time to time by the Institution will be applicable. Certificates regarding your qualification and experience are to be submitted to the Principal. Within one week of joining, you will have an Entry Interaction with Director at the Corporate Office, Kottayam.

It is not desirable to leave service during the course of a semester since it will affect the academic programme. A minimum of three months notice is compulsory for resignation from the service. Failure to comply with this notice period will cause loss of pay for the period falling short of the above requirement. If the service is terminated by the Management, one month notice with emoluments will be served to you. All employees leaving service will have an Exit Interaction with the Director before obtaining the relieving order.

Please confirm your acceptance by sending the enclosed copy to the undersigned duly signed.

To
Mrs. Ambily Merlin Kuruvilla
Malikayil Karottu,
Pathamuttom, Kottayam.


SECRETARY
GOVERNING BOARD

Done
22/1/07
Copy to:- The Principal ✓

I hereby confirm acceptance of the appointment- Signature.....

Office Order

Sub: Promotion to Sr.Lecturer

In consideration of your continuing contributions to the growth of this institution, the Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES is pleased to promote you as **Sr.Lecturer** - Computer Science with effect from 01.07.2011 on a scale of Rs. 18740-500-21240-560-24040. Your remuneration with effect from 01.07.2011 is:-

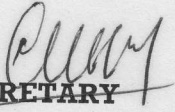
Basic Pay +DA+RR

- Rs. 21,934/-

(Rupees Twenty One Thousand Nine Hundred and Thirty Four only) per month.

To

Mr. Ambily Merlin Kuruvilla
Sr.Lecturer- Computer Science
SAINTGITS College of Applied Sciences


SECRETARY
GOVERNING BOARD

Copy to: The Principal



SAINTGITS

KOTTUKULAM HILLS, PATHAMUTTOM P.O., KOTTAYAM, KERALA - 686 532
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Corporate Office
III-Floor, Unity Buildings,
K.K. Road, Kottayam - 686 002
Kerala State, India
Tel./Fax No. 91-481-2584330
2300365
e-mail:corporateoffice@saintgits.org

THOMAS T. JOHN
Director

Date:

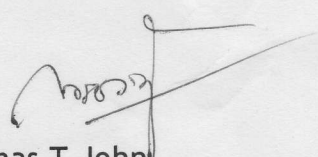
DIR/HO/64 (II) -609/2015

16.07.2015

OFFICE ORDER

Sub: HOD BCA Department

In appreciation of the record making results and campus placements secured for the first passed out BCA batch; Ms. Ambily Merlin Kuruvilla, Assistant Professor (Senior Grade), Co-ordinator of BCA Department is designated as Head of the Department with immediate effect. As HOD-BCA Department, she will discharge all the responsibilities and powers of a regular HOD.


Thomas T John
Director

To

1. Ms. Ambily Merlin Kuruvilla, Head Of The Department-BCA Department

CC

1. Prof.M.C.Joseph, Principal, Saintgits College Of Applied Sciences ✓



SAINTGITS

KOTTUKULAM HILLS, PATHAMUTTOM P.O., KOTTAYAM, KERALA - 686 532
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Kerala State, India
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2300365
e-mail:corporateoffice@saintgits.org

PUNNOOSE GEORGE
Executive Chairman & Secretary

SEC/HO/S-06/JUL'16

Date:

01.07.2016

Office Order

Sub: Re designation as Assistant Professor (Special Grade)

In consideration of your continuing contributions to the growth of this institution, the Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES is pleased to promote you as **Assistant Professor (Special Grade)** with effect from 01.07.2016. Your remuneration with effect from 01.07.2016 is:-

Basic Pay +DA+ Pension+ Other Allowance

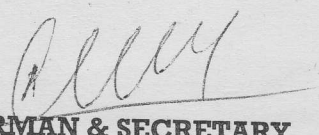
- ₹ 34,700/-

(Rupees Thirty Four Thousand and Seven Hundred only) per month.

Your promotions will be as per the career plan for promotions and better prospects as formulated by the Management.

To

Ms. Ambily Merlin Kuruvilla
Assistant Professor (Spl)&HOD - Computer Science
SAINTGITS College of Applied Sciences


EXECUTIVE CHAIRMAN & SECRETARY
GOVERNING BOARD

Copy to: The Principal





SAINTGITS

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2300365
e-mail:corporateoffice@saintgits.org

PUNNOOSE GEORGE
Executive Chairman & Secretary

SEC/HO/S-06/JUL'17

Date:

01.07.2017

Office Order

Sub: Enhancement of Emoluments

In consideration of your continuing contributions to the growth of this institution, the Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES is pleased to enhance your salary with effect from 01.07.2017 on a scale of ₹ 18740-500-21240-560-24040. Your remuneration with effect from 01.07.2017 is:-

Basic Pay +DA+ Pension+ Other Allowance

- ₹ 37,105/-

(Rupees Thirty Seven Thousand One Hundred and Five only) per month.

Your future prospects will be as per the career plan for promotions and better prospects as formulated by the Management.

To


**EXECUTIVE CHAIRMAN & SECRETARY
GOVERNING BOARD**

**Ms. Ambily Merlin Kuruvilla
Assistant Professor (Spl) & HOD - Computer Science
SAINTGITS College of Applied Sciences**

Copy to: The Principal





SAINTGITS

KOTTUKULAM HILLS, PATHAMUTTOM P.O., KOTTAYAM, KERALA-686 532
Tel. / Fax No. 91-481-2436169, 2436170, 2430349

Corporate Office
III-Floor, Unity Buildings,
K.K. Road, Kottayam - 686 002
Kerala State, India
Tel. / Fax No. 91-481 - 2584330
2300365
e-mail: saintgits@sify.com

PUNNOOSE GEORGE
C.E.O. & Secretary

Date:

29/05/2012

SEC/HO/SCAS-COMP/2012

APPOINTMENT ORDER

Ref:- Your application for appointment as Lecturer-Computer Science and the interaction with the Selection Board.

The Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES, Kottukulam Hills, Pathamuttom, Kottayam is pleased to appoint you as Lecturer in the Computer Science Department of the college with effect from **04/06/2012** on a consolidated salary of **Rs.13,000/-** per month (*Rupees Thirteen Thousand only*). You will be on probation for a period of two years. After completion of two years of service, on confirmation, you will be regularized on an appropriate pay scale. The consolidated salary includes remuneration for all duties and responsibilities assigned to you by the Principal. Employees Rules and Regulations issued from time to time by the Institution will be applicable. Certificates regarding your qualification and experience are to be submitted to the Principal. Within one week of joining, you will have an Entry Interaction with Manager HR, SAINTGITS.

It is not desirable to leave service during the course of a semester since it will affect the academic programme. A minimum of three months notice is compulsory for resignation from the service. Failure to comply with this notice period will cause loss of pay for the period falling short of the above requirement. If the service is terminated by the Management, one month notice with emoluments will be served to you. All employees leaving service will have an Exit Interaction with the Manager HR before obtaining the relieving order.

Please confirm your acceptance by sending the enclosed copy to the undersigned duly signed.

To
Mr.Arun Padmanabhan
Ganitham,Kodimatha
Kottayam-686 039


SECRETARY
GOVERNING BOARD

Copy to:- The Principal

I hereby confirm acceptance of the appointment- Signature.....



Joined on 4/6/2012



SAINTGITS

KOTTUKULAM HILLS, PATHAMUTTOM P.O., KOTTAYAM, KERALA - 686 532
TEL./ FAX NO. 91-481-2436169, 2436170, 2430349

PUNNOOSE GEORGE
Executive Chairman & Secretary

Corporate Office
III-Floor, Unity Buildings,
K.K. Road, Kottayam - 686 002
Kerala State, India
Tel./Fax No. 91-481-2584330
2300365
e-mail:corporateoffice@saintgits.org

Date:

SEC/HO/S-06/JUL'16

01.07.2016

Office Order

Sub: Promotion as Assistant Professor

In consideration of your continuing contributions to the growth of this institution, the Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES is pleased to promote you as **Assistant Professor** on a scale of ₹ 16180-400-16980-440-18740 with effect from 01.07.2016. Your remuneration with effect from 01.07.2016 is:-

Basic Pay +DA+ Other Allowance

- ₹ 24,451/-

(Rupees Twenty Four Thousand Four Hundred and Fifty One only) per month.

Your promotions will be as per the career plan for promotions and better prospects as formulated by the Management.

To

Mr.Arun Padmanabhan
Assistant Professor - Computer Science
SAINTGITS College of Applied Sciences


EXECUTIVE CHAIRMAN & SECRETARY
GOVERNING BOARD

Copy to: The Principal





SAINTGITS

KOTTUKULAM HILLS, PATHAMUTTOM P.O., KOTTAYAM, KERALA - 686 532
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Kerala State, India
Tel./Fax No. 91-481-2584330
2300365
e-mail:corporateoffice@saintgits.org

PUNNOOSE GEORGE
Executive Chairman & Secretary

Date:

SEC/HO/S-06/JUL'17

01.07.2017

Office Order

Sub: Enhancement of Emoluments

In consideration of your continuing contributions to the growth of this institution, the Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES is pleased to enhance your salary with effect from 01.07.2017 on a scale of ₹ 16180-400-16980-440-18740. Your remuneration with effect from 01.07.2017 is:-

Basic Pay +DA+ Pension+ Other Allowance

- ₹ 26,478/-

(Rupees Twenty Six Thousand Four Hundred and Seventy Eight only) per month.

Your promotions will be as per the career plan for promotions and better prospects as formulated by the Management.

To


EXECUTIVE CHAIRMAN & SECRETARY
GOVERNING BOARD

Mr. Arun Padmanabhan
Assistant Professor - Computer Science
SAINTGITS College of Applied Sciences

Copy to: The Principal





SAINTGITS

KOTTUKULAM HILLS, PATHAMUTTOM P.O., KOTTAYAM, KERALA - 686 532
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PUNNOOSE GEORGE
Executive Chairman & Secretary

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K.K. Road, Kottayam - 686 002
Kerala State, India
Tel./Fax No. 91-481- 2584330
2300365
e-mail:corporateoffice@saintgits.org

Date:

SEC/HO/SCAS-COMP/2013

07.02.2013

APPOINTMENT ORDER

Ref:- Your application for appointment as Lecturer-Computer Science and the interaction with the Selection Board.

The Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES, Kottukulam Hills, Pathamuttom, Kottayam is pleased to appoint you as Lecturer in the Computer Science Department of the college with effect from **01/07/2013** on a consolidated salary of **Rs.13,000/-** per month (*Rupees Thirteen Thousand only*). You will be on probation for a period of two years. After completion of two years of service, on confirmation, you will be regularized on an appropriate pay scale. The consolidated salary includes remuneration for all duties and responsibilities assigned to you by the Principal. Employees Rules and Regulations issued from time to time by the Institution will be applicable. Certificates regarding your qualification and experience are to be submitted to the Principal. Within one week of joining, you will have an Entry Interaction with Manager HR, SAINTGITS.

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Please confirm your acceptance by sending the enclosed copy to the undersigned duly signed.

To
Ms.Sneha Jacob
Thoppil House,
Manarcadu.P.O.,
Kottayam-686 019


EXECUTIVE CHAIRMAN & SECRETARY
GOVERNING BOARD

✓ Copy to:- The Principal

I hereby confirm acceptance of the appointment- Signature.....





SAINTGITS

KOTTUKULAM HILLS, PATHAMUTTOM P.O., KOTTAYAM, KERALA - 686 532
TEL./ FAX NO. 91-481-2436169, 2436170, 2430349

PUNNOOSE GEORGE
Executive Chairman & Secretary

Corporate Office
III-Floor, Unity Buildings,
K.K. Road, Kottayam - 686 002
Kerala State, India
Tel./Fax No. 91-481-2584330
2300365
e-mail: corporateoffice@saintgits.org

Date:

SEC/HO/SE-10/JUNE" 2015

24.06.2015

OFFICE ORDER

Sub: Confirmation of Appointment

Ref: Appointment Order No SEC/HO/SCAS-COMP/2013 dated 07.02.2013

In Continuation of the Appointment Order cited above, the Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES is pleased to confirm you as Lecturer - Computer Science of the college with effect from 01/06/2015 on a scale of Rs. 16180-400-16980-440-18740. Your emoluments with effect from 01/06/2015 is as follows:-

Basic Pay+ DA+ Other Allowance

- Rs. 21,034 /-

(Rupees Twenty One Thousand and Thirty Four only) per month.


Your promotions will be as per the latest norms and Career Advancement Scheme as formulated by the Management. This will depend on the periodic Performance Appraisal regarding your qualitative output and contribution to the growth of the Institution.

To

Ms.Sneha Jacob
Lecturer - Computer Science
SAINTGITS COLLEGE OF APPLIED SCIENCES


EXECUTIVE CHAIRMAN & SECRETARY
GOVERNING BOARD

✓ Copy to :-
The Principal, SCAS


03/7/15



SAINTGITS

KOTTUKULAM HILLS, PATHAMUTTOM P.O., KOTTAYAM, KERALA - 686 532
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Kerala State, India
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2300365
e-mail:corporateoffice@saintgits.org

PUNNOOSE GEORGE
Executive Chairman & Secretary

SEC/HO/S-06/JUL'17

Date: **01.07.2017**

Office Order

Sub: Enhancement of Emoluments

In consideration of your continuing contributions to the growth of this institution, the Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES is pleased to enhance your salary with effect from 01.07.2017 on a scale of ₹ 16180-400-16980-440-18740. Your remuneration with effect from 01.07.2017 is:-

Basic Pay +DA+ Other Allowance

- ₹ 25,300/-

(Rupees Twenty Five Thousand and Three Hundred only) per month.

Your promotions will be as per the career plan for promotions and better prospects as formulated by the Management.

To

Ms. Sneha Jacob
Lecturer- Computer Science
SAINTGITS College of Applied Sciences

EXECUTIVE CHAIRMAN & SECRETARY
GOVERNING BOARD

Copy to: The Principal



SAINTGITS

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Kerala State, India
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2300365
e-mail: corporateoffice@saintgits.org

THOMAS T. JOHN
Director

Date:

12/07/2013

SEC/HO/SCAS-COMP/2013

APPOINTMENT ORDER

Ref:- Your application for appointment as Lecturer(Trainee) in Computer Science and the interaction with the Selection Board.

The Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES, Kottukulam Hills, Pathamuttom, Kottayam is pleased to appoint you as Lecturer(Trainee) in Computer Science in the college with effect from 17/07/2013 on a consolidated salary of Rs.12,000/- per month (Rupees Twelve Thousand only). The consolidated salary includes remuneration for all duties and responsibilities assigned to you by the Principal. Based on your performance you will be considered for the post of Lecturer in due course.

Please confirm your acceptance by sending the enclosed copy to the undersigned duly signed.

To
Mr.Ginsu Jacob Mathew
Puthuparambil (H)
Mundakayam P.O, 31st Mile,
Kottayam-686 513

DIRECTOR

Copy to:- The Principal,SCAS

I hereby confirm acceptance of the appointment- Signature.....

DOJ: 17/7/2013



SAINTGITS

SAINTGITS

KOTTUKULAM HILLS, PATHAMUTTOM P.O., KOTTAYAM, KERALA - 686 532
TEL./ FAX NO. 91-481-2436169, 2436170, 2430349

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Kerala State, India
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2300365
e-mail:corporateoffice@saintgits.org

PUNNOOSE GEORGE
Executive Chairman & Secretary

Date:

SEC/HO/SE-10/AUG" 2015

24.08.2015

OFFICE ORDER

Sub: Confirmation of Appointment

Ref: Office Order No SEC/HO/S-06/JUL'14 dated 01.07.2014

In Continuation of the Office Order cited above, the Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES is pleased to confirm you as Lecturer - Computer Science of the college with effect from 01/08/2015 on a scale of Rs. 16180-400-16980-440-18740. Your emoluments with effect from 01/08/2015 is as follows:-

Basic Pay+ DA+ Other Allowance - Rs. 21,843 /-

(Rupees Twenty One Thousand Eight Hundred and Forty Three only) per month.

Your promotions will be as per the latest norms and Career Advancement Scheme as formulated by the Management. This will depend on the periodic Performance Appraisal regarding your qualitative output and contribution to the growth of the Institution.

To

**Mr.Ginsu Jacob Mathew
Lecturer - Computer Science
SAINTGITS COLLEGE OF APPLIED SCIENCES**


**EXECUTIVE CHAIRMAN & SECRETARY
GOVERNING BOARD**

✓ Copy to :-
The Principal, SCAS



SAINTGITS

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2300365
e-mail:corporateoffice@saintgits.org

PUNNOOSE GEORGE
Executive Chairman & Secretary

Date:

SEC/HO/S-06/JUL'17

01.07.2017

Office Order

Sub: Enhancement of Emoluments

In consideration of your continuing contributions to the growth of this institution, the Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES is pleased to enhance your salary with effect from 01.07.2017 on a scale of ₹ 16180-400-16980-440-18740. Your remuneration with effect from 01.07.2017 is:-

Basic Pay +DA+ Other Allowance

- ₹ 25,130/-

(Rupees Twenty Five Thousand One Hundred and Thirty only) per month.

Your promotions will be as per the career plan for promotions and better prospects as formulated by the Management.

To
Mr. Ginsu Jacob Mathew
Lecturer – Computer Science
SAINTGITS College of Applied Sciences

EXECUTIVE CHAIRMAN & SECRETARY
GOVERNING BOARD

Copy to:- The Principal



SAINTGITS

KOTTUKULAM HILLS, PATHAMUTTOM P.O., KOTTAYAM, KERALA - 686 532
TEL./ FAX NO. 91-481-2436169, 2436170, 2430349

Corporate Office
III-Floor, Unity Buildings,
K.K. Road, Kottayam - 686 002
Kerala State, India
Tel./Fax No. 91-481-2584330
2300365
e-mail:corporateoffice@saintgits.org

PUNNOOSE GEORGE
Executive Chairman & Secretary

Date:

09.06.2014

SEC/HO/SCAS-COMP/2014

APPOINTMENT ORDER

Ref:- Your application for appointment as Lecturer-Computer Science and the interaction with the Selection Board.

The Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES, Kottukulam Hills, Pathamuttom, Kottayam is pleased to appoint you as Lecturer in the Computer Science Department of the college with effect from **11/06/2014** on a consolidated salary of **Rs.13,000/-** per month (*Rupees Thirteen Thousand only*). You will be on probation for a period of two years. After completion of two years of service, on confirmation, you will be regularized on an appropriate pay scale. The consolidated salary includes remuneration for all duties and responsibilities assigned to you by the Principal. Employees Rules and Regulations issued from time to time by the Institution will be applicable. Certificates regarding your qualification and experience are to be submitted to the Principal. Within one week of joining, you will have an Entry Interaction with HR Department, SAINTGITS.

It is not desirable to leave service during the course of a semester since it will affect the academic programme. A minimum of three months notice is compulsory for resignation from the service. Failure to comply with this notice period will cause loss of pay for the period falling short of the above requirement. If the service is terminated by the Management, one month notice with emoluments will be served to you. All employees leaving service will have an Exit Interaction with the HR Department before obtaining the relieving order.

Please confirm your acceptance by sending the enclosed copy to the undersigned duly signed.

To
Ms.Sherin Mary Andrews
Muriankal House,
Lakkattoor.P.O
Kottayam-686 502


EXECUTIVE CHAIRMAN & SECRETARY
GOVERNING BOARD

✓ Copy to:- The Principal, SCAS.

I hereby confirm acceptance of the appointment- Signature.....



SAINTGITS

KOTTUKULAM HILLS, PATHAMUTTOM P.O., KOTTAYAM, KERALA - 686 532
TEL./ FAX NO. 91-481-2436169, 2436170, 2430349

Corporate Office
III-Floor, Unity Buildings,
K.K. Road, Kottayam - 686 002
Kerala State, India
Tel./Fax No. 91-481-2584330
2300365
e-mail:corporateoffice@saintgits.org

PUNNOOSE GEORGE
Executive Chairman & Secretary

Date:

SEC/HO/SE-10/JUNE" 2016

22.06.2016

OFFICE ORDER

Sub: Confirmation of Appointment
Ref: Office Order No SEC/HO/SCAS COMP/2014 dated 09.06.2014

In Continuation of the Office Order cited above, the Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES is pleased to confirm you as Lecturer - Computer Science of the college with effect from 01/06/2016 on a scale of Rs. 16180-400-16980-440-18740. Your emoluments with effect from 01/06/2016 is as follows:-

Basic Pay+ DA+ Other Allowance - Rs. 21,843 /-

(Rupees Twenty One Thousand Eight Hundred and Forty Three only) per month.

Your promotions will be as per the latest norms and Career Advancement Scheme as formulated by the Management. This will depend on the periodic Performance Appraisal regarding your qualitative output and contribution to the growth of the Institution.

To

Ms.Sherin Mary Andrews
Lecturer - Computer Science
SAINTGITS COLLEGE OF APPLIED SCIENCES


EXECUTIVE CHAIRMAN & SECRETARY
GOVERNING BOARD

Copy to :-

The Principal, SCAS



SAINTGITS

KOTTUKULAM HILLS, PATHAMUTTOM P.O., KOTTAYAM, KERALA - 686 532
TEL./ FAX NO. 91-481-2436169, 2436170, 2430349

Corporate Office
III-Floor, Unity Buildings,
K.K. Road, Kottayam - 686 002
Kerala State, India
Tel./Fax No. 91-481-2584330
2300365
e-mail: corporateoffice@saintgits.org

PUNNOOSE GEORGE
Executive Chairman & Secretary

Date:

SEC/HO/S-06/JUL'16

01.07.2016

Office Order

Sub: Confirmation of Appointment

Ref: Appointment Order No SEC/HO/ SCAS-comp /2014 dated 09.06.2014

In Continuation of the Appointment Order cited above, the Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES is pleased to confirm you as **Lecturer - Computer Science** of the college with effect from 01/06/2016 on a scale of ₹ 16180-400-16980-440-18740. Your emoluments with effect from 01/06/2016 is as follows:-

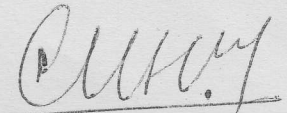
Basic Pay+ DA+ Other Allowance - ₹ 22,652 /-

(Rupees Twenty Two Thousand Six Hundred and Fifty Two only) per month.

Your promotions will be as per the latest norms and Career Advancement Scheme as formulated by the Management.

To

Sherin's
Ms. Sherin Mary Andrews
Lecturer- Computer Science
SAINTGITS College of Applied Sciences


EXECUTIVE CHAIRMAN & SECRETARY
GOVERNING BOARD

Copy to: The Principal



SAINTGITS

KOTTUKULAM HILLS, PATHAMUTTOM P.O., KOTTAYAM, KERALA - 686 532
TEL./ FAX NO. 91-481-2436169, 2436170, 2430349

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K.K. Road, Kottayam - 686 002
Kerala State, India
Tel./Fax No. 91-481-2584330
2300365
e-mail:corporateoffice@saintgits.org

PUNNOOSE GEORGE
Executive Chairman & Secretary

Date: **01.07.2017**

SEC/HO/S-06/JUL'17

Office Order

Sub: Enhancement of Emoluments

In consideration of your continuing contributions to the growth of this institution, the Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES is pleased to enhance your salary with effect from 01.07.2017 on a scale of ₹ 16180-400-16980-440-18740. Your remuneration with effect from 01.07.2017 is:-

Basic Pay +DA+ Other Allowance - ₹ 24,538/-

(Rupees Twenty Four Thousand Five Hundred and Thirty Eight only) per month.

Your promotions will be as per the career plan for promotions and better prospects as formulated by the Management.

To

Sherin

Ms. Sherin Mary Andrews
Lecturer- Computer Science
SAINTGITS College of Applied Sciences

[Signature]

EXECUTIVE CHAIRMAN & SECRETARY
GOVERNING BOARD

Copy to: The Principal



SAINTGITS COLLEGE OF ENGINEERING

KOTTUKULAM HILLS, PATHAMUTTOM P.O., KOTTAYAM, KERALA - 686 532
TEL./FAX NO. 91-481-2436169, 2436170, 2430349

Registered Office
III-Floor, Unity Buildings,
K.K. Road, Kottayam - 686 002
Kerala State, India
Tel./Fax No. 91-481-2584330
2300365
e-mail: saintgits@sify.com

PUNNOOSE GEORGE
Executive Chairman & Secretary

Date:

09.07.2014

SEC/HO/SCAS-COMP/2014

APPOINTMENT ORDER

Ref:- Your application for appointment as Lecturer-Computer Science and the interaction with the Selection Board.

The Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES, Kottukulam Hills, Pathamuttom, Kottayam is pleased to appoint you as Lecturer in the Computer Science Department of the college with effect from **16/07/2014** on a consolidated salary of **Rs.13,000/-** per month (*Rupees Thirteen Thousand only*). You will be on probation for a period of two years. After completion of two years of service, on confirmation, you will be regularized on an appropriate pay scale. The consolidated salary includes remuneration for all duties and responsibilities assigned to you by the Principal. Employees Rules and Regulations issued from time to time by the Institution will be applicable. Certificates regarding your qualification and experience are to be submitted to the Principal. Within one week of joining, you will have an Entry Interaction with HR Department, SAINTGITS.

It is not desirable to leave service during the course of a semester since it will affect the academic programme. A minimum of three months notice is compulsory for resignation from the service. Failure to comply with this notice period will cause loss of pay for the period falling short of the above requirement. If the service is terminated by the Management, one month notice with emoluments will be served to you. All employees leaving service will have an Exit Interaction with the HR Department before obtaining the relieving order.

You are required to participate in the Faculty Training Programmes conducted by the Institution.

Please confirm your acceptance by sending the enclosed copy to the undersigned duly signed.

To
Ms.Saparna.P
Parvathi Mandiram,
Pakkil.P.O
Kottayam-686 012


EXECUTIVE CHAIRMAN & SECRETARY
GOVERNING BOARD

✓ Copy to:- The Principal, SCAS.

I hereby confirm acceptance of the appointment- Signature.....



SAINTGITS

KOTTUKULAM HILLS, PATHAMUTTOM P.O., KOTTAYAM, KERALA - 686 532
TEL./ FAX NO. 91-481-2436169, 2436170, 2430349

Corporate Office
III-Floor, Unity Buildings,
K.K. Road, Kottayam - 686 002
Kerala State, India
Tel./Fax No. 91-481-2584330
2300365
e-mail: corporateoffice@saintgits.org

PUNNOOSE GEORGE
Executive Chairman & Secretary

Date:

SEC/HO/SE-10/AUG' 2016

29.08.2016

OFFICE ORDER

Sub: Confirmation of Appointment

Ref: Office Order No SEC/HO/SCAS-COMP/2014 dated 09.07.2014

In Continuation of the Office Order cited above, the Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES is pleased to confirm you as **Lecturer - Computer Science** in the college with effect from 01/08/2016 on a scale of Rs. 16180-400-16980-440-18740. Your emoluments with effect from 01/08/2016 is as follows:-

Basic Pay+ DA+ Other Allowance

- Rs. 22,652 /-

(Rupees Twenty Two Thousand Six Hundred and Fifty Two only) per month.

Your promotions will be as per the latest norms and Career Advancement Scheme as formulated by the Management. This will depend on the periodic Performance Appraisal regarding your qualitative output and contribution to the growth of the Institution.

To

Ms.Saparna.P
Lecturer - Computer Science
SAINTGITS COLLEGE OF APPLIED SCIENCES


EXECUTIVE CHAIRMAN & SECRETARY
GOVERNING BOARD

✓ Copy to :-

The Principal, SCAS



SAINTGITS

KOTTUKULAM HILLS, PATHAMUTTOM P.O., KOTTAYAM, KERALA - 686 532
TEL./ FAX NO. 91-481-2436169, 2436170, 2430349

Corporate Office
III-Floor, Unity Buildings,
K.K. Road, Kottayam - 686 002
Kerala State, India
Tel./Fax No. 91-481-2584330
2300365
e-mail:corporateoffice@saintgits.org

PUNNOOSE GEORGE
Executive Chairman & Secretary

SEC/HO/S-06/JUL'17

Date: **01.07.2017**

Office Order

Sub: Enhancement of Emoluments

In consideration of your continuing contributions to the growth of this institution, the Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES is pleased to enhance your salary with effect from 01.07.2017 on a scale of ₹ 16180-400-16980-440-18740. Your remuneration with effect from 01.07.2017 is:-

Basic Pay +DA+ Other Allowance

- ₹ 24,041/-

(Rupees Twenty Four Thousand and Forty One only) per month.

