



# NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

NEDUMCODE, KALIYAKKAVILAI - 629 153.

K. K. DISTRICT, TAMILNADU, INDIA.

Phone: 04651-244788, Mobile: 8903013368, 9578683229

E-mail: nanjilccast@gmail.com, www.nanjilcatholiccollegekk.com

Date: 20.06.2013

## LETTER OF APPOINTMENT

**Dr. S. Thankam, M.A., M.Phil., Ph.D.,** is appointed as **Assistant Professor in Tamil** on temporary basis with effect from 20-06-2013 at this college under self-supporting basis. She will be on probation for a period of Two years.

1. The period of probation may be extended at the discretion of the College Management for such further period as the Management may deem fit. If your service is found satisfactory and required you will be made permanent.
2. It is mandatory for you to be present in the premises of the College during the working hours. During the period of your employment you will devote all your time and attention exclusively for work / duties assigned to you by the management. You will work for implementing the ideals based on which the College is founded and administered.
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4. You will be paid salary as per the norms fixed by the management from time to time. Any increase of salary or increment will be linked strictly to your performance.
5. You shall not apply for any outside job while in service without prior written permission from the College. You shall not engage in taking private tuitions or doing any business while in service.
6. You should not become member of any external associations / unions while in service.
7. You shall be eligible for 12 days of causal leave per year and the leave needs to be sanctioned / approved by the Correspondent / Principal alone.
8. Although your normal work will consist of duties assigned to you in the capacity mentioned above, you may at any time be called upon to discharge any other duties which, in the opinion of the Management are within your capacity and ability and you should discharge these duties with diligence and care.



*S. Thankam*  
20/06/2013

*Learn Lead Transform...*

9. Your services can be terminated by giving one month prior notice in writing by the College. However, no notice will be required to be given in case of your services are terminated for any misconduct/indiscipline.
10. In the event of you deciding to leave from service, you should give three months prior notice in writing to the management, failing to do so you will have to remit three months' salary. Leaving service should be preferably made at the end of the academic year.
11. If the details furnished by you in your application regarding your qualification, previous experience, etc. are found to be incorrect or not true, you will be liable for dismissal without notice and/or such further action as the College deems fit.
12. You should follow the rules and regulations of the College that are in force and may be framed / amended from time to time.
13. Notwithstanding anything contained above, the Management of the College reserves all rights to retain or terminate you from service at its discretion without assigning any reason.



*[Handwritten Signature]*  
20/06/2013  
Secretary

To

Dr. S. Thankam  
6/94, Azhagiamandapam,  
Mulagumoodu (P.O),  
K.K. District - 629 167.

By signing below, I accept the specific terms and conditions of employment that are enumerated above and that are in force and may be framed/amended from time to time by Nanjil Catholic College of Arts and Science, Kaliyakkavilai. Further I agree to put forth my best efforts to support the goals and objectives of the Institution.

Place: *Kaliyakkavilai*  
Date: *20/06/2013*

*[Handwritten Signature]*  
Signature

Name and address of the Employee

*Received on 20/06/2013*



# NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

NEDUMCODE, KALIYAKKAVILAI - 629 153.

K.K. DISTRICT, TAMILNADU, INDIA.

Phone: 04651-244788, Mobile: 8903013368 9578683229

E-mail: nanjilccas@gmail.com, www.nanjilcatholiccollegekk.com

Date: 30.08.2012

## LETTER OF APPOINTMENT

Dr. M. Peril Threse, M.A., M.Phil., Ph.D., is appointed as **Assistant Professor in Tamil** on temporary basis with effect from 30-08-2012 at this college under self-supporting basis. She will be on probation for a period of Two years.

1. The period of probation may be extended at the discretion of the College Management for such further period as the Management may deem fit. If your service is found satisfactory and required you will be made permanent.
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8. Although your normal work will consist of duties assigned to you in the capacity mentioned above, you may at any time be called upon to discharge any other duties which, in the opinion of the Management are within your capacity and ability and you should discharge these duties with diligence and care.



*Shirani*  
30/08/2012

Learn Lead Transform...

9. Your services can be terminated by giving one month prior notice in writing by the College. However, no notice will be required to be given in case of your services are terminated for any misconduct/indiscipline.
10. In the event of you deciding to leave from service, you should give three months prior notice in writing to the management, failing to do so you will have to remit three months' salary. Leaving service should be preferably made at the end of the academic year.
11. If the details furnished by you in your application regarding your qualification, previous experience, etc. are found to be incorrect or not true, you will be liable for dismissal without notice and/or such further action as the College deems fit.
12. You should follow the rules and regulations of the College that are in force and may be framed / amended from time to time.
13. Notwithstanding anything contained above, the Management of the College reserves all rights to retain or terminate you from service at its discretion without assigning any reason.



*[Handwritten Signature]*  
30/08/2012  
Secretary

To

Dr. M. Peril Threse  
H/No. 2/182  
Udayar Vilai,  
Kannanoor (P.O),  
K.K. District - 629 158.

By signing below, I accept the specific terms and conditions of employment that are enumerated above and that are in force and may be framed/amended from time to time by Nanjil Catholic College of Arts and Science, Kaliyakkavilai. Further I agree to put forth my best efforts to support the goals and objectives of the Institution.

Place: *Kaliyakkavilai*  
Date: *30.08.2012*

*[Handwritten Signature]*  
Signature

Name and address of the Employee

*Received*  
*[Handwritten Signature]*  
*30/8/2012*



# NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

NEDUMCODE, KALIYAKKAVILAI - 629 153.

K. K. DISTRICT, TAMILNADU, INDIA.

Phone: 04651-244788, Mobile: 8903013368, 9578683229

E-mail: nanjlccas@gmail.com, www.nanjilcatholiccollegekk.com

Date: 20.06.2013

## LETTER OF APPOINTMENT

Mrs. A. Sujatha Joice, M.A., M.Ed., M.Phil., is appointed as **Assistant Professor in Tamil** on temporary basis with effect from 20-06-2013 at this college under self-supporting basis. She will be on probation for a period of Two years.

1. The period of probation may be extended at the discretion of the College Management for such further period as the Management may deem fit. If your service is found satisfactory and required you will be made permanent.
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7. You shall be eligible for 12 days of causal leave per year and the leave needs to be sanctioned / approved by the Correspondent / Principal alone.
8. Although your normal work will consist of duties assigned to you in the capacity mentioned above, you may at any time be called upon to discharge any other duties which, in the opinion of the Management are within your capacity and ability and you should discharge these duties with diligence and care.



*Sujatha Joice*  
20/06/2013

9. Your services can be terminated by giving one month prior notice in writing by the College. However, no notice will be required to be given in case of your services are terminated for any misconduct/indiscipline.
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13. Notwithstanding anything contained above, the Management of the College reserves all rights to retain or terminate you from service at its discretion without assigning any reason.



*[Handwritten Signature]*  
20/06/2013  
Secretary

To

Mrs. A. Sujatha Joice  
W/o. C. Binu Kumar  
164, Puthukudiyeruppu,  
P & T, Colony Street,  
Nagercoil - 629 001.

By signing below, I accept the specific terms and conditions of employment that are enumerated above and that are in force and may be framed/amended from time to time by Nanjil Catholic College of Arts and Science, Kaliyakkavilai. Further I agree to put forth my best efforts to support the goals and objectives of the Institution.

Place: Kaliyakkavilai,  
Date: 20.06.2013

*[Handwritten Signature]*  
Signature

Name and address of the Employee

Received : *[Handwritten Signature]*



# NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

NEDUMCODE, KALIYAKKAVILAI - 629 153.

K.K. DISTRICT, TAMILNADU, INDIA.

Phone: 04651-244788, Mobile: 8903013368, 9576683229

E mail: nanjilccas@gmail.com, www.nanjilcatholiccollegekk.com

Rev. Fr. Dr. S. Maria Rajendran, M.S.W.(H.R.M.), M.B.A., M.A., M.Sc., M.Phil., Ph.D.

Secretary

Date: 16.06.2016

## LETTER OF APPOINTMENT

Dr. T. Little Mary, M.A., M.Phil., Ph.D., NET is appointed as **Assistant Professor in Tamil** on temporary basis with effect from 16-06-2016 at this college under self-supporting basis. She will be on probation for a period of Two years.

1. The period of probation may be extended at the discretion of the College Management for such further period as the Management may deem fit. If your service is found satisfactory and required you will be made permanent.
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*Signature*  
16/06/2016

9. Your services can be terminated by giving one month prior notice in writing by the College. However, no notice will be required to be given in case of your services are terminated for any misconduct/indiscipline.
10. In the event of you deciding to leave from service, you should give three months prior notice in writing to the management, failing to do so you will have to remit three months' salary. Leaving service should be preferably made at the end of the academic year.
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12. You should follow the rules and regulations of the College that are in force and may be framed / amended from time to time.
13. Notwithstanding anything contained above, the Management of the College reserves all rights to retain or terminate you from service at its discretion without assigning any reason.

*[Handwritten Signature]*  
16/06/2016  
Secretary



To

Dr. T. Little Mary  
W/o. D.C. Joyi  
Maniyalloor Veedu,  
Vazhuthoor,  
Neyyattinkara (P.O) - 695 121

By signing below, I accept the specific terms and conditions of employment that are enumerated above and that are in force and may be framed/amended from time to time by Nanjil Catholic College of Arts and Science, Kaliyakkavilai. Further I agree to put forth my best efforts to support the goals and objectives of the Institution.

Place: *Kaliyakkavilai*  
Date: *16/06/2016*

*[Handwritten Signature]*  
Signature

Name and address of the Employee

*Received on 16/06/2016*





# NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

NEDUMCODE, KALIYAKKAVILAI - 629 153.

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E-mail: nanjilccas@gmail.com, www.nanjilcatholiccollegekk.com

Rev. Fr. Dr. S. Maria Rajendran, M.S.W.(H.R.M.), M.B.A., M.A., M.Sc., M.Phil., Ph.D.  
Secretary

16-06-2016

Proceedings of the Secretary, Nanjil Catholic College of Arts & Science  
at Kaliyakkavilai, Dated 16-06-2016.

## APPOINTMENT ORDER

Subject: Establishment – Nanjil Catholic College of Arts & Science at  
Kaliyakkavilai – Appointment of Asst. Professor – Reg.

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Mrs. S. Suma Maheswari, M.A., M.Phil., is appointed as Assistant Professor in  
Tamil on temporary basis with effect from 16-06-2016 at this college under  
self-supporting basis. She will be on probation for a period of Two years.

The code of contract laid down by the management is binding on the employee.

Fr. S. Maria Rajendran  
(Secretary)

Fr. Dr. S. MARIA RAJENDRAN  
M.S.W.(H.R.M.), M.B.A., M.A., M.Sc., M.Phil., Ph.D.  
Secretary  
Nanjil Catholic College of Arts & Science  
Kaliyakkavilai - 629 153  
Kanyakumari District, Tamilnadu, India.

# NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

Rev. Fr. M. Eckermens Michael, M.B.A., M.Sc., (Psy), Ph.D.  
Secretary & Correspondent



Nedumcode,  
Kaliyakkavilai - 629 153  
K.K. District, Tamil Nadu, India.  
Phone : 04651-244788,  
Mobile : 8903013368  
9360331148

www.nanjilcatholiccollegekk.com

Email : nanjilccas@gmail.com

fr.eckermens@gamil.com

Date: 10.06.2019

## LETTER OF APPOINTMENT

Dr. N. Seema Mole, M.A., M.Phil., Ph.D., is appointed as **Assistant Professor in Tamil** on temporary basis with effect from 10-06-2019 at this college under self-supporting basis. She will be on probation for a period of Two years.

1. The period of probation may be extended at the discretion of the College Management for such further period as the Management may deem fit. If your service is found satisfactory and required you will be made permanent.
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*[Handwritten signature]*  
10/6/19

9. Your services can be terminated by giving one month prior notice in writing by the College. However, no notice will be required to be given in case of your services are terminated for any misconduct/indiscipline.
10. In the event of you deciding to leave from service, you should give three months prior notice in writing to the management, failing to do so you will have to remit three months' salary. Leaving service should be preferably made at the end of the academic year.
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12. You should follow the rules and regulations of the College that are in force and may be framed / amended from time to time.
13. Notwithstanding anything contained above, the Management of the College reserves all rights to retain or terminate you from service at its discretion without assigning any reason.



  
Secretary 10/6/19

To

Dr. N. Seema Mole  
2/331, Annikkarai Puthan Veedu  
Kulappuram (p.o),  
K.K. District.

By signing below, I accept the specific terms and conditions of employment that are enumerated above and that are in force and may be framed/amended from time to time by Nanjil Catholic College of Arts and Science, Kaliyakkavilai. Further I agree to put forth my best efforts to support the goals and objectives of the Institution.

Place: Kaliyakkavilai

Date: 10/06/2019

  
Signature

Name and address of the Employee

# NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

Rev. Fr. M. Eckermens Michael, M.B.A., M.Sc., (Psy), Ph.D.  
Secretary & Correspondent



Nedumcode,  
Kaliyakkavilai - 629 153  
K.K. District, Tamil Nadu, India.  
Phone : 04651-244788,  
Mobile : 8903013368  
9360331148

www.nanjilcatholiccollegekk.com

Email : nanjilccas@gmail.com

fr.eckermens@gamil.com

Date: 01.07.2019

## LETTER OF APPOINTMENT

Mr. R. Adlin Jeba, M.A., M.Phil., (SET), is appointed as **Assistant Professor in Tamil** on temporary basis with effect from 01-07-2019 at this college under self-supporting basis. He will be on probation for a period of Two years.

1. The period of probation may be extended at the discretion of the College Management for such further period as the Management may deem fit. If your service is found satisfactory and required you will be made permanent.
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01/7/19

9. Your services can be terminated by giving one month prior notice in writing by the College. However, no notice will be required to be given in case of your services are terminated for any misconduct/indiscipline.
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13. Notwithstanding anything contained above, the Management of the College reserves all rights to retain or terminate you from service at its discretion without assigning any reason.



  
Secretary 01/07/19

To

Mr. R. Adlin Jeba  
Thuchanvilai,  
Mulagumoodu..

By signing below, I accept the specific terms and conditions of employment that are enumerated above and that are in force and may be framed/amended from time to time by Nanjil Catholic College of Arts and Science, Kaliyakkavilai. Further I agree to put forth my best efforts to support the goals and objectives of the Institution.

Place: Kaliyakkavilai,  
Date: 1-07-2019

  
Signature 1/7/19

Name and address of the Employee



# NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

NEDUMCODE, KALIYAKKAVILAI - 629 153.

K.K. DISTRICT, TAMILNADU, INDIA.

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Rev. Fr. Dr. S. Maria Rajendran, M.S.W.(H.R.M.), M.B.A., M.A., M.Sc., M.Phil., Ph.D.  
Secretary

Date: 16.06.2016

## LETTER OF APPOINTMENT

Mrs. P. Sriya Pushpam, M.A., M.Phil., is appointed as **Assistant Professor in Tamil** on temporary basis with effect from 16-06-2016 at this college under self-supporting basis. She will be on probation for a period of Two years.

1. The period of probation may be extended at the discretion of the College Management for such further period as the Management may deem fit. If your service is found satisfactory and required you will be made permanent.
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*P. Sriya Pushpam*  
16/06/2016

*Learn Lead Transform...*

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*[Handwritten Signature]*  
16/06/2016  
Secretary

To

Mrs. P. Sriya Pushpam  
W/o. N. Bharath,  
Alwarcoil,  
Thanthavilai,  
Neyyoor (P.O)

By signing below, I accept the specific terms and conditions of employment that are enumerated above and that are in force and may be framed/amended from time to time by Nanjil Catholic College of Arts and Science, Kaliyakkavilai. Further I agree to put forth my best efforts to support the goals and objectives of the Institution.

Place: *Kaliyakkavilai*  
Date: *16.06.2016*

*P. Sriya Pushpam*  
Signature

Name and address of the Employee:

*Received on 16.06.2016*



# NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

NEDUMCODE, KALIYAKKAVILAI - 629 153.

K.K. DISTRICT, TAMILNADU, INDIA.

Phone: 04651-244788, Mobile: 8903013368, 9578683229

E-mail: nanjilccas@gmail.com, www.nanjilcatholiccollegekk.com

Date: 20.06.2013

## LETTER OF APPOINTMENT

Mrs. R. Biji, M.A., M.Phil., is appointed as Assistant Professor in Malayalam on temporary basis with effect from 20-06-2013 at this college under self-supporting basis. She will be on probation for a period of Two years.

1. The period of probation may be extended at the discretion of the College Management for such further period as the Management may deem fit. If your service is found satisfactory and required you will be made permanent.
2. It is mandatory for you to be present in the premises of the College during the working hours. During the period of your employment you will devote all your time and attention exclusively for work / duties assigned to you by the management. You will work for implementing the ideals based on which the College is founded and administered.
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*[Handwritten Signature]*  
20/06/2013



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12. You should follow the rules and regulations of the College that are in force and may be framed / amended from time to time.
13. Notwithstanding anything contained above, the Management of the College reserves all rights to retain or terminate you from service at its discretion without assigning any reason.



*[Handwritten Signature]*  
20/06/2013  
Secretary

To

Mrs. R. Biji  
Thoppil Nivas, Karakonam,  
Karakonam (P.O),  
Thiruvananthapuram District - 695 504

By signing below, I accept the specific terms and conditions of employment that are enumerated above and that are in force and may be framed/amended from time to time by Nanjil Catholic College of Arts and Science, Kaliyakkavilai. Further I agree to put forth my best efforts to support the goals and objectives of the Institution.

Place: *Kaliyakkavilai*

Date: *20/06/13*

*[Handwritten Signature]*  
Signature

Name and address of the Employee

*Received on - 20/06/13*  
*[Handwritten Signature]*  
*20/06/13*

# NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

Rev. Fr. M. Eckermens Michael, M.B.A., M.Sc., (Psy), Ph.D.  
Secretary & Correspondent



Nedumcode,  
Kaliyakkavilai - 629 153  
K.K. District, Tamil Nadu, India.  
Phone : 04651-244788,  
Mobile : 8903013368  
9360331148

www.nanjilcatholiccollegekk.com

Email : nanjilccas@gmail.com

fr.eckermens@gamil.com

Date: 22.07.2018

## LETTER OF APPOINTMENT

**Dr. S.K. Karthika, M.A., Ph.D. (SET)**, is appointed as **Assistant Professor in Hindi** on part-time basis with effect from 22-07-2018 at this college under self-supporting basis. She will be on probation for a period of Two years.

1. The period of probation may be extended at the discretion of the College Management for such further period as the Management may deem fit. If your service is found satisfactory and required you will be made permanent.
2. It is mandatory for you to be present in the premises of the College during the working hours. During the period of your employment you will devote all your time and attention exclusively for work / duties assigned to you by the management. You will work for implementing the ideals based on which the College is founded and administered.
3. You have to submit all your Degree and other certificates required for the above post in original at the time of joining duty. Only then the appointment order will be considered valid.
4. You will be paid salary as per the norms fixed by the management from time to time. Any increase of salary or increment will be linked strictly to your performance.
5. You shall not apply for any outside job while in service without prior written permission from the College. You shall not engage in taking private tuitions or doing any business while in service.
6. You should not become member of any external associations / unions while in service.
7. You shall be eligible for 12 days of causal leave per year and the leave needs to be sanctioned / approved by the Correspondent / Principal alone.
8. Although your normal work will consist of duties assigned to you in the capacity mentioned above, you may at any time be called upon to discharge any other duties which, in the opinion of the Management are within your capacity and ability and you should discharge these duties with diligence and care.



  
22/07/18

9. Your services can be terminated by giving one month prior notice in writing by the College. However, no notice will be required to be given in case of your services are terminated for any misconduct/indiscipline.
10. In the event of you deciding to leave from service, you should give three months prior notice in writing to the management, failing to do so you will have to remit three months' salary. Leaving service should be preferably made at the end of the academic year.
11. If the details furnished by you in your application regarding your qualification, previous experience, etc. are found to be incorrect or not true, you will be liable for dismissal without notice and/or such further action as the College deems fit.
12. You should follow the rules and regulations of the College that are in force and may be framed / amended from time to time.
13. Notwithstanding anything contained above, the Management of the College reserves all rights to retain or terminate you from service at its discretion without assigning any reason.



  
Secretary


To

Dr. S.K. Karthika  
Sakthi Bhavan,  
Essalicode,  
Ooruttambalam (p.o).

By signing below, I accept the specific terms and conditions of employment that are enumerated above and that are in force and may be framed/amended from time to time by Nanjil Catholic College of Arts and Science, Kaliyakkavilai. Further I agree to put forth my best efforts to support the goals and objectives of the Institution.

Place: Kaliyakkavilai

Date: 22-07-2018

  
Signature

Name and address of the Employee



# NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

NEDUMCODE, KALIYAKKAVILAI - 629 153.

K.K. DISTRICT, TAMILNADU, INDIA.

Phone: 04651-244788; Mobile: 8903013368 9578683229

E-mail: nanjilccas@gmail.com, www.nanjilcatholiccollegekk.com

Date: 14.02.2014

## LETTER OF APPOINTMENT

Mrs. M.S. Subi, M.A., M.Phil., SLET is appointed as **Assistant Professor in English** on temporary basis with effect from 14-02-2014 at this college under self-supporting basis. She will be on probation for a period of Two years.

1. The period of probation may be extended at the discretion of the College Management for such further period as the Management may deem fit. If your service is found satisfactory and required you will be made permanent.
2. It is mandatory for you to be present in the premises of the College during the working hours. During the period of your employment you will devote all your time and attention exclusively for work / duties assigned to you by the management. You will work for implementing the ideals based on which the College is founded and administered.
3. You have to submit all your Degree and other certificates required for the above post in original at the time of joining duty. Only then the appointment order will be considered valid.
4. You will be paid salary as per the norms fixed by the management from time to time. Any increase of salary or increment will be linked strictly to your performance.
5. You shall not apply for any outside job while in service without prior written permission from the College. You shall not engage in taking private tuitions or doing any business while in service.
6. You should not become member of any external associations / unions while in service.
7. You shall be eligible for 12 days of causal leave per year and the leave needs to be sanctioned / approved by the Correspondent / Principal alone.
8. Although your normal work will consist of duties assigned to you in the capacity mentioned above, you may at any time be called upon to discharge any other duties which, in the opinion of the Management are within your capacity and ability and you should discharge these duties with diligence and care.



*[Signature]*  
14/02/2014

9. Your services can be terminated by giving one month prior notice in writing by the College. However, no notice will be required to be given in case of your services are terminated for any misconduct/indiscipline.
10. In the event of you deciding to leave from service, you should give three months prior notice in writing to the management, failing to do so you will have to remit three months' salary. Leaving service should be preferably made at the end of the academic year.
11. If the details furnished by you in your application regarding your qualification, previous experience, etc. are found to be incorrect or not true, you will be liable for dismissal without notice and/or such further action as the College deems fit.
12. You should follow the rules and regulations of the College that are in force and may be framed / amended from time to time.
13. Notwithstanding anything contained above, the Management of the College reserves all rights to retain or terminate you from service at its discretion without assigning any reason.



*[Handwritten Signature]*  
14/02/2014  
Secretary

To

Mrs. M.S. Subi  
Nullivilai Veedu,  
Pacode (P.O)  
K.K. District - 629 168

By signing below, I accept the specific terms and conditions of employment that are enumerated above and that are in force and may be framed/amended from time to time by Nanjil Catholic College of Arts and Science, Kaliyakkavilai. Further I agree to put forth my best efforts to support the goals and objectives of the Institution.

Place: *Kaliyakkavilai*  
Date: *14/2/14*

*[Handwritten Signature]*  
Signature

Name and address of the Employee

*Subi - M S*  
*Nullivilai veedu*  
*Pacode (P.O)*  
*Pincode - 629168*

*Received*  
*[Handwritten Signature]*



# NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

NEDUMCODE, KALIYAKKAVILAI - 629 153.

K.K. DISTRICT, TAMILNADU, INDIA.

Phone: 04651-244788, Mobile: 8903013368, 9578683229

E-mail: nanjilccas@gmail.com, www.nanjilcatholiccollegekk.com

Rev. Fr. Dr. S. Maria Rajendran, M.S.W.(H.R.M.), M.B.A., M.A., M.Sc., M.Phil., Ph.D.

