

MAR THOMA COLLEGE FOR WOMEN PERUMBAVOOR



TEACHING-LEARNING AND EVALUATION



APPOINTMENT LETTERS- MANAGEMENT SANCTIONED TEACHING POSTS




2017-2022

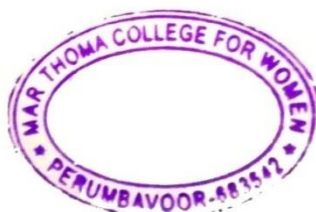
MANAGEMENT SANCTIONED POSTS

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Sample Appointment letters of teachers in Management sanctioned posts during 2017-2018

	MAR THOMA COLLEGE FOR WOMEN, PERUMBAVOOR <small>(Affiliated to Mar Thoma Syrian University, Kochi, India) - Accredited by NAAC with B+</small>	Kerala 083 241 0484 200270 Fax 0484 200270 Email: mtcwplw@psch.edu.in
No. MTCW/APO/ 120 /2017		June 5, 2017
<u>APPOINTMENT ORDER</u>		
<p>Sub: Mar Thoma College for Women, Perumbavoor- Appointment of Staff</p> <p>Ref: Ms. Amy Maria Paul's Application for employment & her interview with Mar Thoma College for Women</p>		
<p>Ms. Amy Maria Paul is hereby appointed as Assistant Professor in the Department of Commerce (S/F) of Mar Thoma College for Women, Perumbavoor, on monthly salary as per management norms with effect from June 05, 2017.</p> <p>This appointment shall be for a period of one year from the date of joining, and the same is renewable subject to his/ her satisfactory performance. During the above period the Management will be free to terminate the appointment, without notice and without assigning any reason, if his/ her service are found not satisfactory. The other terms and conditions of appointment are given in the attached Annexure I. The duplicate copy of this appointment order shall be returned by him/ her duly signed as a token of his/ her acceptance of terms and conditions.</p>		
Copy to : Attach :	The Principal, MTCW Ms. Amy Maria Paul Annexure I	<div style="text-align: center;">  PRINCIPAL Dr. L. S. J. JERONIM ASSOCIATE PROFESSOR IN-CHARGE OF PRINCIPAL MAR THOMA COLLEGE FOR WOMEN PERUMBAVOOR-683542 KERALA </div> <div style="text-align: center; margin-top: 20px;">  </div>



Annexure I

1. Ms. Amy Maria Paul's designation will be Assistant Professor in the Department of Commerce (S/P) of Mar Thoma College for Women, Perumbavoor.
2. He/ she will be entitled to paid leave of 15 days casual leave per year subject to rules and regulations of the College.
3. He/ she will follow a five day work week and adhere to the College timings prevailing from time to time.
4. The holidays specified in the College Calendar shall be applicable for this appointment.
5. He/ she shall carry out all responsibilities assigned to him/ her by the Principal of the College.
6. This is a full time appointment and he/she shall not undertake any business or teaching assignment on a permanent basis or otherwise except with the written permission of the Manager / Principal of the College.
7. This appointment is for a fixed period of one academic year from June 05, 2017 and the same is renewable subject to satisfactory performance. However his/ her appointment will be reviewed after one year of assessment of his/ her performance and suitability. The appointment can be terminated by either party by giving one month's notice or one month's pay in lieu thereof.
8. His/ her workload will adhere to the timetable given at the time of appointment.
9. He/ she shall work as member of a team of teachers who are committed to the cause of student development.
10. He/ she shall be free to offer training and consultancy as per the guidelines specified by the College from time to time.
11. The general code of conduct applicable to all other faculty members of the College shall also be applicable to this appointment.
12. In addition to his scheduled teaching, his/ her duties shall also include any other duties assigned from time to time.



[Signature]
 PRINCIPAL
 DR. LISY CHERIAN
 ASSOCIATE PROFESSOR
 IN-CHARGE OF PRINCIPAL
 MAR THOMA COLLEGE FOR WOMEN
 PERUMBAVOOR-683542
 K.T.H.S.





MAR THOMA COLLEGE FOR WOMEN, PERUMBAVOOR

Affiliated to Mar Thoma Central University, Kottayam, Kerala. Accredited by NAAC with B-1

Kerala 682 542
 Phone 883422
 Fax 0484 222022
 Email: mtruphr@yahoo.co.in

No. MTCW/APCW 114 /2017

June 5, 2017

APPOINTMENT ORDER

Sub: Mar Thoma College for Women, Perumbavoor- Appointment of Staff
 Ref: Ms. Sunu N.V.'s Application for employment & her interview with Mar Thoma College for Women

Ms. Sunu N.V. is hereby appointed as Assistant Professor in the Department of Zoology (S/F) of Mar Thoma College for Women, Perumbavoor, under self-financing scheme on monthly salary as per management norms with effect from June 05, 2017.

This appointment shall be for a period of one year from the date of joining, and the same is renewable subject to his/ her satisfactory performance. During the above period the Management will be free to terminate the appointment, without notice and without assigning any reason, if his/ her service are found not satisfactory. The other terms and conditions of appointment are given in the attached Annexure I. The duplicate copy of this appointment order shall be returned by him/ her duly signed as a token of his/ her acceptance of terms and conditions.