Your promotions will be as per the career plan for promotions and better prospects as formulated by the Management.

To

**EXECUTIVE CHAIRMAN & SECRETARY
GOVERNING BOARD**

**Ms. Saparna P
Lecturer- Computer Science
SAINTGITS College of Applied Sciences**

Copy to: The Principal

Received



SAINTGITS

KOTTUKULAM HILLS, PATHAMUTTOM P.O., KOTTAYAM, KERALA - 686 532
TEL./ FAX NO. 91-481-2436169, 2436170, 2430349

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III-Floor, Unity Buildings,
K.K. Road, Kottayam - 686 002
Kerala State, India
Tel./Fax No. 91-481-2584330
2300365
e-mail:corporateoffice@saintgits.org

THOMAS T. JOHN
Director

Date:

27/11/2014

SEC/HO/SCAS-COMP/2014

APPOINTMENT ORDER

Ref:- Your application for appointment as Lecturer(Trainee) in Computer Science and the interaction with the Selection Board.

The Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES, Kottukulam Hills, Pathamuttom, Kottayam is pleased to appoint you as Lecturer(Trainee) in Computer Science in the college with effect from 28/11/2014 on a consolidated salary of Rs.13,000/- per month (Rupees Thirteen Thousand only). The consolidated salary includes remuneration for all duties and responsibilities assigned to you by the Principal. Based on your performance you will be considered for the post of Lecturer in due course.

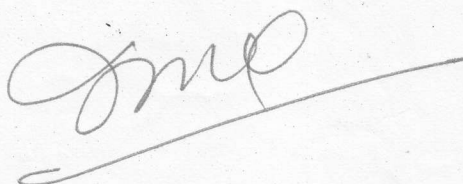
Please confirm your acceptance by sending the enclosed copy to the undersigned duly signed.

To
Mr.Sanal Jacob
Kallupurackal House
Thathampally.P.O
Alappuzha-688 013


DIRECTOR

✓ Copy to:- The Principal, SCAS

I hereby confirm acceptance of the appointment- Signature.....





SAINTGITS

KOTTUKULAM HILLS, PATHAMUTTOM P.O., KOTTAYAM, KERALA - 686 532
TEL / FAX NO. 91-481-2436169, 2436170, 2430349

Corporate Office
III-Floor, Unity Buildings,
K.K. Road, Kottayam - 686 002
Kerala State, India
Tel / Fax No. 91-481-2584330
2300365
e-mail: corporatedoffice@saintgits.org

PUNNOOSE GEORGE
Executive Chairman & Secretary

Date:

30.12.2016

SEC/HO/SE-10/DEC/2016

Office Order

Sub: Confirmation of Appointment
Ref: Appointment Order No SEC/HO/SCAS-Comp/2014 dated 27/11/2014

In Continuation of the Appointment Order cited above, the Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES is pleased to confirm you as Lecturer - Computer Science of the college with effect from 01/12/2016 on a scale of Rs.16180-400-16980-440-18740. Your emoluments with effect from 01/12/2016 is as follows:-

Basic Pay+ DA+ Other Allowance

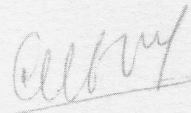
- Rs. 22,652 /-

(Rupees Twenty Two Thousand Six Hundred and Fifty Two only) per month.

Your promotions will be as per the latest norms and Career Advancement Scheme as formulated by the Management.

To:

Mr.Sanal Jacob
Lecturer - Computer Science
SAINTGITS College of Applied Sciences


EXECUTIVE CHAIRMAN & SECRETARY
GOVERNING BOARD

Copy to: The Principal



SAINTGITS

KOTTUKULAM HILLS, PATHAMUTTOM P.O., KOTTAYAM, KERALA - 686 532
TEL./ FAX NO. 91-481-2436169, 2436170, 2430349

Corporate Office
III-Floor, Unity Buildings,
K.K. Road, Kottayam - 686 002
Kerala State, India
Tel./Fax No. 91-481-2584330
2300365
e-mail:corporateoffice@saintgits.org

PUNNOOSE GEORGE
Executive Chairman & Secretary

Date:

SEC/HO/S-06/JUL'17

01.07.2017

Office Order

Sub: Enhancement of Emoluments

In consideration of your continuing contributions to the growth of this institution, the Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES is pleased to enhance your salary with effect from 01.07.2017 on a scale of ₹ 16180-400-16980-440-18740. Your remuneration with effect from 01.07.2017 is:-

Basic Pay +DA+ Other Allowance

- ₹ 24,041/-

(Rupees Twenty Four Thousand and Forty One only) per month.

Your promotions will be as per the career plan for promotions and better prospects as formulated by the Management.

To

**EXECUTIVE CHAIRMAN & SECRETARY
GOVERNING BOARD**

**Mr. Sanal Jacob
Lecturer - Computer Science
SAINTGITS College of Applied Sciences**

Copy to: The Principal

Received

11/2/20



SAINTGITS

KOTTUKULAM HILLS, PATHAMUTTOM P.O., KOTTAYAM, KERALA - 686 532
TEL./ FAX NO. 91-481-2436169, 2436170, 2430349

Corporate Office
III-Floor, Unity Buildings,
K.K. Road, Kottayam - 686 002
Kerala State, India
Tel./Fax No. 91-481-2584330
2300365
e-mail:corporateoffice@saintgits.org

THOMAS T. JOHN
Director

Date:

20.07.2015

SEC/HO/SCAS-COMP/2015

APPOINTMENT ORDER

Ref:- Your application for appointment as Lecturer(Trainee) in Computer Science and the interaction with the Selection Board.

The Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES, Kottukulam Hills, Pathamuttom, Kottayam is pleased to appoint you as **Lecturer(Trainee)** in Computer Science Department of the college with effect from **27.07.2015** on a consolidated salary of **Rs.13,000/- per month (Rupees Thirteen Thousand only)**. The consolidated salary includes remuneration for all duties and responsibilities assigned to you by the Principal. Based on your performance you will be considered for the post of Lecturer in due course.

Please confirm your acceptance by sending the enclosed copy to the undersigned duly signed.

To

Ms.Jisha.J.Nair
Edackal Kochuparampil (H)
Maryathuruthu.P.O
Kottayam-686 017


DIRECTOR

Copy to:- The Principal,SCAS

I hereby confirm acceptance of the appointment- Signature.....

Jone



SAINTGITS

KOTTUKULAM HILLS, PATHAMUTTOM P.O., KOTTAYAM, KERALA - 686 532
TEL./ FAX NO. 91-481-2436169, 2436170, 2430349

PUNNOOSE GEORGE
Executive Chairman & Secretary

Corporate Office
III-Floor, Unity Buildings,
K.K. Road, Kottayam - 686 002
Kerala State, India
Tel./Fax No. 91-481-2584330
2300365
e-mail:corporateoffice@saintgits.org

Date:

SEC/HO/SE-10/AUG" 2017

20.08.2017

Office Order

Sub: Confirmation of Appointment
Ref: Appointment SEC/HO/SCAS-COMP/2015 dated 20.07.2015

In Continuation of the Appointment Order cited above, the Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES is pleased to confirm you as **Lecturer – Computer Science Department** of the college with effect from 01/08/2017 on a scale of ₹ 16180-400-16980-440-18740. Your emoluments with effect from 01/08/2017 is as follows:-

Basic Pay+ DA+ Other Allowance

- ₹ 23,461/- ✓

(Rupees Twenty Three Thousand Four Hundred and Sixty One only) per month.

Your promotions will be as per the latest norms and Career Advancement Scheme as formulated by the Management.

To

Ms.Jisha.J.Nair
Lecturer- Computer Science
SAINTGITS College of Applied Sciences


EXECUTIVE CHAIRMAN & SECRETARY
GOVERNING BOARD

Copy to: The Principal, SCAS


5/10



SAINTGITS

KOTTUKULAM HILLS, PATHAMUTTOM P.O., KOTTAYAM, KERALA - 686 532
TEL/ FAX NO. 91-481-2436169, 2436170, 2430349

Corporate Office
III-Floor, Unity Buildings,
K.K. Road, Kottayam - 686 002
Kerala State, India
Tel./Fax No. 91-481-2584330
2300365
e-mail: corporateoffice@saintgits.org

THOMAS T. JOHN
Director

Date:


DIR/HO/64 (II) -634/2016

15.10.2016

OFFICE ORDER

Sub: Enhancement of Emoluments

Ms. Johnsymol Joy, who was appointed as Ad -hoc Lecturer, BCA Department of Saintgits College of Applied Sciences with effect from 01.06.2016, is sanctioned enhanced emoluments of ₹ 14,000/-(Rupees Fourteen Thousand Only) per month with effect from 01.10.2016.


Thomas T John
Director

To

1. Ms. Johnsymol Joy, Ad -hoc Lecturer, BCA Department

Cc

2. Prof.M.C.Joseph, Principal, SAINTGITS College of Applied Sciences. ✓





SAINTGITS

KOTTUKULAM HILLS, PATHAMUTTOM P.O., KOTTAYAM, KERALA - 686 532
TEL./ FAX NO. 91-481-2436169, 2436170, 2430349

PUNNOOSE GEORGE
Executive Chairman & Secretary

Corporate Office
III-Floor, Unity Buildings,
K.K. Road, Kottayam - 686 002
Kerala State, India
Tel./Fax No. 91-481-2584330
2300365
e-mail: corporateoffice@saintgits.org

Date:

SEC/HO/S-06/JUL'18

01.07.2018

Office Order

Sub: Confirmation of Appointment.

Ref: Appointment Order No SEC/HO/ SCAS /2016 dated 30.05.2016

In Continuation of the Appointment Order cited above, the Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES is pleased to confirm you as **Lecturer - Computer Science** of the college with effect from 01/07/2018 on a scale of ₹ 16180-400-16980-440-18740. Your emoluments with effect from 01/07/2018 is as follows:-

Basic Pay+ DA+ Other Allowance

- ₹ 24,270 /-

(Rupees Twenty Four Thousand Two Hundred and Seventy only) per month.

Your promotions will be as per the latest norms and Career Advancement Scheme as formulated by the Management.

To


**EXECUTIVE CHAIRMAN & SECRETARY
GOVERNING BOARD**

**Ms. Johnsymol Joy
Lecturer - Computer Science
SAINTGITS College of Applied Sciences**

Copy to: The Principal



SAINTGITS

KOTTUKULAM HILLS, PATHAMUTTOM P.O., KOTTAYAM, KERALA - 686 532
TEL./ FAX NO. 91-481-2436169, 2436170, 2430349

PUNNOOSE GEORGE
Executive Chairman & Secretary

Corporate Office
III-Floor, Unity Buildings,
K.K. Road, Kottayam - 686 002
Kerala State, India
Tel./Fax No. 91-481-2584330
2300365
e-mail:corporateoffice@saintgits.org

Date:

16.05.2017

SEC/HO/SCAS-BCA/2017

APPOINTMENT ORDER

Ref:- Your application for appointment as Lecturer in BCA and the interaction with the Selection Board.

The Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES, Kottukulam Hills, Pathamuttom, Kottayam is pleased to appoint you as **Lecturer** in BCA Department of the college with effect from **01.06.2017** on a consolidated salary of **₹ 15,700/- per month (Rupees Fifteen Thousand and Seven Hundred Only)**. You will be on probation for a period of two years. After completion of two years of service, on confirmation, you will be regularized on an appropriate pay scale. The consolidated salary includes remuneration for all duties and responsibilities assigned to you by the Principal. Employees Rules and Regulations issued from time to time by the Institution will be applicable. Certificates regarding your qualification and experience are to be submitted to the Principal. Within one week of joining, you will have an Entry Interaction with HR Department of, SAINTGITS.

It is not desirable to leave service during the course of a semester since it will affect the academic programme. A minimum of three months notice is compulsory for resignation from the service. Failure to comply with this notice period will cause loss of pay for the period falling short of the above requirement. If the service is terminated by the Management, one month notice with emoluments will be served to you. All employees leaving service will have an Exit Interaction with the HR Department before obtaining the relieving order.

You are required to participate in the Faculty Training Programmes conducted by the Institution

Please confirm your acceptance by sending the enclosed copy to the undersigned duly signed.

To
Ms.Ashly Mathew
Thattaparambil (H)
Vellikulam.P.O,
Kottayam-686 580


EXECUTIVE CHAIRMAN & SECRETARY
GOVERNING BOARD

Copy to:- The Principal,SCAS

I hereby confirm acceptance of the appointment- Signature.....



SAINTGITS

KOTTUKULAM HILLS, PATHAMUTTOM P.O., KOTTAYAM, KERALA - 686 532
TEL./ FAX NO. 91-481-2436169, 2436170, 2430349

Corporate Office
III-Floor, Unity Buildings,
K.K. Road, Kottayam - 686 002
Kerala State, India
Tel./Fax No. 91-481-2584330
2300365
e-mail:corporateoffice@saintgits.org

PUNNOOSE GEORGE
Executive Chairman & Secretary

Date:

15.01.2015

SEC/HO/SCAS-ECONOMICS/2015

APPOINTMENT ORDER

The Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES, Kottukulam Hills, Pathamuttom, Kottayam is pleased to appoint you as Prof & Head of the Department of Economics of the college with effect from **15/01/2015** on a consolidated salary of **Rs.30,000/-** per month (*Rupees Thirty Thousand only*).

It is not desirable to leave service during the course of a semester since it will affect the academic programme. A minimum of three months notice is compulsory for resignation from the service. Failure to comply with this notice period will cause loss of pay for the period falling short of the above requirement. If the service is terminated by the Management, one month notice with emoluments will be served to you.