Secretary

Date: 05.08.2014

## LETTER OF APPOINTMENT

Mr. R. Rooban Raja Sekhar, M.A., M.Phil., is appointed as Assistant Professor in English on temporary basis with effect from 05-08-2014 at this college under self-supporting basis. He will be on probation for a period of Two years.

1. The period of probation may be extended at the discretion of the College Management for such further period as the Management may deem fit. If your service is found satisfactory and required you will be made permanent.
2. It is mandatory for you to be present in the premises of the College during the working hours. During the period of your employment you will devote all your time and attention exclusively for work / duties assigned to you by the management. You will work for implementing the ideals based on which the College is founded and administered.
3. You have to submit all your Degree and other certificates required for the above post in original at the time of joining duty. Only then the appointment order will be considered valid.
4. You will be paid salary as per the norms fixed by the management from time to time. Any increase of salary or increment will be linked strictly to your performance.
5. You shall not apply for any outside job while in service without prior written permission from the College. You shall not engage in taking private tuitions or doing any business while in service.
6. You should not become member of any external associations / unions while in service.
7. You shall be eligible for 12 days of causal leave per year and the leave needs to be sanctioned / approved by the Correspondent / Principal alone.
8. Although your normal work will consist of duties assigned to you in the capacity mentioned above, you may at any time be called upon to discharge any other duties which, in the opinion of the Management are within your capacity and ability and you should discharge these duties with diligence and care.



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9. Your services can be terminated by giving one month prior notice in writing by the College. However, no notice will be required to be given in case of your services are terminated for any misconduct/indiscipline.
10. In the event of you deciding to leave from service, you should give three months prior notice in writing to the management, failing to do so you will have to remit three months' salary. Leaving service should be preferably made at the end of the academic year.
11. If the details furnished by you in your application regarding your qualification, previous experience, etc. are found to be incorrect or not true, you will be liable for dismissal without notice and/or such further action as the College deems fit.
12. You should follow the rules and regulations of the College that are in force and may be framed / amended from time to time.
13. Notwithstanding anything contained above, the Management of the College reserves all rights to retain or terminate you from service at its discretion without assigning any reason.



*Shivaram*  
10/08/2014  
Secretary

To

Mr. R. Rooban Raja Sekhar  
Kattuvilai,  
Kuzhithurai (P.O),  
K.K. District.

By signing below, I accept the specific terms and conditions of employment that are enumerated above and that are in force and may be framed/amended from time to time by Nanjil Catholic College of Arts and Science, Kaliyakkavilai. Further I agree to put forth my best efforts to support the goals and objectives of the Institution.

Place: *Kaliyakkavilai*

Date: *5/8/2014*

*[Handwritten Signature]*  
Signature

Name and address of the Employee

*Received on 5/8/2014*  
*[Handwritten Signature]*



# NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

NEDUMCODE, KALIYAKKAVILAI - 629 153.

K.K. DISTRICT, TAMILNADU, INDIA.

Phone: 04651-244788, Mobile: 8903013368, 9578683229

E-mail: nanjilccas@gmail.com, www.nanjilcatholiccollegekk.com

Rev. Fr. Dr. S. Maria Rajendran, M.S.W.(H.R.M.), M.B.A., M.A., M.Sc., M.Phil., Ph.D.  
Secretary

Date: 12.12.2014

## LETTER OF APPOINTMENT

Mrs. R. Christobel Merlin Mahil, M.A., M.Phil., is appointed as Assistant Professor in English on temporary basis with effect from 12-12-2014 at this college under self-supporting basis. She will be on probation for a period of Two years.

1. The period of probation may be extended at the discretion of the College Management for such further period as the Management may deem fit. If your service is found satisfactory and required you will be made permanent.
2. It is mandatory for you to be present in the premises of the College during the working hours. During the period of your employment you will devote all your time and attention exclusively for work / duties assigned to you by the management. You will work for implementing the ideals based on which the College is founded and administered.
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6. You should not become member of any external associations / unions while in service.
7. You shall be eligible for 12 days of causal leave per year and the leave needs to be sanctioned / approved by the Correspondent / Principal alone.
8. Although your normal work will consist of duties assigned to you in the capacity mentioned above, you may at any time be called upon to discharge any other duties which, in the opinion of the Management are within your capacity and ability and you should discharge these duties with diligence and care.



*[Signature]*  
12/12/2014



9. Your services can be terminated by giving one month prior notice in writing by the College. However, no notice will be required to be given in case of your services are terminated for any misconduct/indiscipline.
10. In the event of you deciding to leave from service, you should give three months prior notice in writing to the management, failing to do so you will have to remit three months' salary. Leaving service should be preferably made at the end of the academic year.
11. If the details furnished by you in your application regarding your qualification, previous experience, etc. are found to be incorrect or not true, you will be liable for dismissal without notice and/or such further action as the College deems fit.
12. You should follow the rules and regulations of the College that are in force and may be framed / amended from time to time.
13. Notwithstanding anything contained above, the Management of the College reserves all rights to retain or terminate you from service at its discretion without assigning any reason.



*[Signature]*  
12/12/2014  
Secretary

To

Mrs. R. Christobel Merlin Mahil  
W/o. John Bright  
Mizpha Illam,  
Vandalim Thottam,  
Mulucodu, Arumanai (P.O),  
K.K. District - 629 151

By signing below, I accept the specific terms and conditions of employment that are enumerated above and that are in force and may be framed/amended from time to time by Nanjil Catholic College of Arts and Science, Kaliyakkavilai. Further I agree to put forth my best efforts to support the goals and objectives of the Institution.

Place: *Kaliyakkavilai*

Date: *12.12.2014*

*[Signature]*  
Signature

Name and address of the Employee

*R. CHRISTOBEL MERLIN MAHIL,  
MIZPAH ILLAM,  
MUZHULODE  
ARUMANAI (PO)  
629151*

*Received  
[Signature]*



# NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

NEDUMCODE, KALIYAKKAVILAI - 629 153.

K. K. DISTRICT, TAMILNADU, INDIA.

Phone: 04651-244788, Mobile: 8903013368, 9578683229

E-mail: nanjilccas@gmail.com, www.nanjilcatholiccollegekk.com

Date: 13.12.2014

## LETTER OF APPOINTMENT

Ms. P. Anisha, M.A., M.Phil., is appointed as Assistant Professor in English on temporary basis with effect from 13-12-2014 at this college under self-supporting basis. She will be on probation for a period of Two years.

1. The period of probation may be extended at the discretion of the College Management for such further period as the Management may deem fit. If your service is found satisfactory and required you will be made permanent.
2. It is mandatory for you to be present in the premises of the College during the working hours. During the period of your employment you will devote all your time and attention exclusively for work / duties assigned to you by the management. You will work for implementing the ideals based on which the College is founded and administered.
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8. Although your normal work will consist of duties assigned to you in the capacity mentioned above, you may at any time be called upon to discharge any other duties which, in the opinion of the Management are within your capacity and ability and you should discharge these duties with diligence and care.



*P. Anisha*  
13/12/2014

9. Your services can be terminated by giving one month prior notice in writing by the College. However, no notice will be required to be given in case of your services are terminated for any misconduct/indiscipline.
10. In the event of you deciding to leave from service, you should give three months prior notice in writing to the management, failing to do so you will have to remit three months' salary. Leaving service should be preferably made at the end of the academic year.
11. If the details furnished by you in your application regarding your qualification, previous experience, etc. are found to be incorrect or not true, you will be liable for dismissal without notice and/or such further action as the College deems fit.
12. You should follow the rules and regulations of the College that are in force and may be framed / amended from time to time.
13. Notwithstanding anything contained above, the Management of the College reserves all rights to retain or terminate you from service at its discretion without assigning any reason.



  
13/12/14  
Secretary

To

Ms. P. Anisha  
D/o. P. Paulraj  
Pottaivilai, Payanam,  
Unnamalaikadai (P.O),  
K.K. District - 629 179

By signing below, I accept the specific terms and conditions of employment that are enumerated above and that are in force and may be framed/amended from time to time by Nanjil Catholic College of Arts and Science, Kaliyakkavilai. Further I agree to put forth my best efforts to support the goals and objectives of the Institution.

Place: Kaliyakkavilai

Date: 13-12-2014



  
Signature

Name and address of the Employee

Received on 13-12-2014.





# NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

NEDUMCODE, KALIYAKKAVILAI - 629 153.

K.K. DISTRICT, TAMILNADU, INDIA.

Phone: 04651-244788, Mobile: 8903013368, 9578683229

E-mail: nanjilccas@gmail.com, www.nanjilcatholiccollegekk.com

Rev. Fr. Dr. S. Maria Rajendran, M.S.W.(H.R.M.), M.B.A., M.A., M.Sc., M.Phil., Ph.D.

Secretary

Date: 16.06.2016

## LETTER OF APPOINTMENT

Ms. S. Rosary Vinintha, M.A., M.Phil., is appointed as Assistant Professor in English on temporary basis with effect from 16-06-2016 at this college under self-supporting basis. She will be on probation for a period of Two years.

1. The period of probation may be extended at the discretion of the College Management for such further period as the Management may deem fit. If your service is found satisfactory and required you will be made permanent.
2. It is mandatory for you to be present in the premises of the College during the working hours. During the period of your employment you will devote all your time and attention exclusively for work / duties assigned to you by the management. You will work for implementing the ideals based on which the College is founded and administered.
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6. You should not become member of any external associations / unions while in service.
7. You shall be eligible for 12 days of causal leave per year and the leave needs to be sanctioned / approved by the Correspondent / Principal alone.
8. Although your normal work will consist of duties assigned to you in the capacity mentioned above, you may at any time be called upon to discharge any other duties which, in the opinion of the Management are within your capacity and ability and you should discharge these duties with diligence and care.



*S. Rosary Vinintha*  
16/06/2016

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9. Your services can be terminated by giving one month prior notice in writing by the College. However, no notice will be required to be given in case of your services are terminated for any misconduct/indiscipline.
10. In the event of you deciding to leave from service, you should give three months prior notice in writing to the management, failing to do so you will have to remit three months' salary. Leaving service should be preferably made at the end of the academic year.
11. If the details furnished by you in your application regarding your qualification, previous experience, etc. are found to be incorrect or not true, you will be liable for dismissal without notice and/or such further action as the College deems fit.
12. You should follow the rules and regulations of the College that are in force and may be framed / amended from time to time.
13. Notwithstanding anything contained above, the Management of the College reserves all rights to retain or terminate you from service at its discretion without assigning any reason.



*[Handwritten Signature]*  
16/06/2016  
Secretary

To

Ms. S. Rosary Vinintha  
D/o. P. Sathiya Nesan  
10-69, Michael Nagar,  
Kumarapuram,  
Kumarapuram (P.O) - 629 189

By signing below, I accept the specific terms and conditions of employment that are enumerated above and that are in force and may be framed/amended from time to time by Nanjil Catholic College of Arts and Science, Kaliyakkavilai. Further I agree to put forth my best efforts to support the goals and objectives of the Institution.

Place: *Kaliyakkavilai*

Date: *16.6.2016*

*[Handwritten Signature]*  
Signature

Name and address of the Employee

*S. Rosary Vinintha,  
D/o. P. Sathiya Nesan,  
Kumarapuram, (10-69)  
K.K. Dist, 629189.*

*Received  
[Handwritten Signature]*



# NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

NEDUMCODE, KALIYAKKAVILAI - 629 153.

K.K. DISTRICT, TAMILNADU, INDIA.

Phone: 04651-244788, Mobile: 8903013368, 9578683229

E-mail: nanjilccas@gmail.com, www.nanjilcatholiccollegekk.com

Rev. Fr. Dr. S. Maria Rajendran, M.S.W.(H.R.M.), M.B.A., M.A., M.Sc., M.Phil., Ph.D.

Secretary

Date: 01.07.2017

## LETTER OF APPOINTMENT

Mr. J. Godwin Mesi, M.A., M.Phil., is appointed as Assistant Professor in English on temporary basis with effect from 01-07-2017 at this college under self-supporting basis. He will be on probation for a period of Two years.

1. The period of probation may be extended at the discretion of the College Management for such further period as the Management may deem fit. If your service is found satisfactory and required you will be made permanent.
2. It is mandatory for you to be present in the premises of the College during the working hours. During the period of your employment you will devote all your time and attention exclusively for work / duties assigned to you by the management. You will work for implementing the ideals based on which the College is founded and administered.
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12. You should follow the rules and regulations of the College that are in force and may be framed / amended from time to time.
13. Notwithstanding anything contained above, the Management of the College reserves all rights to retain or terminate you from service at its discretion without assigning any reason.



*Shanmugan*  
10/07/2017  
Secretary

To

Mr. J. Godwin Mesi  
S/o. K. Johnson,  
C.G. Bhavan,  
Ayirampalli, Vavarai,  
S.T. Mankad (p.o) - 629 172

By signing below, I accept the specific terms and conditions of employment that are enumerated above and that are in force and may be framed/amended from time to time by Nanjil Catholic College of Arts and Science, Kaliyakkavilai. Further I agree to put forth my best efforts to support the goals and objectives of the Institution.

Place: *Kaliyakkavilai.*  
Date: *01.07.2017.*

*Godwin Mesi*  
Signature

Name and address of the Employee

*Received on 01.07.2017.*  
*Godwin Mesi*



# NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

NEDUMCODE, KALIYAKKAVILAI - 629 153.

K.K. DISTRICT, TAMILNADU, INDIA.

Phone: 04651-244788, Mobile: 8903013368, 9578663229

E-mail: nanjlccas@gmail.com, www.nanjilcatholiccollegekk.com

Rev. Fr. Dr. S. Maria Rajendran, M.S.W.(H.R.M), M.B.A., M.A., M.Sc., M.Phil., Ph.D.

Secretary

Date: 01.07.2017

## LETTER OF APPOINTMENT

Mr. P.R. Princelin, M.A., M.Phil., is appointed as Assistant Professor in English on temporary basis with effect from 01-07-2017 at this college under self-supporting basis. He will be on probation for a period of Two years.

1. The period of probation may be extended at the discretion of the College Management for such further period as the Management may deem fit. If your service is found satisfactory and required you will be made permanent.
2. It is mandatory for you to be present in the premises of the College during the working hours. During the period of your employment you will devote all your time and attention exclusively for work / duties assigned to you by the management. You will work for implementing the ideals based on which the College is founded and administered.
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10. In the event of you deciding to leave from service, you should give three months prior notice in writing to the management, failing to do so you will have to remit three months' salary. Leaving service should be preferably made at the end of the academic year.
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12. You should follow the rules and regulations of the College that are in force and may be framed / amended from time to time.
13. Notwithstanding anything contained above, the Management of the College reserves all rights to retain or terminate you from service at its discretion without assigning any reason.



*[Handwritten Signature]*  
10/07/2017  
Secretary

To

Mr. P.R. Princelin  
S/o. R. Peter,  
R.P.R. Illam,  
Near R.C. Church,  
Palavilai, Kuzhithurai (p.o)

By signing below, I accept the specific terms and conditions of employment that are enumerated above and that are in force and may be framed/amended from time to time by Nanjil Catholic College of Arts and Science, Kaliyakkavilai. Further I agree to put forth my best efforts to support the goals and objectives of the Institution.

Place: *Kaliyakkavilai*  
Date: *1/7/2017*

*[Handwritten Signature]*

Signature

Name and address of the Employee

*Received on 1/7/2017*

*[Handwritten Signature]*



# NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

NEDUMCODE, KALIYAKKAVILAI - 629 153.

K.K. DISTRICT, TAMILNADU, INDIA.

Phone: 04651-244788, Mobile: 8903013368, 9578683229

E-mail: nanjilccas@gmail.com, www.nanjilcatholiccollegekk.com

Rev. Fr. Dr. S. Maria Rajendran, M.S.W.(H.R.M.), M.B.A., M.A., M.Sc., M.Phil., Ph.D.  
Secretary

Date: 01.07.2017

## LETTER OF APPOINTMENT

Ms. C. Subhashini, M.A., M.Phil., is appointed as Assistant Professor in English on temporary basis with effect from 01-07-2017 at this college under self-supporting basis. She will be on probation for a period of Two years.

1. The period of probation may be extended at the discretion of the College Management for such further period as the Management may deem fit. If your service is found satisfactory and required you will be made permanent.
2. It is mandatory for you to be present in the premises of the College during the working hours. During the period of your employment you will devote all your time and attention exclusively for work / duties assigned to you by the management. You will work for implementing the ideals based on which the College is founded and administered.
3. You have to submit all your Degree and other certificates required for the above post in original at the time of joining duty. Only then the appointment order will be considered valid.
4. You will be paid salary as per the norms fixed by the management from time to time. Any increase of salary or increment will be linked strictly to your performance.
5. You shall not apply for any outside job while in service without prior written permission from the College. You shall not engage in taking private tuitions or doing any business while in service.
6. You should not become member of any external associations / unions while in service.
7. You shall be eligible for 12 days of causal leave per year and the leave needs to be sanctioned / approved by the Correspondent / Principal alone.
8. Although your normal work will consist of duties assigned to you in the capacity mentioned above, you may at any time be called upon to discharge any other duties which, in the opinion of the Management are within your capacity and ability and you should discharge these duties with diligence and care.



*Subhashini*  
10/07/2017

9. Your services can be terminated by giving one month prior notice in writing by the College. However, no notice will be required to be given in case of your services are terminated for any misconduct/indiscipline.
10. In the event of you deciding to leave from service, you should give three months prior notice in writing to the management, failing to do so you will have to remit three months' salary. Leaving service should be preferably made at the end of the academic year.
11. If the details furnished by you in your application regarding your qualification, previous experience, etc. are found to be incorrect or not true, you will be liable for dismissal without notice and/or such further action as the College deems fit.
12. You should follow the rules and regulations of the College that are in force and may be framed / amended from time to time.
13. Notwithstanding anything contained above, the Management of the College reserves all rights to retain or terminate you from service at its discretion without assigning any reason.



*[Handwritten Signature]*  
 10/07/2017  
 Secretary,

To

Ms. C. Subhashini  
 D/o. C. Mariya Chellathurai  
 541/A, Karumavilai,  
 Periba vilai,  
 Karungal (p.o)

By signing below, I accept the specific terms and conditions of employment that are enumerated above and that are in force and may be framed/amended from time to time by Nanjil Catholic College of Arts and Science, Kaliyakkavilai. Further I agree to put forth my best efforts to support the goals and objectives of the institution.

Place: *Kaliyakkavilai*  
 Date: *1/7/2017*

*C. Subashini*  
 Signature

Name and address of the Employee

*C. SUBASHINI  
 PAERINBAVILAI,  
 KARUMAVILAI,  
 KARUNVAL (P.O),  
 K.K. Dt - 629157.*

*Received  
 C. Subashini*

# NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

Rev. Fr. M. Eckermens Michael, M.B.A., M.Sc., (Psy), Ph.D.  
Secretary & Correspondent



Nedumcode,  
Kaliyakkavilai - 629 153  
K.K. District, Tamil Nadu, India.  
Phone : 04651-244788,  
Mobile : 8903013368  
9360331148

www.nanjilcatholiccollegekk.com

Email : nanjilccas@gmail.com

fr.eckermens@gamil.com

Date: 18.06.2018

## LETTER OF APPOINTMENT

Mrs. Anupama Jose, M.A., M.Phil., (SET), is appointed as Assistant Professor in English on temporary basis with effect from 18-06-2018 at this college under self-supporting basis. She will be on probation for a period of Two years.

1. The period of probation may be extended at the discretion of the College Management for such further period as the Management may deem fit. If your service is found satisfactory and required you will be made permanent.
2. It is mandatory for you to be present in the premises of the College during the working hours. During the period of your employment you will devote all your time and attention exclusively for work / duties assigned to you by the management. You will work for implementing the ideals based on which the College is founded and administered.
3. You have to submit all your Degree and other certificates required for the above post in original at the time of joining duty. Only then the appointment order will be considered valid.
4. You will be paid salary as per the norms fixed by the management from time to time. Any increase of salary or increment will be linked strictly to your performance.
5. You shall not apply for any outside job while in service without prior written permission from the College. You shall not engage in taking private tuitions or doing any business while in service.
6. You should not become member of any external associations / unions while in service.
7. You shall be eligible for 12 days of causal leave per year and the leave needs to be sanctioned / approved by the Correspondent / Principal alone.
8. Although your normal work will consist of duties assigned to you in the capacity mentioned above, you may at any time be called upon to discharge any other duties which, in the opinion of the Management are within your capacity and ability and you should discharge these duties with diligence and care.



18/6/18

9. Your services can be terminated by giving one month prior notice in writing by the College. However, no notice will be required to be given in case of your services are terminated for any misconduct/indiscipline.
10. In the event of you deciding to leave from service, you should give three months prior notice in writing to the management, failing to do so you will have to remit three months' salary. Leaving service should be preferably made at the end of the academic year.
11. If the details furnished by you in your application regarding your qualification, previous experience, etc. are found to be incorrect or not true, you will be liable for dismissal without notice and/or such further action as the College deems fit.
12. You should follow the rules and regulations of the College that are in force and may be framed / amended from time to time.
13. Notwithstanding anything contained above, the Management of the College reserves all rights to retain or terminate you from service at its discretion without assigning any reason.



  
Secretary  
18/6/18

To

Mrs. Anupama Jose  
W/o. V. Bibin Raj,  
Libin Bhavan,  
Chathol,  
Ramavarmanchirai (p.o)

By signing below, I accept the specific terms and conditions of employment that are enumerated above and that are in force and may be framed/amended from time to time by Nanjil Catholic College of Arts and Science, Kaliyakkavilai. Further I agree to put forth my best efforts to support the goals and objectives of the Institution.

Place: *Kaliyakkavilai*  
Date: *18-06-'18*

  
Signature

Name and address of the Employee

# NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

Rev. Fr. M. Eckermens Michael, M.B.A., M.Sc., (Psy), Ph.D.  
Secretary & Correspondent



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Mobile : 8903013368  
9360331148

www.nanjilcatholiccollegekk.com

Email : nanjilccas@gmail.com

fr.eckermens@gamil.com

Date: 04.12.2019

## LETTER OF APPOINTMENT

Mrs. Sajitha Sajan, M.A., (NET), is appointed as Assistant Professor in English on temporary basis with effect from 04-12-2019 at this college under self-supporting basis. She will be on probation for a period of Two years.

1. The period of probation may be extended at the discretion of the College Management for such further period as the Management may deem fit. If your service is found satisfactory and required you will be made permanent.
2. It is mandatory for you to be present in the premises of the College during the working hours. During the period of your employment you will devote all your time and attention exclusively for work / duties assigned to you by the management. You will work for implementing the ideals based on which the College is founded and administered.
3. You have to submit all your Degree and other certificates required for the above post in original at the time of joining duty. Only then the appointment order will be considered valid.
4. You will be paid salary as per the norms fixed by the management from time to time. Any increase of salary or increment will be linked strictly to your performance.
5. You shall not apply for any outside job while in service without prior written permission from the College. You shall not engage in taking private tuitions or doing any business while in service.
6. You should not become member of any external associations / unions while in service.
7. You shall be eligible for 12 days of causal leave per year and the leave needs to be sanctioned / approved by the Correspondent / Principal alone.
8. Although your normal work will consist of duties assigned to you in the capacity mentioned above, you may at any time be called upon to discharge any other duties which, in the opinion of the Management are within your capacity and ability and you should discharge these duties with diligence and care.



  
4/12/19

9. Your services can be terminated by giving one month prior notice in writing by the College. However, no notice will be required to be given in case of your services are terminated for any misconduct/indiscipline.
10. In the event of you deciding to leave from service, you should give three months prior notice in writing to the management, failing to do so you will have to remit three months' salary. Leaving service should be preferably made at the end of the academic year.
11. If the details furnished by you in your application regarding your qualification, previous experience, etc. are found to be incorrect or not true, you will be liable for dismissal without notice and/or such further action as the College deems fit.
12. You should follow the rules and regulations of the College that are in force and may be framed / amended from time to time.
13. Notwithstanding anything contained above, the Management of the College reserves all rights to retain or terminate you from service at its discretion without assigning any reason.