Copy to : The Principal, MTCW
 : Ms. Sunu N.V.
 Attach : Annexure I




 PRINCIPAL
 DR. LISSY CHERIAN
 ASSOCIATE PROFESSOR
 IN-CHARGE OF PRINCIPAL
 MAR THOMA COLLEGE FOR WOMEN
 PERUMBAVOOR-682542
 KERALA



Annexure I

1. Ms. Sunu N.V.'s designation will be Assistant Professor in the Department of Zoology (S/F) of Mar Thoma College for Women, Perumbavoor.
2. He/ she will be entitled to paid leave of 15 days casual leave per year subject to rules and regulations of the College.
3. He/ she will follow a five day work week and adhere to the College timings prevailing from time to time.
4. The holidays specified in the College Calendar shall be applicable for this appointment.
5. He/ she shall carry out all responsibilities assigned to him/ her by the Principal of the College.
6. This is a full time appointment and he/she shall not undertake any business or teaching assignment on a permanent basis or otherwise except with the written permission of the Manager / Principal of the College.
7. This appointment is for a fixed period of one academic year from June 05, 2017 and the same is renewable subject to satisfactory performance. However his/ her appointment will be reviewed after one year of assessment of his/ her performance and suitability. The appointment can be terminated by either party by giving one month's notice or one month's pay in lieu thereof.
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9. He/ she shall work as member of a team of teachers who are committed to the cause of student development.
10. He/ she shall be free to offer training and consultancy as per the guidelines specified by the College from time to time.
11. The general code of conduct applicable to all other faculty members of the College shall also be applicable to this appointment.
12. In addition to his scheduled teaching, his/ her duties shall also include any other duties assigned from time to time.



[Signature]
PRINCIPAL

DR. LISY CHERIAN
ASSOCIATE PROFESSOR
IN-CHARGE OF PRINCIPAL
MAR THOMA COLLEGE FOR WOMEN
PERUMBAVOOR-683542
KERALA





MAR THOMA COLLEGE FOR WOMEN, PERUMBAVOOR

(Affiliated to Mar Thoma Central University, Kottayam, Kerala) - Accredited by NAAC with 'B'

Kerala 0474 540
Toll-free 1800 222 7211
Fax 0474 5500011
E-mail: mtcw@perumbavoor.edu

No. MTCW/APO/ 118 /2017

June 5, 2017

APPOINTMENT ORDER

Sub: Mar Thoma College for Women, Perumbavoor- Appointment of Staff
Ref: Ms. Ganga N.B.'s Application for employment & her interview with Mar Thoma College for Women

Ms. Ganga N.B. is hereby appointed as Assistant Professor in the Department of Hindi of Mar Thoma College for Women, Perumbavoor, on monthly salary as per management norms with effect from June 05, 2017.

This appointment shall be for a period of one year from the date of joining, and the same is renewable subject to his/ her satisfactory performance. During the above period the Management will be free to terminate the appointment, without notice and without assigning any reason, if his/ her service are found not satisfactory. The other terms and conditions of appointment are given in the attached Annexure I. The duplicate copy of this appointment order shall be returned by him/ her duly signed as a token of his/ her acceptance of terms and conditions.

Copy to : The Principal, MTCW
: Ms. Ganga N.B.
Attach : Annexure I




PRINCIPAL
DR. LISSY CHERIAN
ASSOCIATE PROFESSOR
IN-CHARGE OF PRINCIPAL
MAR THOMA COLLEGE FOR WOMEN
PERUMBAVOOR-683542
KERALA



Annexure I


1. Ms. Ganga N.B.'s designation will be Assistant Professor in the Department of Hindi of Mar Thoma College for Women, Perumbavoor.
2. He/ she will be entitled to paid leave of 15 days casual leave per year subject to rules and regulations of the College.
3. He/ she will follow a five day work week and adhere to the College timings prevailing from time to time.
4. The holidays specified in the College Calendar shall be applicable for this appointment.
5. He/ she shall carry out all responsibilities assigned to him/ her by the Principal of the College.
6. This is a full time appointment and he/she shall not undertake any business or teaching assignment on a permanent basis or otherwise except with the written permission of the Manager / Principal of the College.
7. This appointment is for a fixed period of one academic year from June 05, 2017 and the same is renewable subject to satisfactory performance. However his/ her appointment will be reviewed after one year of assessment of his/ her performance and suitability. The appointment can be terminated by either party by giving one month's notice or one month's pay in lieu thereof.
8. His/ her workload will adhere to the timetable given at the time of appointment.
9. He/ she shall work as member of a team of teachers who are committed to the cause of student development.
10. He/ she shall be free to offer training and consultancy as per the guidelines specified by the College from time to time.
11. The general code of conduct applicable to all other faculty members of the College shall also be applicable to this appointment.
12. In addition to his scheduled teaching, his/ her duties shall also include any other duties assigned from time to time.




 PRINCIPAL
 DR. LISSY CHERIAN
 ASSOCIATE PROFESSOR
 IN-CHARGE OF PRINCIPAL
 MAR THOMA COLLEGE FOR WOMEN
 PERUMBAVOOR-683542
 KERALA



Sample Appointment letters of teachers in Management sanctioned posts during 2018-2019



MAR THOMA COLLEGE FOR WOMEN, PERUMBAVOOR
(Affiliated to St. Mariam's Orthodox University, Kottayam, Kerala) **NAAC** Accredited

Kerala 686 002
 India 094478 22000
 Fax 094478 22001
 E mail: marthomaphysicians.in

No. MTCW/APO/111/2018 June 4, 2018

APPOINTMENT ORDER

Sub: Mar Thoma College for Women, Perumbavoor- Appointment of Staff
Ref: Ms. Arya M.L.'s Application for employment & her interview with Mar Thoma College for Women


Ms. Arya M.L. is hereby appointed as Assistant Professor in the Department of English (S.T) of Mar Thoma College for Women, Perumbavoor, on monthly salary as per management norms with effect from June 04, 2018.


This appointment shall be for a period of one year from the date of joining, and the same is renewable subject to his/ her satisfactory performance. During the above period the Management will be free to terminate the appointment, without notice and without assigning any reason, if his/ her service are found not satisfactory. The other terms and conditions of appointment are given in the attached Annexure I. The duplicate copy of this appointment order shall be returned by him/ her duly signed as a token of his/ her acceptance of terms and conditions.

Copy to: The Principal, MTCW

Attach: Ms. Arya M.L.

