



AUXILIUM COLLEGE (Autonomous)

(Accredited by NAAC with A+ Grade with a CGPA of 3.55 out of 4 in the 3rd cycle)
Gandhi Nagar, Vellore – 6.

APPOINTMENT LETTERS

2021 - 2022



AUXILIUM COLLEGE

(Accredited by NAAC with A+ Grade)

Gandhi Nagar, Vellore - 632 006

24.07.2006

Sub: Colleges-Aided-Auxilium College, Vellore-6.
Appointment of Dr.(Sr.)Jaya Santhi R. - Lecturer
in Chemistry - Orders issued - reg.

APPOINTMENT ORDER

Dr.(Sr.)Jaya Santhi R. is appointed in the regular vacancy as Lecturer in Chemistry w.e.f. 24.07.2006 subject to the approval of the Joint Director of Collegiate Education, Vellore Region, Vellore-6.

Her salary will be Rs.8000/- with usual allowances in the pay scale of 8000-275-13500.

Her service during this period is subject to the conditions laid down in the agreement executed by the Management.

To
Dr.(Sr.)Jaya Santhi R.
Auxilium Convent,
Gandhinagar, Vellore-6.

A. Mary Delina A.
SECRETARY,
AUXILIUM COLLEGE
GANDHI NAGAR
VELLORE - 632 006

Copy to
The Joint Director of Collegiate Education,
Vellore Region, Vellore-632 006.



AUXILIUM COLLEGE

GANDHI NAGAR, VELLORE - 632006.

A P P O I N T M E N T O R D E R

Miss. Jancy Mary S. is appointed as Assistant Professor in Chemistry with effect from 8.7.86 F.N. on probation for two years in the vacancy of Mrs. Malliga R. subject to the approval of the University of Madras and the Deputy Director of Collegiate Education Madras Region in the U.G.C. Scale of Pay 700-40-1100-50-1300-EB-1600+D.A.+A.D.A.+ H.R.A.+I.R.

Her services during the period is subject to the conditions laid down in the agreement executed with the management.

Sr. Philomina das
SIGNATURE OF THE SECRETARY
AUXILIUM COLLEGE
GANDHI NAGAR
VELLORE - 632006

I accept the appointment on conditions outlined above.

S. Jancy Mary
SIGNATURE OF THE INCUMBENT.



AUXILIUM COLLEGE 29.03.2000.

GANDHI NAGAR. VELLORE - 632 006.

**Sub:- Colleges-Aided-Auxilium College,
Vellore-6-Appointment of Rosaline
Bhilarasi J.-Lect.in Chemistry-
orders issued - reg.**

- - -

APPOINTMENT ORDER

Ms.J.Rosaline Bhilarasi is appointed as Lecturer in Chemistry w.e.f. 29.03.2000 in the regular vacancy subject to the approval of the Joint Director of Collegiate Education, Vellore Region, Vellore-6. Her salary will be Rs.3000/- with usual allowances in the pay scale of 3000-275-13500.

Her service during this period is subject to the condition executed laid down in the agreement executed by the Management.

To

Ms.J.Rosaline Bhilarasi,
East St., Varadarajanpet(PO)
Perambalur Dist.621 805.


SECRETARY.
AUXILIUM COLLEGE
GANDHI NAGAR,
VELLORE - 632 006.

Copy to

The Joint Director of Collegiate
Education, Vellore Region, Vellore-6.



Auxilium College

(Accredited by NAAC with A⁺ Grade)

Gandhi Nagar, Vellore - 632 006,
Tamilnadu, South India.

Phone
Off : 91 0416 22 41 774
Res : 91 0416 22 41 994
Fax :
91 0416 22 42 781
E-mail :
vlr_auxilium@sancharnet.in
Web Site :
www.auxilium-college.org

13.12.2007

Sub: Colleges-Aided-Auxilium College, Vellore-6,
Appointment of Mrs.Scholastica Mary Vithiya B.-
Lecturer in Chemistry - Orders issued – reg.