  
Secretary  
4/12/19

To

Mrs. Sajitha Sajan  
12/39, S.H. Garden,  
Melae Chemparuthi,  
Vavarai, S.T. Mankad (p.o)

By signing below, I accept the specific terms and conditions of employment that are enumerated above and that are in force and may be framed/amended from time to time by Nanjil Catholic College of Arts and Science, Kaliyakkavilai. Further I agree to put forth my best efforts to support the goals and objectives of the Institution.

Place: *Kaliyakkavilai*

Date: *4-12-2019*

  
Signature

Name and address of the Employee

# NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

Rev. Fr. M. Eckermens Michael, M.B.A., M.Sc., (Psy), Ph.D.  
Secretary & Correspondent



Nedumcode,  
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Mobile : 8903013368  
9360331148

www.nanjilcatholiccollegekk.com

Email : nanjilccas@gmail.com

fr.eckermens@gamil.com

Date: 18.01.2021

## LETTER OF APPOINTMENT

**Dr. S. Virgin Mary, M.A., M.Phil., Ph.D.** is appointed as **Assistant Professor in English** on temporary basis with effect from 18-01-2021 at this college under self-supporting basis. She will be on probation for a period of Two years.

1. The period of probation may be extended at the discretion of the College Management for such further period as the Management may deem fit. If your service is found satisfactory and required you will be made permanent.
2. It is mandatory for you to be present in the premises of the College during the working hours. During the period of your employment you will devote all your time and attention exclusively for work / duties assigned to you by the management. You will work for implementing the ideals based on which the College is founded and administered.
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6. You should not become member of any external associations / unions while in service.
7. You shall be eligible for 12 days of causal leave per year and the leave needs to be sanctioned / approved by the Correspondent / Principal alone.
8. Although your normal work will consist of duties assigned to you in the capacity mentioned above, you may at any time be called upon to discharge any other duties which, in the opinion of the Management are within your capacity and ability and you should discharge these duties with diligence and care.



*(Signature)*  
18/1/2021



9. Your services can be terminated by giving one month prior notice in writing by the College. However, no notice will be required to be given in case of your services are terminated for any misconduct/indiscipline.
10. In the event of you deciding to leave from service, you should give three months prior notice in writing to the management, failing to do so you will have to remit three months' salary. Leaving service should be preferably made at the end of the academic year.
11. If the details furnished by you in your application regarding your qualification, previous experience, etc. are found to be incorrect or not true, you will be liable for dismissal without notice and/or such further action as the College deems fit.
12. You should follow the rules and regulations of the College that are in force and may be framed / amended from time to time.
13. Notwithstanding anything contained above, the Management of the College reserves all rights to retain or terminate you from service at its discretion without assigning any reason.



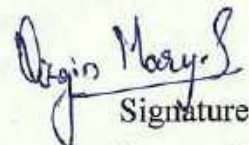
  
Secretary 18/1/2021

To

Dr. S. Virgin Mary  
W/o. T. Antony Thobias,  
Padaval vilai,  
Kallu vilai,  
Mullagumoodu p.o.

By signing below, I accept the specific terms and conditions of employment that are enumerated above and that are in force and may be framed/amended from time to time by Nanjil Catholic College of Arts and Science, Kaliyakkavilai. Further I agree to put forth my best efforts to support the goals and objectives of the Institution.

Place: Kaliyakkavilai  
Date: 18-01-21

  
Signature

Name and address of the Employee

# NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

Rev. Fr. M. Eckermens Michael, M.B.A., M.Sc., (Psy), Ph.D.  
Secretary & Correspondent



Nedumcode,  
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Mobile : 8903013368  
9360331148

www.nanjilcatholiccollegekk.com

Email : nanjilccas@gmail.com

fr.eckermens@gamil.com

Date: 18.01.2021

## LETTER OF APPOINTMENT

**Dr. S. Angelin Femilet, M.A., M.Phil., Ph.D.** is appointed as **Assistant Professor in English** on temporary basis with effect from 18-01-2021 at this college under self-supporting basis. She will be on probation for a period of Two years.

1. The period of probation may be extended at the discretion of the College Management for such further period as the Management may deem fit. If your service is found satisfactory and required you will be made permanent.
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18/1/2021

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12. You should follow the rules and regulations of the College that are in force and may be framed / amended from time to time.
13. Notwithstanding anything contained above, the Management of the College reserves all rights to retain or terminate you from service at its discretion without assigning any reason.



  
Secretary 18/1/2021

To

Dr. S. Angelin Femilet  
Neduvilai Veedu,  
Maruthancode p.o.

By signing below, I accept the specific terms and conditions of employment that are enumerated above and that are in force and may be framed/amended from time to time by Nanjil Catholic College of Arts and Science, Kaliyakkavilai. Further I agree to put forth my best efforts to support the goals and objectives of the Institution.

Place: *Kaliyakkavilai*

Date: *18/01/21*

  
Signature

Name and address of the Employee

# NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

Rev. Fr. M. Eckermens Michael, M.B.A., M.Sc., (Psy), Ph.D.  
Secretary & Correspondent



Nedumcode,  
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Mobile : 8903013368  
9360331148

www.nanjilcatholiccollegekk.com

Email : nanjilccas@gmail.com

fr.eckermens@gamil.com

Date: 18.01.2021

## LETTER OF APPOINTMENT

**Dr. C. Limcy, M.A., M.Phil., Ph.D.** is appointed as **Assistant Professor in English** on temporary basis with effect from 18-01-2021 at this college under self-supporting basis. She will be on probation for a period of Two years.

1. The period of probation may be extended at the discretion of the College Management for such further period as the Management may deem fit. If your service is found satisfactory and required you will be made permanent.
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18/1/2021

9. Your services can be terminated by giving one month prior notice in writing by the College. However, no notice will be required to be given in case of your services are terminated for any misconduct/indiscipline.
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12. You should follow the rules and regulations of the College that are in force and may be framed / amended from time to time.
13. Notwithstanding anything contained above, the Management of the College reserves all rights to retain or terminate you from service at its discretion without assigning any reason.



Secretary 18/1/2021

To

Dr. C. Limey  
D/o. Mr. C. Chelladurai,  
14/54, Manvilai Pilankalai,  
Kuppathurai,  
Thiruvattar (p.o.),  
Pin - 629 177.

By signing below, I accept the specific terms and conditions of employment that are enumerated above and that are in force and may be framed/amended from time to time by Nanjil Catholic College of Arts and Science, Kaliyakkavilai. Further I agree to put forth my best efforts to support the goals and objectives of the Institution.

Place: Kaliyakkavilai  
Date: 18/01/2021

Signature

Name and address of the Employee



# NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

NEDUMCODE, KALIYAKKAVILAI - 629 153.

K.K. DISTRICT, TAMILNADU, INDIA.

Phone: 04651-244788, Mobile: 8903013368, 9578683229

E-mail: nanjilccas@gmail.com, www.nanjilcatholiccollegekk.com

Date: 30.08.2012

## LETTER OF APPOINTMENT

Mrs. A. Ajitha, M.Sc., M.Phil., is appointed as **Assistant Professor in Mathematics** on temporary basis with effect from 30-08-2012 at this college under self-supporting basis. She will be on probation for a period of Two years.

1. The period of probation may be extended at the discretion of the College Management for such further period as the Management may deem fit. If your service is found satisfactory and required you will be made permanent.
2. It is mandatory for you to be present in the premises of the College during the working hours. During the period of your employment you will devote all your time and attention exclusively for work / duties assigned to you by the management. You will work for implementing the ideals based on which the College is founded and administered.
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8. Although your normal work will consist of duties assigned to you in the capacity mentioned above, you may at any time be called upon to discharge any other duties which, in the opinion of the Management are within your capacity and ability and you should discharge these duties with diligence and care.

*Ajitha*  
130/08/2012



9. Your services can be terminated by giving one month prior notice in writing by the College. However, no notice will be required to be given in case of your services are terminated for any misconduct/indiscipline.
10. In the event of you deciding to leave from service, you should give three months prior notice in writing to the management, failing to do so you will have to remit three months' salary. Leaving service should be preferably made at the end of the academic year.
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12. You should follow the rules and regulations of the College that are in force and may be framed / amended from time to time.
13. Notwithstanding anything contained above, the Management of the College reserves all rights to retain or terminate you from service at its discretion without assigning any reason.



*[Handwritten Signature]*  
30/08/2012  
Secretary

To

Mrs. A. Ajitha  
R.C. Street,  
Colony House,  
Kaliyakkavilai,  
K.K. District - 629 153

By signing below, I accept the specific terms and conditions of employment that are enumerated above and that are in force and may be framed/amended from time to time by Nanjil Catholic College of Arts and Science, Kaliyakkavilai. Further I agree to put forth my best efforts to support the goals and objectives of the Institution.

Place: Kaliyakkavilai  
Date: 30.08.2012

*[Handwritten Signature]*  
Signature

Name and address of the Employee

*Received*



# NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

NEDUMCODE, KALIYAKKAVILAI - 629 153.

K. K. DISTRICT, TAMILNADU, INDIA.

Phone: 04651-244788, Mobile: 8903013368 9578683229

E-mail: nanjilccas@gmail.com, www.nanjilcatholiccollegekk.com

Date: 30.08.2012

## LETTER OF APPOINTMENT

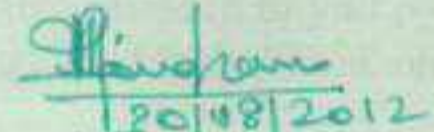
Ms. S. Jerlin Mary, M.Sc., M.Phil., is appointed as **Assistant Professor in Mathematics** on temporary basis with effect from 30-08-2012 at this college under self-supporting basis. She will be on probation for a period of Two years.

1. The period of probation may be extended at the discretion of the College Management for such further period as the Management may deem fit. If your service is found satisfactory and required you will be made permanent.
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8. Although your normal work will consist of duties assigned to you in the capacity mentioned above, you may at any time be called upon to discharge any other duties which, in the opinion of the Management are within your capacity and ability and you should discharge these duties with diligence and care.

*Shanmugam*  
30/08/2012



9. Your services can be terminated by giving one month prior notice in writing by the College. However, no notice will be required to be given in case of your services are terminated for any misconduct/indiscipline.
10. In the event of you deciding to leave from service, you should give three months prior notice in writing to the management, failing to do so you will have to remit three months' salary. Leaving service should be preferably made at the end of the academic year.
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12. You should follow the rules and regulations of the College that are in force and may be framed / amended from time to time.
13. Notwithstanding anything contained above, the Management of the College reserves all rights to retain or terminate you from service at its discretion without assigning any reason.

  
30/08/2012  
Secretary

To

Ms. S. Jerlin Mary  
H.No. 20/28C  
Vadivilai,  
Neyyoor (P.O),  
K.K. District - 629 802

By signing below, I accept the specific terms and conditions of employment that are enumerated above and that are in force and may be framed/amended from time to time by Nanjil Catholic College of Arts and Science, Kaliyakkavilai. Further I agree to put forth my best efforts to support the goals and objectives of the Institution.

Place: Vadivilai

Date: 30.08.2012

Signature

Name and address of the Employee



# NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

NEDUMCODE, KALIYAKKAVILAI - 629 153.

K.K. DISTRICT, TAMILNADU, INDIA

Phone: 04651-244788, Mobile: 8903013366, 9578683229

E-mail: nanjilccas@gmail.com, www.nanjilcatholiccollegekk.com

Date: 21.07.2014

## LETTER OF APPOINTMENT

Mrs. R. Abila, M.Sc., M.Phil., is appointed as **Assistant Professor in Mathematics** on temporary basis with effect from 21-07-2014 at this college under self-supporting basis. She will be on probation for a period of Two years.

1. The period of probation may be extended at the discretion of the College Management for such further period as the Management may deem fit. If your service is found satisfactory and required you will be made permanent.
2. It is mandatory for you to be present in the premises of the College during the working hours. During the period of your employment you will devote all your time and attention exclusively for work / duties assigned to you by the management. You will work for implementing the ideals based on which the College is founded and administered.
3. You have to submit all your Degree and other certificates required for the above post in original at the time of joining duty. Only then the appointment order will be considered valid.
4. You will be paid salary as per the norms fixed by the management from time to time. Any increase of salary or increment will be linked strictly to your performance.
5. You shall not apply for any outside job while in service without prior written permission from the College. You shall not engage in taking private tuitions or doing any business while in service.
6. You should not become member of any external associations / unions while in service.
7. You shall be eligible for 12 days of causal leave per year and the leave needs to be sanctioned / approved by the Correspondent / Principal alone.
8. Although your normal work will consist of duties assigned to you in the capacity mentioned above, you may at any time be called upon to discharge any other duties which, in the opinion of the Management are within your capacity and ability and you should discharge these duties with diligence and care.

*M. Anandhan*  
21/07/2014



*Learn Lead Transform...*

9. Your services can be terminated by giving one month prior notice in writing by the College. However, no notice will be required to be given in case of your services are terminated for any misconduct/indiscipline.
10. In the event of you deciding to leave from service, you should give three months prior notice in writing to the management, failing to do so you will have to remit three months' salary. Leaving service should be preferably made at the end of the academic year.
11. If the details furnished by you in your application regarding your qualification, previous experience, etc. are found to be incorrect or not true, you will be liable for dismissal without notice and/or such further action as the College deems fit.
12. You should follow the rules and regulations of the College that are in force and may be framed / amended from time to time.
13. Notwithstanding anything contained above, the Management of the College reserves all rights to retain or terminate you from service at its discretion without assigning any reason.

*[Handwritten Signature]*  
21/07/2014  
Secretary



To

Mrs. R. Abila  
W/o. S.K. Aju Prathab Singh  
Kadai Vilai,  
Thickurichy (P.O),  
K.K. District - 629 168

By signing below, I accept the specific terms and conditions of employment that are enumerated above and that are in force and may be framed/amended from time to time by Nanjil Catholic College of Arts and Science, Kaliyakkavilai. Further I agree to put forth my best efforts to support the goals and objectives of the Institution.

Place: *Thickurichy*  
Date: *21.07.2014*

*[Handwritten Signature]*  
Signature

Name and address of the Employee

*Received.*  
*[Handwritten Signature]*

# NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

Rev. Fr. M. Eckermens Michael, M.B.A., M.Sc., (Psy), Ph.D.  
Secretary & Correspondent



Nedumcode,  
Kaliyakkavilai - 629 153  
K.K. District, Tamil Nadu, India.  
Phone : 04651-244788,  
Mobile : 8903013368  
9360331148

www.nanjilcatholiccollegekk.com

Email : nanjilccas@gmail.com

fr.eckermens@gamil.com

Date: 10.06.2019

## LETTER OF APPOINTMENT

**Dr. T. Iwin Joel, M.Sc., M.Phil., Ph.D. (SET)** is appointed as **Assistant Professor in Mathematics** on temporary basis with effect from 10-06-2019 at this college under self-supporting basis. He will be on probation for a period of Two years.

1. The period of probation may be extended at the discretion of the College Management for such further period as the Management may deem fit. If your service is found satisfactory and required you will be made permanent.
2. It is mandatory for you to be present in the premises of the College during the working hours. During the period of your employment you will devote all your time and attention exclusively for work / duties assigned to you by the management. You will work for implementing the ideals based on which the College is founded and administered.
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6. You should not become member of any external associations / unions while in service.
7. You shall be eligible for 12 days of causal leave per year and the leave needs to be sanctioned / approved by the Correspondent / Principal alone.
8. Although your normal work will consist of duties assigned to you in the capacity mentioned above, you may at any time be called upon to discharge any other duties which, in the opinion of the Management are within your capacity and ability and you should discharge these duties with diligence and care.



  
10/6/19

9. Your services can be terminated by giving one month prior notice in writing by the College. However, no notice will be required to be given in case of your services are terminated for any misconduct/indiscipline.
10. In the event of you deciding to leave from service, you should give three months prior notice in writing to the management, failing to do so you will have to remit three months' salary. Leaving service should be preferably made at the end of the academic year.
11. If the details furnished by you in your application regarding your qualification, previous experience, etc. are found to be incorrect or not true, you will be liable for dismissal without notice and/or such further action as the College deems fit.
12. You should follow the rules and regulations of the College that are in force and may be framed / amended from time to time.
13. Notwithstanding anything contained above, the Management of the College reserves all rights to retain or terminate you from service at its discretion without assigning any reason.



  
Secretary 10/6/19


To

Dr. T. Iwin Joel  
S/o. Mr. P. Thanka Nadar,  
Joy Home, Kotta vilai,  
Maruthancode (p.o) - 629 163.

By signing below, I accept the specific terms and conditions of employment that are enumerated above and that are in force and may be framed/amended from time to time by Nanjil Catholic College of Arts and Science, Kaliyakkavilai. Further I agree to put forth my best efforts to support the goals and objectives of the Institution.

Place: ~~10/6/19~~ Maruthancode

Date: 10/6/19



Signature

Name and address of the Employee

# NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

Rev. Fr. M. Eckermens Michael, M.B.A., M.Sc., (Psy), Ph.D.  
Secretary & Correspondent



Nedumcode,  
Kaliyakkavilai - 629 153  
K.K. District, Tamil Nadu, India.  
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Mobile : 8903013368  
9360331148

www.nanjilcatholiccollegekk.com

Email : nanjilccas@gmail.com

fr.eckermens@gamil.com

Date: 10.06.2019

## LETTER OF APPOINTMENT

Mrs. I. Mary Bexy, M.Sc., M.Phil., (SET) is appointed as Assistant Professor in Mathematics on temporary basis with effect from 10-06-2019 at this college under self-supporting basis. She will be on probation for a period of Two years.

1. The period of probation may be extended at the discretion of the College Management for such further period as the Management may deem fit. If your service is found satisfactory and required you will be made permanent.
2. It is mandatory for you to be present in the premises of the College during the working hours. During the period of your employment you will devote all your time and attention exclusively for work / duties assigned to you by the management. You will work for implementing the ideals based on which the College is founded and administered.
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6. You should not become member of any external associations / unions while in service.
7. You shall be eligible for 12 days of causal leave per year and the leave needs to be sanctioned / approved by the Correspondent / Principal alone.
8. Although your normal work will consist of duties assigned to you in the capacity mentioned above, you may at any time be called upon to discharge any other duties which, in the opinion of the Management are within your capacity and ability and you should discharge these duties with diligence and care.



J. [Signature]  
10/6/19

9. Your services can be terminated by giving one month prior notice in writing by the College. However, no notice will be required to be given in case of your services are terminated for any misconduct/indiscipline.
10. In the event of you deciding to leave from service, you should give three months prior notice in writing to the management, failing to do so you will have to remit three months' salary. Leaving service should be preferably made at the end of the academic year.
11. If the details furnished by you in your application regarding your qualification, previous experience, etc. are found to be incorrect or not true, you will be liable for dismissal without notice and/or such further action as the College deems fit.
12. You should follow the rules and regulations of the College that are in force and may be framed / amended from time to time.
13. Notwithstanding anything contained above, the Management of the College reserves all rights to retain or terminate you from service at its discretion without assigning any reason.



  
Secretary 10/6/19

To

Mrs. I. Mary Bexy  
Pandamcode,  
Parasuvaikal (p.o).

By signing below, I accept the specific terms and conditions of employment that are enumerated above and that are in force and may be framed/amended from time to time by Nanjil Catholic College of Arts and Science, Kaliyakkavilai. Further I agree to put forth my best efforts to support the goals and objectives of the Institution.

Place: Nediyancode

Date: 10-6-19

  
Signature

Name and address of the Employee



"To be an instrument of love"

# NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

NEDUMCODE, KALIYAKKAVILAI – 629 153.

KK.DISTRICT, TAMILNADU, INDIA.

Phone: 04651 -244788, Mobile: 8903013368, 9360331148

Email: nanjilccas@gmail.com, fr.eckermens@gmail.com

www.nanjilcatholiccollegekk.com,

Rev. Fr. M. Eckermens Michael, M.B.A., M.Sc.(Psy), Ph. D.  
Secretary

Date: 12.06.2019

## LETTER OF APPOINTMENT

**Dr. S. Kavitha**, M.Sc., M.Phil., Ph.D., (SET), is appointed as **Assistant Professor in Mathematics** on temporary basis with effect from 12-06-2019 at this college under self-supporting basis. She will be on probation for a period of Two years.

1. The period of probation may be extended at the discretion of the College Management for such further period as the Management may deem fit. If your service is found satisfactory and required you will be made permanent.
2. It is mandatory for you to be present in the premises of the College during the working hours. During the period of your employment you will devote all your time and attention exclusively for work / duties assigned to you by the management. You will work for implementing the ideals based on which the College is founded and administered.
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6. You should not become member of any external associations / unions while in service.
7. You shall be eligible for 12 days of causal leave per year and the leave needs to be sanctioned / approved by the Correspondent / Principal alone.
8. Although your normal work will consist of duties assigned to you in the capacity mentioned above, you may at any time be called upon to discharge any other duties which, in the opinion of the Management are within your capacity and ability and you should discharge these duties with diligence and care.



  
12/6/19



9. Your services can be terminated by giving one month prior notice in writing by the College. However, no notice will be required to be given in case of your services are terminated for any misconduct/indiscipline.
10. In the event of you deciding to leave from service, you should give three months prior notice in writing to the management, failing to do so you will have to remit three months' salary. Leaving service should be preferably made at the end of the academic year.
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12. You should follow the rules and regulations of the College that are in force and may be framed / amended from time to time.
13. Notwithstanding anything contained above, the Management of the College reserves all rights to retain or terminate you from service at its discretion without assigning any reason.



*[Handwritten Signature]*  
Secretary 12/6/19

To

Dr. S. Kavitha  
W/o. S.S. Manivannan  
22-3E, Adappu vilai,  
Vellivilagam,  
Viricode (p.o) - 629 165.

By signing below, I accept the specific terms and conditions of employment that are enumerated above and that are in force and may be framed/amended from time to time by Nanjil Catholic College of Arts and Science, Kaliyakkavilai. Further I agree to put forth my best efforts to support the goals and objectives of the Institution.

Place: Kaliyakkavilai

Date: 12.06.2019

*[Handwritten Signature]*  
Signature

Name and address of the Employee



# NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

NEDUMCODE, KALIYAKKAVILAI - 629 153.

K.K. DISTRICT, TAMILNADU, INDIA.

Phone: 04651-244788, Mobile: 8903013368, 9578683229

E-mail: nanjilccas@gmail.com, www.nanjilcatholiccollegekk.com

Rev. Fr. Dr. S. Maria Rajendran, M.S.W.(H.R.M.), M.B.A., M.A., M.Sc., M.Phil., Ph.D.

Secretary

Date: 15.12.2014

## LETTER OF APPOINTMENT

Ms. S. Selestin Lina, M.Sc., M.Phil., is appointed as Assistant Professor in Mathematics on temporary basis with effect from 15-12-2014 at this college under self-supporting basis. She will be on probation for a period of Two years.

1. The period of probation may be extended at the discretion of the College Management for such further period as the Management may deem fit. If your service is found satisfactory and required you will be made permanent.
2. It is mandatory for you to be present in the premises of the College during the working hours. During the period of your employment you will devote all your time and attention exclusively for work / duties assigned to you by the management. You will work for implementing the ideals based on which the College is founded and administered.
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8. Although your normal work will consist of duties assigned to you in the capacity mentioned above, you may at any time be called upon to discharge any other duties which, in the opinion of the Management are within your capacity and ability and you should discharge these duties with diligence and care.

*S. Maria Rajendran*  
15/12/2014



*Learn Lead Transform*

9. Your services can be terminated by giving one month prior notice in writing by the College. However, no notice will be required to be given in case of your services are terminated for any misconduct/indiscipline.
10. In the event of you deciding to leave from service, you should give three months prior notice in writing to the management, failing to do so you will have to remit three months' salary. Leaving service should be preferably made at the end of the academic year.
11. If the details furnished by you in your application regarding your qualification, previous experience, etc. are found to be incorrect or not true, you will be liable for dismissal without notice and/or such further action as the College deems fit.
12. You should follow the rules and regulations of the College that are in force and may be framed / amended from time to time.
13. Notwithstanding anything contained above, the Management of the College reserves all rights to retain or terminate you from service at its discretion without assigning any reason.



*[Handwritten Signature]*  
15/12/2014  
Secretary

To

Mrs. S. Selestin Lina  
D/o. R. Selva Raj  
Ezhathu Vilai,  
Nattalam South (P.O),  
K.K. District - 629 195

By signing below, I accept the specific terms and conditions of employment that are enumerated above and that are in force and may be framed/amended from time to time by Nanjil Catholic College of Arts and Science, Kaliyakkavilai. Further I agree to put forth my best efforts to support the goals and objectives of the Institution.