Annexure I





DR. LISSY CHERIAN
 ASSISTANT PROFESSOR
 IN-CHARGE OF PRINCIPAL
 MAR THOMA COLLEGE FOR WOMEN
 PERUMBAVOOR-686002
 KERALA



Annexure I

1. Ms. Arya M.L.'s designation will be Assistant Professor in the Department of English (S/F) of Mar Thoma College for Women, Perumbavoor.
2. He/ she will be entitled to paid leave of 15 days casual leave per year subject to rules and regulations of the College.
3. He/ she will follow a five day work week and adhere to the College timings prevailing from time to time.
4. The holidays specified in the College Calendar shall be applicable for this appointment.
5. He/ she shall carry out all responsibilities assigned to him/ her by the Principal of the College.
6. This is a full time appointment and he/she shall not undertake any business or teaching assignment on a permanent basis or otherwise except with the written permission of the Manager / Principal of the College.
7. This appointment is for a fixed period of one academic year from June 04, 2018 and the same is renewable subject to satisfactory performance. However his/ her appointment will be reviewed after one year of assessment of his/ her performance and suitability. The appointment can be terminated by either party by giving one month's notice or one month's pay in lieu thereof.
8. His/ her workload will adhere to the timetable given at the time of appointment.
9. He/ she shall work as member of a team of teachers who are committed to the cause of student development.
10. He/ she shall be free to offer training and consultancy as per the guidelines specified by the College from time to time.
11. The general code of conduct applicable to all other faculty members of the College shall also be applicable to this appointment.
12. In addition to his scheduled teaching, his/ her duties shall also include any other duties assigned from time to time.



Lisy Cheria
 PRINCIPAL
 DR. LISY CHERIAN
 ASSOCIATE PROFESSOR
 IN-CHARGE OF PRINCIPAL
 MAR THOMA COLLEGE FOR WOMEN
 PERUMBAVOOR-683542
 KERALA





MAR THOMA COLLEGE FOR WOMEN, PERUMBAVOOR

[Affiliated to Mahatma Gandhi University, Kottayam, Kerala] Accredited by NAAC (with B+)

Phone 0471 242

0471 2567743

Fax 0471 2567743

E-mail: mtrawp@sybau.in

No. MTCW/APO/ 109/2018

June 4, 2018

APPOINTMENT ORDER

Sub: Mar Thoma College for Women, Perumbavoor- Appointment of Staff

Ref: Ms. Aswathy Prakash's Application for employment & her interview with Mar Thoma College for Women

Ms. Aswathy Prakash is hereby appointed as Assistant Professor in the Department of Chemistry of Mar Thoma College for Women, Perumbavoor, on monthly salary as per management norms with effect from June 04, 2018.

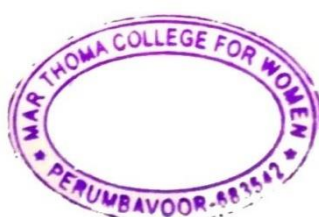
This appointment shall be for a period of one year from the date of joining, and the same is renewable subject to his/ her satisfactory performance. During the above period the Management will be free to terminate the appointment, without notice and without assigning any reason, if his/ her service are found not satisfactory. The other terms and conditions of appointment are given in the attached Annexure I. The duplicate copy of this appointment order shall be returned by him/ her duly signed as a token of his/ her acceptance of terms and conditions.

Copy to : The Principal, MTCW
: Ms. Aswathy Prakash
Attach : Annexure I



[Signature]
PRINCIPAL

DR. LISY CHERIAN
ASSOCIATE PROFESSOR
IN-CHARGE OF PRINCIPAL
MAR THOMA COLLEGE FOR WOMEN
PERUMBAVOOR-683542
KERALA



Annexure I

1. Ms. Aswathy Prakash's designation will be Assistant Professor in the Department of Chemistry of Mar Thoma College for Women, Perumbavoor.
2. He/ she will be entitled to paid leave of 15 days casual leave per year subject to rules and regulations of the College.
3. He/ she will follow a five day work week and adhere to the College timings prevailing from time to time.
4. The holidays specified in the College Calendar shall be applicable for this appointment.
5. He/ she shall carry out all responsibilities assigned to him/ her by the Principal of the College.
6. This is a full time appointment and he/she shall not undertake any business or teaching assignment on a permanent basis or otherwise except with the written permission of the Manager / Principal of the College.
7. This appointment is for a fixed period of one academic year from June 04, 2018 and the same is renewable subject to satisfactory performance. However his/ her appointment will be reviewed after one year of assessment of his/ her performance and suitability. The appointment can be terminated by either party by giving one month's notice or one month's pay in lieu thereof.
8. His/ her workload will adhere to the timetable given at the time of appointment.
9. He/ she shall work as member of a team of teachers who are committed to the cause of student development.
10. He/ she shall be free to offer training and consultancy as per the guidelines specified by the College from time to time.
11. The general code of conduct applicable to all other faculty members of the College shall also be applicable to this appointment.
12. In addition to his scheduled teaching, his/ her duties shall also include any other duties assigned from time to time.



[Signature]
 PRINCIPAL
 DR. Lissy Chertan
 ASSOCIATE PROFESSOR
 IN-CHARGE OF PRINCIPAL
 MAR THOMA COLLEGE FOR WOMEN
 PERUMBAVOOR-683542
 KERALA





MAR THOMA COLLEGE FOR WOMEN, PERUMBAVOOR

(Affiliated to Mahatma Gandhi University, Kottayam, Ker.) Approved by NAAC with 'B+'

Kerala 683 542

0484 3520743

Fax 0484 3520833

E-mail: rector@mtcw.org

No. MTCW/APO/ 121 /2018

June 4, 2018

APPOINTMENT ORDER

Sub: Mar Thoma College for Women, Perumbavoor- Appointment of Staff

Ref: Ms. Sunbula Kareem's Application for employment & her interview with Mar Thoma College for Women

Ms. Sunbula Kareem is hereby appointed as Assistant Professor in the Department of Zoology (S/F) of Mar Thoma College for Women, Perumbavoor, on monthly salary as per management norms with effect from *June 04, 2018*.