APPOINTMENT ORDER

Mrs.Scholastica Mary Vithiya B.- is appointed in the regular vacancy as Lecturer in Chemistry w.e.f. 13.12.2007 subject to the approval of the Joint Director of Collegiate Education, Vellore Region, Vellore-6.

Her salary will be Rs.8000/- with usual allowances in the pay scale of 8000-275-13500.

Her service during this period is subject to the conditions laid down in the agreement executed by the Management.

To
Mrs.Scholastica Mary Vithiya B.
Auxilium College,
Gandhinagar, Vellore-6.

Sr. Jacintha . L.
SECRETARY.

SECRETARY
AUXILIUM COLLEGE
GANDHI NAGAR
VELLORE-6

Copy to
The Joint Director of Collegiate Education,
Vellore Region, Vellore-632 006.





Auxilium College (AUTONOMOUS)
(Re-Accredited by NAAC with A Grade with a CGPA of 3.41)

Gandhi Nagar, Vellore - 632 006,
Tamilnadu, South India.

Phone
Off : 91 0416 22 41 774
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91 0416 22 47 281
E-mail :
vlr_auxilium@sancharnet.in
auxiliumcollege@yahoo.com
Web Site :
www.auxiliumcollege.edu.in

13.02.2013

Sub: Colleges-Aided-Auxilium College, Vellore-6,
Appointment of **Dr.(Mrs.)Sugantha Kumari V. -**
Assistant Prof. in Chemistry- Orders issued – reg.

APPOINTMENT ORDER


Dr.(Mrs.) Sugantha Kumari V. is appointed in the regular vacancy (vacancy due to Retirement of Sr.Jacintha L. – HOD & LSG in Chemistry on 3.06.2008) as Assistant Prof. in Chemistry with effect 13.02.2013 subject to the approval of the Joint Director of Collegiate Education, Vellore Region, Vellore-6.

Her salary will be Rs.15600 + 6000 AGP with usual allowances in the pay scale of 15600-39100+AGP 6000.

Her service during this period is subject to the conditions laid down in the agreement executed by the Management.

To
Dr.(Mrs.)Sugantha Kumari V.
Auxilium College(Autonomous),
Gandhinagar, Vellore-6.


PRINCIPAL
AUXILIUM COLLEGE
VELLORE-632 006.


SECRETARY.
SECRETARY
AUXILIUM COLLEGE (Autonomous)
Gandhi Nagar, Vellore - 632 006.
Vellore District, Tamil Nadu.

Copy to
The Joint Director of Collegiate Education,
Vellore Region, Vellore-632 006.





Auxilium College (AUTONOMOUS)

(Accredited by NAAC with A' Grade with a CGPA of 3.55 out of 4 in the 3rd Cycle)

Gandhi Nagar, Vellore - 632 006,
Tamil Nadu, South India.

Phone
Off 91 416 22 41 774
91 416 22 49 670
Fax 91 416 22 47 281
E-mail
admin@auxiliumcollege.edu.in
Web Site
www.auxiliumcollege.edu.in

21.06.2018

Sub: Colleges-Aided-Auxilium College, Vellore-6,
Appointment of Dr. (Miss.) SANGEETHARANI R. -
Assistant Prof. in Chemistry - Orders issued – reg.

APPOINTMENT ORDER

Dr. (Miss.) SANGEETHARANI R. is appointed in the regular vacancy (vacancy due to Retirement of Mrs. Fathima Afroze R.M. – Associate Prof. of Chemistry who had retired on 31.01.2012 AN and subsequent reemployment till 31.05.2012 A.N.) as Assistant Professor in Chemistry with effect from 21.06.2018, subject to the approval of the Joint Director of Collegiate Education, Vellore Region, Vellore-6.

Her salary will be 57700/- with usual allowances in the pay scale of 57700-182400.

Her service during this period is subject to the conditions laid down in the agreement executed by the Management.