Place: Nattalam;

Date: 15/12/2014.

*[Handwritten Signature]*  
Signature

Name and address of the Employee

Received on 15/12/2014.



# NANJIL CATHOLIC COLLEGE OF ARTS AND SCIENCE

NEDUMCODE, KALIYAKKAVILAI – 629 153  
KANYAKUMARI DISTRICT, TAMIL NADU.

Phone: 04651-244788, Mobile: 89030 13368

E-mail: nanjilccas@gmail.com, www.nanjilcatholiccollegekk.com

*Rev. Fr. Dr. S. Maria Rajendran* M.S.W., M.Phil., Ph.D.  
Secretary

21-07-2014

Proceedings of the Secretary, Nanjil Catholic College of Arts & Science  
at Kaliyakkavilai, Dated 21-07-2014.

## APPOINTMENT ORDER

**Subject: Establishment – Nanjil Catholic College of Arts & Science at  
Kaliyakkavilai – Appointment of Asst. Professor – Reg.**

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**Ms. Bertilla Jaushal .A.J, M.Sc., M.Phil.,** is appointed as **Assistant Professor in  
Mathematics** on temporary basis with effect from 21-07-2014 at this college under  
self-supporting basis. She will be on probation for a period of Two years.

The code of contract laid down by the management is binding on the employee.

**Fr. S. Maria Rajendran**  
(Secretary)

Fr. S. MARIA RAJENDRAN, M.S.W., M.B.A., M.A., M.Phil., Ph.D.  
Secretary  
Nanjil Catholic College of Arts & Science  
Kaliyakkavilai - 629 153  
K.K. Dist., Tamilnadu, India





# NANJIL CATHOLIC COLLEGE OF ARTS AND SCIENCE

NEDUMCODE, KALIYAKKAVILAI – 629 153  
KANYAKUMARI DISTRICT, TAMIL NADU.

Phone: 04651-244788, Mobile: 89030 13368

E-mail: nanjlccas@gmail.com, www.nanjilcatholiccollegekk.com

*Rev. Fr. Dr. S. Maria Rajendran* M.S.W., M.Phil., Ph.D.  
Secretary

30-07-2014

Proceedings of the Secretary, Nanjil Catholic College of Arts & Science  
at Kaliyakkavilai, Dated 30-07-2014.

## APPOINTMENT ORDER

**Subject: Establishment – Nanjil Catholic College of Arts & Science at  
Kaliyakkavilai – Appointment of Professor – Reg.**

Dr. Sekar Ramasubramaniam .P, M.Sc., M.Phil., Ph.D, is appointed as  
**Professor in Physics** on temporary basis at this college under self-supporting basis. He  
will be on probation for a period of Two years.

The code of contract laid down by the management is binding on the employee.

*Fr. S. Maria Rajendran*  
(Secretary)

Fr. S. MARIA RAJENDRAN, M.S.W., M.B.A., M.A., M.Phil., Ph.D.  
Secretary

Nanjil Catholic College of Arts & Science  
Kaliyakkavilai - 629 153  
K.K. Dist., Tamilnadu, India





# NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

NEDUMCODE, KALIYAKKAVILAI - 629 153.

K.K. DISTRICT, TAMILNADU, INDIA.

Phone: 04651-244788, Mobile: 8903013368, 9578683229

E-mail: nanjilccas@gmail.com, www.nanjilcatholiccollegekk.com

Rev. Fr. Dr. S. Maria Rajendran, M.S.W.(H.R.M.), M.B.A., M.A., M.Sc., M.Phil., Ph.D.

Secretary

Date: 22.08.2016

## LETTER OF APPOINTMENT

Mrs. V. Beena, M.Sc., M.Phil., is appointed as Assistant Professor in Physics on temporary basis with effect from 22-08-2016 at this college under self-supporting basis. She will be on probation for a period of Two years.

1. The period of probation may be extended at the discretion of the College Management for such further period as the Management may deem fit. If your service is found satisfactory and required you will be made permanent.
2. It is mandatory for you to be present in the premises of the College during the working hours. During the period of your employment you will devote all your time and attention exclusively for work / duties assigned to you by the management. You will work for implementing the ideals based on which the College is founded and administered.
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*[Signature]*  
22/08/2016

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9. Your services can be terminated by giving one month prior notice in writing by the College. However, no notice will be required to be given in case of your services are terminated for any misconduct/indiscipline.
10. In the event of you deciding to leave from service, you should give three months prior notice in writing to the management, failing to do so you will have to remit three months' salary. Leaving service should be preferably made at the end of the academic year.
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12. You should follow the rules and regulations of the College that are in force and may be framed / amended from time to time.
13. Notwithstanding anything contained above, the Management of the College reserves all rights to retain or terminate you from service at its discretion without assigning any reason.

*Shirishan*  
22/08/2016  
Secretary

To

Mrs. V. Beena  
W/o. K. Rajadhas  
Varuthattu House,  
Nedumcode,  
Parassala (P.O) - 695 502



By signing below, I accept the specific terms and conditions of employment that are enumerated above and that are in force and may be framed/amended from time to time by Nanjil Catholic College of Arts and Science, Kaliyakkavilai. Further I agree to put forth my best efforts to support the goals and objectives of the Institution.

Place: *Kaliyakkavilai*  
Date: *22.08.2016*

*B.S.*  
Signature

Name and address of the Employee

*Received on  
22.08.2016*



# NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

NEDUMCODE, KALIYAKKAVILAI - 629 153.

K.K. DISTRICT, TAMILNADU, INDIA.

Phone: 04651-244788, Mobile: 8903013368, 9578683229

E-mail: nanjilccas@gmail.com, www.nanjilcatholiccollegekk.com

Rev. Fr. Dr. S. Maria Rajendran, M.S.W.(H.R.M.), M.B.A., M.A., M.Sc., M.Phil., Ph.D.

Secretary

Date: 12.12.2016

## LETTER OF APPOINTMENT

Dr. M. Amalanathan, M.Sc., M.Phil., Ph.D., is appointed as **Assistant Professor in Physics** on temporary basis with effect from 12-12-2016 at this college under self-supporting basis. He will be on probation for a period of Two years.

1. The period of probation may be extended at the discretion of the College Management for such further period as the Management may deem fit. If your service is found satisfactory and required you will be made permanent.
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Learn Lead Transform



9. Your services can be terminated by giving one month prior notice in writing by the College. However, no notice will be required to be given in case of your services are terminated for any misconduct/indiscipline.
10. In the event of you deciding to leave from service, you should give three months prior notice in writing to the management, failing to do so you will have to remit three months' salary. Leaving service should be preferably made at the end of the academic year.
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12. You should follow the rules and regulations of the College that are in force and may be framed / amended from time to time.
13. Notwithstanding anything contained above, the Management of the College reserves all rights to retain or terminate you from service at its discretion without assigning any reason.



*[Handwritten Signature]*  
12/12/2016  
Secretary

To

Dr. M. Amalanathan  
S/o. J. Michael,  
East Kalpahaseri vilai,  
Vavarai,  
S.T. Mankad (p.o) - 629 172

By signing below, I accept the specific terms and conditions of employment that are enumerated above and that are in force and may be framed/amended from time to time by Nanjil Catholic College of Arts and Science, Kaliyakkavilai. Further I agree to put forth my best efforts to support the goals and objectives of the Institution.

Place: *Vavarai*  
Date: *12/12/16*

*[Handwritten Signature]*  
Signature

Name and address of the Employee

# NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

Rev. Fr. M. Eckermens Michael, M.B.A., M.Sc., (Psy), Ph.D.  
Secretary & Correspondent



Nedumcode,  
Kaliyakkavilai - 629 153  
K.K. District, Tamil Nadu, India.  
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Mobile : 8903013368  
9360331148

www.nanjilcatholiccollegekk.com

Email : nanjilccas@gmail.com

fr.eckermens@gamil.com

Date: 18.06.2018

## LETTER OF APPOINTMENT

**Dr. S. Antony Dominic Christopher, M.Sc., M.Phil., Ph.D.,** is appointed as **Assistant Professor in Physics** on temporary basis with effect from 18-06-2018 at this college under self-supporting basis. He will be on probation for a period of Two years.

1. The period of probation may be extended at the discretion of the College Management for such further period as the Management may deem fit. If your service is found satisfactory and required you will be made permanent.
2. It is mandatory for you to be present in the premises of the College during the working hours. During the period of your employment you will devote all your time and attention exclusively for work / duties assigned to you by the management. You will work for implementing the ideals based on which the College is founded and administered.
3. You have to submit all your Degree and other certificates required for the above post in original at the time of joining duty. Only then the appointment order will be considered valid.
4. You will be paid salary as per the norms fixed by the management from time to time. Any increase of salary or increment will be linked strictly to your performance.
5. You shall not apply for any outside job while in service without prior written permission from the College. You shall not engage in taking private tuitions or doing any business while in service.
6. You should not become member of any external associations / unions while in service.
7. You shall be eligible for 12 days of causal leave per year and the leave needs to be sanctioned / approved by the Correspondent / Principal alone.
8. Although your normal work will consist of duties assigned to you in the capacity mentioned above, you may at any time be called upon to discharge any other duties which, in the opinion of the Management are within your capacity and ability and you should discharge these duties with diligence and care.



  
18/6/18

9. Your services can be terminated by giving one month prior notice in writing by the College. However, no notice will be required to be given in case of your services are terminated for any misconduct/indiscipline.
10. In the event of you deciding to leave from service, you should give three months prior notice in writing to the management, failing to do so you will have to remit three months' salary. Leaving service should be preferably made at the end of the academic year.
11. If the details furnished by you in your application regarding your qualification, previous experience, etc. are found to be incorrect or not true, you will be liable for dismissal without notice and/or such further action as the College deems fit.
12. You should follow the rules and regulations of the College that are in force and may be framed / amended from time to time.
13. Notwithstanding anything contained above, the Management of the College reserves all rights to retain or terminate you from service at its discretion without assigning any reason.



  
Secretary  
18/6/18

To

Dr. S. Antony Dominic Christopher  
S/o. M. Stephen,  
5/184/1, Anelin Illam,  
Veeravilai, Kalkurichy,  
Thuckalay (p.o) - 629 175.

By signing below, I accept the specific terms and conditions of employment that are enumerated above and that are in force and may be framed/amended from time to time by Nanjil Catholic College of Arts and Science, Kaliyakkavilai. Further I agree to put forth my best efforts to support the goals and objectives of the Institution.

Place: Kaliyakkavilai  
Date: 18/6/18

  
Signature

Name and address of the Employee

# NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

Rev. Fr. M. Eckermens Michael, M.B.A., M.Sc., (Psy), Ph.D.  
Secretary & Correspondent



Nedumcode,  
Kaliyakkavilai - 629 153  
K.K. District, Tamil Nadu, India.  
Phone : 04651-244788,  
Mobile : 8903013368  
9360331148

www.nanjilcatholiccollegekk.com

Email : nanjilccas@gmail.com

fr.eckermens@gamil.com

Date: 05.12.2018

## LETTER OF APPOINTMENT

Dr. T.R. Jeena, M.Sc., Ph.D., is appointed as Assistant Professor in Physics on temporary basis with effect from 05-12-2018 at this college under self-supporting basis. She will be on probation for a period of Two years.

1. The period of probation may be extended at the discretion of the College Management for such further period as the Management may deem fit. If your service is found satisfactory and required you will be made permanent.
2. It is mandatory for you to be present in the premises of the College during the working hours. During the period of your employment you will devote all your time and attention exclusively for work / duties assigned to you by the management. You will work for implementing the ideals based on which the College is founded and administered.
3. You have to submit all your Degree and other certificates required for the above post in original at the time of joining duty. Only then the appointment order will be considered valid.
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6. You should not become member of any external associations / unions while in service.
7. You shall be eligible for 12 days of causal leave per year and the leave needs to be sanctioned / approved by the Correspondent / Principal alone.
8. Although your normal work will consist of duties assigned to you in the capacity mentioned above, you may at any time be called upon to discharge any other duties which, in the opinion of the Management are within your capacity and ability and you should discharge these duties with diligence and care.



*[Handwritten Signature]*  
5/12/18

9. Your services can be terminated by giving one month prior notice in writing by the College. However, no notice will be required to be given in case of your services are terminated for any misconduct/indiscipline.
10. In the event of you deciding to leave from service, you should give three months prior notice in writing to the management, failing to do so you will have to remit three months' salary. Leaving service should be preferably made at the end of the academic year.
11. If the details furnished by you in your application regarding your qualification, previous experience, etc. are found to be incorrect or not true, you will be liable for dismissal without notice and/or such further action as the College deems fit.
12. You should follow the rules and regulations of the College that are in force and may be framed / amended from time to time.
13. Notwithstanding anything contained above, the Management of the College reserves all rights to retain or terminate you from service at its discretion without assigning any reason.



  
Secretary 5/12/18

To

Dr. T.R. Jeena  
Chundail Veedu,  
Panamugam,  
S.T. Mankad (p.o)

By signing below, I accept the specific terms and conditions of employment that are enumerated above and that are in force and may be framed/amended from time to time by Nanjil Catholic College of Arts and Science, Kaliyakkavilai. Further I agree to put forth my best efforts to support the goals and objectives of the Institution.

Place: Kaliyakkavilai

Date: 05/12/2018

  
Signature

Name and address of the Employee

# NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

Rev. Fr. M. Eckermens Michael, M.B.A., M.Sc., (Psy), Ph.D.  
Secretary & Correspondent



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Mobile : 8903013368  
9360331148

www.nanjilcatholiccollegekk.com

Email : nanjilccas@gmail.com

fr.eckermens@gamil.com

Date: 10.06.2019

## LETTER OF APPOINTMENT

Dr. S. Murugavel, M.Sc., M.Phil., Ph.D., is appointed as **Assistant Professor in Physics** on temporary basis with effect from 10-06-2019 at this college under self-supporting basis. He will be on probation for a period of Two years.

1. The period of probation may be extended at the discretion of the College Management for such further period as the Management may deem fit. If your service is found satisfactory and required you will be made permanent.
2. It is mandatory for you to be present in the premises of the College during the working hours. During the period of your employment you will devote all your time and attention exclusively for work / duties assigned to you by the management. You will work for implementing the ideals based on which the College is founded and administered.
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4. You will be paid salary as per the norms fixed by the management from time to time. Any increase of salary or increment will be linked strictly to your performance.
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6. You should not become member of any external associations / unions while in service.
7. You shall be eligible for 12 days of causal leave per year and the leave needs to be sanctioned / approved by the Correspondent / Principal alone.
8. Although your normal work will consist of duties assigned to you in the capacity mentioned above, you may at any time be called upon to discharge any other duties which, in the opinion of the Management are within your capacity and ability and you should discharge these duties with diligence and care.



*[Handwritten Signature]*  
10/6/19

9. Your services can be terminated by giving one month prior notice in writing by the College. However, no notice will be required to be given in case of your services are terminated for any misconduct/indiscipline.
10. In the event of you deciding to leave from service, you should give three months prior notice in writing to the management, failing to do so you will have to remit three months' salary. Leaving service should be preferably made at the end of the academic year.
11. If the details furnished by you in your application regarding your qualification, previous experience, etc. are found to be incorrect or not true, you will be liable for dismissal without notice and/or such further action as the College deems fit.
12. You should follow the rules and regulations of the College that are in force and may be framed / amended from time to time.
13. Notwithstanding anything contained above, the Management of the College reserves all rights to retain or terminate you from service at its discretion without assigning any reason.



  
Secretary  
10/6/19

To

Dr. S. Murugavel  
No. 302, Arunachalam Colony,  
Asambu Road, Vadasery,  
Nagercoil - 629 001.

By signing below, I accept the specific terms and conditions of employment that are enumerated above and that are in force and may be framed/amended from time to time by Nanjil Catholic College of Arts and Science, Kaliyakkavilai. Further I agree to put forth my best efforts to support the goals and objectives of the Institution.

Place: Kaliyakkavilai  
Date: 10/06/2019



Signature

Name and address of the Employee

# NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

Rev. Fr. M. Eckermens Michael, M.B.A., M.Sc., (Psy), Ph.D.  
Secretary & Correspondent



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9360331148

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Email : nanjilccas@gmail.com

fr.eckermens@gamil.com

Date: 04.12.2019

## LETTER OF APPOINTMENT

Dr. S.S. Bidhu, M.Sc., M.Phil., Ph.D., is appointed as Assistant Professor in Physics on temporary basis with effect from 04-12-2019 at this college under self-supporting basis. She will be on probation for a period of Two years.

1. The period of probation may be extended at the discretion of the College Management for such further period as the Management may deem fit. If your service is found satisfactory and required you will be made permanent.
2. It is mandatory for you to be present in the premises of the College during the working hours. During the period of your employment you will devote all your time and attention exclusively for work / duties assigned to you by the management. You will work for implementing the ideals based on which the College is founded and administered.
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6. You should not become member of any external associations / unions while in service.
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8. Although your normal work will consist of duties assigned to you in the capacity mentioned above, you may at any time be called upon to discharge any other duties which, in the opinion of the Management are within your capacity and ability and you should discharge these duties with diligence and care.



  
4/12/2019



9. Your services can be terminated by giving one month prior notice in writing by the College. However, no notice will be required to be given in case of your services are terminated for any misconduct/indiscipline.
10. In the event of you deciding to leave from service, you should give three months prior notice in writing to the management, failing to do so you will have to remit three months' salary. Leaving service should be preferably made at the end of the academic year.
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12. You should follow the rules and regulations of the College that are in force and may be framed / amended from time to time.
13. Notwithstanding anything contained above, the Management of the College reserves all rights to retain or terminate you from service at its discretion without assigning any reason.



  
Secretary  
4/12/19

To

Dr. Bidhu S S  
C.C. Bhavan,  
Kanjivila, Irumpil,  
Neyyattinkara (p.o),  
Pin - 695 121

By signing below, I accept the specific terms and conditions of employment that are enumerated above and that are in force and may be framed/amended from time to time by Nanjil Catholic College of Arts and Science, Kaliyakkavilai. Further I agree to put forth my best efforts to support the goals and objectives of the Institution.

Place: *Kaliyakkavilai*

Date: *4/12/2019*

  
Signature

Name and address of the Employee

# NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

Rev. Fr. M. Eckermens Michael, M.B.A., M.Sc., (Psy), Ph.D.  
Secretary & Correspondent



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Mobile : 8903013368  
9360331148

www.nanjilcatholiccollegekk.com

Email : nanjilccas@gmail.com

fr.eckermens@gamil.com

Date: 18.01.2021

## LETTER OF APPOINTMENT

Mr. F. Sahaya Raj, M.Sc., (NET) is appointed as Assistant Professor in Physics on temporary basis with effect from 18-01-2021 at this college under self-supporting basis. He will be on probation for a period of Two years.

1. The period of probation may be extended at the discretion of the College Management for such further period as the Management may deem fit. If your service is found satisfactory and required you will be made permanent.
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18/1/2021

9. Your services can be terminated by giving one month prior notice in writing by the College. However, no notice will be required to be given in case of your services are terminated for any misconduct/indiscipline.
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13. Notwithstanding anything contained above, the Management of the College reserves all rights to retain or terminate you from service at its discretion without assigning any reason.



  
Secretary  
18/11/2021

To

Mr. F. Sahaya Raj  
17/133, Near Morning Star Polytechnic College,  
Chunkankadai,  
K.K. District- 629 003

By signing below, I accept the specific terms and conditions of employment that are enumerated above and that are in force and may be framed/amended from time to time by Nanjil Catholic College of Arts and Science, Kalyakkavilai. Further I agree to put forth my best efforts to support the goals and objectives of the Institution.

Place: Kalyakkavilai

Date: 18/01/2021



Signature

Name and address of the Employee

# NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

Rev. Fr. Dr. M. Eckermens Michael, M.B.A., Ph.D.  
Secretary & Correspondent



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9360331148

www.nccas.edu.in

Email : nanjilccas@gmail.com

fr.eckermens@gamil.com

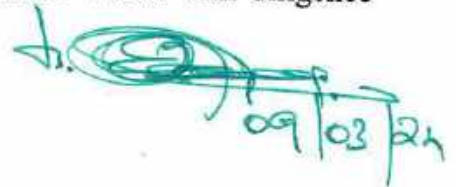
Date: 09-03-2022

## LETTER OF APPOINTMENT

**Mr. Marshan Robert H, M.Sc., M.Phil., Ph.D.** is appointed as **Assistant Professor in Physics** on temporary basis with effect from 09-03-2022 at this college under self-supporting basis. He will be on probation for a period of Two years.

1. The period of probation may be extended at the discretion of the College Management for such further period as the Management may deem fit. If your service is found satisfactory and required you will be made permanent.
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09/03/22

9. Your services can be terminated by giving one month prior notice in writing by the College. However, no notice will be required to be given in case of your services are terminated for any misconduct/indiscipline.
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Secretary  
69/03/04



# NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

NEDUMCODE, **KALIYAKKAVILAI - 629 153.**

K.K. DISTRICT, TAMILNADU, INDIA.

Phone: **04651-244788**, Mobile: **8903013368, 9578603229**

E-mail: [nanjilccas@gmail.com](mailto:nanjilccas@gmail.com), [www.nanjilcatholiccollegekk.com](http://www.nanjilcatholiccollegekk.com)

Rev. Fr. Dr. S. Maria Rajendran, *M.S.W.(H.R.M.), M.B.A., M.A., M.Sc., M.Phil., Ph.D.*

*Secretary*

Date: 29.06.2015

## LETTER OF APPOINTMENT

**Dr. R. Murali, M.Sc., Ph.D.,** is appointed as **Assistant Professor in Chemistry** on temporary basis with effect from 29-06-2015 at this college under self-supporting basis. He will be on probation for a period of Two years.

1. The period of probation may be extended at the discretion of the College Management for such further period as the Management may deem fit. If your service is found satisfactory and required you will be made permanent.
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*S. Maria Rajendran*  
29/06/2015

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13. Notwithstanding anything contained above, the Management of the College reserves all rights to retain or terminate you from service at its discretion without assigning any reason.



*[Handwritten Signature]*  
29/06/2015  
Secretary

To

Dr. R. Murali  
453/1, Naidu Street,  
Kottar,  
Nagercoil.

By signing below, I accept the specific terms and conditions of employment that are enumerated above and that are in force and may be framed/amended from time to time by Nanjil Catholic College of Arts and Science, Kaliyakkavilai. Further I agree to put forth my best efforts to support the goals and objectives of the Institution.

Place: *Kaliyakkavilai*  
Date: *29/6/15*

*[Handwritten Signature]*  
Signature *29/6/15*

Name and address of the Employee

*Received*



# NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

NEDUMCODE, KALIYAKKAVILAI - 629 153.

K.K. DISTRICT, TAMILNADU, INDIA.

Phone: 04651-244788, Mobile: 8903013368, 9578683229

E-mail: nanjilcoas@gmail.com, www.nanjilcatholiccollegekk.com

Rev. Fr. Dr. S. Maria Rajendran, M.S.W.(H.R.M.), M.B.A., M.A., M.Sc., M.Phil., Ph.D.

Secretary

Date: 17.06.2016

## LETTER OF APPOINTMENT

Ms. L. Lisy, M.Sc., M.Phil., is appointed as Assistant Professor in Chemistry on temporary basis with effect from 17-06-2016 at this college under self-supporting basis. She will be on probation for a period of Two years.

1. The period of probation may be extended at the discretion of the College Management for such further period as the Management may deem fit. If your service is found satisfactory and required you will be made permanent.
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*Signature*  
17/06/2016

Learn Lead Transform



9. Your services can be terminated by giving one month prior notice in writing by the College. However, no notice will be required to be given in case of your services are terminated for any misconduct/indiscipline.
10. In the event of you deciding to leave from service, you should give three months prior notice in writing to the management, failing to do so you will have to remit three months' salary. Leaving service should be preferably made at the end of the academic year.
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12. You should follow the rules and regulations of the College that are in force and may be framed / amended from time to time.
13. Notwithstanding anything contained above, the Management of the College reserves all rights to retain or terminate you from service at its discretion without assigning any reason.