This appointment shall be for a period of one year from the date of joining, and the same is renewable subject to his/ her satisfactory performance. During the above period the Management will be free to terminate the appointment, without notice and without assigning any reason, if his/ her service are found not satisfactory. The other terms and conditions of appointment are given in the attached Annexure I. The duplicate copy of this appointment order shall be returned by him/ her duly signed as a token of his/ her acceptance of terms and conditions.

Copy to : The Principal, MTCW
: Ms. Sunbula Kareem
Attach : Annexure I



[Signature]
PRINCIPAL

DR. LISY CHERIAN
ASSOCIATE PROFESSOR
IN-CHARGE OF PRINCIPAL
MAR THOMA COLLEGE FOR WOMEN
PERUMBAVOOR-683 542
KERALA



Annexure I




1. Ms. Sanbula Kareem's designation will be Assistant Professor in the Department of Zoology (S/F) of Mar Thoma College for Women, Perumbavoor.
2. He/ she will be entitled to paid leave of 15 days casual leave per year subject to rules and regulations of the College.
3. He/ she will follow a five day work week and adhere to the College timings prevailing from time to time.
4. The holidays specified in the College Calendar shall be applicable for this appointment.
5. He/ she shall carry out all responsibilities assigned to him/ her by the Principal of the College.
6. This is a full time appointment and he/she shall not undertake any business or teaching assignment on a permanent basis or otherwise except with the written permission of the Manager / Principal of the College.
7. This appointment is for a fixed period of one academic year from June 04, 2018 and the same is renewable subject to satisfactory performance. However his/ her appointment will be reviewed after one year of assessment of his/ her performance and suitability. The appointment can be terminated by either party by giving one month's notice or one month's pay in lieu thereof.
8. His/ her workload will adhere to the timetable given at the time of appointment.
9. He/ she shall work as member of a team of teachers who are committed to the cause of student development.
10. He/ she shall be free to offer training and consultancy as per the guidelines specified by the College from time to time.
11. The general code of conduct applicable to all other faculty members of the College shall also be applicable to this appointment.
12. In addition to his scheduled teaching, his/ her duties shall also include any other duties assigned from time to time.



Lisy Cherian
 PRINCIPAL
 DR. LISY CHERIAN
 ASSOCIATE PROFESSOR
 IN-CHARGE OF PRINCIPAL
 MAR THOMA COLLEGE FOR WOMEN
 PERUMBAVOOR-683542
 KERALA



Sample Appointment letters of teachers in Management sanctioned posts during 2019-2020

	<p>MAR THOMA COLLEGE FOR WOMEN, PERUMBAVOOR <small>(Affiliated to Mar Thoma Syrian University, Kottayam, Kerala - Accredited by NAAC with 'B+')</small></p>	<p>Kerala 689542 Phone 0484 2512751 Fax 0484 2512811 E-mail : mtcwphg@yahoo.in</p>
<p>No. MTCW/APO/ 121 /2019</p>		<p>June 3, 2019</p>
<p><u>APPOINTMENT ORDER</u></p>		
<p>Sub: Mar Thoma College for Women, Perumbavoor- Appointment of Staff Ref: Ms. R. Anandhi's Application for employment & her interview with Mar Thoma College for Women</p>		
<p>Ms. R. Anandhi is hereby appointed as Assistant Professor in the Department of Commerce (S/F) of Mar Thoma College for Women, Perumbavoor, on monthly salary as per management norms with effect from June 03, 2019.</p> <p>This appointment shall be for a period of one year from the date of joining, and the same is renewable subject to his/ her satisfactory performance. During the above period the Management will be free to terminate the appointment, without notice and without assigning any reason, if his/ her service are found not satisfactory. The other terms and conditions of appointment are given in the attached Annexure I. The duplicate copy of this appointment order shall be returned by him/ her duly signed as a token of his/ her acceptance of terms and conditions.</p>		
<p>Copy to : The Principal, MTCW : Ms. R. Anandhi Attach : Annexure I</p>		<p> PRINCIPAL DR. GIGI GEORGE Principal-in-charge Mar Thoma College For Women Perumbavoor - 689542</p>



Annexure I

1. Ms. R. Anandhi's designation will be Assistant Professor in the Department of Commerce (S/F) of Mar Thoma College for Women, Perumbavoor.
2. He/ she will be entitled to paid leave of 15 days casual leave per year subject to rules and regulations of the College.
3. He/ she will follow a five day work week and adhere to the College timings prevailing from time to time.
4. The holidays specified in the College Calendar shall be applicable for this appointment.
5. He/ she shall carry out all responsibilities assigned to him/ her by the Principal of the College.
6. This is a full time appointment and he/she shall not undertake any business or teaching assignment on a permanent basis or otherwise except with the written permission of the Manager Principal of the College.
7. This appointment is for a fixed period of one academic year from June 03, 2019 and the same is renewable subject to satisfactory performance. However his/ her appointment will be reviewed after one year of assessment of his/ her performance and suitability. The appointment can be terminated by either party by giving one month's notice or one month's pay in lieu thereof.
8. His/ her workload will adhere to the timetable given at the time of appointment.
9. He/ she shall work as member of a team of teachers who are committed to the cause of student development.
10. He/ she shall be free to offer training and consultancy as per the guidelines specified by the College from time to time.
11. The general code of conduct applicable to all other faculty members of the College shall also be applicable to this appointment.
12. In addition to his scheduled teaching, his/ her duties shall also include any other duties assigned from time to time.