Please confirm your acceptance by sending the enclosed copy to the undersigned duly signed.

To
Dr.K.K.John
Kattackakam House,
North of Bishop's House
Changanassery-686 101


EXECUTIVE CHAIRMAN & SECRETARY
GOVERNING BOARD

Copy to:- The Principal, SCAS.

I hereby confirm acceptance of the appointment- Signature.....



SAINTGITS COLLEGE OF ENGINEERING

KOTTUKULAM HILLS, PATHAMUTTOM P.O., KOTTAYAM, KERALA - 686 532
TEL/FAX NO. 91-481-2436169, 2436170, 2430349

PUNNOOSE GEORGE
Executive Chairman & Secretary

Registered Office
III-Floor, Unity Buildings,
K.K. Road, Kottayam - 686 002
Kerala State, India
Tel./Fax No. 91-481-2584330
2300365
e-mail:saintgits@sify.com

Date:

SEC/HO/SIM/2015

15.01.2015

APPOINTMENT ORDER

Ref:- Your application and the interaction with Governing Board

The Governing Board of SAINTGITS COLLEGE OF ENGINEERING, Kottukulam Hills, Pathamuttom, Kottayam is pleased to appoint you as Adjunct Professor in MBA Department (SIM) with effect from 15/01/2015. Your Retainership Fees will be Rs.10,000/- (Rupees Ten Thousand Only) per month. You are expected to engage one full course of about 50 hours in a semester.

Please confirm your acceptance by sending the enclosed copy to the undersigned duly signed.

To
Dr.K.K.John
Kattackakam House,
North of Bishop's House
Changanassery-686 101


EXECUTIVE CHAIRMAN & SECRETARY
GOVERNING BOARD

Copy to:- Dean,SIM.

I hereby confirm acceptance of the appointment- Signature.....



SAINTGITS

KOTTUKULAM HILLS, PATHAMUTTOM P.O., KOTTAYAM, KERALA - 686 532
TEL./ FAX NO. 91-481-2436169, 2436170, 2430349

Corporate Office
III-Floor, Unity Buildings,
K.K. Road, Kottayam - 686 002
Kerala State, India
Tel./Fax No. 91-481-2584330
2300365
e-mail:corporateoffice@saintgits.org

PUNNOOSE GEORGE
Executive Chairman & Secretary

SEC/HO/S-06/JUL'17

Date:

01.07.2017

Office Order

Sub: Enhancement of Emoluments

In consideration of your continuing contributions to the growth of this institution, the Governing Board of SAINTGITS College of Applied Sciences is pleased to enhance your salary to ₹ 38,500 /- (Rupees Thirty Eight Thousand and Five Hundred Only) including other allowance per month with effect from 01.07.2017.

To

Prof.Dr. K.K.John
Professor & HOD
Department of Economics
SAINTGITS College of Applied Sciences


EXECUTIVE CHAIRMAN & SECRETARY
GOVERNING BOARD

Copy to:- The Principal





SAINTGITS

KOTTUKULAM HILLS, PATHAMUTTOM P.O., KOTTAYAM, KERALA - 686 532
TEL / FAX NO. 91-481-2436169, 2436170, 2430349

PUNNOOSE GEORGE
Executive Chairman & Secretary

Corporate Office
III-Floor, Unity Buildings,
K.K. Road, Kottayam - 686 002
Kerala State, India
Tel./Fax No. 91-481-2584330
2300365
e-mail: corporateoffice@saintgits.org

Date:

09.06.2015

SEC/HO/ SCAS-ECONOMICS /2015

APPOINTMENT ORDER

Ref:- Your application for appointment as Lecturer- Economics and the interaction with the Selection Board.

The Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES, Kottukulam Hills, Pathamuttom, Kottayam is pleased to appoint you as **Lecturer** in Economics of the college with effect from **15/06/2015** on a consolidated salary of **Rs.15,000/- per month (Rupees Fifteen Thousand only)**. You will be on probation for a period of two years. After completion of two years of service, on confirmation, you will be regularized on an appropriate pay scale. The consolidated salary includes remuneration for all duties and responsibilities assigned to you by the Principal. Employees Rules and Regulations issued from time to time by the Institution will be applicable. Certificates regarding your qualification and experience are to be submitted to the Principal. Within one week of joining, you will have an Entry Interaction with HR Department, SAINTGITS.

It is not desirable to leave service during the course of a semester since it will affect the academic programme. A minimum of three months notice is compulsory for resignation from the service. Failure to comply with this notice period will cause loss of pay for the period falling short of the above requirement. If the service is terminated by the Management, one month notice with emoluments will be served to you. All employees leaving service will have an Exit Interaction with the HR Department before obtaining the relieving order.

You are required to participate in the Faculty Training Programmes conducted by the Institution.

Please confirm your acceptance by sending the enclosed copy to the undersigned duly signed.

To
Ms.Ancy Anthrayose
Vadakkal House,
Meenadom P.O
Kottayam-686 516


EXECUTIVE CHAIRMAN & SECRETARY
GOVERNING BOARD

✓ Copy to:- The Principal, SCAS

I hereby confirm acceptance of the appointment- Signature.....


16/6/15



SAINTGITS

SAINTGITS

KOTTUKULAM HILLS, PATHAMUTTOM P.O., KOTTAYAM, KERALA - 686 532
TEL./ FAX NO. 91-481-2436169, 2436170, 2430349

Corporate Office
III-Floor, Unity Buildings,
K.K. Road, Kottayam - 686 002
Kerala State, India
Tel./Fax No. 91-481-2584330
2300365
e-mail: corporateoffice@saintgits.org

PUNNOOSE GEORGE
Executive Chairman & Secretary

Date:

SEC/HO/SE-10/JUNE" 2017

20.06.2017

Office Order

Sub: Confirmation of Appointment

Ref: Appointment Order SEC/HO/ SCAS--ECONOMICS /2015 dated 09.06.2015

In Continuation of the Appointment Order cited above, the Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES is pleased to confirm you as Lecturer - Economics of the college with effect from 01/06/2017 on a scale of ₹ 16180-400-16980-440-18740. Your emoluments with effect from 01/06/2017 is as follows:-

Basic Pay+ DA+ Other Allowance

- ₹ 22,652 /-

(Rupees Twenty Two Thousand Six Hundred and Fifty Two only) per month.

Your promotions will be as per the latest norms and Career Advancement Scheme as formulated by the Management.

To

Ms.Ancy Anthrayose
Lecturer- Economics
SAINTGITS College of Applied Sciences


EXECUTIVE CHAIRMAN & SECRETARY
GOVERNING BOARD

Copy to: The Principal, SCAS





SAINTGITS

KOTTUKULAM HILLS, PATHAMUTTOM P.O., KOTTAYAM, KERALA - 686 532
TEL./ FAX NO. 91-481-2436169, 2436170, 2430349

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Kerala State, India
Tel./Fax No. 91-481-2584330
2300365
e-mail:corporateoffice@saintgits.org

PUNNOOSE GEORGE
Executive Chairman & Secretary

Date: **01.07.2017**

SEC/HO/S-06/JUL'17

Office Order

Sub: Enhancement of Emoluments

In view of the standardization of the service conditions, the Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES is pleased to enhance your emoluments to ₹ 23,461/- (Rupees Twenty Three Thousand Four Hundred and Sixty One only) per month with effect from 01.07.2017.

Your promotions will be as per the career plan for promotions and better prospects as formulated by the Management.

**EXECUTIVE CHAIRMAN & SECRETARY
GOVERNING BOARD**

To

**Ms.Ancy Anthrayose
Lecturer - Economics
SAINTGITS College of Applied Sciences**

Copy to: The Principal



SAINTGITS

SAINTGITS

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TEL./ FAX NO. 91-481-2436169, 2436170, 2430349

PUNNOOSE GEORGE
Executive Chairman & Secretary

Corporate Office
III-Floor, Unity Buildings,
K.K. Road, Kottayam - 686 002
Kerala State, India
Tel./Fax No. 91-481-2584330
2300365
e-mail:corporateoffice@saintgits.org

Date:

15.07.2015

SEC/HO/ SCAS--ECONOMICS /2015

APPOINTMENT ORDER

Ref:- Your application for appointment as Lecturer- Economics and the interaction with the Selection Board.

The Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES, Kottukulam Hills, Pathamuttom, Kottayam is pleased to appoint you as **Lecturer** in Economics of the college with effect from **27/07/2015** on a consolidated salary of **Rs.15,000/- per month (Rupees Fifteen Thousand only)**. You will be on probation for a period of two year. After completion of two years of service, on confirmation, you will be regularized on an appropriate pay scale. The consolidated salary includes remuneration for all duties and responsibilities assigned to you by the Principal. Employees Rules and Regulations issued from time to time by the Institution will be applicable. Certificates regarding your qualification and experience are to be submitted to the Principal. Within one week of joining, you will have an Entry Interaction with HR Department, SAINTGITS.

It is not desirable to leave service during the course of a semester since it will affect the academic programme. A minimum of three months notice is compulsory for resignation from the service. Failure to comply with this notice period will cause loss of pay for the period falling short of the above requirement. If the service is terminated by the Management, one month notice with emoluments will be served to you. All employees leaving service will have an Exit Interaction with the HR Department before obtaining the relieving order.

You are required to participate in the Faculty Training Programmes conducted by the Institution.

Please confirm your acceptance by sending the enclosed copy to the undersigned duly signed.

To
Ms.Reshmi Susan Jacob
Kunnukandathil House
Kuttoor P.O
Tiruvalla-689 106


EXECUTIVE CHAIRMAN & SECRETARY
GOVERNING BOARD

✓ Copy to:- The Principal, SCAS

I hereby confirm acceptance of the appointment- Signature.....



SAINTGITS

KOTTUKULAM HILLS, PATHAMUTTOM P.O., KOTTAYAM, KERALA - 686 532
TEL./ FAX NO. 91-481-2436169, 2436170, 2430349

PUNNOOSE GEORGE
Executive Chairman & Secretary

Corporate Office
III-Floor, Unity Buildings,
K.K. Road, Kottayam - 686 002
Kerala State, India
Tel./Fax No. 91-481-2584330
2300365
e-mail:corporateoffice@saintgits.org

Date:

SEC/HO/SE-10/AUG" 2017

20.08.2017

Office Order

Sub: Confirmation of Appointment

Ref: Appointment Order SEC/HO/ SCAS--ECONOMICS /2015 dated 15.07.2015

In Continuation of the Appointment Order cited above, the Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES is pleased to confirm you as Lecturer – Economics of the college with effect from 01/08/2017 on a scale of ₹ 16180-400-16980-440-18740. Your emoluments with effect from 01/08/2017 is as follows:-

Basic Pay+ DA+ Other Allowance

- ₹ 23,461 /-

(Rupees Twenty Three Thousand Four Hundred and Sixty One only) per month.

Your promotions will be as per the latest norms and Career Advancement Scheme as formulated by the Management.

To

Ms.Reshmi Susan Jacob
Lecturer– Economics
SAINTGITS College of Applied Sciences


EXECUTIVE CHAIRMAN & SECRETARY
GOVERNING BOARD

Copy to: The Principal, SCAS





SAINTGITS

Corporate Office, III-Floor, Unity Buildings, K.K. Road, Kottayam - 686 002. Kerala State, India.
Tel. / Fax No. 91-481-2584330, 2300365. E-mail: saingits@sify.com

Date:

11/11/10

SEC/HO/COMM.ENG/2010

APPOINTMENT ORDER

Ref:- Your application for appointment as Lecturer-Communicative Skills & Soft skill Development and the interaction with the Selection Board.

The Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES, Kottukulam Hills, Pathamuttom, Kottayam is pleased to appoint you as **Lecturer - Communicative Skills & Soft Skill Development** in the college with effect from **01/12/10** on a consolidated salary of **Rs.10,000/-** per month (*Rupees Ten Thousand only*). You will be on probation for a period of two year. After completion of two year of service, on confirmation, you will be regularized on a scale of Rs. 10013-175-13888 and your total remuneration will be **Rs. 15,544/-** (*Rupees Fifteen Thousand Five Hundred and Forty Four Only*) per month. The consolidated salary includes remuneration for all duties and responsibilities assigned to you by the Principal. Employees Rules and Regulations issued form time to time by the Institution will be applicable. Certificates regarding your qualification and experience are to be submitted to the Principal. Within one week of joining , you will have an Entry Interaction with HR Manager , SAINTGITS.

It is not desirable to leave service during the course of a semester since it will affect the academic programme. A minimum of three months notice is compulsory for resignation from the service. Failure to comply with this notice period will cause loss of pay for the period falling short of the above requirement. If the service is terminated by the Management, one month notice with emoluments will be served to you. All employees leaving service will have an Exit Interaction with the Director before obtaining the relieving order.

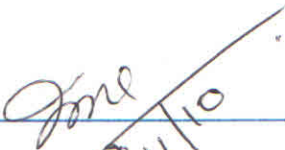
Please confirm your acceptance by sending the enclosed copy to the undersigned duly signed.

To
Ms. Anju Ann Abraham
Chokomparambil House,
Pangada P.O, Pampady
Kottayam


SECRETARY
GOVERNING BOARD

Copy to:- The Principal  saint gits college of Applied sciences

I hereby confirm acceptance of the appointment- Signature.....11/12/10.....


18/11/10



SAINTGITS

SAINTGITS

KOTTUKULAM HILLS, PATHAMUTTOM P.O., KOTTAYAM, KERALA-686 532

Tel. / Fax No. 91-481-2436169, 2436170, 2430349

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III-Floor, Unity Buildings,
K.K. Road, Kottayam - 686 002
Kerala State, India
Tel. / Fax No. 91-481 - 2584330
2300365
e-mail: saintgits@sify.com

PUNNOOSE GEORGE
C.E.O. & Secretary

SEC/HO/SE-10/MARCH" 2013

Date: 22.03.2013

OFFICE ORDER

Sub: Confirmation of Appointment

Ref: Appointment Order No SEC/HO/COMM.ENG/2010 dated 11/11/2010

In Continuation of the Appointment Order cited above, the Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES is pleased to confirm you as **Lecturer - Communicative English & Soft Skill Development** of the college with effect from 01/12/2012 on a scale of Rs. 16180-400-16980-440-18740. Your emoluments with effect from 01/12/2012 is as follows:-

Basic Pay+ DA

- Rs. 18,607 /-

(Rupees Eighteen Thousand Six Hundred and Seven only) per month.