*[Handwritten Signature]*  
17/06/2016  
Secretary



To

Ms. L. Lisy  
D/o. G.Y. Lazer  
Kalpottavilai,  
Thalayavattam (P.O) - 629 157

By signing below, I accept the specific terms and conditions of employment that are enumerated above and that are in force and may be framed/amended from time to time by Nanjil Catholic College of Arts and Science, Kaliyakkavilai. Further I agree to put forth my best efforts to support the goals and objectives of the Institution.

Place: *Thalayavattam*

Date: *17.06.2016*

*[Handwritten Signature]*  
Signature

Name and address of the Employee

*Received*  
*[Handwritten Signature]*

*2/0*



# NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

NEDUMCODE, KALIYAKKAVILAI - 629 153.

K.K. DISTRICT, TAMILNADU, INDIA.

Phone: 04651-244788, Mobile: 8903013368, 9578683229

E-mail: nanjilccas@gmail.com, www.nanjilcatholiccollegekk.com

Rev. Fr. Dr. S. Maria Rajendran, M.S.W.(H.R.M.), M.B.A., M.A., M.Sc., M.Phil., Ph.D.  
*Secretary*

Date: 01.07.2017

## LETTER OF APPOINTMENT

**Dr. C. Agatha Christie, M.Sc., M.Phil., Ph.D.,** is appointed as **Assistant Professor in Chemistry** on temporary basis with effect from 01-07-2017 at this college under self-supporting basis. She will be on probation for a period of Two years.

1. The period of probation may be extended at the discretion of the College Management for such further period as the Management may deem fit. If your service is found satisfactory and required you will be made permanent.
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6. You should not become member of any external associations / unions while in service.
7. You shall be eligible for 12 days of causal leave per year and the leave needs to be sanctioned / approved by the Correspondent / Principal alone.
8. Although your normal work will consist of duties assigned to you in the capacity mentioned above, you may at any time be called upon to discharge any other duties which, in the opinion of the Management are within your capacity and ability and you should discharge these duties with diligence and care.



Received  
S. Maria Rajendran

9. Your services can be terminated by giving one month prior notice in writing by the College. However, no notice will be required to be given in case of your services are terminated for any misconduct/indiscipline.
10. In the event of you deciding to leave from service, you should give three months prior notice in writing to the management, failing to do so you will have to remit three months' salary. Leaving service should be preferably made at the end of the academic year.
11. If the details furnished by you in your application regarding your qualification, previous experience, etc. are found to be incorrect or not true, you will be liable for dismissal without notice and/or such further action as the College deems fit.
12. You should follow the rules and regulations of the College that are in force and may be framed / amended from time to time.
13. Notwithstanding anything contained above, the Management of the College reserves all rights to retain or terminate you from service at its discretion without assigning any reason.



*[Handwritten Signature]*  
10/10/17  
Secretary

To

Dr. C. Agatha Christie  
W/o. S. Sam Santhose  
6/153, Azhagiamandapam  
Mulagumoodu (p.o)

By signing below, I accept the specific terms and conditions of employment that are enumerated above and that are in force and may be framed/amended from time to time by Nanjil Catholic College of Arts and Science, Kaliyakkavilai. Further I agree to put forth my best efforts to support the goals and objectives of the Institution.

Place: *Azhagiamandapam.*

Date: *1/7/17*

*[Handwritten Signature]*  
Signature

Name and address of the Employee

# NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

Rev. Fr. M. Eckermens Michael, M.B.A., M.Sc., (Psy), Ph.D.  
Secretary & Correspondent



Nedumcode,  
Kaliyakkavilai - 629 153  
K.K. District, Tamil Nadu, India.  
Phone : 04651-244788,  
Mobile : 8903013368  
9360331148

www.nanjilcatholiccollegekk.com

Email : nanjilccas@gmail.com

fr.eckermens@gamil.com

Date: 18.06.2018

## LETTER OF APPOINTMENT

**Dr. T. Alwin, M.Sc., M.Phil., Ph.D.** is appointed as **Assistant Professor in Chemistry** on temporary basis with effect from 18-06-2018 at this college under self-supporting basis. He will be on probation for a period of Two years.

1. The period of probation may be extended at the discretion of the College Management for such further period as the Management may deem fit. If your service is found satisfactory and required you will be made permanent.
2. It is mandatory for you to be present in the premises of the College during the working hours. During the period of your employment you will devote all your time and attention exclusively for work / duties assigned to you by the management. You will work for implementing the ideals based on which the College is founded and administered.
3. You have to submit all your Degree and other certificates required for the above post in original at the time of joining duty. Only then the appointment order will be considered valid.
4. You will be paid salary as per the norms fixed by the management from time to time. Any increase of salary or increment will be linked strictly to your performance.
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6. You should not become member of any external associations / unions while in service.
7. You shall be eligible for 12 days of causal leave per year and the leave needs to be sanctioned / approved by the Correspondent / Principal alone.
8. Although your normal work will consist of duties assigned to you in the capacity mentioned above, you may at any time be called upon to discharge any other duties which, in the opinion of the Management are within your capacity and ability and you should discharge these duties with diligence and care.



*[Handwritten signature]*  
18/6/18

9. Your services can be terminated by giving one month prior notice in writing by the College. However, no notice will be required to be given in case of your services are terminated for any misconduct/indiscipline.
10. In the event of you deciding to leave from service, you should give three months prior notice in writing to the management, failing to do so you will have to remit three months' salary. Leaving service should be preferably made at the end of the academic year.
11. If the details furnished by you in your application regarding your qualification, previous experience, etc. are found to be incorrect or not true, you will be liable for dismissal without notice and/or such further action as the College deems fit.
12. You should follow the rules and regulations of the College that are in force and may be framed / amended from time to time.
13. Notwithstanding anything contained above, the Management of the College reserves all rights to retain or terminate you from service at its discretion without assigning any reason.



  
Secretary 18/6/18

To

Dr. T. Alwin  
S/o. N. Thomas,  
Essakivilagam House,  
Kirathoor (p.o) - 629 181

By signing below, I accept the specific terms and conditions of employment that are enumerated above and that are in force and may be framed/amended from time to time by Nanjil Catholic College of Arts and Science, Kaliyakkavilai. Further I agree to put forth my best efforts to support the goals and objectives of the Institution.

Place: Kaliyakkavilai

Date: 18-06-2018

  
Signature

Name and address of the Employee

# NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

Rev. Fr. M. Eckermens Michael, M.B.A., M.Sc., (Psy), Ph.D.  
Secretary & Correspondent



Nedumcode,  
Kaliyakkavilai - 629 153  
K.K. District, Tamil Nadu, India.  
Phone : 04651-244788,  
Mobile : 8903013368  
9360331148

www.nanjilcatholiccollegekk.com

Email : nanjilccas@gmail.com

fr.eckermens@gamil.com

Date: 18.06.2018

## LETTER OF APPOINTMENT

**Dr. K. Priya Rajini, M.Sc., M.Phil., Ph.D.** is appointed as **Assistant Professor in Chemistry** on temporary basis with effect from 18-06-2018 at this college under self-supporting basis. She will be on probation for a period of Two years.

1. The period of probation may be extended at the discretion of the College Management for such further period as the Management may deem fit. If your service is found satisfactory and required you will be made permanent.
2. It is mandatory for you to be present in the premises of the College during the working hours. During the period of your employment you will devote all your time and attention exclusively for work / duties assigned to you by the management. You will work for implementing the ideals based on which the College is founded and administered.
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7. You shall be eligible for 12 days of causal leave per year and the leave needs to be sanctioned / approved by the Correspondent / Principal alone.
8. Although, your normal work will consist of duties assigned to you in the capacity mentioned above, you may at any time be called upon to discharge any other duties which, in the opinion of the Management are within your capacity and ability and you should discharge these duties with diligence and care.



  
18/6/18

9. Your services can be terminated by giving one month prior notice in writing by the College. However, no notice will be required to be given in case of your services are terminated for any misconduct/indiscipline.
10. In the event of you deciding to leave from service, you should give three months prior notice in writing to the management, failing to do so you will have to remit three months' salary. Leaving service should be preferably made at the end of the academic year.
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12. You should follow the rules and regulations of the College that are in force and may be framed / amended from time to time.
13. Notwithstanding anything contained above, the Management of the College reserves all rights to retain or terminate you from service at its discretion without assigning any reason.



  
Secretary  
18/6/18

To

Dr. K. Priya Rajini  
W/o. J. Sudhar Singh,  
Eenthimoodu House,  
Althencode,  
S.T. Mangadu (p.o).

By signing below, I accept the specific terms and conditions of employment that are enumerated above and that are in force and may be framed/amended from time to time by Nanjil Catholic College of Arts and Science, Kaliyakkavilai. Further I agree to put forth my best efforts to support the goals and objectives of the Institution.

Place: *Kaliyakkavilai*  
Date: *18-06-2018*

  
Signature

Name and address of the Employee

# NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

Rev. Fr. M. Eckermens Michael, M.B.A., M.Sc., (Psy), Ph.D.  
Secretary & Correspondent



Nedumcode,  
Kaliyakkavilai - 629 153  
K.K. District, Tamil Nadu, India.  
Phone : 04651-244788,  
Mobile : 8903013368  
9360331148

www.nanjilcatholiccollegekk.com

Email : nanjilccas@gmail.com

fr.eckermens@gamil.com

Date: 10.06.2019

## LETTER OF APPOINTMENT

**Dr. M. Mary Sheeba, M.Sc., M.Phil., Ph.D.** is appointed as **Assistant Professor in Chemistry** on temporary basis with effect from 10-06-2019 at this college under self-supporting basis. She will be on probation for a period of Two years.

1. The period of probation may be extended at the discretion of the College Management for such further period as the Management may deem fit. If your service is found satisfactory and required you will be made permanent.
2. It is mandatory for you to be present in the premises of the College during the working hours. During the period of your employment you will devote all your time and attention exclusively for work / duties assigned to you by the management. You will work for implementing the ideals based on which the College is founded and administered.
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8. Although your normal work will consist of duties assigned to you in the capacity mentioned above, you may at any time be called upon to discharge any other duties which, in the opinion of the Management are within your capacity and ability and you should discharge these duties with diligence and care.



  
10/6/2019



9. Your services can be terminated by giving one month prior notice in writing by the College. However, no notice will be required to be given in case of your services are terminated for any misconduct/indiscipline.
10. In the event of you deciding to leave from service, you should give three months prior notice in writing to the management, failing to do so you will have to remit three months' salary. Leaving service should be preferably made at the end of the academic year.
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12. You should follow the rules and regulations of the College that are in force and may be framed / amended from time to time.
13. Notwithstanding anything contained above, the Management of the College reserves all rights to retain or terminate you from service at its discretion without assigning any reason.



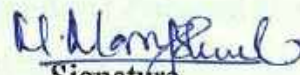
  
Secretary 10/6/19

To

Dr. M. Mary Sheeba  
W/o. L. Sam Raj,  
Kadayaravilai,  
Parakunnu, Vanniyoor (p.o).

By signing below, I accept the specific terms and conditions of employment that are enumerated above and that are in force and may be framed/amended from time to time by Nanjil Catholic College of Arts and Science, Kaliyakkavilai. Further I agree to put forth my best efforts to support the goals and objectives of the Institution.

Place: Kaliyakkavilai  
Date: 10.06.2019,

  
Signature

Name and address of the Employee



# NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

NEDUMCODE, **KALIYAKKAVILAI - 629 153.**

K.K. DISTRICT, TAMILNADU, INDIA.

Phone: **04651-244788**, Mobile: **8903013368, 9578683229**

E-mail: [nanjilccas@gmail.com](mailto:nanjilccas@gmail.com), [www.nanjilcatholiccollegekk.com](http://www.nanjilcatholiccollegekk.com)

**Rev. Fr. Dr. S. Maria Rajendran, M.S.W.(H.R.M.), M.B.A., M.A., M.Sc., M.Phil., Ph.D.**  
*Secretary*

16-06-2016

**Proceedings of the Secretary, Nanjil Catholic College of Arts & Science  
at Kaliyakkavilai, Dated 16-06-2016.**

## APPOINTMENT ORDER

**Subject: Establishment – Nanjil Catholic College of Arts & Science at  
Kaliyakkavilai – Appointment of Asst. Professor – Reg.**

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Mrs. M. Shirley Navis, M.Sc., M.Phil., M.Ed., is appointed as **Assistant Professor in Chemistry** on temporary basis with effect from 16-06-2016 at this college under self-supporting basis.

The code of contract laid down by the management is binding on the employee.

**Fr. S. Maria Rajendran**  
(Secretary)

**Fr. Dr. S. MARIA RAJENDRAN**  
M.S.W.(H.R.M.), M.B.A., M.A., M.Sc., M.Phil., Ph.D.  
Secretary  
Nanjil Catholic College of Arts & Science  
Kaliyakkavilai - 629 153  
Kanyakumari District, Tamilnadu, India.

# NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

Rev. Fr. Dr. M. Eckermens Michael, M.B.A., Ph.D.  
Secretary & Correspondent



Nedumcode,  
Kaliyakkavilai - 629 153  
K.K. District, Tamil Nadu, India.  
Phone : 04651-244788,  
Mobile : 8903013368  
9360331148

www.nccas.edu.in

Email : nanjilccas@gmail.com

fr.eckermens@gamil.com

Date: 09-03-2022

## LETTER OF APPOINTMENT

**Dr. S.V. Sheen Mers**, M.Sc., M.Phil., (NET), Ph.D.-CSIR (Post Doctorate), is appointed as **Assistant Professor in Chemistry** on temporary basis with effect from 09-03-2022 at this college under self-supporting basis. She will be on probation for a period of Two years.

1. The period of probation may be extended at the discretion of the College Management for such further period as the Management may deem fit. If your service is found satisfactory and required you will be made permanent.
2. It is mandatory for you to be present in the premises of the College during the working hours. During the period of your employment you will devote all your time and attention exclusively for work / duties assigned to you by the management. You will work for implementing the ideals based on which the College is founded and administered.
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8. Although your normal work will consist of duties assigned to you in the capacity mentioned above, you may at any time be called upon to discharge any other duties which, in the opinion of the Management are within your capacity and ability and you should discharge these duties with diligence and care.



*[Handwritten signature and date 09/03/22]*

9. Your services can be terminated by giving one month prior notice in writing by the College. However, no notice will be required to be given in case of your services are terminated for any misconduct/indiscipline.
10. In the event of you deciding to leave from service, you should give three months prior notice in writing to the management, failing to do so you will have to remit three months' salary. Leaving service should be preferably made at the end of the academic year.
11. If the details furnished by you in your application regarding your qualification, previous experience, etc. are found to be incorrect or not true, you will be liable for dismissal without notice and/or such further action as the College deems fit.
12. You should follow the rules and regulations of the College that are in force and may be framed / amended from time to time.
13. Notwithstanding anything contained above, the Management of the College reserves all rights to retain or terminate you from service at its discretion without assigning any reason.



  
Secretary  
09/03/22



# NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

NEDUMCODE, KALIYAKKAVILAI - 629 153.

K.K. DISTRICT, TAMILNADU, INDIA.

Phone: 04651-244788, Mobile: 8903013368, 9578683229

E-mail: nanjilccas@gmail.com, www.nanjilcatholiccollegekk.com

Date: 30.08.2012

## LETTER OF APPOINTMENT

**Mr. K.C. Abhilash Sam Paulstin, M.Sc., M.Phil.,** is appointed as **Assistant Professor in Computer Science** on temporary basis with effect from 30-08-2012 at this college under self-supporting basis. He will be on probation for a period of Two years.

1. The period of probation may be extended at the discretion of the College Management for such further period as the Management may deem fit. If your service is found satisfactory and required you will be made permanent.
2. It is mandatory for you to be present in the premises of the College during the working hours. During the period of your employment you will devote all your time and attention exclusively for work / duties assigned to you by the management. You will work for implementing the ideals based on which the College is founded and administered.
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*Abhilash Sam Paulstin*  
30/08/2012

9. Your services can be terminated by giving one month prior notice in writing by the College. However, no notice will be required to be given in case of your services are terminated for any misconduct/indiscipline.
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12. You should follow the rules and regulations of the College that are in force and may be framed / amended from time to time.
13. Notwithstanding anything contained above, the Management of the College reserves all rights to retain or terminate you from service at its discretion without assigning any reason.



*[Handwritten Signature]*  
30/08/2012  
Secretary

To

Mr. K.C. Abhilash Sam Paulstin  
2/198, LAJA Compound,  
Nediasalai, Arumanai (P.O),  
K.K. District - 629 151

By signing below, I accept the specific terms and conditions of employment that are enumerated above and that are in force and may be framed/amended from time to time by Nanjil Catholic College of Arts and Science, Kaliyakkavilai. Further I agree to put forth my best efforts to support the goals and objectives of the Institution.

Place: *Kaliyakkavilai*

Date: *30/08/2012*

*Received*  
*[Signature]*

*[Signature]*  
Signature

Name and address of the Employee



# NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

NEDUMCODE, KALIYAKKAVILAI - 629 153.

K.K. DISTRICT, TAMILNADU, INDIA.

Phone: 04651-244788, Mobile: 8903013368, 9578683229

E-mail: nanjilccas@gmail.com, www.nanjilcatholiccollegekk.com

Date: 24.06.2013

## LETTER OF APPOINTMENT

Mrs. V. Suja Merlin, M.C.A., M.Phil., is appointed as Assistant Professor in Computer Science on temporary basis with effect from 24-06-2013 at this college under self-supporting basis. She will be on probation for a period of Two years.

1. The period of probation may be extended at the discretion of the College Management for such further period as the Management may deem fit. If your service is found satisfactory and required you will be made permanent.
2. It is mandatory for you to be present in the premises of the College during the working hours. During the period of your employment you will devote all your time and attention exclusively for work / duties assigned to you by the management. You will work for implementing the ideals based on which the College is founded and administered.
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8. Although your normal work will consist of duties assigned to you in the capacity mentioned above, you may at any time be called upon to discharge any other duties which, in the opinion of the Management are within your capacity and ability and you should discharge these duties with diligence and care.



*S. Srinivasan*  
24/06/2013

9. Your services can be terminated by giving one month prior notice in writing by the College. However, no notice will be required to be given in case of your services are terminated for any misconduct/indiscipline.
10. In the event of you deciding to leave from service, you should give three months prior notice in writing to the management, failing to do so you will have to remit three months' salary. Leaving service should be preferably made at the end of the academic year.
11. If the details furnished by you in your application regarding your qualification, previous experience, etc. are found to be incorrect or not true, you will be liable for dismissal without notice and/or such further action as the College deems fit.
12. You should follow the rules and regulations of the College that are in force and may be framed / amended from time to time.
13. Notwithstanding anything contained above, the Management of the College reserves all rights to retain or terminate you from service at its discretion without assigning any reason.



*[Handwritten Signature]*  
24/06/2013  
Secretary

To

Mrs. V. Suja Merlin  
W/o. S.K. Edwin Gladson  
2/209A, Valiavilagom, Paloor,  
Karungal (P.O),  
K.K. District - 629 157

By signing below, I accept the specific terms and conditions of employment that are enumerated above and that are in force and may be framed/amended from time to time by Nanjil Catholic College of Arts and Science, Kalyakkavilai. Further I agree to put forth my best efforts to support the goals and objectives of the Institution.

Place: Kalyakkavilai

Date: 24.06.2013

*[Handwritten Signature]*  
Signature

Name and address of the Employee

Received on 24/06/2013.





# NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

NEDUMCODE, KALIYAKKAVILAI - 629 153.

K.K. DISTRICT, TAMILNADU, INDIA.

Phone: 04651-244788, Mobile: 8903013368, 9578683229

E-mail: nanjilccas@gmail.com, www.nanjilcatholiccollegekk.com

Rev. Fr. Dr. S. Maria Rajendran, M.S.W.(H.R.M.), M.B.A., M.A., M.Sc., M.Phil., Ph.D.  
*Secretary*

Date: 16.06.2016

## LETTER OF APPOINTMENT

Mr. L. Thomas Robinson, M.C.A., M.Phil., is appointed as Assistant Professor in Computer Science on temporary basis with effect from 16-06-2016 at this college under self-supporting basis. He will be on probation for a period of Two years.

1. The period of probation may be extended at the discretion of the College Management for such further period as the Management may deem fit. If your service is found satisfactory and required you will be made permanent.
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*Signature*  
16/06/2016

*Learn Lead Transform*

9. Your services can be terminated by giving one month prior notice in writing by the College. However, no notice will be required to be given in case of your services are terminated for any misconduct/indiscipline.
10. In the event of you deciding to leave from service, you should give three months prior notice in writing to the management, failing to do so you will have to remit three months' salary. Leaving service should be preferably made at the end of the academic year.
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13. Notwithstanding anything contained above, the Management of the College reserves all rights to retain or terminate you from service at its discretion without assigning any reason.



*[Handwritten Signature]*  
16/06/2016  
Secretary

To

Mr. L. Thomas Robinson  
Kezhakuvilai,  
Vellicode,  
Mulagumoodu (P.O) - 629 167.  
K.K. District.

By signing below, I accept the specific terms and conditions of employment that are enumerated above and that are in force and may be framed/amended from time to time by Nanjil Catholic College of Arts and Science, Kaliyakkavilai. Further I agree to put forth my best efforts to support the goals and objectives of the Institution.

Place: Kaliyakkavilai

Date: 16-6-2016

*[Handwritten Signature]*  
Signature

Name and address of the Employee

Received on 16-6-2016

# NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

Rev. Fr. M. Eckermens Michael, M.B.A., M.Sc., (Psy), Ph.D.  
Secretary & Correspondent



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9360331148

www.nanjilcatholiccollegekk.com

Email : nanjilccas@gmail.com

fr.eckermens@gamil.com

Date: 12.06.2019

## LETTER OF APPOINTMENT

**Dr. W.C. Cincy, M.Sc., M.Phil., Ph.D.,** is appointed as **Assistant Professor in Computer Science** on temporary basis with effect from 12.06.2019 at this college under self-supporting basis. She will be on probation for a period of Two years.

1. The period of probation may be extended at the discretion of the College Management for such further period as the Management may deem fit. If your service is found satisfactory and required you will be made permanent.
2. It is mandatory for you to be present in the premises of the College during the working hours. During the period of your employment you will devote all your time and attention exclusively for work / duties assigned to you by the management. You will work for implementing the ideals based on which the College is founded and administered.
3. You have to submit all your Degree and other certificates required for the above post in original at the time of joining duty. Only then the appointment order will be considered valid.
4. You will be paid salary as per the norms fixed by the management from time to time. Any increase of salary or increment will be linked strictly to your performance.
5. You shall not apply for any outside job while in service without prior written permission from the College. You shall not engage in taking private tuitions or doing any business while in service.
6. You should not become member of any external associations / unions while in service.
7. You shall be eligible for 12 days of causal leave per year and the leave needs to be sanctioned / approved by the Correspondent / Principal alone.
8. Although your normal work will consist of duties assigned to you in the capacity mentioned above, you may at any time be called upon to discharge any other duties which, in the opinion of the Management are within your capacity and ability and you should discharge these duties with diligence and care.



*[Handwritten Signature]*  
12/6/19

9. Your services can be terminated by giving one month prior notice in writing by the College. However, no notice will be required to be given in case of your services are terminated for any misconduct/indiscipline.
10. In the event of you deciding to leave from service, you should give three months prior notice in writing to the management, failing to do so you will have to remit three months' salary. Leaving service should be preferably made at the end of the academic year.
11. If the details furnished by you in your application regarding your qualification, previous experience, etc. are found to be incorrect or not true, you will be liable for dismissal without notice and/or such further action as the College deems fit.
12. You should follow the rules and regulations of the College that are in force and may be framed / amended from time to time.
13. Notwithstanding anything contained above, the Management of the College reserves all rights to retain or terminate you from service at its discretion without assigning any reason.



  
Secretary  
12/6/19

To

Dr. W.C. Cincy  
Lin Bhavan,  
Bethel Garden,  
Kavu vilai, Anucode,  
kollemcode - 629 160

By signing below, I accept the specific terms and conditions of employment that are enumerated above and that are in force and may be framed/amended from time to time by Nanjil Catholic College of Arts and Science, Kaliyakkavilai. Further I agree to put forth my best efforts to support the goals and objectives of the Institution.