 PRINCIPAL
 Dr. G. D. D. D. D.
 Principal in charge
 Mar Thoma College for Women
 Perumbavoor - 683 542





MAR THOMA COLLEGE FOR WOMEN, PERUMBAVOOR

(Affiliated to Mar Thoma Syrian University, Kottayam, Kerala) Approved by NAAC with 'B'

Website: 043 542
068 455222
Fax: 0484 5520821
E-mail: mtrc@perumbavoor.in

No. MTCW/APO/ 127/2019

June 3, 2019

APPOINTMENT ORDER

Sub: Mar Thoma College for Women, Perumbavoor- Appointment of Staff
Ref: Ms. Sunu N.V.'s Application for employment & her interview with Mar Thoma College for Women

Ms. Sunu, N.V. is hereby appointed as Assistant Professor in the Department of Zoology (S/F) of Mar Thoma College for Women, Perumbavoor, on monthly salary as per management norms with effect from June 03, 2019.

This appointment shall be for a period of one year from the date of joining, and the same is renewable subject to his/ her satisfactory performance. During the above period the Management will be free to terminate the appointment, without notice and without assigning any reason, if his/ her service are found not satisfactory. The other terms and conditions of appointment are given in the attached Annexure I. The duplicate copy of this appointment order shall be returned by him/ her duly signed as a token of his/ her acceptance of terms and conditions.

Copy to : The Principal, MTCW
: Ms. Sunu N.V.
Attach : Annexure I



[Signature]

PRINCIPAL

DR. GIGI GEORGE
Principal-in-charge
Mar Thoma College for Women
Perumbavoor - 683 542



Annexure I

1. Ms. Sane N.V.'s designation will be Assistant Professor in the Department of Zoology (N/F) of Mar Thoma College for Women, Perumbavoor.
2. He/ she will be entitled to paid leave of 15 days casual leave per year subject to rules and regulations of the College.
3. He/ she will follow a five-day work week and adhere to the College timings prevailing from time to time.
4. The holidays specified in the College Calendar shall be applicable for this appointment.
5. He/ she shall carry out all responsibilities assigned to him/ her by the Principal of the College.
6. This is a full time appointment and he/she shall not undertake any business or teaching assignment on a permanent basis or otherwise except with the written permission of the Manager / Principal of the College.
7. This appointment is for a fixed period of one academic year from June 03, 2019 and the same is renewable subject to satisfactory performance. However his/ her appointment will be reviewed after one year of assessment of his/ her performance and suitability. The appointment can be terminated by either party by giving one month's notice or one month's pay in lieu thereof.
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11. The general code of conduct applicable to all other faculty members of the College shall also be applicable to this appointment.
12. In addition to his scheduled teaching, his/ her duties shall also include any other duties assigned from time to time.



[Handwritten Signature]

PRINCIPAL

DR. GIGI GEORGE
Principal in-charge
Mar Thoma College For Women
Perumbavoor - 683 542





MAR THOMA COLLEGE FOR WOMEN, PERUMBAVOOR

(Affiliated to Mahatma Gandhi University, Kottayam, Kerala - Accredited by NAAC with 'B')

Kerala 685 542
 Phone 0484 350080
 Fax 0484 350082
 E-mail : mtcwpc@yashon.in

No. MTCW/APO/114/2019

June 3, 2019

APPOINTMENT ORDER

Sub: Mar Thoma College for Women, Perumbavoor- Appointment of Staff
 Ref: Ms. Amy Maria Paul's Application for employment & her interview with Mar Thoma College for Women

Ms. Amy Maria Paul is hereby appointed as Assistant Professor in the Department of Commerce (S/F) of Mar Thoma College for Women, Perumbavoor, on monthly salary as per management norms with effect from June 03, 2019.

This appointment shall be for a period of one year from the date of joining, and the same is renewable subject to his/ her satisfactory performance. During the above period the Management will be free to terminate the appointment, without notice and without assigning any reason, if his/ her service are found not satisfactory. The other terms and conditions of appointment are given in the attached Annexure I. The duplicate copy of this appointment order shall be returned by him/ her duly signed as a token of his/ her acceptance of terms and conditions.

PRINCIPAL

Dr. GIGI GEORGE
 Principal-in-charge
 Mar Thoma College For Women
 Perumbavoor - 685 542

Copy to : The Principal, MTCW
 : Ms. Amy Maria Paul
 Attach : Annexure I



Annexure I


1. Ms. Amy Maria Paul's designation will be Assistant Professor in the Department of Commerce (S/F) of Mar Thoma College for Women, Perumbavoor.
2. He/ she will be entitled to paid leave of 15 days casual leave per year subject to rules and regulations of the College.
3. He/ she will follow a five day work week and adhere to the College timings prevailing from time to time.
4. The holidays specified in the College Calendar shall be applicable for this appointment.
5. He/ she shall carry out all responsibilities assigned to him/ her by the Principal of the College.
6. This is a full time appointment and he/she shall not undertake any business or teaching assignment on a permanent basis or otherwise except with the written permission of the Manager / Principal of the College.
7. This appointment is for a fixed period of one academic year from June 03, 2019 and the same is renewable subject to satisfactory performance. However his/ her appointment will be reviewed after one year of assessment of his/ her performance and suitability. The appointment can be terminated by either party by giving one month's notice or one month's pay in lieu thereof.
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12. In addition to his scheduled teaching, his/ her duties shall also include any other duties assigned from time to time.



[Signature]
 PRINCIPAL
 DR. GIGI GEORGE
 Principal - in Charge
 Mar Thoma College For Women
 Perumbavoor - 683 542



Sample Appointment letters of teachers in Management sanctioned posts during 2020-2021



MAR THOMA COLLEGE FOR WOMEN, PERUMBAVOOR
(Affiliated to Mahatma Gandhi University, Kottayam, Kerala) - Accredited by **NAAC** with 'B+'
Kerala 883 948
Mobile 9746 511873
Fax 0484 252083
E mail: mtcw@perumbavoor.in

No. MTCW/APO/ 113 /2020 June 1, 2020

APPOINTMENT ORDER


Sub: Mar Thoma College for Women, Perumbavoor- Appointment of Staff
Ref: Ms. Amy Maria Paul's Application for employment & her interview with Mar Thoma College for Women


Ms. Amy Maria Paul is hereby appointed as Assistant Professor in the Department of Commerce (S.F) of Mar Thoma College for Women, Perumbavoor, on monthly salary as per management norms with effect from June 01, 2020.