To
Dr. (Miss.) Sangeetharani R.
Auxilium College(Autonomous),
Gandhinagar, Vellore-6.

Copy to
The Joint Director of Collegiate Education,
Vellore Region, Vellore-632 006.

Sr. Amalappavam S.J.

SECRETARY.

SECRETARY
AUXILIUM COLLEGE
(AUTONOMOUS)
VELLORE - 632 006.

You will not be allowed to resign and leave the service in the middle of the academic year without the prior notice. If you do so, you will have to pay 3 months salary.

The Management reserves the right to accept your resignation with effect from such a date as it may term fit even before the expiry of the period of notice given by you.

4. RULES AND REGULATIONS

- a) You shall strictly follow the College timings.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally or any pretext absent yourself from your duties without prior permission of the Principal/Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/Vice-Principal/Head of the Department.
- f) You will be responsible for safe custody and return in good condition of Management things and Library books which may be under your custody, care or charge.
- g) At the time of relief you shall return all files, materials, books, documents that belong to the college of any nature that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the letter of appointment and return it in token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions

S. Anandaraman, S. J.
SECRETARY

SECRETARY
AUXILIUM COLLEGE (Autonomous)
Gandhi Nagar, Vellore - 632 006.
Vellore District, Tamil Nadu.

H. D. H. H.
SIGNATURE OF THE CANDIDATE





Auxilium College
(Accredited by NAAC with A⁺ Grade)

Gandhi Nagar, Vellore - 632 006,
Tamilnadu, South India.

Phone
Off 91 0416 22 41 774
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E mail
vix_auxilium@sancharnet.in
Web Site
www.auxilium-college.org

01.08.2007

Sub: Colleges-Aided-Auxilium College, Vellore-6,
Appointment of Sr.Arokia Jayaceli A. –
Lecturer in Tamil - Orders issued – reg.

APPOINTMENT ORDER

Sr.Arokia Jayaceli A. is appointed in the regular vacancy as Lecturer in Tamil w.e.f. 01.08.2007 subject to the approval of the Joint Director of Collegiate Education, Vellore Region, Vellore-6.

Her salary will be Rs.8000/- with usual allowances in the pay scale of 8000-275-13500.

Her service during this period is subject to the conditions laid down in the agreement executed by the Management.

To
Sr.Arokia Jayaceli A.
Auxilium Convent,
Gandhinagar, Vellore-6.

Sr. Jacintha L
SECRETARY.

SECRETARY
AUXILIUM COLLEGE
GANDHI NAGAR
VELLORE-6

Copy to
The Joint Director of Collegiate Education,
Vellore Region, Vellore-632 006.





AUXILIUM COLLEGE

(Accredited by NAAC with A⁺ Grade)

Gandhi Nagar, Vellore - 632 006



Appointment Order

Ms. Senthil Selvi G. is hereby appointed as Lecturer in Tamil (Eve.College) with effect from 14.06.04 to 30.04.05 or the last working day whichever is earlier, purely on a temporary basis.

Her service is terminable with one month notice in writing or one month salary in lieu of such notice on either side.

She ceases to be in service after the expiry of the period of appointment.

She may be re-appointed if required.

Sr. Alphama Mary R.

Principal

**AUXILIUM COLLEGE
GANDHI NAGAR
VELLORE - 632 006**

S. Mary Selvi A.

Secretary

**AUXILIUM COLLEGE
GANDHI NAGAR
VELLORE - 632 006**

Place: Vellore -6

Date: 14-06 -04

I accept the appointment on the terms and conditions outlined above.

G. Senthil Selvi
Signature of the Incumbent.



AUXILIUM COLLEGE

(Accredited by NAAC with A⁺ Grade)

Gandhi Nagar, Vellore - 632 006



Appointment Order

Ms. Kumari N. is hereby appointed as Lecturer in Tamil (Day College) with effect from 14.06.04 to 30.04.05 or the last working day whichever is earlier, purely on a temporary basis.