Place: Kaliyakkavilai,  
Date: 12/06/2019

  
Signature

Name and address of the Employee

# NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

Rev. Fr. M. Eckermens Michael, M.B.A., M.Sc., (Psy), Ph.D.  
Secretary & Correspondent



Nedumcode,  
Kaliyakkavilai - 629 153  
K.K. District, Tamil Nadu, India.  
Phone : 04651-244788,  
Mobile : 8903013368  
9360331148

www.nanjilcatholiccollegekk.com

Email : nanjilccas@gmail.com

fr.eckermens@gamil.com

Date: 22.02.2021

## LETTER OF APPOINTMENT

Mrs. D. Suja Mary, M.Sc., M.Phil., (SET) is appointed as Assistant Professor in Computer Science on temporary basis with effect from 22-02-2021 at this college under self-supporting basis. She will be on probation for a period of Two years.

1. The period of probation may be extended at the discretion of the College Management for such further period as the Management may deem fit. If your service is found satisfactory and required you will be made permanent.
2. It is mandatory for you to be present in the premises of the College during the working hours. During the period of your employment you will devote all your time and attention exclusively for work / duties assigned to you by the management. You will work for implementing the ideals based on which the College is founded and administered.
3. You have to submit all your Degree and other certificates required for the above post in original at the time of joining duty. Only then the appointment order will be considered valid.
4. You will be paid salary as per the norms fixed by the management from time to time. Any increase of salary or increment will be linked strictly to your performance.
5. You shall not apply for any outside job while in service without prior written permission from the College. You shall not engage in taking private tuitions or doing any business while in service.
6. You should not become member of any external associations / unions while in service.
7. You shall be eligible for 12 days of causal leave per year and the leave needs to be sanctioned / approved by the Correspondent / Principal alone.
8. Although your normal work will consist of duties assigned to you in the capacity mentioned above, you may at any time be called upon to discharge any other duties which, in the opinion of the Management are within your capacity and ability and you should discharge these duties with diligence and care.



  
22/2/21

9. Your services can be terminated by giving one month prior notice in writing by the College. However, no notice will be required to be given in case of your services are terminated for any misconduct/indiscipline.
10. In the event of you deciding to leave from service, you should give three months prior notice in writing to the management, failing to do so you will have to remit three months' salary. Leaving service should be preferably made at the end of the academic year.
11. If the details furnished by you in your application regarding your qualification, previous experience, etc. are found to be incorrect or not true, you will be liable for dismissal without notice and/or such further action as the College deems fit.
12. You should follow the rules and regulations of the College that are in force and may be framed / amended from time to time.
13. Notwithstanding anything contained above, the Management of the College reserves all rights to retain or terminate you from service at its discretion without assigning any reason.



*[Handwritten Signature]*  
Secretary 22/2/21

To

Mrs. D. Suja Mary  
Vadakkuvilai veedu,  
Painkulam (p.o.)  
Puthukadai.

By signing below, I accept the specific terms and conditions of employment that are enumerated above and that are in force and may be framed/amended from time to time by Nanjil Catholic College of Arts and Science, Kaliyakkavilai. Further I agree to put forth my best efforts to support the goals and objectives of the Institution.

Place: *Kaliyakkavilai*

Date: *22/2/2021*

*[Handwritten Signature]*  
Signature

Name and address of the Employee

# NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

Rev. Fr. Dr. M. Eckermens Michael, M.B.A., Ph.D.  
Secretary & Correspondent



Nedumcode,  
Kaliyakkavilai - 629 153  
K.K. District, Tamil Nadu, India.  
Phone : 04651-244788,  
Mobile : 8903013368  
9360331148

www.nccas.edu.in

Email : nanjilccas@gmail.com

fr.eckermens@gamil.com

Date: 22.11.2021

## LETTER OF APPOINTMENT

Mrs. T. Ahila, M.C.A., M.Phil. is appointed as Assistant Professor in Computer Science on temporary basis with effect from 22.11.2021 at this college under self-supporting basis. He will be on probation for a period of Two years.

1. The period of probation may be extended at the discretion of the College Management for such further period as the Management may deem fit. If your service is found satisfactory and required you will be made permanent.
2. It is mandatory for you to be present in the premises of the College during the working hours. During the period of your employment you will devote all your time and attention exclusively for work / duties assigned to you by the management. You will work for implementing the ideals based on which the College is founded and administered.
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*[Handwritten signature]*  
22/11/21

9. Your services can be terminated by giving one month prior notice in writing by the College. However, no notice will be required to be given in case of your services are terminated for any misconduct/indiscipline.
10. In the event of you deciding to leave from service, you should give three months prior notice in writing to the management, failing to do so you will have to remit three months' salary. Leaving service should be preferably made at the end of the academic year.
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12. You should follow the rules and regulations of the College that are in force and may be framed / amended from time to time.
13. Notwithstanding anything contained above, the Management of the College reserves all rights to retain or terminate you from service at its discretion without assigning any reason.



  
Secretary  
22/11/21



# NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

Rev. Fr. Dr. M. Eckermens Michael, M.B.A., Ph.D.  
Secretary & Correspondent



Nedumcode,  
Kaliyakkavilai - 629 153  
K.K. District, Tamil Nadu, India.  
Phone : 04651-244788,  
Mobile : 8903013368  
9360331148

www.nccas.edu.in

Email : nanjilccas@gmail.com

fr.eckermens@gamil.com


Date: 22.11.2021

## LETTER OF APPOINTMENT

Mrs. S.S. Beulah Benslet, M.Sc., M.Phil., B.Ed. is appointed as **Assistant Professor in Computer Science** on temporary basis with effect from 22.11.2021 at this college under self-supporting basis. He will be on probation for a period of Two years.

1. The period of probation may be extended at the discretion of the College Management for such further period as the Management may deem fit. If your service is found satisfactory and required you will be made permanent.
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22/11/21

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Secretary  
22/11/21



# NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

NEDUMCODE, KALIYAKKAVILAI - 629 153.

K.K. DISTRICT, TAMILNADU, INDIA.

Phone: 04651-244788, Mobile: 8903013366, 9578683229

E-mail: nanjilcoas@gmail.com, www.nanjilcatholiccollegekk.com

Rev. Fr. Dr. S. Maria Rajendran, M.S.W.(H.R.M.), M.B.A., M.A., M.Sc., M.Phil., Ph.D.

Secretary

Date: 18.06.2015

## LETTER OF APPOINTMENT

Dr. M. Sini Margret, M.Sc., M.Phil., Ph.D., is appointed as Assistant Professor in Zoology on temporary basis with effect from 18-06-2015 at this college under self-supporting basis. She will be on probation for a period of Two years.

1. The period of probation may be extended at the discretion of the College Management for such further period as the Management may deem fit. If your service is found satisfactory and required you will be made permanent.
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*S. Maria Rajendran*  
18/06/2015

9. Your services can be terminated by giving one month prior notice in writing by the College. However, no notice will be required to be given in case of your services are terminated for any misconduct/indiscipline.
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12. You should follow the rules and regulations of the College that are in force and may be framed / amended from time to time.
13. Notwithstanding anything contained above, the Management of the College reserves all rights to retain or terminate you from service at its discretion without assigning any reason.



*[Handwritten Signature]*  
18/06/2015  
Secretary

To

Dr. M. Sini Margret  
97, Little Flower Street,  
Ramanputhur,  
Nagercoil - 629 004

By signing below, I accept the specific terms and conditions of employment that are enumerated above and that are in force and may be framed/amended from time to time by Nanjil Catholic College of Arts and Science, Kaliyakkavilai. Further I agree to put forth my best efforts to support the goals and objectives of the Institution.

Place: *Ramanputhur*

Date: *18.06.2015*

*[Handwritten Signature]*  
Signature

Name and address of the Employee

*Received.*  
*[Handwritten Signature]*



# NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

NEDUMCODE, KALIYAKKAVILAI - 629 153.

K.K. DISTRICT, TAMILNADU, INDIA.

Phone: 04651-244788, Mobile: 8903013368, 9578663229

E-mail: nanjilccas@gmail.com, www.nanjilcatholiccollegekk.com

Rev. Fr. Dr. S. Maria Rajendran, M.S.W.(H.R.M.), M.B.A., M.A., M.Sc., M.Phil., Ph.D.  
Secretary

Date: 18.06.2015

## LETTER OF APPOINTMENT

**Dr. M. Therasita Mary, M.Sc., M.Phil., Ph.D.,** is appointed as **Assistant Professor in Zoology** on temporary basis with effect from 18-06-2015 at this college under self-supporting basis. She will be on probation for a period of Two years.

1. The period of probation may be extended at the discretion of the College Management for such further period as the Management may deem fit. If your service is found satisfactory and required you will be made permanent.
2. It is mandatory for you to be present in the premises of the College during the working hours. During the period of your employment you will devote all your time and attention exclusively for work / duties assigned to you by the management. You will work for implementing the ideals based on which the College is founded and administered.
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*Shirisham*  
18/06/2015

9. Your services can be terminated by giving one month prior notice in writing by the College. However, no notice will be required to be given in case of your services are terminated for any misconduct/indiscipline.
10. In the event of you deciding to leave from service, you should give three months prior notice in writing to the management, failing to do so you will have to remit three months' salary. Leaving service should be preferably made at the end of the academic year.
11. If the details furnished by you in your application regarding your qualification, previous experience, etc. are found to be incorrect or not true, you will be liable for dismissal without notice and/or such further action as the College deems fit.
12. You should follow the rules and regulations of the College that are in force and may be framed / amended from time to time.
13. Notwithstanding anything contained above, the Management of the College reserves all rights to retain or terminate you from service at its discretion without assigning any reason.



*[Handwritten Signature]*  
18/06/2015  
Secretary

To

Dr. M. Therasita Mary  
North Street,  
Karankadu (P.O),  
K.K. District - 629 809

By signing below, I accept the specific terms and conditions of employment that are enumerated above and that are in force and may be framed/amended from time to time by Nanjil Catholic College of Arts and Science, Kaliyakkavilai. Further I agree to put forth my best efforts to support the goals and objectives of the Institution.

Place: *kaliyakkavilai*

Date: *18/06/2015*

*[Handwritten Signature]*  
Signature

Name and address of the Employee

*Received on 18/6/2015*

*[Handwritten Signature]*



# NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

NEDUMCODE, KALIYAKKAVILAI - 629 153.

K.K. DISTRICT, TAMILNADU, INDIA.

Phone: 04651-244788, Mobile: 8903013368, 9578663229

E-mail: nanjilccas@gmail.com, www.nanjilcatholiccollegakk.com

Rev. Fr. Dr. S. Maria Rajendran, M.S.W.(H.R.M.), M.B.A., M.A., M.Sc., M.Phil., Ph.D.

Secretary

Date: 18.06.2015

## LETTER OF APPOINTMENT

Mrs. C. Amutha Rani, M.Sc., M.Phil., is appointed as Assistant Professor in Zoology on temporary basis with effect from 18-06-2015 at this college under self-supporting basis. She will be on probation for a period of Two years.

1. The period of probation may be extended at the discretion of the College Management for such further period as the Management may deem fit. If your service is found satisfactory and required you will be made permanent.
2. It is mandatory for you to be present in the premises of the College during the working hours. During the period of your employment you will devote all your time and attention exclusively for work / duties assigned to you by the management. You will work for implementing the ideals based on which the College is founded and administered.
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*Amutha Rani*  
18/06/2015

9. Your services can be terminated by giving one month prior notice in writing by the College. However, no notice will be required to be given in case of your services are terminated for any misconduct/indiscipline.
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12. You should follow the rules and regulations of the College that are in force and may be framed / amended from time to time.
13. Notwithstanding anything contained above, the Management of the College reserves all rights to retain or terminate you from service at its discretion without assigning any reason.



*[Handwritten Signature]*  
18/06/2015  
Secretary

To

Mrs. C. Amutha Rani  
W/o. D. Raja Kumar  
'Amu Rajah' Garden,  
Siruthottam, Kadayal,  
Kaliyal (P.O).

By signing below, I accept the specific terms and conditions of employment that are enumerated above and that are in force and may be framed/amended from time to time by Nanjil Catholic College of Arts and Science, Kaliyakkavilai. Further I agree to put forth my best efforts to support the goals and objectives of the Institution.

Place: Kaliyakkavilai  
Date: 18.06.2015

Signature *[Handwritten Signature]*

Name and address of the Employee

Received on *[Handwritten Signature]*  
18/6/2015





# NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

NEDUMCODE, KALIYAKKAVILAI - 629 153.

K.K. DISTRICT, TAMILNADU, INDIA.

Phone: 04651-244788, Mobile: 8903013368, 9578683229

E-mail: nanjilccas@gmail.com, www.nanjilcatholiccollegekk.com

Rev. Fr. Dr. S. Maria Rajendran, M.S.W.(H.R.M.), M.B.A., M.A., M.Sc., M.Phil., Ph.D.

Secretary

Date: 16.06.2016

## LETTER OF APPOINTMENT

Mrs. A. Ajitha Mol, M.Sc., M.Phil., is appointed as **Assistant Professor in Zoology** on temporary basis with effect from 16-06-2016 at this college under self-supporting basis. She will be on probation for a period of Two years.

1. The period of probation may be extended at the discretion of the College Management for such further period as the Management may deem fit. If your service is found satisfactory and required you will be made permanent.
2. It is mandatory for you to be present in the premises of the College during the working hours. During the period of your employment you will devote all your time and attention exclusively for work / duties assigned to you by the management. You will work for implementing the ideals based on which the College is founded and administered.
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*[Signature]*  
16/06/2016

9. Your services can be terminated by giving one month prior notice in writing by the College. However, no notice will be required to be given in case of your services are terminated for any misconduct/indiscipline.
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13. Notwithstanding anything contained above, the Management of the College reserves all rights to retain or terminate you from service at its discretion without assigning any reason.



*[Handwritten Signature]*  
16/06/2016  
Secretary

To

Mrs. A. Ajitha Mol  
W/o. S. Gladston,  
Mylacode,  
Alencode - 629 802

By signing below, I accept the specific terms and conditions of employment that are enumerated above and that are in force and may be framed/amended from time to time by Nanjil Catholic College of Arts and Science, Kaliyakkavilai. Further I agree to put forth my best efforts to support the goals and objectives of the Institution.

Place: *Kaliyakkavilai*

Date: *16.06.2016*

*Received on  
16.06.2016*

*[Handwritten Signature]*

Signature

Name and address of the Employee



# NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

NEDUMCODE, KALIYAKKAVILAI - 629 153.

K.K. DISTRICT, TAMILNADU, INDIA.

Phone: 04651-244788, Mobile: 8903013368, 9578683229

E-mail: nanjilccae@gmail.com, www.nanjilcatholiccollegekk.com

Rev. Fr. Dr. S. Maria Rajendran, M.S.W.(H.R.M.), M.B.A., M.A., M.Sc., M.Phil., Ph.D.  
*Secretary*

Date: 19.06.2017

## LETTER OF APPOINTMENT

Mr. V. Viju, M.P.Ed., M.Phil., is appointed as **Assistant Professor in Physical Education** on temporary basis with effect from 19-06-2017 at this college under self-supporting basis. He will be on probation for a period of Two years.

1. The period of probation may be extended at the discretion of the College Management for such further period as the Management may deem fit. If your service is found satisfactory and required you will be made permanent.
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8. Although your normal work will consist of duties assigned to you in the capacity mentioned above, you may at any time be called upon to discharge any other duties which, in the opinion of the Management are within your capacity and ability and you should discharge these duties with diligence and care.



*Learn Lead Transform...*

9. Your services can be terminated by giving one month prior notice in writing by the College. However, no notice will be required to be given in case of your services are terminated for any misconduct/indiscipline.
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11. If the details furnished by you in your application regarding your qualification, previous experience, etc. are found to be incorrect or not true, you will be liable for dismissal without notice and/or such further action as the College deems fit.
12. You should follow the rules and regulations of the College that are in force and may be framed / amended from time to time.
13. Notwithstanding anything contained above, the Management of the College reserves all rights to retain or terminate you from service at its discretion without assigning any reason.



*[Handwritten Signature]*  
19/06/2017  
Secretary

To

Mr. V. Viju  
S/o. P. Vijayan  
North Vellachima vilai,  
Thirithuvapuram  
Madichal (p.o) - 629 163.

By signing below, I accept the specific terms and conditions of employment that are enumerated above and that are in force and may be framed/amended from time to time by Nanjil Catholic College of Arts and Science, Kaliyakkavilai. Further I agree to put forth my best efforts to support the goals and objectives of the Institution.

Place: *Kaliyakkavilai*  
Date: *19-06-2017*

*[Handwritten Signature]*  
Signature

Name and address of the Employee

*Received : 19-06-2017*  
*V. Viju*  
*19/6*

"To be an instrument of love"

# NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

NEDUMCODE, KALIYAKKAVILAI – 629 153.

KK.DISTRICT, TAMILNADU, INDIA.

Phone: 04651 -244788, Mobile: 8903013368, 9360331148

Email: nanjilccas@gmail.com, fr.eckermens@gmail.com

www.nanjilcatholiccollegekk.com,



Rev. Fr. M. Eckermens Michael, M.B.A., M.Sc.(Psy), Ph. D.

Secretary

Date: 18.06.2018

## LETTER OF APPOINTMENT

Dr. R. Kishore Jani, M.P.Ed., M.Phil., Ph.D., is appointed as Assistant Professor in Physical Education on temporary basis with effect from 18.06.2018 at this college under self-supporting basis. He will be on probation for a period of Two years.

1. The period of probation may be extended at the discretion of the College Management for such further period as the Management may deem fit. If your service is found satisfactory and required you will be made permanent.
2. It is mandatory for you to be present in the premises of the College during the working hours. During the period of your employment you will devote all your time and attention exclusively for work / duties assigned to you by the management. You will work for implementing the ideals based on which the College is founded and administered.
3. You have to submit all your Degree and other certificates required for the above post in original at the time of joining duty. Only then the appointment order will be considered valid.
4. You will be paid salary as per the norms fixed by the management from time to time. Any increase of salary or increment will be linked strictly to your performance.
5. You shall not apply for any outside job while in service without prior written permission from the College. You shall not engage in taking private tuitions or doing any business while in service.
6. You should not become member of any external associations / unions while in service.
7. You shall be eligible for 12 days of causal leave per year and the leave needs to be sanctioned / approved by the Correspondent / Principal alone.
8. Although your normal work will consist of duties assigned to you in the capacity mentioned above, you may at any time be called upon to discharge any other duties which, in the opinion of the Management are within your capacity and ability and you should discharge these duties with diligence and care.



  
18/6/18

9. Your services can be terminated by giving one month prior notice in writing by the College. However, no notice will be required to be given in case of your services are terminated for any misconduct/indiscipline.
10. In the event of you deciding to leave from service, you should give three months prior notice in writing to the management, failing to do so you will have to remit three months' salary. Leaving service should be preferably made at the end of the academic year.
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12. You should follow the rules and regulations of the College that are in force and may be framed / amended from time to time.
13. Notwithstanding anything contained above, the Management of the College reserves all rights to retain or terminate you from service at its discretion without assigning any reason.



  
Secretary 18/6/18

To

Dr. R. Kishore Jani  
S/o. T. Raj,  
Theriyavilai,  
Poovancode,  
Chenkodye (p.o) - 629 177.

By signing below, I accept the specific terms and conditions of employment that are enumerated above and that are in force and may be framed/amended from time to time by Nanjil Catholic College of Arts and Science, Kaliyakkavilai. Further I agree to put forth my best efforts to support the goals and objectives of the Institution.

Place: Kaliyakkavilai

Date: 18.06.2018

  
Signature

Name and address of the Employee

"To be an instrument of love"

# NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

NEDUMCODE, KALIYAKKAVILAI – 629 153.

KK.DISTRICT, TAMILNADU, INDIA.

Phone: 04651 -244788, Mobile: 8903013368, 9360331148

Email: nanjilccas@gmail.com, fr.eckermens@gmail.com

www.nanjilcatholiccollegekk.com,



Rev. Fr. M. Eckermens Michael, M.B.A., M.Sc.(Psy), Ph. D.

Secretary


Date: 10.06.2019

## LETTER OF APPOINTMENT

Mr. R. Ramesh Kumar, M.P.Ed. M.Phil., (SLET), is appointed as Assistant Professor in Physical Education on temporary basis with effect from 10-06-2019 at this college under self-supporting basis. He will be on probation for a period of Two years.

1. The period of probation may be extended at the discretion of the College Management for such further period as the Management may deem fit. If your service is found satisfactory and required you will be made permanent.
2. It is mandatory for you to be present in the premises of the College during the working hours. During the period of your employment you will devote all your time and attention exclusively for work / duties assigned to you by the management. You will work for implementing the ideals based on which the College is founded and administered.
3. You have to submit all your Degree and other certificates required for the above post in original at the time of joining duty. Only then the appointment order will be considered valid.
4. You will be paid salary as per the norms fixed by the management from time to time. Any increase of salary or increment will be linked strictly to your performance.
5. You shall not apply for any outside job while in service without prior written permission from the College. You shall not engage in taking private tuitions or doing any business while in service.
6. You should not become member of any external associations / unions while in service.
7. You shall be eligible for 12 days of causal leave per year and the leave needs to be sanctioned / approved by the Correspondent / Principal alone.
8. Although your normal work will consist of duties assigned to you in the capacity mentioned above, you may at any time be called upon to discharge any other duties which, in the opinion of the Management are within your capacity and ability and you should discharge these duties with diligence and care.



  
10/6/19

9. Your services can be terminated by giving one month prior notice in writing by the College. However, no notice will be required to be given in case of your services are terminated for any misconduct/indiscipline.
10. In the event of you deciding to leave from service, you should give three months prior notice in writing to the management, failing to do so you will have to remit three months' salary. Leaving service should be preferably made at the end of the academic year.
11. If the details furnished by you in your application regarding your qualification, previous experience, etc. are found to be incorrect or not true, you will be liable for dismissal without notice and/or such further action as the College deems fit.
12. You should follow the rules and regulations of the College that are in force and may be framed / amended from time to time.
13. Notwithstanding anything contained above, the Management of the College reserves all rights to retain or terminate you from service at its discretion without assigning any reason.



  
Secretary 10/6/19

To

Mr. R. Ramesh Kumar  
Thirugnanapuram,  
Mangalakuntu (p.o) - 629 178.

By signing below, I accept the specific terms and conditions of employment that are enumerated above and that are in force and may be framed/amended from time to time by Nanjil Catholic College of Arts and Science, Kaliyakkavilai. Further I agree to put forth my best efforts to support the goals and objectives of the Institution.

Place: *Kaliyakkavilai,*  
Date: *10/6/2019.*

  
Signature

Name and address of the Employee





"To be an instrument of love"

# NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

NEDUMCODE, KALIYAKKAVILAI – 629 153.

KK.DISTRICT, TAMILNADU, INDIA.

Phone: 04651 -244788, Mobile: 8903013368, 9360331148

Email: nanjilccas@gmail.com, fr.eckermens@gmail.com

www.nanjilcatholiccollegekk.com,

**Rev. Fr. M. Eckermens Michael, M.B.A., M.Sc.(Psy), Ph. D.**

**Secretary**

Date: 03.03.2021

## LETTER OF APPOINTMENT

**Mr. Y.R. Dhesa Bendhu, M.P.Ed. M.Phil.,** is appointed as **Assistant Professor in Physical Education** on temporary basis with effect from 03-03-2021 at this college under self-supporting basis. He will be on probation for a period of Two years.

1. The period of probation may be extended at the discretion of the College Management for such further period as the Management may deem fit. If your service is found satisfactory and required you will be made permanent.
2. It is mandatory for you to be present in the premises of the College during the working hours. During the period of your employment you will devote all your time and attention exclusively for work / duties assigned to you by the management. You will work for implementing the ideals based on which the College is founded and administered.
3. You have to submit all your Degree and other certificates required for the above post in original at the time of joining duty. Only then the appointment order will be considered valid.
4. You will be paid salary as per the norms fixed by the management from time to time. Any increase of salary or increment will be linked strictly to your performance.
5. You shall not apply for any outside job while in service without prior written permission from the College. You shall not engage in taking private tuitions or doing any business while in service.
6. You should not become member of any external associations / unions while in service.
7. You shall be eligible for 12 days of causal leave per year and the leave needs to be sanctioned / approved by the Correspondent / Principal alone.
8. Although' your normal work will consist of duties assigned to you in the capacity mentioned above, you may at any time be called upon to discharge any other duties which, in the opinion of the Management are within your capacity and ability and you should discharge these duties with diligence and care.