Subsequent Increment at 3% of the combined basic will be due on 1st of July. Your promotions will be as per the latest norms and Career Advancement Scheme as formulated by the Management. This will depend on the periodic Performance Appraisal regarding your qualitative output and contribution to the growth of the Institution.

✓ To

Ms. Anju Ann Abraham

**Lecturer - Communicative English & Soft Skill Development
SAINTGITS COLLEGE OF APPLIED SCIENCES**


**EXECUTIVE CHAIRMAN & SECRETARY
GOVERNING BOARD**

Copy to :-
The Principal

Received Copy
Anju
2/4/2013



SAINTGITS

KOTTUKULAM HILLS, PATHAMUTTOM P.O., KOTTAYAM, KERALA - 686 532
TEL./ FAX NO. 91-481-2436169, 2436170, 2430349

PUNNOOSE GEORGE
Executive Chairman & Secretary

Corporate Office
III-Floor, Unity Buildings,
K.K. Road, Kottayam - 686 002
Kerala State, India
Tel./Fax No. 91-481-2584330
2300365
e-mail:corporateoffice@saintgits.org

Date:

SEC/HO/S-06/JUL'14

~ 01.07.2014

Office Order

Sub: Promotion as Assistant Professor

In consideration of your continuing contributions to the growth of this institution, the Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES is pleased to promote you as **Assistant Professor** with effect from 01.07.2014. Your remuneration with effect from 01.07.2014 is:-

Basic Pay +DA+ Other Allowance

- Rs. 22,753/-

(Rupees Twenty Two Thousand Seven Hundred and Fifty Three only) per month.

Your future prospects will be as per the career plan for promotions and better prospects as formulated by the Management.

To


EXECUTIVE CHAIRMAN & SECRETARY
GOVERNING BOARD

Ms. Anju Ann Abraham
Assistant Professor - English & Soft Skill
SAINTGITS College of Applied Sciences

Copy to: The Principal



SAINTGITS

KOTTUKULAM HILLS, PATHAMUTTOM P.O., KOTTAYAM, KERALA - 686 532
TEL./ FAX NO. 91-481-2436169, 2436170, 2430349

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III-Floor, Unity Buildings,
K.K. Road, Kottayam - 686 002
Kerala State, India
Tel./Fax No. 91-481-2584330
2300365
e-mail:corporateoffice@saintgits.org

PUNNOOSE GEORGE
Executive Chairman & Secretary

SEC/HO/S-06/JUL'17

Date: **01.07.2017**

Office Order

Sub: Enhancement of Emoluments

In consideration of your continuing contributions to the growth of this institution, the Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES is pleased to enhance your salary with effect from 01.07.2017 on a scale of ₹ 16180-400-16980-440-18740. Your remuneration with effect from 01.07.2017 is:-

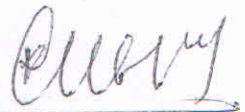
Basic Pay +DA+ Pension+ Other Allowance - ₹ 27,999/-

(Rupees Twenty Seven Thousand Nine Hundred and Ninety Nine only) per month.

Your promotions will be as per the career plan for promotions and better prospects as formulated by the Management.

To

Ms. Anju Ann Abraham
Assistant Professor - English & Soft Skill
SAINTGITS College of Applied Sciences


EXECUTIVE CHAIRMAN & SECRETARY
GOVERNING BOARD

Copy to: The Principal





SAINTGITS

KOTTUKULAM HILLS, PATHAMUTTOM P.O., KOTTAYAM, KERALA-686 532

Tel. / Fax No. 91-481-2430349, 2436169, 2436170

PUNNOOSE GEORGE

Chief Executive & Secretary

SEC/HO/S12 A 1/05-06

Corporate office:

III-Floor, Unity Buildings

K.K Road, Kottayam-686 002

e-mail: saintgits@sify.com

Tel/Fax No. 91-481-2584330/ 2300365

11/07/05

APPOINTMENT ORDER

Ref:- Your application for appointment as Lecturer in Communicative English and the interaction with the Selection Board on 04/07/05.


The Governing Board of the SAINTGITS COLLEGE OF APPLIED SCIENCES, Pathamuttom, Kottayam is pleased to appoint you as **Lecturer in Communicative English** in the college with effect from 13/07/05. You will be on a probation period for two years. Till that time you will be paid a consolidated salary of Rs 7000/- per month (Rupees Seven Thousand only). The consolidated salary includes remuneration for all duties and responsibilities assigned to you by the principal. During the probation period, if there is qualitative output of a higher order on your part, commensurate increase in remuneration will be made effective. On completion of two years you will be placed on an appropriate running pay scale with DA admissible by the Kerala Government. Within one week of joining, you will have an Entry Interaction with Director at the Corporate Office, Kottayam.

A minimum of 3 months notice is compulsory for resignation from the service. Failure to comply with this notice period will cause loss of pay for the period falling short of the above requirement. If the service is terminated by the Management, one month notice with emoluments will be served to you. All employees leaving service will have an exit interaction with the Director before obtaining the relieving order.

Please confirm your acceptance by sending the enclosed copy to the undersigned duly signed.


To

Ms. Anu Zacharia
Moolayil House
Cheeranchira P.O, Changanassery


SECRETARY
GOVERNING BOARD

Copy to:- The Principal ✓

I hereby confirm acceptance of the appointment- Signature.....


15/7/05

Office Order

Sub: Confirmation of Appointment

In consideration of your continuing contributions to the growth of this institution, the Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES is pleased to confirm you as Lecturer in Communicative English with effect from 13/07/07 on a scale of Rs. 6675-175-10550. Your remuneration with effect from 13/07/07 is:-


Basic	- Rs. 6,675/- +
60% D.A	- Rs. 4,005/-

amounting to Rs. 10,680/- (Rupees Ten Thousand Six Hundred and Eighty only) per month.

Your promotions will be as per the career plan for promotions and better prospects as formulated by the Management. This will depend on the periodic performance appraisal regarding your qualitative output and contribution to the growth of the Institution.

To

Ms. Anu Zacharia
Lecturer - English,
SAINTGITS COLLEGE OF APPLIED SCIENCES


SECRETARY
GOVERNING BOARD

Copy to: The Principal



SAINTGITS

SAINTGITS

KOTTUKULAM HILLS, PATHAMUTTOM P.O., KOTTAYAM, KERALA - 686 532
TEL/ FAX NO. 91-481-2436169, 2436170, 2430349

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K.K. Road, Kottayam - 686 002
Kerala State, India
Tel./Fax No. 91-481-2584330
2300365
e-mail: corporateoffice@saintgits.org

PUNNOOSE GEORGE
Executive Chairman & Secretary

Date:

SEC/HO/S-06/JUL'14

01.07.2014

Office Order

Sub:-Re designation as Assistant Professor (Senior Grade) in SAINTGITS College of Applied Sciences.

Ref:-Your Appointment Order SEC/HO/ENGLISH/2013 dated 02.07.2013

In continuation of the above cited Appointment Order, you are re designated as **Assistant Professor (Senior Grade)** in the Department of English & Soft Skill Development of SAINTGITS, College of Applied Sciences with effect from 01.07.2014. Your emoluments with effect from 01.07.2014 is:-

Basic Pay +DA+ Other Allowance - Rs. 25,362/-
(Rupees Twenty Five Thousand Three Hundred and Sixty Two only) per month.

Your future prospects will be as per the career plan for promotions and better prospects as formulated by the Management.

EXECUTIVE CHAIRMAN & SECRETARY
GOVERNING BOARD

To

Ms. Anu Zacharia

Assistant Professor (Senior Grade) - English & Soft Skill Development
SAINTGITS College of Applied Sciences

Copy to:- The Principal, SCAS



SAINTGITS

SAINTGITS COLLEGE OF ENGINEERING

KOTTUKULAM HILLS, PATHAMUTTOM P.O., KOTTAYAM, KERALA - 686 532
TEL./FAX NO. 91-481-2436169, 2436170, 2430349

PUNNOOSE GEORGE
Executive Chairman & Secretary

Registered Office
III-Floor, Unity Buildings,
K.K. Road, Kottayam - 686 002
Kerala State, India
Tel./Fax No. 91-481-2584330
2300365
e-mail:saintgits@sify.com

Date:
01.07.2014

Note

Sub:-Special Emoluments

Ref:- Office Order SEC/HO/S-06/JUL'14 dated 01.07.2014

In addition to the emoluments as per the Office Order cited above, you will also be paid for the works in connection with Soft Skill development of the students of SAINTGITS College of Engineering and SAINTGITS Institute of Management etc totaling to Rs 3,500/- (Rupees Three Thousand and Five Hundred Only) per month with effect from 01.07.2014.


EXECUTIVE CHAIRMAN & SECRETARY
GOVERNING BOARD

To

Ms. Anu Zacharia

Assistant Professor (Senior Grade) - English & Soft Skill Development
SAINTGITS College of Applied Sciences

Copy to:- The Principal,



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Kerala State, India
Tel./Fax No. 91-481-2584330
2300365
e-mail:corporateoffice@saintgits.org

PUNNOOSE GEORGE
Executive Chairman & Secretary

Date:
01.07.2017

SEC/HO/S-06/JUL'17

Office Order

Sub: Enhancement of Emoluments

In consideration of your continuing contributions to the growth of this institution, the Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES is pleased to enhance your salary with effect from 01.07.2017 on a scale of ₹ 18740-500-21240-560-24040. Your remuneration with effect from 01.07.2017 is:-

Basic Pay +DA+ Other Allowance

- ₹ 34,455/-

(Rupees Thirty Four Thousand Four Hundred and Fifty Five only) per month.

Your promotions will be as per the career plan for promotions and better prospects as formulated by the Management

EXECUTIVE CHAIRMAN & SECRETARY
GOVERNING BOARD

To

Ms. Anu Zacharia

Assistant Professor Sr - English & Soft Skill Development

SAINTGITS College of Applied Sciences

Copy to:- The Principal



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KOTTUKULAM HILLS, PATHAMUTTOM P.O., KOTTAYAM, KERALA - 686 532
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Kerala State, India
Tel./Fax No. 91-481-2584330
2300365
e-mail:corporateoffice@saintgits.org

PUNNOOSE GEORGE
Executive Chairman & Secretary

Date:

SEC/HO/SCAS-ENG/2015

24.02.2015

APPOINTMENT ORDER

Ref:- Your application for appointment as Lecturer-Communicative Skills & Soft skill Development and the interaction with the Selection Board.

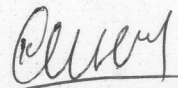
The Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES, Kottukulam Hills, Pathamuttom, Kottayam is pleased to appoint you as **Lecturer - Communicative Skills & Soft Skill Development** of the college with effect from **26.02.2015** on a consolidated salary of **Rs.16,000/-** per month (*Rupees Sixteen Thousand only*). You will be on probation for a period of two years. After completion of two years of service, on confirmation, you will be regularized on an appropriate pay scale. The consolidated salary includes remuneration for all duties and responsibilities assigned to you by the Principal. Employees Rules and Regulations issued from time to time by the Institution will be applicable. Certificates regarding your qualification and experience are to be submitted to the Principal. Within one week of joining, you will have an Entry Interaction with HR Department, SAINTGITS.

It is not desirable to leave service during the course of a semester since it will affect the academic programme. A minimum of three months notice is compulsory for resignation from the service. Failure to comply with this notice period will cause loss of pay for the period falling short of the above requirement. If the service is terminated by the Management, one month notice with emoluments will be served to you. All employees leaving service will have an Exit Interaction with the HR Department before obtaining the relieving order.

You are required to participate in the Faculty Training Programmes conducted by the Institution.

Please confirm your acceptance by sending the enclosed copy to the undersigned duly signed.

To
Ms.Athira.S.Kumar
Paraparambil House
Ithithanam.P.O
Changanacherry-686 535


EXECUTIVE CHAIRMAN & SECRETARY
GOVERNING BOARD

✓ Copy to:- The Principal, SCAS. 

DOJ: 26/3/2015

I hereby confirm acceptance of the appointment- Signature.....


2/3/15



SAINTGITS

SAINTGITS

KOTTUKULAM HILLS, PATHAMUTTOM P.O., KOTTAYAM, KERALA - 686 532
TEL./ FAX NO. 91-481-2436169, 2436170, 2430349

Corporate Office
III-Floor, Unity Buildings,
K.K. Road, Kottayam - 686 002
Kerala State, India
Tel./Fax No. 91-481-2584330
2300365
e-mail:corporateoffice@saintgits.org

PUNNOOSE GEORGE
Executive Chairman & Secretary

Date:

SEC/HO/SCAS-ENG/2015

24.02.2015

APPOINTMENT ORDER

Ref:- Your application for appointment as Lecturer-Communicative Skills & Soft skill Development and the interaction with the Selection Board.

The Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES, Kottukulam Hills, Pathamuttom, Kottayam is pleased to appoint you as **Lecturer - Communicative Skills & Soft Skill Development** of the college with effect from **26.02.2015** on a consolidated salary of **Rs.16,000/-** per month (*Rupees Sixteen Thousand only*). You will be on probation for a period of two years. After completion of two years of service, on confirmation, you will be regularized on an appropriate pay scale. The consolidated salary includes remuneration for all duties and responsibilities assigned to you by the Principal. Employees Rules and Regulations issued from time to time by the Institution will be applicable. Certificates regarding your qualification and experience are to be submitted to the Principal. Within one week of joining, you will have an Entry Interaction with HR Department, SAINTGITS.

It is not desirable to leave service during the course of a semester since it will affect the academic programme. A minimum of three months notice is compulsory for resignation from the service. Failure to comply with this notice period will cause loss of pay for the period falling short of the above requirement. If the service is terminated by the Management, one month notice with emoluments will be served to you. All employees leaving service will have an Exit Interaction with the HR Department before obtaining the relieving order.