Her service is terminable with one month notice in writing or one month salary in lieu of such notice on either side.

She ceases to be in service after the expiry of the period of appointment.

She may be re-appointed if required.

Dr. Alphonsa Mary B.
Principal

AUXILIUM COLLEGE
GANDHI NAGAR
VELLORE - 632 006

A. Mary Celina A
Secretary

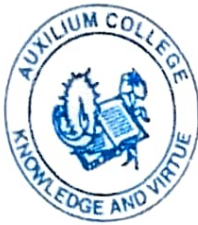
AUXILIUM COLLEGE
GANDHI NAGAR
VELLORE - 632 006

Place: Vellore -6

Date: 14-06 -04

I accept the appointment on the terms and conditions outlined above.

N. Deemerj
Signature of the Incumbent.



AUXILIUM COLLEGE

(Accredited by NAAC with A⁺ Grade)

GANDHI NAGAR, VELLORE - 632 006.

Appointment Order

Ms. Kanimozhi K.B. is hereby appointed as Lecturer in Tamil (Eve.College) with effect from 13.06.05 to 31.03.06 or the last working day whichever is earlier, purely on a temporary basis.

Her service is terminable with one month notice in writing or one month salary in lieu of such notice on either side.

She ceases to be in service after the expiry of the period of appointment.

She may be re-appointed if required.

Sd. Alphonsa Mary R.
Principal
AUXILIUM COLLEGE
GANDHI NAGAR
VELLORE - 632 006.

Sd. Mary Esther A.
Secretary
AUXILIUM COLLEGE
GANDHI NAGAR
VELLORE - 632 006.

Place: Vellore -6
Date: 13.06.2005

I accept the appointment on the terms and conditions outlined above.

Sd. D. Subramanyam
Signature of the incumbent.



Auxilium College (AUTONOMOUS)
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Gandhi Nagar, Vellore - 632 006,
Tamilnadu, South India.

Phone
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vlr_auxilium@sancharnet.in
auxiliumcollege@yahoo.com
Web Site :
www.auxiliumcollege.edu.in

13.02.2013

Sub: Colleges-Aided-Auxilium College, Vellore-6,
Appointment of **Mrs. Papeetha J.** - Assistant Prof.
in Tamil- Orders issued – reg.

APPOINTMENT ORDER

Mrs.Papeetha J. is appointed in the regular vacancy (due to Retirement of Dr.(Ms.)Uthria Mari Sugirtha J. – HOD & LSG in Tamil on 30.06.2010) as Assistant Prof. in Tamil with effect from 13.02.2013 subject to the approval of the Joint Director of Collegiate Education, Vellore Region, Vellore-6.

Her salary will be Rs.15600+6000 AGP with usual allowances in the pay scale of 15600-39100+AGP 6000.

Her service during this period is subject to the conditions laid down in the agreement executed by the Management.

To
Mrs. Papeetha J.
Auxilium College(Autonomous),
Gandhinagar, Vellore-6.

PRINCIPAL
AUXILIUM COLLEGE
VELLORE-632 006.

SECRETARY.
SECRETARY
AUXILIUM COLLEGE
GANDHI NAGAR
VELLORE-6.

Copy to
The Joint Director of Collegiate Education,
Vellore Region, Vellore-632 006.





AUXILIUM COLLEGE

GANDHI NAGAR, VELLORE-632 006

DATE 16.8.89

PHONE: 20029

Sub:- Colleges aided - Auxilium College,
Vellore-6 - Appointment of
Miss. Elsamma Cherian Lecturer in Hindi
- orders issued.

- - - -

APPOINTMENT ORDER

Miss.Elsamma Cherian is appointed temporarily as Lecturer in Hindi with effect from 17.8.'89 F.N. in the vacancy of Miss.Raji S.Kurup subject to the approval of the Deputy Director of Collegiate Edn., Madras Region. Her salary will be Rs.2200/- with usual allowances in the scale of 2200-75-2800-100-4000.