  
3/3/21

9. Your services can be terminated by giving one month prior notice in writing by the College. However, no notice will be required to be given in case of your services are terminated for any misconduct/indiscipline.
10. In the event of you deciding to leave from service, you should give three months prior notice in writing to the management, failing to do so you will have to remit three months' salary. Leaving service should be preferably made at the end of the academic year.
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12. You should follow the rules and regulations of the College that are in force and may be framed / amended from time to time.
13. Notwithstanding anything contained above, the Management of the College reserves all rights to retain or terminate you from service at its discretion without assigning any reason.



  
Secretary 3/3/21

To

Mr. Y.R. Dhesa Bendhu  
Mannaravilai vedu,  
Thirithuvapuram  
Kuzhithurai p.o. - 629 163.

By signing below, I accept the specific terms and conditions of employment that are enumerated above and that are in force and may be framed/amended from time to time by Nanjil Catholic College of Arts and Science, Kaliyakkavilai. Further I agree to put forth my best efforts to support the goals and objectives of the Institution.

Place: Kaliyakkavilai

Date: 3/3/2021

  
Signature

Name and address of the Employee



# NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

NEDUMCODE, KALIYAKKAVILAI - 629 153.

K.K. DISTRICT, TAMILNADU, INDIA.

Phone: 04651-244788, Mobile: 8903013368, 9578683229

E-mail: nanjilccas@gmail.com, www.nanjilcatholiccollegekk.com

Rev. Fr. Dr. S. Maria Rajendran, M.S.W.(H.R.M.), M.B.A., M.A., M.Sc., M.Phil., Ph.D.

Secretary

Date: 24.06.2015

## LETTER OF APPOINTMENT

Dr. M. Babima, M.B.A., M.Com., M.Phil., Ph.D., is appointed as Assistant Professor in Business Administration on temporary basis with effect from 24-06-2015 at this college under self-supporting basis. She will be on probation for a period of Two years.

1. The period of probation may be extended at the discretion of the College Management for such further period as the Management may deem fit. If your service is found satisfactory and required you will be made permanent.
2. It is mandatory for you to be present in the premises of the College during the working hours. During the period of your employment you will devote all your time and attention exclusively for work / duties assigned to you by the management. You will work for implementing the ideals based on which the College is founded and administered.
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7. You shall be eligible for 12 days of causal leave per year and the leave needs to be sanctioned / approved by the Correspondent / Principal alone.
8. Although your normal work will consist of duties assigned to you in the capacity mentioned above, you may at any time be called upon to discharge any other duties which, in the opinion of the Management are within your capacity and ability and you should discharge these duties with diligence and care.



*S. Maria Rajendran*  
24/06/2015

Learn Lead Transform

9. Your services can be terminated by giving one month prior notice in writing by the College. However, no notice will be required to be given in case of your services are terminated for any misconduct/indiscipline.
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12. You should follow the rules and regulations of the College that are in force and may be framed / amended from time to time.
13. Notwithstanding anything contained above, the Management of the College reserves all rights to retain or terminate you from service at its discretion without assigning any reason.



*[Handwritten Signature]*  
24/06/2015  
Secretary

To

Dr. M. Babima  
100C/1B, Rethna Raja Street,  
Beach Road,  
Kottar (P.O),  
Nagercoil - 629 002.

By signing below, I accept the specific terms and conditions of employment that are enumerated above and that are in force and may be framed/amended from time to time by Nanjil Catholic College of Arts and Science, Kaliyakkavilai. Further I agree to put forth my best efforts to support the goals and objectives of the Institution.

Place: *Kaliyakkavilai*  
Date: *24.06.2015*

*[Handwritten Signature]*  
Signature

Name and address of the Employee

*Received on*  
*24.06.2015*  
*[Handwritten Signature]*



# NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

NEDUMCODE, KALIYAKKAVILAI – 629 153.

K.K. DISTRICT, TAMILNADU, INDIA.

Phone: **04651-244788**, Mobile: **8903013368**, **9578683229**

E-mail: [nanjlccas@gmail.com](mailto:nanjlccas@gmail.com), [www.nanjilcatholiccollegekk.com](http://www.nanjilcatholiccollegekk.com)

**Rev. Fr. Dr. S. Maria Rajendran**, *M.S.W.(H.R.M.), M.B.A., M.A., M.Sc., M.Phil., Ph.D.*  
*Secretary*

24-02-2018

**Proceedings of the Secretary, Nanjil Catholic College of Arts & Science  
at Kaliyakkavilai, Dated 24-02-2018.**

## APPOINTMENT ORDER

**Subject: Establishment – Nanjil Catholic College of Arts & Science at  
Kaliyakkavilai – Appointment of Asst. Professor – Reg.**

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**Mr. G. Jenit Hanson**, M.B.A, M.Phil., is appointed as **Assistant Professor in  
Business Administration** on temporary basis with effect from 24-02-2018 at this college  
under self-supporting basis.

The code of contract laid down by the management is binding on the employee.



**Fr. Dr. S. Maria Rajendran**

**(Secretary)**

**Fr. Dr. S. MARIA RAJENDRAN**

*M.S.W.(H.R.M.), M.B.A., M.A., M.Sc., M.Phil., Ph.D.*

**Secretary**

**Nanjil Catholic College of Arts & Science**

**Kaliyakkavilai - 629 153**

**Kanyakumari District, Tamilnadu, India.**

# NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

Rev. Fr. M. Eckermens Michael, M.B.A., M.Sc. (Psy), Ph.D.  
Secretary & Correspondent



Nedumcode,  
Kaliyakkavilai - 629 153  
K.K. District, Tamil Nadu, India.  
Phone : 04651-244788,  
Mobile : 8903013368  
9360331148

www.nanjilcatholiccollegekk.com

Email : nanjilccas@gmail.com

fr.eckermens@gamil.com

Date: 10.06.2019

## LETTER OF APPOINTMENT

Dr. P. Jasbin Bino, M.B.A., Ph.D., is appointed as Assistant Professor in Business Administration on temporary basis with effect from 10-06-2019 at this college under self-supporting basis. She will be on probation for a period of Two years.

1. The period of probation may be extended at the discretion of the College Management for such further period as the Management may deem fit. If your service is found satisfactory and required you will be made permanent.
2. It is mandatory for you to be present in the premises of the College during the working hours. During the period of your employment you will devote all your time and attention exclusively for work / duties assigned to you by the management. You will work for implementing the ideals based on which the College is founded and administered.
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*[Handwritten signature]*  
10/6/19

9. Your services can be terminated by giving one month prior notice in writing by the College. However, no notice will be required to be given in case of your services are terminated for any misconduct/indiscipline.
10. In the event of you deciding to leave from service, you should give three months prior notice in writing to the management, failing to do so you will have to remit three months' salary. Leaving service should be preferably made at the end of the academic year.
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12. You should follow the rules and regulations of the College that are in force and may be framed / amended from time to time.
13. Notwithstanding anything contained above, the Management of the College reserves all rights to retain or terminate you from service at its discretion without assigning any reason.



  
Secretary 10/6/19

To

Dr. P. Jasbin Bino  
Pottayil House,  
Kulasekharam Road,  
Marthandam - 629 165.

By signing below, I accept the specific terms and conditions of employment that are enumerated above and that are in force and may be framed/amended from time to time by Nanjil Catholic College of Arts and Science, Kaliyakkavilai. Further I agree to put forth my best efforts to support the goals and objectives of the Institution.

Place: Kaliyakkavilai

Date: 10/06/2019

  
Signature

Name and address of the Employee

# NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

Rev. Fr. M. Eckermens Michael, M.B.A., M.Sc., (Psy), Ph.D.  
Secretary & Correspondent



Nedumcode,  
Kaliyakkavilai - 629 153  
K.K. District, Tamil Nadu, India.  
Phone : 04651-244788,  
Mobile : 8903013368  
9360331148

www.nanjilcatholiccollegekk.com

Email : nanjilccas@gmail.com

fr.eckermens@gamil.com

Date: 20.06.2019

## LETTER OF APPOINTMENT

Dr. G. Rajesh Babu, M.B.A., M.Phil., Ph.D. is appointed as **Assistant Professor in Business Administration** on temporary basis with effect from 20-06-2019 at this college under self-supporting basis. He will be on probation for a period of Two years.

1. The period of probation may be extended at the discretion of the College Management for such further period as the Management may deem fit. If your service is found satisfactory and required you will be made permanent.
2. It is mandatory for you to be present in the premises of the College during the working hours. During the period of your employment you will devote all your time and attention exclusively for work / duties assigned to you by the management. You will work for implementing the ideals based on which the College is founded and administered.
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8. Although your normal work will consist of duties assigned to you in the capacity mentioned above, you may at any time be called upon to discharge any other duties which, in the opinion of the Management are within your capacity and ability and you should discharge these duties with diligence and care.



  
20/6/19



9. Your services can be terminated by giving one month prior notice in writing by the College. However, no notice will be required to be given in case of your services are terminated for any misconduct/indiscipline.
10. In the event of you deciding to leave from service, you should give three months prior notice in writing to the management, failing to do so you will have to remit three months' salary. Leaving service should be preferably made at the end of the academic year.
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13. Notwithstanding anything contained above, the Management of the College reserves all rights to retain or terminate you from service at its discretion without assigning any reason.



  
Secretary 20/6/19

To

Dr. G. Rajesh Babu  
3/38 D, JESRON,  
Pallichavilagam,  
Nalloor,  
Marthandam (p.o) - 629 165.

By signing below, I accept the specific terms and conditions of employment that are enumerated above and that are in force and may be framed/amended from time to time by Nanjil Catholic College of Arts and Science, Kaliyakkavilai. Further I agree to put forth my best efforts to support the goals and objectives of the Institution.

Place: Kaliyakkavilai

Date: 20-6-2019

  
Signature

Name and address of the Employee



# NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

NEDUMCODE, **KALIYAKKAVILAI - 629 153.**

K.K. DISTRICT, TAMILNADU, INDIA.

Phone: **04651-244788**, Mobile: **8903013368, 9578683229**

E-mail: [nanjilccas@gmail.com](mailto:nanjilccas@gmail.com), [www.nanjilcatholiccollegekk.com](http://www.nanjilcatholiccollegekk.com)

**Rev. Fr. Dr. S. Maria Rajendran, M.S.W.(H.R.M.), M.B.A., M.A., M.Sc., M.Phil., Ph.D.**

*Secretary*

Date: 30.08.2012

## **LETTER OF APPOINTMENT**

Mrs. R. Jolly Rosalind Silva, M.C.S, M.Com, M.Phil., is appointed as **Assistant Professor in Commerce** on temporary basis with effect from 30-08-2012 at this college under self-supporting basis. She will be on probation for a period of Two years.

1. The period of probation may be extended at the discretion of the College Management for such further period as the Management may deem fit. If your service is found satisfactory and required you will be made permanent.
2. It is mandatory for you to be present in the premises of the College during the working hours. During the period of your employment you will devote all your time and attention exclusively for work / duties assigned to you by the management. You will work for implementing the ideals based on which the College is founded and administered.
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6. You should not become member of any external associations / unions while in service.
7. You shall be eligible for 12 days of causal leave per year and the leave needs to be sanctioned / approved by the Correspondent / Principal alone.
8. Although your normal work will consist of duties assigned to you in the capacity mentioned above, you may at any time be called upon to discharge any other duties which, in the opinion of the Management are within your capacity and ability and you should discharge these duties with diligence and care.

*M. Rajendran*  
30/08/2012

9. Your services can be terminated by giving one month prior notice in writing by the College. However, no notice will be required to be given in case of your services are terminated for any misconduct/indiscipline.
10. In the event of you deciding to leave from service, you should give three months prior notice in writing to the management, failing to do so you will have to remit three months' salary. Leaving service should be preferably made at the end of the academic year.
11. If the details furnished by you in your application regarding your qualification, previous experience, etc. are found to be incorrect or not true, you will be liable for dismissal without notice and/or such further action as the College deems fit.
12. You should follow the rules and regulations of the College that are in force and may be framed / amended from time to time.
13. Notwithstanding anything contained above, the Management of the College reserves all rights to retain or terminate you from service at its discretion without assigning any reason.

  
30/08/2012  
Secretary

To


Mrs. R. Jolly Rosalind Silva  
19/19, Kavadi Thattu Street,  
Arumanai (P.O),  
K.K. District - 629 151.

By signing below, I accept the specific terms and conditions of employment that are enumerated above and that are in force and may be framed/amended from time to time by Nanjil Catholic College of Arts and Science, Kaliyakkavilai. Further I agree to put forth my best efforts to support the goals and objectives of the Institution.

Place: Kaliyakkavilai  
Date: 30/8/2012

  
30/8/12  
Signature

Name and address of the Employee

Received copy   
30/8/2012



# NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

NEDUMCODE, KALIYAKKAVILAI - 629 153.

K.K. DISTRICT, TAMILNADU, INDIA.

Phone: 04651-244788, Mobile: 8903013368, 9578683229

E-mail: nanjilccas@gmail.com, www.nanjilcatholiccollegekk.com

Date: 20.06.2013

## LETTER OF APPOINTMENT

Mrs. R. Shoba Rani, M.Com, M.Phil., is appointed as **Assistant Professor in Commerce** on temporary basis with effect from 20-06-2013 at this college under self-supporting basis. She will be on probation for a period of Two years.

1. The period of probation may be extended at the discretion of the College Management for such further period as the Management may deem fit. If your service is found satisfactory and required you will be made permanent.
2. It is mandatory for you to be present in the premises of the College during the working hours. During the period of your employment you will devote all your time and attention exclusively for work / duties assigned to you by the management. You will work for implementing the ideals based on which the College is founded and administered.
3. You have to submit all your Degree and other certificates required for the above post in original at the time of joining duty. Only then the appointment order will be considered valid.
4. You will be paid salary as per the norms fixed by the management from time to time. Any increase of salary or increment will be linked strictly to your performance.
5. You shall not apply for any outside job while in service without prior written permission from the College. You shall not engage in taking private tuitions or doing any business while in service.
6. You should not become member of any external associations / unions while in service.
7. You shall be eligible for 12 days of causal leave per year and the leave needs to be sanctioned / approved by the Correspondent / Principal alone.
8. Although your normal work will consist of duties assigned to you in the capacity mentioned above, you may at any time be called upon to discharge any other duties which, in the opinion of the Management are within your capacity and ability and you should discharge these duties with diligence and care.



*Shobha Rani*  
20/06/2013

9. Your services can be terminated by giving one month prior notice in writing by the College. However, no notice will be required to be given in case of your services are terminated for any misconduct/indiscipline.
10. In the event of you deciding to leave from service, you should give three months prior notice in writing to the management, failing to do so you will have to remit three months' salary. Leaving service should be preferably made at the end of the academic year.
11. If the details furnished by you in your application regarding your qualification, previous experience, etc. are found to be incorrect or not true, you will be liable for dismissal without notice and/or such further action as the College deems fit.
12. You should follow the rules and regulations of the College that are in force and may be framed / amended from time to time.
13. Notwithstanding anything contained above, the Management of the College reserves all rights to retain or terminate you from service at its discretion without assigning any reason.



*[Handwritten Signature]*  
20/06/2013  
Secretary

To

Mrs. R. Shoba Rani  
J.J. Cottage,  
10-67/1, Hill Ward,  
Kuzhithurai,  
K.K. District - 629 163

By signing below, I accept the specific terms and conditions of employment that are enumerated above and that are in force and may be framed/amended from time to time by Nanjil Catholic College of Arts and Science, Kaliyakkavilai. Further I agree to put forth my best efforts to support the goals and objectives of the Institution.

Place: *Kaliyakkavilai*

Date: 20.06.2013

*[Handwritten Signature]*  
Signature

Name and address of the Employee

Received on 20.06.2013

*[Handwritten Signature]*



# NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

NEDUMCODE, KALIYAKKAVILAI - 629 153.

K.K. DISTRICT, TAMILNADU, INDIA.

Phone: 04651-244788, Mobile: 8903013368, 9578683229

E-mail: nanjilccas@gmail.com, www.nanjilcatholiccollegekk.com

Date: 27.06.2013

## LETTER OF APPOINTMENT

Dr. C. Arul Mary Thangam, M.Com, M.Phil., Ph.D., is appointed as Assistant Professor in Commerce on temporary basis with effect from 27-06-2013 at this college under self-supporting basis. She will be on probation for a period of Two years.

1. The period of probation may be extended at the discretion of the College Management for such further period as the Management may deem fit. If your service is found satisfactory and required you will be made permanent.
2. It is mandatory for you to be present in the premises of the College during the working hours. During the period of your employment you will devote all your time and attention exclusively for work / duties assigned to you by the management. You will work for implementing the ideals based on which the College is founded and administered.
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4. You will be paid salary as per the norms fixed by the management from time to time. Any increase of salary or increment will be linked strictly to your performance.
5. You shall not apply for any outside job while in service without prior written permission from the College. You shall not engage in taking private tuitions or doing any business while in service.
6. You should not become member of any external associations / unions while in service.
7. You shall be eligible for 12 days of causal leave per year and the leave needs to be sanctioned / approved by the Correspondent / Principal alone.
8. Although your normal work will consist of duties assigned to you in the capacity mentioned above, you may at any time be called upon to discharge any other duties which, in the opinion of the Management are within your capacity and ability and you should discharge these duties with diligence and care.



*Signature*  
27/06/2013

Learn Lead Transform...

9. Your services can be terminated by giving one month prior notice in writing by the College. However, no notice will be required to be given in case of your services are terminated for any misconduct/indiscipline.
10. In the event of you deciding to leave from service, you should give three months prior notice in writing to the management, failing to do so you will have to remit three months' salary. Leaving service should be preferably made at the end of the academic year.
11. If the details furnished by you in your application regarding your qualification, previous experience, etc. are found to be incorrect or not true, you will be liable for dismissal without notice and/or such further action as the College deems fit.
12. You should follow the rules and regulations of the College that are in force and may be framed / amended from time to time.
13. Notwithstanding anything contained above, the Management of the College reserves all rights to retain or terminate you from service at its discretion without assigning any reason.



*[Handwritten Signature]*  
27/06/2013  
Secretary

To

Dr. C. Arul Mary Thangam  
D/No. 17-268  
Thickanamcode Junction,  
Thickanamcode (P.O),  
K.K. District.

By signing below, I accept the specific terms and conditions of employment that are enumerated above and that are in force and may be framed/amended from time to time by Nanjil Catholic College of Arts and Science, Kaliyakkavilai. Further I agree to put forth my best efforts to support the goals and objectives of the Institution.

Place: *Kaliyakkavilai*  
Date: *27-06-2013*

*[Handwritten Signature]*  
Signature *27/06/2013*

Name and address of the Employee  
*[C. Arul Mary Thangam]*

*Received*



# NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

NEDUMCODE, **KALIYAKKAVILAI - 629 153.**

K.K. DISTRICT, TAMILNADU, INDIA.

Phone: **04651-244788**, Mobile: **8903013368, 9578663229**

E-mail: [nanjilccas@gmail.com](mailto:nanjilccas@gmail.com), [www.nanjilcatholiccollegekk.com](http://www.nanjilcatholiccollegekk.com)

Date: 20.06.2013

## LETTER OF APPOINTMENT

Mrs. V. Vincy, M.Com, M.Phil., is appointed as **Assistant Professor in Commerce** on temporary basis with effect from 20-06-2013 at this college under self-supporting basis. She will be on probation for a period of Two years.

1. The period of probation may be extended at the discretion of the College Management for such further period as the Management may deem fit. If your service is found satisfactory and required you will be made permanent.
2. It is mandatory for you to be present in the premises of the College during the working hours. During the period of your employment you will devote all your time and attention exclusively for work / duties assigned to you by the management. You will work for implementing the ideals based on which the College is founded and administered.
3. You have to submit all your Degree and other certificates required for the above post in original at the time of joining duty. Only then the appointment order will be considered valid.
4. You will be paid salary as per the norms fixed by the management from time to time. Any increase of salary or increment will be linked strictly to your performance.
5. You shall not apply for any outside job while in service without prior written permission from the College. You shall not engage in taking private tuitions or doing any business while in service.
6. You should not become member of any external associations / unions while in service.
7. You shall be eligible for 12 days of causal leave per year and the leave needs to be sanctioned / approved by the Correspondent / Principal alone.
8. Although your normal work will consist of duties assigned to you in the capacity mentioned above, you may at any time be called upon to discharge any other duties which, in the opinion of the Management are within your capacity and ability and you should discharge these duties with diligence and care.



*[Signature]*  
20/06/2013



9. Your services can be terminated by giving one month prior notice in writing by the College. However, no notice will be required to be given in case of your services are terminated for any misconduct/indiscipline.
10. In the event of you deciding to leave from service, you should give three months prior notice in writing to the management, failing to do so you will have to remit three months' salary. Leaving service should be preferably made at the end of the academic year.
11. If the details furnished by you in your application regarding your qualification, previous experience, etc. are found to be incorrect or not true, you will be liable for dismissal without notice and/or such further action as the College deems fit.
12. You should follow the rules and regulations of the College that are in force and may be framed / amended from time to time.
13. Notwithstanding anything contained above, the Management of the College reserves all rights to retain or terminate you from service at its discretion without assigning any reason.

*[Handwritten Signature]*  
20/06/2013  
Secretary



To

Mrs. V. Vincy  
B.B. Nivas,  
Odal Vila,  
Pottayilkada,  
Plammoottukada (P.O)

By signing below, I accept the specific terms and conditions of employment that are enumerated above and that are in force and may be framed/amended from time to time by Nanjil Catholic College of Arts and Science, Kaliyakkavilai. Further I agree to put forth my best efforts to support the goals and objectives of the Institution.

Place: *Kaliyakkavilai*  
Date: *20/6/2013*

*[Handwritten Signature]*  
Signature

Name and address of the Employee

*Received on 20/6/2013*  
*[Handwritten Signature]*



# NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

NEDUMCODE, KALIYAKKAVILAI - 629 153.

K.K. DISTRICT, TAMILNADU, INDIA.

Phone: 04651-244788, Mobile: 9903013368, 9578683229

E-mail: nanjilccas@gmail.com, www.nanjilcatholiccollegekk.com

Date: 18.06.2014

## LETTER OF APPOINTMENT

Mrs. E. Sahaya Ugin Mary, M.Com, M.Phil., is appointed as **Assistant Professor in Commerce** on temporary basis with effect from 18-06-2014 at this college under self-supporting basis. She will be on probation for a period of Two years.

1. The period of probation may be extended at the discretion of the College Management for such further period as the Management may deem fit. If your service is found satisfactory and required you will be made permanent.
2. It is mandatory for you to be present in the premises of the College during the working hours. During the period of your employment you will devote all your time and attention exclusively for work / duties assigned to you by the management. You will work for implementing the ideals based on which the College is founded and administered.
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4. You will be paid salary as per the norms fixed by the management from time to time. Any increase of salary or increment will be linked strictly to your performance.
5. You shall not apply for any outside job while in service without prior written permission from the College. You shall not engage in taking private tuitions or doing any business while in service.
6. You should not become member of any external associations / unions while in service.
7. You shall be eligible for 12 days of causal leave per year and the leave needs to be sanctioned / approved by the Correspondent / Principal alone.
8. Although your normal work will consist of duties assigned to you in the capacity mentioned above, you may at any time be called upon to discharge any other duties which, in the opinion of the Management are within your capacity and ability and you should discharge these duties with diligence and care.



*[Signature]*  
18/06/2014

*Learn Lead Transform...*

9. Your services can be terminated by giving one month prior notice in writing by the College. However, no notice will be required to be given in case of your services are terminated for any misconduct/indiscipline.
10. In the event of you deciding to leave from service, you should give three months prior notice in writing to the management, failing to do so you will have to remit three months' salary. Leaving service should be preferably made at the end of the academic year.
11. If the details furnished by you in your application regarding your qualification, previous experience, etc. are found to be incorrect or not true, you will be liable for dismissal without notice and/or such further action as the College deems fit.
12. You should follow the rules and regulations of the College that are in force and may be framed / amended from time to time.
13. Notwithstanding anything contained above, the Management of the College reserves all rights to retain or terminate you from service at its discretion without assigning any reason.