You are required to participate in the Faculty Training Programmes conducted by the Institution.

Please confirm your acceptance by sending the enclosed copy to the undersigned duly signed.

To
Ms.Athira.S.Kumar
Paraparambil House
Ithithanam.P.O
Changanacherry-686 535


EXECUTIVE CHAIRMAN & SECRETARY
GOVERNING BOARD

✓ Copy to:- The Principal, SCAS. 

DOJ: 26/3/2015

I hereby confirm acceptance of the appointment- Signature.....


2/3/15



SAINTGITS

KOTTUKULAM HILLS, PATHAMUTTOM P.O., KOTTAYAM, KERALA - 686 532
TEL./ FAX NO. 91-481-2436169, 2436170, 2430349

PUNNOOSE GEORGE
Executive Chairman & Secretary

Corporate Office
III-Floor, Unity Buildings,
K.K. Road, Kottayam - 686 002
Kerala State, India
Tel./Fax No. 91-481-2584330
2300365
e-mail: corporateoffice@saintgits.org

Date:

SEC/HO/SE-10/MARCH' 2017

20.03.2017

Office Order

Sub: Confirmation of Appointment

Ref: Appointment Order No SEC/HO/SCAS-ENG/2015 dated 24.02.2015

In Continuation of the Appointment Order cited above, the Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES is pleased to confirm you as Lecturer – English & Soft Skill of the college with effect from 01/03/2017 on a scale of ₹ 16180-400-16980-440-18740. Your emoluments with effect from 01/03/2017 is as follows:-

Basic Pay+ DA+ Other Allowance

- ₹ 22,652 /-

(Rupees Twenty Two Thousand Six Hundred and Fifty Two only) per month.

Your promotions will be as per the latest norms and Career Advancement Scheme as formulated by the Management.

To

Ms.Athira.S.Kumar
Lecturer- English & Soft Skill
SAINTGITS College of Applied Sciences


EXECUTIVE CHAIRMAN & SECRETARY
GOVERNING BOARD

Copy to: The Principal



SAINTGITS

KOTTUKULAM HILLS, PATHAMUTTOM P.O., KOTTAYAM, KERALA - 686 532
TEL./ FAX NO. 91-481-2436169, 2436170, 2430349

Corporate Office
III-Floor, Unity Buildings,
K.K. Road, Kottayam - 686 002
Kerala State, India
Tel./Fax No. 91-481-2584330
2300365
e-mail:corporateoffice@saintgits.org

PUNNOOSE GEORGE
Executive Chairman & Secretary

Date:

SEC/HO/S-06/JUL'17

01.07.2017

Office Order

Sub: Enhancement of Emoluments

In view of the standardization of the service conditions, the Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES is pleased to enhance your emoluments to ₹ 23,461/- (Rupees Twenty Three Thousand Four Hundred and Sixty One only) per month with effect from 01.07.2017.

Your promotions will be as per the career plan for promotions and better prospects as formulated by the Management.

**EXECUTIVE CHAIRMAN & SECRETARY
GOVERNING BOARD**

To

Ms.Athira.S.Kumar
Lecturer - English & Soft Skill
SAINTGITS College of Applied Sciences

Copy to: The Principal



SAINTGITS

SAINTGITS

KOTTUKULAM HILLS, PATHAMUTTOM P.O., KOTTAYAM, KERALA-686 532

Tel. / Fax No. 91-481-2436169, 2436170, 2430349

Corporate Office
III-Floor, Unity Buildings,
K.K. Road, Kottayam - 686 002
Kerala State, India
Tel. / Fax No. 91-481 - 2584330
2300365
e-mail: saintgits@sify.com

PUNNOOSE GEORGE
C.E.O. & Secretary

Date:

29/05/2012

SEC/HO/SCAS- MATHS /2012

APPOINTMENT ORDER

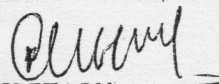
Ref:- Your application for appointment as Lecturer-Mathematics and the interaction with the Selection Board.

The Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES, Kottukulam Hills, Pathamuttom, Kottayam is pleased to appoint you as Lecturer in the Mathematics Department of the college with effect from **04/06/2012** on a consolidated salary of **Rs.13,000/-** per month (*Rupees Thirteen Thousand only*). You will be on probation for a period of two years. After completion of two years of service, on confirmation, you will be regularized on an appropriate pay scale. The consolidated salary includes remuneration for all duties and responsibilities assigned to you by the Principal. Employees Rules and Regulations issued from time to time by the Institution will be applicable. Certificates regarding your qualification and experience are to be submitted to the Principal. Within one week of joining, you will have an Entry Interaction with Manager HR, SAINTGITS.

It is not desirable to leave service during the course of a semester since it will affect the academic programme. A minimum of three months notice is compulsory for resignation from the service. Failure to comply with this notice period will cause loss of pay for the period falling short of the above requirement. If the service is terminated by the Management, one month notice with emoluments will be served to you. All employees leaving service will have an Exit Interaction with the Manager HR before obtaining the relieving order.

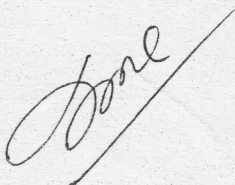
Please confirm your acceptance by sending the enclosed copy to the undersigned duly signed.

To
Ms. Vidya.R.Nair
Thanam
Eravinalloor.P.O
Puthupally, Kottayam-686 011


SECRETARY
GOVERNING BOARD

Copy to:- The Principal

I hereby confirm acceptance of the appointment- Signature.....



DOI: 4/6/2012



SAINTGITS

SAINTGITS

KOTTUKULAM HILLS, PATHAMUTTOM P.O., KOTTAYAM, KERALA - 686 532
TEL./ FAX NO. 91-481-2436169, 2436170, 2430349

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Kerala State, India
Tel./Fax No. 91-481-2584330
2300365
e-mail:corporateoffice@saintgits.org

PUNNOOSE GEORGE
Executive Chairman & Secretary

Date:

SEC/HO/SE-10/JUNE" 2014

19.06.2014

OFFICE ORDER

Sub: Confirmation of Appointment

Ref: Appointment Order No SEC/HO/SCAS- MATHS /2012 dated 29/05/2012

In Continuation of the Appointment Order cited above, the Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES is pleased to confirm you as **Lecturer - Mathematics** of the college with effect from 01/06/2014 on a scale of Rs. 16180-400-16980-440-18740. Your emoluments with effect from 01/06/2014 is as follows:-

Basic Pay+ DA+ Other Allowance - Rs. 19,916 /-

(Rupees Nineteen Thousand Nine Hundred and Sixteen only) per month.

Your promotions will be as per the latest norms and Career Advancement Scheme as formulated by the Management. This will depend on the periodic Performance Appraisal regarding your qualitative output and contribution to the growth of the Institution.

To

Ms.Vidya.R.Nair
Lecturer, Mathematics
SAINTGITS COLLEGE OF APPLIED SCIENCES


EXECUTIVE CHAIRMAN & SECRETARY
GOVERNING BOARD

✓ Copy to :-

The Principal, SCAS


23/6/14



SAINTGITS

KOTTUKULAM HILLS, PATHAMUTTOM P.O., KOTTAYAM, KERALA - 686 532
TEL./ FAX NO. 91-481-2436169, 2436170, 2430349

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K.K. Road, Kottayam - 686 002
Kerala State, India
Tel./Fax No. 91-481-2584330
2300365
e-mail: corporateoffice@saintgits.org

PUNNOOSE GEORGE
Executive Chairman & Secretary

Date:

SEC/HO/S-06/JUL'16

01.07.2016

Office Order

Sub: Promotion as Assistant Professor

In consideration of your continuing contributions to the growth of this institution, the Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES is pleased to promote you as **Assistant Professor** on a scale of ₹ 16180-400-16980-440-18740 with effect from 01.07.2016. Your remuneration with effect from 01.07.2016 is:-

Basic Pay +DA+ Other Allowance

- ₹ 24,451/-

(Rupees Twenty Four Thousand Four Hundred and Fifty One only) per month.

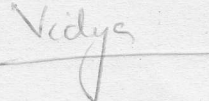
Your promotions will be as per the career plan for promotions and better prospects as formulated by the Management.

To

Ms. Vidhya.R.Nair
Assistant Professor - Mathematics
SAINTGITS College of Applied Sciences

Copy to: The Principal


EXECUTIVE CHAIRMAN & SECRETARY
GOVERNING BOARD





SAINTGITS

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Kerala State, India
Tel./Fax No. 91-481-2584330
2300365
e-mail: corporateoffice@saintgits.org

PUNNOOSE GEORGE
Executive Chairman & Secretary

Date:

SEC/HO/S-06/JUL'17

01.07.2017

Office Order

Sub: Enhancement of Emoluments

In consideration of your continuing contributions to the growth of this institution, the Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES is pleased to enhance your salary with effect from 01.07.2017 on a scale of ₹ 16180-400-16980-440-18740. Your remuneration with effect from 01.07.2017 is:-

Basic Pay +DA+ Pension+ Other Allowance

- ₹ 26,478/-

(Rupees Twenty Six Thousand Four Hundred and Seventy Eight only) per month.

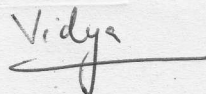
Your promotions will be as per the career plan for promotions and better prospects as formulated by the Management.

To


**EXECUTIVE CHAIRMAN & SECRETARY
GOVERNING BOARD**

**Ms. Vidhya.R.Nair
Assistant Professor - Mathematics
SAINTGITS College of Applied Sciences**

Copy to: The Principal


Vidya



SAINTGITS

KOTTUKULAM HILLS, PATHAMUTTOM P.O., KOTTAYAM, KERALA - 686 532
TEL./ FAX NO. 91-481-2436169, 2436170, 2430349

PUNNOOSE GEORGE
Executive Chairman & Secretary

Corporate Office
III-Floor, Unity Buildings,
K.K. Road, Kottayam - 686 002
Kerala State, India
Tel./Fax No. 91-481-2584330
2300365
e-mail:corporateoffice@saintgits.org

Date:

04.07.2013

SEC/HO/SCAS- MATHS /2013

APPOINTMENT ORDER

Ref:- Your application for appointment as Lecturer-Mathematics and the interaction with the Selection Board.

The Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES, Kottukulam Hills, Pathamuttom, Kottayam is pleased to appoint you as Lecturer in the Mathematics Department of the college with effect from **08/07/2013** on a consolidated salary of **Rs.13,000/-** per month (*Rupees Thirteen Thousand only*). You will be on probation for a period of two years. After completion of two years of service, on confirmation, you will be regularized on an appropriate pay scale. The consolidated salary includes remuneration for all duties and responsibilities assigned to you by the Principal. Employees Rules and Regulations issued from time to time by the Institution will be applicable. Certificates regarding your qualification and experience are to be submitted to the Principal. Within one week of joining, you will have an Entry Interaction with Manager HR, SAINTGITS.

It is not desirable to leave service during the course of a semester since it will affect the academic programme. A minimum of three months notice is compulsory for resignation from the service. Failure to comply with this notice period will cause loss of pay for the period falling short of the above requirement. If the service is terminated by the Management, one month notice with emoluments will be served to you. All employees leaving service will have an Exit Interaction with the Manager HR before obtaining the relieving order.

Please confirm your acceptance by sending the enclosed copy to the undersigned duly signed.

To
Ms.Sreeja.K.S
Cheruvallil
Kudamaloor.P.O
Kottayam-686 017


EXECUTIVE CHAIRMAN & SECRETARY
GOVERNING BOARD

✓ Copy to:- The Principal

I hereby confirm acceptance of the appointment- Signature.....



SAINTGITS

KOTTUKULAM HILLS, PATHAMUTTOM P.O., KOTTAYAM, KERALA - 686 532
TEL./ FAX NO. 91-481-2436169, 2436170, 2430349

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Kerala State, India
Tel./Fax No. 91-481-2584330
2300365
e-mail:corporateoffice@saintgits.org

PUNNOOSE GEORGE
Executive Chairman & Secretary

Date:

SEC/HO/S-06/JUL'15

01.07.2015

Office Order

Sub: Confirmation of Appointment

Ref: Appointment Order No SEC/HO/SCAS-Maths/2013 dated 04.07.2013

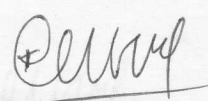
In Continuation of the Appointment Order cited above, the Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES is pleased to confirm you as **Lecturer - Mathematics** of the college with effect from 01/07/2015 on a scale of Rs. 16180-400-16980-440-18740. Your emoluments with effect from 01/07/2015 is as follows:-

Basic Pay+ DA+ Other Allowance - Rs. 21,843 /-

(Rupees Twenty One Thousand Eight Hundred and Forty Three only) per month.

Your promotions will be as per the latest norms and Career Advancement Scheme as formulated by the Management.

To


**EXECUTIVE CHAIRMAN & SECRETARY
GOVERNING BOARD**

**Ms. Sreeja K S
Lecturer- Mathematics
SAINTGITS College of Applied Sciences**

Copy to: The Principal



SAINTGITS

KOTTUKULAM HILLS, PATHAMUTTOM P.O., KOTTAYAM, KERALA - 686 532
TEL./ FAX NO. 91-481-2436169, 2436170, 2430349

Corporate Office
III-Floor, Unity Buildings,
K.K. Road, Kottayam - 686 002
Kerala State, India
Tel./Fax No. 91-481-2584330
2300365
e-mail:corporateoffice@saintgits.org

PUNNOOSE GEORGE
Executive Chairman & Secretary

Date:

SEC/HO/S-06/JUL'17

01.07.2017

Office Order

Sub: Enhancement of Emoluments

In consideration of your continuing contributions to the growth of this institution, the Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES is pleased to enhance your salary with effect from 01.07.2017 on a scale of ₹ 16180-400-16980-440-18740. Your remuneration with effect from 01.07.2017 is:-

Basic Pay +DA+ Other Allowance

- ₹ 25,300/-

(Rupees Twenty Five Thousand and Three Hundred only) per month.