This appointment shall be for a period of one year from the date of joining, and the same is renewable subject to his/ her satisfactory performance. During the above period the Management will be free to terminate the appointment, without notice and without assigning any reason, if his/ her service are found not satisfactory. The other terms and conditions of appointment are given in the attached Annexure I. The duplicate copy of this appointment order shall be returned by him/ her duly signed as a token of his/ her acceptance of terms and conditions.

Copy to : The Principal, MTCW
: Ms. Amy Maria Paul

Attach : Annexure I




PRINCIPAL
 Dr. Gidi George
 Principal - MTCW
 Mar Thoma College for Women
 Perumbavoor - 683 942



Annexure I

1. Ms. Amy Maria Paul's designation will be Assistant Professor in the Department of Commerce (S/F) of Mar Thoma College for Women, Perumbavoor.
2. He/ she will be entitled to paid leave of 15 days casual leave per year subject to rules and regulations of the College.
3. He/ she will follow a five day work week and adhere to the College timings prevailing from time to time.
4. The holidays specified in the College Calendar shall be applicable for this appointment.
5. He/ she shall carry out all responsibilities assigned to him/ her by the Principal of the College.
6. This is a full time appointment and he/she shall not undertake any business or teaching assignment on a permanent basis or otherwise except with the written permission of the Manager / Principal of the College.
7. This appointment is for a fixed period of one academic year from June 01, 2020 and the same is renewable subject to satisfactory performance. However his/ her appointment will be reviewed after one year of assessment of his/ her performance and suitability. The appointment can be terminated by either party by giving one month's notice or one month's pay in lieu thereof.
8. His/ her workload will adhere to the timetable given at the time of appointment.
9. He/ she shall work as member of a team of teachers who are committed to the cause of student development.
10. He/ she shall be free to offer training and consultancy as per the guidelines specified by the College from time to time.
11. The general code of conduct applicable to all other faculty members of the College shall also be applicable to this appointment.
12. In addition to his scheduled teaching, his/ her duties shall also include any other duties assigned from time to time.



PRINCIPAL

Dr. J. J. GEORGE

Perumbavoor - 683542

Mar Thoma College for Women
Perumbavoor - 683542





MAR THOMA COLLEGE FOR WOMEN, PERUMBAVOOR

(Affiliated to Mar Thoma Syrian University, Kottayam) - Accredited by NAAC with 'B'

Kerala 683 542

Mobile 98463 54274

Fax 0484 3529543

E-mail: mtrcwp@sybau.ac

No. MTCW/APO/ 128 /2020

June 1, 2020

APPOINTMENT ORDER

Sub: Mar Thoma College for Women, Perumbavoor- Appointment of Staff

Ref: Ms. Saritha N.'s Application for employment & her interview with Mar Thoma College for Women

Ms. Saritha N. is hereby appointed as Assistant Professor in the Department of Commerce (S/F) of Mar Thoma College for Women, Perumbavoor, on monthly salary as per management norms with effect from June 01, 2020.

This appointment shall be for a period of one year from the date of joining, and the same is renewable subject to his/ her satisfactory performance. During the above period the Management will be free to terminate the appointment, without notice and without assigning any reason, if his/ her service are found not satisfactory. The other terms and conditions of appointment are given in the attached Annexure I. The duplicate copy of this appointment order shall be returned by him/ her duly signed as a token of his/ her acceptance of terms and conditions.

Copy to : The Principal, MTCW
: Ms. Saritha N.
Attach : Annexure I



[Signature]

PRINCIPAL

Dr. GIGI GEORGE

Principal-in-charge

Mar Thoma College For Women
Perumbavoor - 683 542



Annexure I

1. Ms. Saritha N.'s designation will be Assistant Professor in the Department of Commerce (S/F) of Mar Thoma College for Women, Perumbavoor.
2. He/ she will be entitled to paid leave of 15 days casual leave per year subject to rules and regulations of the College.
3. He/ she will follow a five day work week and adhere to the College timings prevailing from time to time.
4. The holidays specified in the College Calendar shall be applicable for this appointment.
5. He/ she shall carry out all responsibilities assigned to him/ her by the Principal of the College.
6. This is a full time appointment and he/she shall not undertake any business or teaching assignment on a permanent basis or otherwise except with the written permission of the Manager / Principal of the College.
7. This appointment is for a fixed period of one academic year from June 01, 2020 and the same is renewable subject to satisfactory performance. However his/ her appointment will be reviewed after one year of assessment of his/ her performance and suitability. The appointment can be terminated by either party by giving one month's notice or one month's pay in lieu thereof.
8. His/ her workload will adhere to the timetable given at the time of appointment.
9. He/ she shall work as member of a team of teachers who are committed to the cause of student development.
10. He/ she shall be free to offer training and consultancy as per the guidelines specified by the College from time to time.
11. The general code of conduct applicable to all other faculty members of the College shall also be applicable to this appointment.
12. In addition to his scheduled teaching, his/ her duties shall also include any other duties assigned from time to time.



PRINCIPAL

Dr. GIGI GEORGE
Principal - in-charge
Mar Thoma College For Women
Perumbavoor - 683 542





MAR THOMA COLLEGE FOR WOMEN, PERUMBAVOOR

[Affiliated to Mahatma Gandhi University, Kottayam. Re - Accredited by NAAC with 'B+']

Kerala 683 542

☎ 0484 2512783

FAX 0484 2510813

E mail: mtcwprb@yahoo.in

No. MTCW/APO/ 130 /2020

June 1, 2020

APPOINTMENT ORDER

Sub: Mar Thoma College for Women, Perumbavoor- Appointment of Staff

Ref: Ms Sunu N.V.'s Application for employment & her interview with Mar Thoma College for Women

Ms. Sunu N.V. is hereby appointed as Assistant Professor in the Department of Zoology (S/F) of Mar Thoma College for Women, Perumbavoor, on monthly salary as per management norms with effect from June 01, 2020.