*[Handwritten Signature]*  
18/06/2014  
Secretary

To

Mrs. E. Sahaya Ugin Mary  
W/o. V. Wilson  
Mary Illam,  
Manakkavilai,  
Manalikkarai (P.O)  
K.K. District - 629 164

By signing below, I accept the specific terms and conditions of employment that are enumerated above and that are in force and may be framed/amended from time to time by Nanjil Catholic College of Arts and Science, Kaliyakkavilai. Further I agree to put forth my best efforts to support the goals and objectives of the Institution.

Place: *Kaliyakkavilai,*  
Date: *18/06/14*

*[Handwritten Signature]*  
Signature

Name and address of the Employee

*Received on*  
*18/06/14*  
*[Handwritten Signature]*



# NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

NEDUMCODE, KALIYAKKAVILAI - 629 153.

K.K. DISTRICT, TAMILNADU, INDIA.

Phone: 04651-244788, Mobile: 8903013366, 9578683229

E-mail: nanjilccas@gmail.com, www.nanjilcatholiccollegekk.com

Rev. Fr. Dr. S. Maria Rajendran, M.S.W.(H.R.M.), M.B.A., M.A., M.Sc., M.Phil., Ph.D.  
Secretary

Date: 29.07.2015

## LETTER OF APPOINTMENT

Mr. K. Lucas, M.Com, M.Phil., is appointed as Assistant Professor in Commerce on temporary basis with effect from 29-07-2015 at this college under self-supporting basis. He will be on probation for a period of Two years.

1. The period of probation may be extended at the discretion of the College Management for such further period as the Management may deem fit. If your service is found satisfactory and required you will be made permanent.
2. It is mandatory for you to be present in the premises of the College during the working hours. During the period of your employment you will devote all your time and attention exclusively for work / duties assigned to you by the management. You will work for implementing the ideals based on which the College is founded and administered.
3. You have to submit all your Degree and other certificates required for the above post in original at the time of joining duty. Only then the appointment order will be considered valid.
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5. You shall not apply for any outside job while in service without prior written permission from the College. You shall not engage in taking private tuitions or doing any business while in service.
6. You should not become member of any external associations / unions while in service.
7. You shall be eligible for 12 days of causal leave per year and the leave needs to be sanctioned / approved by the Correspondent / Principal alone.
8. Although your normal work will consist of duties assigned to you in the capacity mentioned above, you may at any time be called upon to discharge any other duties which, in the opinion of the Management are within your capacity and ability and you should discharge these duties with diligence and care.



*S. Maria Rajendran*  
29/07/2015

9. Your services can be terminated by giving one month prior notice in writing by the College. However, no notice will be required to be given in case of your services are terminated for any misconduct/indiscipline.
10. In the event of you deciding to leave from service, you should give three months prior notice in writing to the management, failing to do so you will have to remit three months' salary. Leaving service should be preferably made at the end of the academic year.
11. If the details furnished by you in your application regarding your qualification, previous experience, etc. are found to be incorrect or not true, you will be liable for dismissal without notice and/or such further action as the College deems fit.
12. You should follow the rules and regulations of the College that are in force and may be framed / amended from time to time.
13. Notwithstanding anything contained above, the Management of the College reserves all rights to retain or terminate you from service at its discretion without assigning any reason.



*[Handwritten Signature]*  
Secretary

To

Mr. K. Lucas  
2-175, Pullu vilai,  
Veeyannoor (P.O),  
K.K. Dist. - 629 177.

By signing below, I accept the specific terms and conditions of employment that are enumerated above and that are in force and may be framed/amended from time to time by Nanjil Catholic College of Arts and Science, Kaliyakkavilai. Further I agree to put forth my best efforts to support the goals and objectives of the Institution.

Place: *Kaliyakkavilai*

Date: *29-7-2015*

*[Handwritten Signature]*

Signature

Name and address of the Employee

*Received on 29-7-2015*

*[Handwritten Signature]*



# NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

NEDUMCODE, KALIYAKKAVILAI - 629 153.

K.K. DISTRICT, TAMILNADU, INDIA.

Phone: 04651-244788, Mobile: 8903013368, 9578683229

E-mail: nanjilccas@gmail.com, www.nanjilcatholiccollegekk.com

Rev. Fr. Dr. S. Maria Rajendran, M.S.W.(H.R.M.), M.B.A., M.A., M.Sc., M.Phil., Ph.D.  
Secretary

Date: 16.06.2016

## LETTER OF APPOINTMENT

Mrs. M. Sindhu, M.Com, M.Phil., is appointed as Assistant Professor in Commerce on temporary basis with effect from 16-06-2016 at this college under self-supporting basis. She will be on probation for a period of Two years.

1. The period of probation may be extended at the discretion of the College Management for such further period as the Management may deem fit. If your service is found satisfactory and required you will be made permanent.
2. It is mandatory for you to be present in the premises of the College during the working hours. During the period of your employment you will devote all your time and attention exclusively for work / duties assigned to you by the management. You will work for implementing the ideals based on which the College is founded and administered.
3. You have to submit all your Degree and other certificates required for the above post in original at the time of joining duty. Only then the appointment order will be considered valid.
4. You will be paid salary as per the norms fixed by the management from time to time. Any increase of salary or increment will be linked strictly to your performance.
5. You shall not apply for any outside job while in service without prior written permission from the College. You shall not engage in taking private tuitions or doing any business while in service.
6. You should not become member of any external associations / unions while in service.
7. You shall be eligible for 12 days of causal leave per year and the leave needs to be sanctioned / approved by the Correspondent / Principal alone.
8. Although your normal work will consist of duties assigned to you in the capacity mentioned above, you may at any time be called upon to discharge any other duties which, in the opinion of the Management are within your capacity and ability and you should discharge these duties with diligence and care.

*S. Sindhu*  
16/06/2016



9. Your services can be terminated by giving one month prior notice in writing by the College. However, no notice will be required to be given in case of your services are terminated for any misconduct/indiscipline.
10. In the event of you deciding to leave from service, you should give three months prior notice in writing to the management, failing to do so you will have to remit three months' salary. Leaving service should be preferably made at the end of the academic year.
11. If the details furnished by you in your application regarding your qualification, previous experience, etc. are found to be incorrect or not true, you will be liable for dismissal without notice and/or such further action as the College deems fit.
12. You should follow the rules and regulations of the College that are in force and may be framed / amended from time to time.
13. Notwithstanding anything contained above, the Management of the College reserves all rights to retain or terminate you from service at its discretion without assigning any reason.

*Sindhu*  
16/06/2016  
Secretary



To

Mrs. M. Sindhu  
Nedu vilai,  
Nalloor,  
Marthandam (P.O).

By signing below, I accept the specific terms and conditions of employment that are enumerated above and that are in force and may be framed/amended from time to time by Nanjil Catholic College of Arts and Science, Kaliyakkavilai. Further I agree to put forth my best efforts to support the goals and objectives of the Institution.

Place: *Kaliyakkavilai*

Date: *16-06-2016*

*Sindhu*  
Signature

Name and address of the Employee

*Received on 16-06-2016*



# NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

NEDUMCODE, KALIYAKKAVILAI - 629 153.

K.K. DISTRICT, TAMILNADU, INDIA.

Phone: 04651-244788, Mobile: 8903013368, 9578683229

E-mail: nanjilccas@gmail.com, www.nanjilcatholiccollegekk.com

Rev. Fr. Dr. S. Maria Rajendran, M.S.W.(H.R.M), M.B.A., M.A., M.Sc., M.Phil., Ph.D.  
*Secretary*

Date: 01.07.2017

## LETTER OF APPOINTMENT

Dr. N. Jeba Jasmine, M.Com, M.Phil., Ph.D., is appointed as **Assistant Professor in Commerce** on temporary basis with effect from 01-07-2017 at this college under self-supporting basis. She will be on probation for a period of Two years.

1. The period of probation may be extended at the discretion of the College Management for such further period as the Management may deem fit. If your service is found satisfactory and required you will be made permanent.
2. It is mandatory for you to be present in the premises of the College during the working hours. During the period of your employment you will devote all your time and attention exclusively for work / duties assigned to you by the management. You will work for implementing the ideals based on which the College is founded and administered.
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*Learn Lead Transform...*



9. Your services can be terminated by giving one month prior notice in writing by the College. However, no notice will be required to be given in case of your services are terminated for any misconduct/indiscipline.
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12. You should follow the rules and regulations of the College that are in force and may be framed / amended from time to time.
13. Notwithstanding anything contained above, the Management of the College reserves all rights to retain or terminate you from service at its discretion without assigning any reason.

*Spandhan*  
01/07/2017  
Secretary



To

Dr. N. Jeba Jasmine  
W/o. L. Ramesh,  
4/12, B7, Pottal vilai,  
Housing Board Road,  
V.K.P. School back side,  
Colachel - 629 251.

By signing below, I accept the specific terms and conditions of employment that are enumerated above and that are in force and may be framed/amended from time to time by Nanjil Catholic College of Arts and Science, Kaliyakkavilai. Further I agree to put forth my best efforts to support the goals and objectives of the Institution.

Place: *Kaliyakkavilai*

Date: *01/07/2017*

*Received on 01/07/2017  
N. Jeba Jasmine*

Signature

Name and address of the Employee

# NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

Rev. Fr. M. Eckermens Michael, M.B.A., M.Sc., (Psy), Ph.D.  
Secretary & Correspondent



Nedumcode,  
Kaliyakkavilai - 629 153  
K.K. District, Tamil Nadu, India.  
Phone : 04651-244788,  
Mobile : 8903013368  
9360331148

www.nanjilcatholiccollegekk.com

Email : nanjilccas@gmail.com

fr.eckermens@gamil.com


Date: 18.01.2021

## LETTER OF APPOINTMENT

Dr. N. Vinil Kumar, M.Com., M.Phil., Ph.D. is appointed as Assistant Professor in Commerce on temporary basis with effect from 18-01-2021 at this college under self-supporting basis. He will be on probation for a period of Two years.

1. The period of probation may be extended at the discretion of the College Management for such further period as the Management may deem fit. If your service is found satisfactory and required you will be made permanent.
2. It is mandatory for you to be present in the premises of the College during the working hours. During the period of your employment you will devote all your time and attention exclusively for work / duties assigned to you by the management. You will work for implementing the ideals based on which the College is founded and administered.
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6. You should not become member of any external associations / unions while in service.
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8. Although your normal work will consist of duties assigned to you in the capacity mentioned above, you may at any time be called upon to discharge any other duties which, in the opinion of the Management are within your capacity and ability and you should discharge these duties with diligence and care.



  
18/1/21

9. Your services can be terminated by giving one month prior notice in writing by the College. However, no notice will be required to be given in case of your services are terminated for any misconduct/indiscipline.
10. In the event of you deciding to leave from service, you should give three months prior notice in writing to the management, failing to do so you will have to remit three months' salary. Leaving service should be preferably made at the end of the academic year.
11. If the details furnished by you in your application regarding your qualification, previous experience, etc. are found to be incorrect or not true, you will be liable for dismissal without notice and/or such further action as the College deems fit.
12. You should follow the rules and regulations of the College that are in force and may be framed / amended from time to time.
13. Notwithstanding anything contained above, the Management of the College reserves all rights to retain or terminate you from service at its discretion without assigning any reason.



  
Secretary 18/1/21

To

Dr. N. Vinil Kumar  
Aya Cottu vilai,  
Puthen chanthai,  
Edaicode p.o.  
K.K. Dist. - 629 152.

By signing below, I accept the specific terms and conditions of employment that are enumerated above and that are in force and may be framed/amended from time to time by Nanjil Catholic College of Arts and Science, Kaliyakkavilai. Further I agree to put forth my best efforts to support the goals and objectives of the Institution.

Place: Kaliyakkavilai,  
Date: 18/01/2021.

  
Signature

Name and address of the Employee



"To be an instrument of love"

# NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

NEDUMCODE, KALIYAKKAVILAI – 629 153.

KK.DISTRICT, TAMILNADU, INDIA.

Phone: 04651 -244788, Mobile: 8903013368, 9360331148

Email: nanjilccas@gmail.com, fr.eckermens@gmail.com

www.nanjilcatholiccollegekk.com,

Rev. Fr. M. Eckermens Michael, M.B.A., M.Sc.(Psy), Ph. D.

Secretary

Date: 23.01.2021

## LETTER OF APPOINTMENT

Mr. P. Godwin Prince, M.Com., M.Phil., is appointed as Assistant Professor in Commerce on temporary basis with effect from 23-01-2021 at this college under self-supporting basis. He will be on probation for a period of Two years.

1. The period of probation may be extended at the discretion of the College Management for such further period as the Management may deem fit. If your service is found satisfactory and required you will be made permanent.
2. It is mandatory for you to be present in the premises of the College during the working hours. During the period of your employment you will devote all your time and attention exclusively for work / duties assigned to you by the management. You will work for implementing the ideals based on which the College is founded and administered.
3. You have to submit all your Degree and other certificates required for the above post in original at the time of joining duty. Only then the appointment order will be considered valid.
4. You will be paid salary as per the norms fixed by the management from time to time. Any increase of salary or increment will be linked strictly to your performance.
5. You shall not apply for any outside job while in service without prior written permission from the College. You shall not engage in taking private tuitions or doing any business while in service.
6. You should not become member of any external associations / unions while in service.
7. You shall be eligible for 12 days of causal leave per year and the leave needs to be sanctioned / approved by the Correspondent / Principal alone.
8. Although your normal work will consist of duties assigned to you in the capacity mentioned above, you may at any time be called upon to discharge any other duties which, in the opinion of the Management are within your capacity and ability and you should discharge these duties with diligence and care.



*[Handwritten signature]*  
23/1/2021

9. Your services can be terminated by giving one month prior notice in writing by the College. However, no notice will be required to be given in case of your services are terminated for any misconduct/indiscipline.
10. In the event of you deciding to leave from service, you should give three months prior notice in writing to the management, failing to do so you will have to remit three months' salary. Leaving service should be preferably made at the end of the academic year.
11. If the details furnished by you in your application regarding your qualification, previous experience, etc. are found to be incorrect or not true, you will be liable for dismissal without notice and/or such further action as the College deems fit.
12. You should follow the rules and regulations of the College that are in force and may be framed / amended from time to time.
13. Notwithstanding anything contained above, the Management of the College reserves all rights to retain or terminate you from service at its discretion without assigning any reason.



Secretary  
23/1/2021

To

Mr. P. Godwin Prince  
8/3, Kennady Street,  
Mela Ramanputhoor,  
Nagercoil.

By signing below, I accept the specific terms and conditions of employment that are enumerated above and that are in force and may be framed/amended from time to time by Nanjil Catholic College of Arts and Science, Kaliyakkavilai. Further I agree to put forth my best efforts to support the goals and objectives of the Institution.

Place: Kaliyakkavilai

Date: 23/1/2021

  
Signature

Name and address of the Employee



# NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

NEDUMCODE, KALIYAKKAVILAI - 629 153.

K.K. DISTRICT, TAMILNADU, INDIA.

Phone: 04651-244788, Mobile: 8903013368, 9578683229

E-mail: nanjilccas@gmail.com, www.nanjilcatholiccollegekk.com

Rev. Fr. Dr. S. Maria Rajendran, M.S.W.(H.R.M.), M.B.A., M.A., M.Sc., M.Phil., Ph.D.  
Secretary

Date: 01.07.2017

## LETTER OF APPOINTMENT

Mrs. S. Mary Pelcit, M.S.W., M.Phil., is appointed as **Assistant Professor in Social Work** on temporary basis with effect from 01-07-2017 at this college under self-supporting basis. She will be on probation for a period of Two years.

1. The period of probation may be extended at the discretion of the College Management for such further period as the Management may deem fit. If your service is found satisfactory and required you will be made permanent.
2. It is mandatory for you to be present in the premises of the College during the working hours. During the period of your employment you will devote all your time and attention exclusively for work / duties assigned to you by the management. You will work for implementing the ideals based on which the College is founded and administered.
3. You have to submit all your Degree and other certificates required for the above post in original at the time of joining duty. Only then the appointment order will be considered valid.
4. You will be paid salary as per the norms fixed by the management from time to time. Any increase of salary or increment will be linked strictly to your performance.
5. You shall not apply for any outside job while in service without prior written permission from the College. You shall not engage in taking private tuitions or doing any business while in service.
6. You should not become member of any external associations / unions while in service.
7. You shall be eligible for 12 days of causal leave per year and the leave needs to be sanctioned / approved by the Correspondent / Principal alone.
8. Although your normal work will consist of duties assigned to you in the capacity mentioned above, you may at any time be called upon to discharge any other duties which, in the opinion of the Management are within your capacity and ability and you should discharge these duties with diligence and care.



Learn Lead Transform...

9. Your services can be terminated by giving one month prior notice in writing by the College. However, no notice will be required to be given in case of your services are terminated for any misconduct/indiscipline.
10. In the event of you deciding to leave from service, you should give three months prior notice in writing to the management, failing to do so you will have to remit three months' salary. Leaving service should be preferably made at the end of the academic year.
11. If the details furnished by you in your application regarding your qualification, previous experience, etc. are found to be incorrect or not true, you will be liable for dismissal without notice and/or such further action as the College deems fit.
12. You should follow the rules and regulations of the College that are in force and may be framed / amended from time to time.
13. Notwithstanding anything contained above, the Management of the College reserves all rights to retain or terminate you from service at its discretion without assigning any reason.



*[Handwritten Signature]*  
01/07/2017  
Secretary

To

Mrs. S. Mary Pelcit  
D. Jones (late)  
3-70 B, Salate Nagar,  
Thani vilai,  
Vaniyakudi (p.o) - 629 251.

By signing below, I accept the specific terms and conditions of employment that are enumerated above and that are in force and may be framed/amended from time to time by Nanjil Catholic College of Arts and Science, Kaliyakkavilai. Further I agree to put forth my best efforts to support the goals and objectives of the Institution.

Place:

Date:

*[Handwritten Signature]*  
Signature  
Name and address of the Employee

Received on 01/07/2017  
*[Handwritten Signature]*



# NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

NEDUMCODE, KALIYAKKAVILAI - 629 153.

K.K. DISTRICT, TAMILNADU, INDIA.

Phone: 04651-244788, Mobile: 8903013368, 9578683229

E-mail: nanjilccas@gmail.com, www.nanjilcatholiccollegekk.com

Rev. Fr. Dr. S. Maria Rajendran, M.S.W.(H.R.M.), M.B.A., M.A., M.Sc., M.Phil., Ph.D.  
Secretary

Date: 17.08.2017

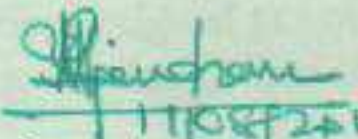
## LETTER OF APPOINTMENT

Mr. Krishna Prasad, M.S.W., L.L.B. is appointed as Assistant Professor in Social Work on temporary basis with effect from 17.08.2017 at this college under self-supporting basis. He will be on probation for a period of Two years.

1. The period of probation may be extended at the discretion of the College Management for such further period as the Management may deem fit. If your service is found satisfactory and required you will be made permanent.
2. It is mandatory for you to be present in the premises of the College during the working hours. During the period of your employment you will devote all your time and attention exclusively for work / duties assigned to you by the management. You will work for implementing the ideals based on which the College is founded and administered.
3. You have to submit all your Degree and other certificates required for the above post in original at the time of joining duty. Only then the appointment order will be considered valid.
4. You will be paid salary as per the norms fixed by the management from time to time. Any increase of salary or increment will be linked strictly to your performance.
5. You shall not apply for any outside job while in service without prior written permission from the College. You shall not engage in taking private tuitions or doing any business while in service.
6. You should not become member of any external associations / unions while in service.
7. You shall be eligible for 12 days of causal leave per year and the leave needs to be sanctioned / approved by the Correspondent / Principal alone.
8. Although your normal work will consist of duties assigned to you in the capacity mentioned above, you may at any time be called upon to discharge any other duties which, in the opinion of the Management are within your capacity and ability and you should discharge these duties with diligence and care.



9. Your services can be terminated by giving one month prior notice in writing by the College. However, no notice will be required to be given in case of your services are terminated for any misconduct/indiscipline.
10. In the event of you deciding to leave from service, you should give three months prior notice in writing to the management, failing to do so you will have to remit three months' salary. Leaving service should be preferably made at the end of the academic year.
11. If the details furnished by you in your application regarding your qualification, previous experience, etc. are found to be incorrect or not true, you will be liable for dismissal without notice and/or such further action as the College deems fit.
12. You should follow the rules and regulations of the College that are in force and may be framed / amended from time to time.
13. Notwithstanding anything contained above, the Management of the College reserves all rights to retain or terminate you from service at its discretion without assigning any reason.


  
Secretary

To

Mr. Krishna Prasad  
Imperiol,  
Kavuvila, Nilamel,  
Neyyattinkara (P.O)

By signing below, I accept the specific terms and conditions of employment that are enumerated above and that are in force and may be framed/amended from time to time by Nanjil Catholic College of Arts and Science, Kaliyakkavilai. Further I agree to put forth my best efforts to support the goals and objectives of the Institution.

Place : *Kaliyakkavilai*  
Date : *17/8/17*

  
Signature

Name and address of the Employee

*KRISHNA PRASAD K.R.*

*Received.*

"To be an instrument of love"

# NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

NEDUMCODE, KALIYAKKAVILAI – 629 153.

KK.DISTRICT, TAMILNADU, INDIA.

Phone: 04651 -244788, Mobile: 8903013368, 9360331148

Email: nanjilccas@gmail.com, fr.eckermens@gmail.com

www.nanjilcatholiccollegekk.com,



Rev. Fr. M. Eckermens Michael, M.B.A., M.Sc.(Psy), Ph. D.  
Secretary

Date: 04.12.2019

## LETTER OF APPOINTMENT

Dr. S. Ponni, M.S.W., Ph.D., (NET) is appointed as Assistant Professor in Social Work on temporary basis with effect from 04-12-2019 at this college under self-supporting basis. She will be on probation for a period of Two years.

1. The period of probation may be extended at the discretion of the College Management for such further period as the Management may deem fit. If your service is found satisfactory and required you will be made permanent.
2. It is mandatory for you to be present in the premises of the College during the working hours. During the period of your employment you will devote all your time and attention exclusively for work / duties assigned to you by the management. You will work for implementing the ideals based on which the College is founded and administered.
3. You have to submit all your Degree and other certificates required for the above post in original at the time of joining duty. Only then the appointment order will be considered valid.
4. You will be paid salary as per the norms fixed by the management from time to time. Any increase of salary or increment will be linked strictly to your performance.
5. You shall not apply for any outside job while in service without prior written permission from the College. You shall not engage in taking private tuitions or doing any business while in service.
6. You should not become member of any external associations / unions while in service.
7. You shall be eligible for 12 days of causal leave per year and the leave needs to be sanctioned / approved by the Correspondent / Principal alone.
8. Although your normal work will consist of duties assigned to you in the capacity mentioned above, you may at any time be called upon to discharge any other duties which, in the opinion of the Management are within your capacity and ability and you should discharge these duties with diligence and care.



*[Handwritten signature]*  
A/12/19

9. Your services can be terminated by giving one month prior notice in writing by the College. However, no notice will be required to be given in case of your services are terminated for any misconduct/indiscipline.
10. In the event of you deciding to leave from service, you should give three months prior notice in writing to the management, failing to do so you will have to remit three months' salary. Leaving service should be preferably made at the end of the academic year.
11. If the details furnished by you in your application regarding your qualification, previous experience, etc. are found to be incorrect or not true, you will be liable for dismissal without notice and/or such further action as the College deems fit.
12. You should follow the rules and regulations of the College that are in force and may be framed / amended from time to time.
13. Notwithstanding anything contained above, the Management of the College reserves all rights to retain or terminate you from service at its discretion without assigning any reason.



Secretary 4/12/19

To

Dr. S. Ponni  
70D, Main Road,  
Gandhi Nagar,  
Tirunelveli (p.o) – 627 008.

By signing below, I accept the specific terms and conditions of employment that are enumerated above and that are in force and may be framed/amended from time to time by Nanjil Catholic College of Arts and Science, Kaliyakkavilai. Further I agree to put forth my best efforts to support the goals and objectives of the Institution.

Place: Kaliyakkavilai

Date: 4/12/19

  
Signature

Name and address of the Employee