Your promotions will be as per the career plan for promotions and better prospects as formulated by the Management.

To


**EXECUTIVE CHAIRMAN & SECRETARY
GOVERNING BOARD**

**Ms. Sreeja.K.S
Lecturer- Mathematics
SAINTGITS College of Applied Sciences**

Copy to: The Principal





SAINTGITS

KOTTUKULAM HILLS, PATHAMUTTOM P.O., KOTTAYAM, KERALA - 686 532
TEL./ FAX NO. 91-481-2436169, 2436170, 2430349

PUNNOOSE GEORGE
Executive Chairman & Secretary

Corporate Office
III-Floor, Unity Buildings,
K.K. Road, Kottayam - 686 002
Kerala State, India
Tel./Fax No. 91-481-2584330
2300365
e-mail: corporateoffice@saintgits.org

Date:

08.05.2014

SEC/HO/SCAS- BBA /2014

APPOINTMENT ORDER

Ref:- Your application for appointment as Lecturer- Business Administration and the interaction with the Selection Board.

The Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES, Kottukulam Hills, Pathamuttom, Kottayam is pleased to appoint you as Lecturer in Business Administration of the college with effect from **02/06/2014** on a consolidated salary of **Rs.13,000/-** per month (*Rupees Thirteen Thousand only*). You will be on probation for a period of two years. After completion of two years of service, on confirmation, you will be regularized on an appropriate pay scale. The consolidated salary includes remuneration for all duties and responsibilities assigned to you by the Principal. Employees Rules and Regulations issued from time to time by the Institution will be applicable. Certificates regarding your qualification and experience are to be submitted to the Principal. Within one week of joining, you will have an Entry Interaction with HR Department, SAINTGITS.

It is not desirable to leave service during the course of a semester since it will affect the academic programme. A minimum of three months notice is compulsory for resignation from the service. Failure to comply with this notice period will cause loss of pay for the period falling short of the above requirement. If the service is terminated by the Management, one month notice with emoluments will be served to you. All employees leaving service will have an Exit Interaction with the Manager HR before obtaining the relieving order.

Please confirm your acceptance by sending the enclosed copy to the undersigned duly signed.

To
Ms.Rani Tom
Mukkudiyil
Perumbaikadu.P.O
Kottayam-686 028


EXECUTIVE CHAIRMAN & SECRETARY
GOVERNING BOARD

Copy to:- The Principal , SCAS

I hereby confirm acceptance of the appointment- Signature.....


12/5/14



SAINTGITS

SAINTGITS

KOTTUKULAM HILLS, PATHAMUTTOM P.O., KOTTAYAM, KERALA - 686 532
TEL./ FAX NO. 91-481-2436169, 2436170, 2430349

PUNNOOSE GEORGE
Executive Chairman & Secretary

Corporate Office
III-Floor, Unity Buildings,
K.K. Road, Kottayam - 686 002
Kerala State, India
Tel./Fax No. 91-481-2584330
2300365
e-mail: corporateoffice@saintgits.org

Date:

SEC/HO/SE-10/JUNE" 2016

22.06.2016

OFFICE ORDER

Sub: Confirmation of Appointment

Ref: Office Order No SEC/HO/SCAS- BBA /2014 dated 08.05.2014

In Continuation of the Office Order cited above, the Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES is pleased to confirm you as Lecturer - Business Administration of the college with effect from 01/06/2016 on a scale of Rs. 16180-400-16980-440-18740. Your emoluments with effect from 01/06/2016 is as follows:-


Basic Pay+ DA+ Other Allowance - Rs. 21,843 /-

(Rupees Twenty One Thousand Eight Hundred and Forty Three only) per month.

Your promotions will be as per the latest norms and Career Advancement Scheme as formulated by the Management. This will depend on the periodic Performance Appraisal regarding your qualitative output and contribution to the growth of the Institution.

To

Ms.Rani Tom
Lecturer - Business Administration
SAINTGITS COLLEGE OF APPLIED SCIENCES


EXECUTIVE CHAIRMAN & SECRETARY
GOVERNING BOARD

Copy to :-

The Principal, SCAS



SAINTGITS

KOTTUKULAM HILLS, PATHAMUTTOM P.O., KOTTAYAM, KERALA - 686 532
TEL/ FAX NO. 91-481-2436169, 2436170, 2430349

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III-Floor, Unity Buildings,
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Kerala State, India
Tel./Fax No. 91-481-2584330
2300365
e-mail: corporateoffice@saintgits.org

PUNNOOSE GEORGE
Executive Chairman & Secretary

Date:

SEC/HO/S-06/JUL'16

01.07.2016

Office Order

Sub: Confirmation of Appointment

Ref: Appointment Order No SEC/HO/ SCAS-BBA/2014 dated 08.05.2014

In Continuation of the Appointment Order cited above, the Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES is pleased to confirm you as **Lecturer - Business Administration** of the college with effect from 01/06/2016 on a scale of ₹ 16180-400-16980-440-18740. Your emoluments with effect from 01/06/2016 is as follows:-

Basic Pay+ DA+ Other Allowance

- ₹ 22,652 /-

(Rupees Twenty Two Thousand Six Hundred and Fifty Two only) per month.

Your promotions will be as per the latest norms and Career Advancement Scheme as formulated by the Management.

To

Ms. Rani Tom
Lecturer- Business Administration
SAINTGITS College of Applied Sciences


EXECUTIVE CHAIRMAN & SECRETARY
GOVERNING BOARD

Copy to: The Principal



SAINTGITS

KOTTUKULAM HILLS, PATHAMUTTOM P.O., KOTTAYAM, KERALA - 686 532
TEL./ FAX NO. 91-481-2436169, 2436170, 2430349

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Kerala State, India
Tel./Fax No. 91-481-2584330
2300365
e-mail:corporateoffice@saintgits.org

PUNNOOSE GEORGE
Executive Chairman & Secretary

SEC/HO/S-06/JUL'17

Date: **01.07.2017**

Office Order

Sub: Enhancement of Emoluments

In consideration of your continuing contributions to the growth of this institution, the Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES is pleased to enhance your salary with effect from 01.07.2017 on a scale of ₹ 16180-400-16980-440-18740. Your remuneration with effect from 01.07.2017 is:-

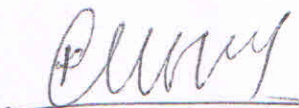
Basic Pay +DA+ Other Allowance - ₹ 24,538/-

(Rupees Twenty Four Thousand Five Hundred and Thirty Eight only) per month.

Your promotions will be as per the career plan for promotions and better prospects as formulated by the Management.

To

Ms. Rani Tom
Lecturer- Business Administration
SAINTGITS College of Applied Sciences


EXECUTIVE CHAIRMAN & SECRETARY
GOVERNING BOARD

Copy to: The Principal



SAINTGITS

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Kerala State, India
Tel./Fax No. 91-481-2584330
2300365
e-mail:corporateoffice@saintgits.org

PUNNOOSE GEORGE
Executive Chairman & Secretary

Date:

SEC/HO/SCAS- BBA /2014

01.06.2014

APPOINTMENT ORDER

Ref:- Your application for appointment as Lecturer- Business Administration and the interaction with the Selection Board.

The Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES, Kottukulam Hills, Pathamuttom, Kottayam is pleased to appoint you as Lecturer in Business Administration of the college with effect from **09/06/2014** on a consolidated salary of **Rs.13,000/-** per month (*Rupees Thirteen Thousand only*). You will be on probation for a period of two years. After completion of two years of service, on confirmation, you will be regularized on an appropriate pay scale. The consolidated salary includes remuneration for all duties and responsibilities assigned to you by the Principal. Employees Rules and Regulations issued from time to time by the Institution will be applicable. Certificates regarding your qualification and experience are to be submitted to the Principal. Within one week of joining, you will have an Entry Interaction with HR Department, SAINTGITS.

It is not desirable to leave service during the course of a semester since it will affect the academic programme. A minimum of three months notice is compulsory for resignation from the service. Failure to comply with this notice period will cause loss of pay for the period falling short of the above requirement. If the service is terminated by the Management, one month notice with emoluments will be served to you. All employees leaving service will have an Exit Interaction with the HR Department before obtaining the relieving order.

Please confirm your acceptance by sending the enclosed copy to the undersigned duly signed.

To
Ms. Joshyja Jose
Edathumparambil (H)
Veloor.P.O
Kottayam-686 003


EXECUTIVE CHAIRMAN & SECRETARY
GOVERNING BOARD

✓ Copy to:- The Principal

I hereby confirm acceptance of the appointment- Signature.....





SAINTGITS

KOTTUKULAM HILLS, PATHAMUTTOM P.O., KOTTAYAM, KERALA - 686 532
TEL / FAX NO. 91-481-2436169, 2436170, 2430349

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Kerala State, India
Tel./Fax No. 91-481-2584330
2300365
e-mail: corporateoffice@saintgits.org

PUNNOOSE GEORGE
Executive Chairman & Secretary

Date:

SEC/HO/SE-10/JUNE" 2016

22.06.2016

OFFICE ORDER

Sub: Confirmation of Appointment

Ref: Office Order No SEC/HO/SCAS- BBA /2014 dated 01.06.2014

In Continuation of the Office Order cited above, the Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES is pleased to confirm you as Lecturer - Business Administration of the college with effect from 01/06/2016 on a scale of Rs. 16180-400-16980-440-18740. Your emoluments with effect from 01/06/2016 is as follows:-

Basic Pay+ DA+ Other Allowance

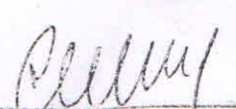
Rs. 21,843 /-

(Rupees Twenty One Thousand Eight Hundred and Forty Three only) per month.

Your promotions will be as per the latest norms and Career Advancement Scheme as formulated by the Management. This will depend on the periodic Performance Appraisal regarding your qualitative output and contribution to the growth of the Institution.

To

Ms. Joshyja Jose
Lecturer - Business Administration
SAINTGITS COLLEGE OF APPLIED SCIENCES


EXECUTIVE CHAIRMAN & SECRETARY
GOVERNING BOARD

Copy to :-

The Principal, SCAS



SAINTGITS

KOTTUKULAM HILLS, PATHAMUTTOM P.O., KOTTAYAM, KERALA - 686 532
TEL./ FAX NO. 91-481-2436169, 2436170, 2430349

PUNNOOSE GEORGE
Executive Chairman & Secretary

Corporate Office
III-Floor, Unity Buildings,
K.K. Road, Kottayam - 686 002
Kerala State, India
Tel./Fax No. 91-481-2584330
2300365
e-mail: corporateoffice@saintgits.org

Date:

SEC/HO/S-06/JUL'16

01.07.2016

Office Order

Sub: Confirmation of Appointment

Ref: Appointment Order No SEC/HO/ SCAS-BBA /2014 dated 01.06.2014

In Continuation of the Appointment Order cited above, the Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES is pleased to confirm you as **Lecturer - Business Administration** of the college with effect from 01/06/2016 on a scale of ₹ 16180-400-16980-440-18740. Your emoluments with effect from 01/06/2016 is as follows:-

Basic Pay+ DA+ Other Allowance

- ₹ 22,652 /-

(Rupees Twenty Two Thousand Six Hundred and Fifty Two only) per month.

Your promotions will be as per the latest norms and Career Advancement Scheme as formulated by the Management.

To

Ms. Joshyja Jose
Lecturer- Business Administration
SAINTGITS College of Applied Sciences


EXECUTIVE CHAIRMAN & SECRETARY
GOVERNING BOARD

Copy to: The Principal





SAINTGITS

SAINTGITS

KOTTUKULAM HILLS, PATHAMUTTOM P.O., KOTTAYAM, KERALA - 686 532
TEL./FAX NO. 91-481-2436169, 2436170, 2430349

PUNNOOSE GEORGE
Executive Chairman & Secretary

Corporate Office
III-Floor, Unity Buildings,
K.K. Road, Kottayam - 686 002
Kerala State, India
Tel./Fax No. 91-481-2584330
2300365
e-mail:corporateoffice@saintgits.org

SEC/HO/S-06/JUL'18

Date: **01.07.2018**

Office Order

Sub: Enhancement of Emoluments

In consideration of your continuing contributions to the growth of this institution, the Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES is pleased to enhance your salary with effect from 01.07.2018 on a scale of ₹ 16180-400-16980-440-18740. Your remuneration with effect from 01.07.2018 is:-

Basic Pay + DA+ Other Allowance

- ₹ 25,367/-

(Rupees Twenty Five Thousand Three Hundred and Sixty Seven only) per month.

Your promotions will be as per the career plan for promotions and better prospects as formulated by the Management.

To

Ms. Joshyja Jose
Lecturer- Business Administration
SAINTGITS College of Applied Sciences


EXECUTIVE CHAIRMAN & SECRETARY
GOVERNING BOARD

Copy to: The Principal



SAINTGITS

KOTTUKULAM HILLS, PATHAMUTTOM P.O., KOTTAYAM, KERALA - 686 532
TEL./ FAX NO. 91-481-2436169, 2436170, 2430349

PUNNOOSE GEORGE
Executive Chairman & Secretary

Corporate Office
III-Floor, Unity Buildings,
K.K. Road, Kottayam - 686 002
Kerala State, India
Tel./Fax No. 91-481-2584330
2300365
e-mail: corporateoffice@saintgits.org

Date:

24.02.2015

SEC/HO/SCAS- BBA /2015

APPOINTMENT ORDER

Ref:- Your application for appointment as Lecturer- Business Administration and the interaction with the Selection Board.

The Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES, Kottukulam Hills, Pathamuttom, Kottayam is pleased to appoint you as Lecturer in Business Administration of the college with effect from **09.03.2015** on a consolidated salary of **Rs.18,900/-** per month (*Rupees Eighteen Thousand and Nine Hundred Only*). You will be on probation for a period of two years. After completion of two years of service, on confirmation, you will be regularized on an appropriate pay scale. The consolidated salary includes remuneration for all duties and responsibilities assigned to you by the Principal. Employees Rules and Regulations issued from time to time by the Institution will be applicable. Certificates regarding your qualification and experience are to be submitted to the Principal. Within one week of joining, you will have an Entry Interaction with Manager HR, SAINTGITS.