This appointment shall be for a period of one year from the date of joining, and the same is renewable subject to his/ her satisfactory performance. During the above period the Management will be free to terminate the appointment, without notice and without assigning any reason, if his/ her service are found not satisfactory. The other terms and conditions of appointment are given in the attached Annexure I. The duplicate copy of this appointment order shall be returned by him/ her duly signed as a token of his/ her acceptance of terms and conditions.

Copy to : The Principal, MTCW
: Ms. Sunu N.V.,
Attach : Annexure I



Gigi George

PRINCIPAL

Dr. GIGI GEORGE

Principal - in - charge

Mar Thoma College For Women

Perumbavoor - 683 542



Annexure I

1. Ms. Sura N.V.'s designation will be Assistant Professor in the Department of Zoology (S/F) of Mar Thoma College for Women, Perumbavoor.
2. He/ she will be entitled to paid leave of 15 days casual leave per year subject to rules and regulations of the College.
3. He/ she will follow a five day work week and adhere to the College timings prevailing from time to time.
4. The holidays specified in the College Calendar shall be applicable for this appointment.
5. He/ she shall carry out all responsibilities assigned to him/ her by the Principal of the College.
6. This is a full time appointment and he/she shall not undertake any business or teaching assignment on a permanent basis or otherwise except with the written permission of the Manager / Principal of the College.
7. This appointment is for a fixed period of one academic year from June 01, 2020 and the same is renewable subject to satisfactory performance. However his/ her appointment will be reviewed after one year of assessment of his/ her performance and suitability. The appointment can be terminated by either party by giving one month's notice or one month's pay in lieu thereof.
8. His/ her workload will adhere to the timetable given at the time of appointment.
9. He/ she shall work as member of a team of teachers who are committed to the cause of student development.
10. He/ she shall be free to offer training and consultancy as per the guidelines specified by the College from time to time.
11. The general code of conduct applicable to all other faculty members of the College shall also be applicable to this appointment.
12. In addition to his scheduled teaching, his/ her duties shall also include any other duties assigned from time to time.



[Handwritten signature]

PRINCIPAL

Dr. GIGI GEORGE




Principal-in-charge

Mar Thoma College For Women

Perumbavoor - 683 542



Sample Appointment letters of teachers in Management sanctioned posts during 2021-2022

	MAR THOMA COLLEGE FOR WOMEN, PERUMBAVOOR <small>Affiliated to Mahatma Gandhi University, Kottayam. Re-Accredited by NAAC with B+</small>	Kerala 883 502 0484 2622743 Fax 0484 2620811 E mail : mtrwptr@yashoo.in
No. MTCW/APQ/ 129 /2021	June 9, 2021	
<u>APPOINTMENT ORDER</u>		
Sub: Mar Thoma College for Women,Perumbavoor- Appointment of Staff Ref:Ms. Manju K.G.'s Application for employment &her interview with Mar Thoma College for Women		
<p>Ms. Manju K.G. is hereby appointed as Assistant Professor in the Department of Malayalam (S/F) of Mar Thoma College for Women, Perumbavoor, on monthly salary as per management norms with effect from June 09,2021.</p> <p>This appointment shall be for a period of one year from the date of joining, and the same is renewable subject to his/ her satisfactory performance. During the above period the Management will be free to terminate the appointment, without notice and without assigning any reason, if his/ her service are found not satisfactory. The other terms and conditions of appointment are given in the attached Annexure I. The duplicate copy of this appointment order shall be returned by him/ her duly signed as a token of his/ her acceptance of terms and conditions.</p>		
Copy to : The Principal, MTCW : Ms. Manju K.G. Attach : Annexure I	<div style="text-align: center;">  PRINCIPAL DR. SUDHA MARY VARGHESE <small>Principal-in-charge</small> <small>Mar Thoma College for Women</small> <small>Perumbavoor - 683 543</small> </div>	
		



Annexure I

1. Ms. Manju K.G.'s designation will be Assistant Professor in the Department of Malayalam (S/F) of Mar Thoma College for Women, Perumbavoor.
2. He/ she will be entitled to paid leave of 15 days casual leave per year subject to rules and regulations of the College.
3. He/ she will follow a five day work week and adhere to the College timings prevailing from time to time.
4. The holidays specified in the College Calendar shall be applicable for this appointment.
5. He/ she shall carry out all responsibilities assigned to him/ her by the Principal of the College.
6. This is a full time appointment and he/she shall not undertake any business or teaching assignment on a permanent basis or otherwise except with the written permission of the Manager / Principal of the College.
7. This appointment is for a fixed period of one academic year from June 09, 2021 and the same is renewable subject to satisfactory performance. However his/ her appointment will be reviewed after one year of assessment of his/ her performance and suitability. The appointment can be terminated by either party by giving one month's notice or one month's pay in lieu thereof.
8. His/ her workload will adhere to the timetable given at the time of appointment.
9. He/ she shall work as member of a team of teachers who are committed to the cause of student development.
10. He/ she shall be free to offer training and consultancy as per the guidelines specified by the College from time to time.
11. The general code of conduct applicable to all other faculty members of the College shall also be applicable to this appointment.
12. In addition to his scheduled teaching, his/ her duties shall also include any other duties assigned from time to time.