It is not desirable to leave service during the course of a semester since it will affect the academic programme. A minimum of three months notice is compulsory for resignation from the service. Failure to comply with this notice period will cause loss of pay for the period falling short of the above requirement. If the service is terminated by the Management, one month notice with emoluments will be served to you. All employees leaving service will have an Exit Interaction with the Manager HR before obtaining the relieving order.

Please confirm your acceptance by sending the enclosed copy to the undersigned duly signed.

To
Ms.Tania Thomas
Naduthottiyil House
Aruvithura.P.O
Erattupetta-686 122


EXECUTIVE CHAIRMAN & SECRETARY
GOVERNING BOARD

✓ Copy to:- The Principal, SCAS ✓

DOJ: 9/3/15

I hereby confirm acceptance of the appointment- Signature.....


2/3/15



SAINTGITS

KOTTUKULAM HILLS, PATHAMUTTOM P.O., KOTTAYAM, KERALA - 686 532
TEL./ FAX NO. 91-481-2436169, 2436170, 2430349

PUNNOOSE GEORGE
Executive Chairman & Secretary

Corporate Office
III-Floor, Unity Buildings,
K.K. Road, Kottayam - 686 002
Kerala State, India
Tel./Fax No. 91-481-2584330
2300365
e-mail: corporateoffice@saintgits.org

Date:

SEC/HO/SE-10/MARCH" 2017

20.03.2017

Office Order

Sub: Confirmation of Appointment

Ref: Appointment Order No SEC/HO/SCAS- BBA /2015 dated 24.02.2015

In Continuation of the Appointment Order cited above, the Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES is pleased to confirm you as Lecturer - Business Administration of the college with effect from 01/03/2017 on a scale of ₹ 16180-400-16980-440-18740. Your emoluments with effect from 01/03/2017 is as follows:-

Basic Pay+ DA+ Other Allowance

- ₹ 23,652 /-

(Rupees Twenty Three Thousand Six Hundred and Fifty Two only) per month.

Your promotions will be as per the latest norms and Career Advancement Scheme as formulated by the Management.

To

**EXECUTIVE CHAIRMAN & SECRETARY
GOVERNING BOARD**

**Ms. Tania Thomas
Lecturer- Business Administration
SAINTGITS College of Applied Sciences**

Copy to: The Principal



SAINTGITS

KOTTUKULAM HILLS, PATHAMUTTOM P.O., KOTTAYAM, KERALA - 686 532
TEL./ FAX NO. 91-481-2436169, 2436170, 2430349

Corporate Office
III-Floor, Unity Buildings,
K.K. Road, Kottayam - 686 002
Kerala State, India
Tel./Fax No. 91-481-2584330
2300365
e-mail: corporateoffice@saintgits.org

PUNNOOSE GEORGE
Executive Chairman & Secretary

Date:

SEC/HO/S-06/JUL'17

01.07.2017

Office Order

Sub: Enhancement of Emoluments

In view of the standardization of the service conditions, the Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES is pleased to enhance your emoluments to ₹ 24,461/- (Rupees Twenty Four Thousand Four Hundred and Sixty One only) per month with effect from 01.07.2017.

Your promotions will be as per the career plan for promotions and better prospects as formulated by the Management.

EXECUTIVE CHAIRMAN & SECRETARY
GOVERNING BOARD

To

Ms. Tania Thomas
Lecturer & Academic Coordinator- Business Administration
SAINTGITS College of Applied Sciences

Copy to: The Principal



SAINTGITS

KOTTUKULAM HILLS, PATHAMUTTOM P.O., KOTTAYAM, KERALA - 686 532
TEL./ FAX NO. 91-481-2436169, 2436170, 2430349

PUNNOOSE GEORGE
Executive Chairman & Secretary

Corporate Office
III-Floor, Unity Buildings,
K.K. Road, Kottayam - 686 002
Kerala State, India
Tel./Fax No. 91-481-2584330
2300365
e-mail:corporateoffice@saintgits.org

Date:

09.06.2015

SEC/HO/ SCAS-BBA /2015

APPOINTMENT ORDER

Ref:- Your application for appointment as Lecturer- Business Administration and the interaction with the Selection Board.

The Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES, Kottukulam Hills, Pathamuttom, Kottayam is pleased to appoint you as **Lecturer** in Business Administration in the college with effect from **15/06/2015** on a consolidated salary of **Rs.15,000/- per month (Rupees Fifteen Thousand only)**. You will be on probation for a period of two year. After completion of two years of service, on confirmation, you will be regularized on an appropriate pay scale. The consolidated salary includes remuneration for all duties and responsibilities assigned to you by the Principal. Employees Rules and Regulations issued form time to time by the Institution will be applicable. Certificates regarding your qualification and experience are to be submitted to the Principal. Within one week of joining, you will have an Entry Interaction with HR Department, SAINTGITS.

It is not desirable to leave service during the course of a semester since it will affect the academic programme. A minimum of three months notice is compulsory for resignation from the service. Failure to comply with this notice period will cause loss of pay for the period falling short of the above requirement. If the service is terminated by the Management, one month notice with emoluments will be served to you. All employees leaving service will have an Exit Interaction with the HR Department before obtaining the relieving order.

You are required to participate in the Faculty Training Programmes conducted by the Institution.

Please confirm your acceptance by sending the enclosed copy to the undersigned duly signed.

To
Mr.Sanju.P.Chерian
Padachira House,
Pathamuttom P.O
Kottayam-686 532


EXECUTIVE CHAIRMAN & SECRETARY
GOVERNING BOARD

✓ Copy to:- The Principal,SCAS

I hereby confirm acceptance of the appointment- Signature.....


16/6/15



SAINTGITS

SAINTGITS

KOTTUKULAM HILLS, PATHAMUTTOM P.O., KOTTAYAM, KERALA - 686 532
TEL./ FAX NO. 91-481-2436169, 2436170, 2430349

Corporate Office
III-Floor, Unity Buildings,
K.K. Road, Kottayam - 686 002
Kerala State, India
Tel./Fax No. 91-481-2584330
2300365
e-mail:corporateoffice@saintgits.org

PUNNOOSE GEORGE
Executive Chairman & Secretary

Date:

SEC/HO/SE-10/JUNE" 2017

20.06.2017

Office Order

Sub: Confirmation of Appointment

Ref: Appointment Order SEC/HO/ SCAS-BBA /2015 dated 09.06.2015

In Continuation of the Appointment Order cited above, the Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES is pleased to confirm you as Lecturer – Business Administration of the college with effect from 01/06/2017 on a scale of ₹ 16180-400-16980-440-18740. Your emoluments with effect from 01/06/2017 is as follows:-

Basic Pay+ DA+ Other Allowance

- ₹ 22,652 /-

(Rupees Twenty Two Thousand Six Hundred and Fifty Two only) per month.

Your promotions will be as per the latest norms and Career Advancement Scheme as formulated by the Management.

To


EXECUTIVE CHAIRMAN & SECRETARY
GOVERNING BOARD

Mr.Sanju.P.Cherian
Lecturer - Business Administration
SAINTGITS College of Applied Sciences

Copy to: The Principal, SCAS





SAINTGITS

SAINTGITS

KOTTUKULAM HILLS, PATHAMUTTOM P.O., KOTTAYAM, KERALA - 686 532
TEL./ FAX NO. 91-481-2436169, 2436170, 2430349

Corporate Office
III-Floor, Unity Buildings,
K.K. Road, Kottayam - 686 002
Kerala State, India
Tel./Fax No. 91-481-2584330
2300365
e-mail:corporateoffice@saintgits.org

PUNNOOSE GEORGE
Executive Chairman & Secretary

SEC/HO/S-06/JUL'17

Date: **01.07.2017**

Office Order

Sub: Enhancement of Emoluments


In view of the standardization of the service conditions, the Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES is pleased to enhance your emoluments to ₹ 23,461/- (Rupees Twenty Three Thousand Four Hundred and Sixty One only) per month with effect from 01.07.2017.

Your promotions will be as per the career plan for promotions and better prospects as formulated by the Management.

To

Mr.Sanju.P.Cherian
Lecturer - Business Administration
SAINTGITS College of Applied Sciences

Copy to: The Principal


EXECUTIVE CHAIRMAN & SECRETARY
GOVERNING BOARD





SAINTGITS

KOTTUKULAM HILLS, PATHAMUTTOM P.O., KOTTAYAM, KERALA - 686 532
TEL / FAX NO. 91-481-2436189, 2436170, 2430349

PUNNOOSE GEORGE
Executive Chairman & Secretary

Corporate Office
III-Floor, Unity Buildings,
K.K. Road, Kottayam - 686 002
Kerala State, India
Tel./Fax No. 91-481-2584330
2300365
e-mail:corporateoffice@saintgits.org

Date:

31.05.2016

SEC/HO/SCAS-BBA/2016

APPOINTMENT ORDER

Ref:- Your application for appointment as Lecturer in Business Administration and the interaction with the Selection Board.

The Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES, Kottukulam Hills, Pathamuttom, Kottayam is pleased to appoint you as **Lecturer** in Business Administration of the college with effect from **01.06.2016** on a consolidated salary of **Rs.15,000/- per month (Rupees Fifteen Thousand Only)**. You will be on probation for a period of two years. After completion of two years of service, on confirmation, you will be regularized on an appropriate pay scale. The consolidated salary includes remuneration for all duties and responsibilities assigned to you by the Principal. Employees Rules and Regulations issued from time to time by the Institution will be applicable. Certificates regarding your qualification and experience are to be submitted to the Principal. Within one week of joining, you will have an Entry Interaction with HR Department, SAINTGITS.

It is not desirable to leave service during the course of a semester since it will affect the academic programme. A minimum of three months notice is compulsory for resignation from the service. Failure to comply with this notice period will cause loss of pay for the period falling short of the above requirement. If the service is terminated by the Management, one month notice with emoluments will be served to you. All employees leaving service will have an Exit Interaction with the HR Department before obtaining the relieving order.

You are required to participate in the Faculty Training Programmes conducted by the Institution

Please confirm your acceptance by sending the enclosed copy to the undersigned duly signed.

To
Ms.Pallavi Abraham
Naduvakkattu (H)
Thidanadu.P.O
Kottayam-686 123


EXECUTIVE CHAIRMAN & SECRETARY
GOVERNING BOARD

Copy to:- The Principal

I hereby confirm acceptance of the appointment- Signature.....



SAINTGITS

KOTTUKULAM HILLS, PATHAMUTTOM P.O., KOTTAYAM, KERALA - 686 532
TEL./ FAX NO. 91-481-2436169, 2436170, 2430349

Corporate Office
III-Floor, Unity Buildings,
K.K. Road, Kottayam - 686 002
Kerala State, India
Tel./Fax No. 91-481-2584330
2300365
e-mail:corporateoffice@saintgits.org

PUNNOOSE GEORGE
Executive Chairman & Secretary

Date:

SEC/HO/S-06/JUL'18

01.07.2018

Office Order

Sub: Confirmation of Appointment.

Ref: Appointment Order No SEC/HO/SCAS-BBA/2016 dated 31.05.2016

In Continuation of the Appointment Order cited above, the Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES is pleased to confirm you as **Lecturer - Business Administration** of the college with effect from 01/07/2018 on a scale of ₹ 16180-400-16980-440-18740. Your emoluments with effect from 01/07/2018 is as follows:-

Basic Pay+ DA+ Other Allowance

- ₹ 24,270 /-

(Rupees Twenty Four Thousand Two Hundred and Seventy only) per month.

Your promotions will be as per the latest norms and Career Advancement Scheme as formulated by the Management.

To


**EXECUTIVE CHAIRMAN & SECRETARY
GOVERNING BOARD**

**Ms. Pallavi Abraham
Lecturer - Business Administration
SAINTGITS College of Applied Sciences**

Copy to: The Principal



SAINTGITS

KOTTUKULAM HILLS, PATHAMUTTOM P.O., KOTTAYAM, KERALA - 686 532
TEL/ FAX NO. 91-481-2436169, 2436170, 2430349

Corporate Office
III-Floor, Unity Buildings,
K.K. Road, Kottayam - 686 002
Kerala State, India
Tel./Fax No. 91-481-2584330
2300365
e-mail: corporateoffice@saintgits.org

PUNNOOSE GEORGE
Executive Chairman & Secretary

Date:

28.01.2017

SEC/HO/SCAS- BBA /2017

APPOINTMENT ORDER

Ref:- Your application for appointment as Lecturer- Business Administration and the interaction with the Selection Board.

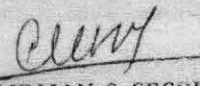
The Governing Board of SAINTGITS COLLEGE OF APPLIED SCIENCES, Kottukulam Hills, Pathamuttom, Kottayam is pleased to appoint you as **Lecturer** in Business Administration of the college with effect from **06.02.2017** on a consolidated salary of **Rs.15,000/- per month (Rupees Fifteen Thousand only)**. You will be on probation for a period of two years. After completion of two years of service, on confirmation, you will be regularized on an appropriate pay scale. The consolidated salary includes remuneration for all duties and responsibilities assigned to you by the Principal. Employees Rules and Regulations issued from time to time by the Institution will be applicable. Certificates regarding your qualification and experience are to be submitted to the Principal. Within one week of joining, you will have an Entry Interaction with HR Department of, SAINTGITS.

It is not desirable to leave service during the course of a semester since it will affect the academic programme. A minimum of three months notice is compulsory for resignation from the service. Failure to comply with this notice period will cause loss of pay for the period falling short of the above requirement. If the service is terminated by the Management, one month notice with emoluments will be served to you. All employees leaving service will have an Exit Interaction with the HR Department before obtaining the relieving order.

You are required to participate in the Faculty Training Programmes conducted by the Institution.

Please confirm your acceptance by sending the enclosed copy to the undersigned duly signed.

To
Ms.Riba.K.John
Vadakethil House
Paliyakara Palace Lane
Thiruvalla-689 101


EXECUTIVE CHAIRMAN & SECRETARY
GOVERNING BOARD

Copy to:- The Principal

I hereby confirm acceptance of the appointment- Signature.....