Signature of the Principal

Dr. SULTANATH KANUNJIL
Principal in charge
Mar Thoma College for Women
Perumbavoor - 681 541





MAR THOMA COLLEGE FOR WOMEN, PERUMBAVOOR

[Affiliated to Mahatma Gandhi University, Kottayam, Kerala - Accredited by NAAC with 'B-']

Kerala 689 543
 Phone 2523723
 Fax 0484 2520823
 E mail: mrcwper@yashoo.in

No. MTCW/APC/ 130 /2021

June 9, 2021

APPOINTMENT ORDER

Sub: Mar Thoma College for Women, Perumbavoor- Appointment of Staff
 Ref: Ms. Keerthi Sasidharan's Application for employment & her interview with Mar Thoma College for Women

Ms. Keerthi Sasidharan is hereby appointed as Assistant Professor in the Department of Botany of Mar Thoma College for Women, Perumbavoor, on monthly salary as per management norms with effect from June 09, 2021.

This appointment shall be for a period of one year from the date of joining, and the same is renewable subject to his/ her satisfactory performance. During the above period the Management will be free to terminate the appointment, without notice and without assigning any reason, if his/ her service are found not satisfactory. The other terms and conditions of appointment are given in the attached Annexure I. The duplicate copy of this appointment order shall be returned by him/ her duly signed as a token of his/ her acceptance of terms and conditions.

Copy to : The Principal, MTCW
 : Ms. Keerthi Sasidharan
 Attach : Annexure I

PRINCIPAL

Dr. SUDHA K. S. Nair
 Principal-in-charge
 Mar Thoma College for Women
 Perumbavoor - 689 543



Annexure I

1. Ms. Keerthi Sridharan's designation will be Assistant Professor in the Department of Botany of Mar Thoma College for Women, Perumbavoor.
2. He/ she will be entitled to paid leave of 15 days casual leave per year subject to rules and regulations of the College.
3. He/ she will follow a five day work week and adhere to the College timings prevailing from time to time.
4. The holidays specified in the College Calendar shall be applicable for this appointment.
5. He/ she shall carry out all responsibilities assigned to him/ her by the Principal of the College.
6. This is a full time appointment and he/she shall not undertake any business or teaching assignment on a permanent basis or otherwise except with the written permission of the Manager / Principal of the College.
7. This appointment is for a fixed period of one academic year from June 09, 2021 and the same is renewable subject to satisfactory performance. However his/ her appointment will be reviewed after one year of assessment of his/ her performance and suitability. The appointment can be terminated by either party by giving one month's notice or one month's pay in lieu thereof.
8. His/ her workload will adhere to the timetable given at the time of appointment.
9. He/ she shall work as member of a team of teachers who are committed to the cause of student development.
10. He/ she shall be free to offer training and consultancy as per the guidelines specified by the College from time to time.
11. The general code of conduct applicable to all other faculty members of the College shall also be applicable to this appointment.
12. In addition to his scheduled teaching, his/ her duties shall also include any other duties assigned from time to time.




Signature of the Principal

Dr. SUDHAKAR VEDARAJAN
Principal - 0474724
Mar Thoma College for Women
Perumbavoor - 683 542





MAR THOMA COLLEGE FOR WOMEN, PERUMBAVOOR

[Affiliated to Mahatma Gandhi University, Kottayam. Re - Accredited by **NMAC** with 'B-'

Kerala 683 542

0484 2522723

Fax 0484 2510825

E-mail: mrcwprg@yahoo.in

No. MTCW/APD/ 131 /2021

June 9, 2021

APPOINTMENT ORDER

Sub: Mar Thoma College for Women, Perumbavoor- Appointment of Staff

Ref: Ms. R. Anandhi's Application for employment & her interview with Mar Thoma College for Women

Ms. R. Anandhi is hereby appointed as Assistant Professor in the Department of Commerce (S/F) of Mar Thoma College for Women, Perumbavoor, on monthly salary as per management norms with effect from June 09, 2021.

This appointment shall be for a period of one year from the date of joining, and the same is renewable subject to his/ her satisfactory performance. During the above period the Management will be free to terminate the appointment, without notice and without assigning any reason, if his/ her service are found not satisfactory. The other terms and conditions of appointment are given in the attached Annexure I. The duplicate copy of this appointment order shall be returned by him/ her duly signed as a token of his/ her acceptance of terms and conditions.

PRINCIPAL

Copy to : The Principal, MTCW

: Ms. R. Anandhi

Attach : Annexure I



DR. EUJO MARY VARGHESE
Principal - Charge
Mar Thoma College for Women
Perumbavoor - 683 542



Annexure I

1. Ms. R. Anandhi's designation will be Assistant Professor in the Department of Commerce (S/F) of Mar Thoma College for Women, Perumbavoor.
2. He/ she will be entitled to paid leave of 15 days casual leave per year subject to rules and regulations of the College.
3. He/ she will follow a five day work week and adhere to the College timings prevailing from time to time.
4. The holidays specified in the College Calendar shall be applicable for this appointment.
5. He/ she shall carry out all responsibilities assigned to him/ her by the Principal of the College.
6. This is a full time appointment and he/she shall not undertake any business or teaching assignment on a permanent basis or otherwise except with the written permission of the Manager / Principal of the College.
7. This appointment is for a fixed period of one academic year from June 09, 2021 and the same is renewable subject to satisfactory performance. However his/ her appointment will be reviewed after one year of assessment of his/ her performance and suitability. The appointment can be terminated by either party by giving one month's notice or one month's pay in lieu thereof.
8. His/ her workload will adhere to the timetable given at the time of appointment.
9. He/ she shall work as member of a team of teachers who are committed to the cause of student development.
10. He/ she shall be free to offer training and consultancy as per the guidelines specified by the College from time to time.
11. The general code of conduct applicable to all other faculty members of the College shall also be applicable to this appointment.
12. In addition to his scheduled teaching, his/ her duties shall also include any other duties assigned from time to time.

Signature of the Principal

Dr. SUDHA VARGHESE
Principal - in-charge
Mar Thoma College for Women
Perumbavoor - 683 542



Sudha Varghese

Principal - in - charge
Mar Thoma College For Women
Perumbavoor - 683 542