Her service during this period is subject to the conditions laid down in the agreement executed by the Management.

Sr. Mary George
16.8.89

SECRETARY.

AUXILIUM COLLEGE
GANDHI NAGAR
VELLORE - 632006

To

Miss.Elsamma Cherian,
Valiyaveettil,
Vattukulam P.O.
Kadappoor, Kottayam Dt.
Kerala Pin-686 596.

Copy to:

- 1.The Deputy Director of Collegiate Education, Madras Region, Madras-2.
- 2.Spare one.



AUXILIUM COLLEGE

GANDHI NAGAR, VELLORE-632 006

DATE 31. 8. 89

PHONE: 20029

Sub:- Colleges aided - Auxilium College,
Vellore-6 - Appointment of
Vernum Cecilia P.A.A. - Lecturer
in English - orders issued.

Ref:- Application dt:20.4.'89.

- - -

APPOINTMENT ORDER

Miss. Vernum Cecilia P.A.A. is appointed as
Lecturer in English w.e.f. 31.8.'89 F.N. on probation
for two years in the vacancy of Miss.Abernethy
Jacqueline, subject to the approval of the Deputy
Director of Collegiate Education, Madras Region. Her
salary will be Rs.2200/- with usual allowances in the
scale of 2200-75-2800-100-4000.

Her service during this period is subject to the
conditions laid down in the agreement executed by the
Management.

Sr Mary George

SECRETARY. 31. 8. 89

AUXILIUM COLLEGE
GANDHI NAGAR
VELLORE-632006

To

Miss.Vernum Cecilia P.A.A.,
46, Gandhinagar, Golden Rock,
Tiruchirapalli-620 004.

Copy to:

The Deputy Director of Collegiate
Education, Madras Region, Madras-2.

Spare: 1.



Auxilium College

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Phone
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91 0416 22 42 781
E-mail
vlr_auxilium@sancharnet.in
Web Site
www.auxilium-college.org

01.08.2007

Sub: Colleges-Aided-Auxilium College, Vellore-6,
Appointment of Sr Amala Valarmathy A.
Lecturer in English - Orders issued - reg.

APPOINTMENT ORDER

Sr.Amala Valarmathy A. is appointed in the regular vacancy as Lecturer in English w.e.f. 01.08.2007 subject to the approval of the Joint Director of Collegiate Education, Vellore Region, Vellore-6.

Her salary will be Rs.8000/- with usual allowances in the pay scale of 8000-275-13500.

Her service during this period is subject to the conditions laid down in the agreement executed by the Management.

To
Sr.Amala Valarmathy A.
Auxilium Convent,
Gandhinagar, Vellore-6.

Copy to
The Joint Director of Collegiate Education,
Vellore Region, Vellore-632 006.

Sr. Jacinta L.
SECRETARY.

SECRETARY
AUXILIUM COLLEGE
GANDHI NAGAR
VELLORE-6.





Auxilium College

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E-mail
vlr_auxilium@sancharnet.in
Web Site
www.auxilium-college.org

18.01.2008

Sub: Colleges-Aided-Auxilium College, Vellore-6,
Appointment of **Miss. Mary Gabriel I.** -
Lecturer in English - Orders issued - reg.

APPOINTMENT ORDER

Miss. Mary Gabriel I. is appointed in the regular vacancy as Lecturer in English
w.e.f. 18.01.2008 subject to the approval of the Joint Director of Collegiate Education,
Vellore Region, Vellore-6.

Her salary will be Rs.8000/- with usual allowances in the pay scale of 8000-275-
13500.

Her service during this period is subject to the conditions laid down in the
agreement executed by the Management.

To
Miss Mary Gabriel I.
Auxilium College,
Gandhinagar, Vellore-6.

St. Jacinta L.
SECRETARY.

SECRETARY
AUXILIUM COLLEGE
GANDHI NAGAR
VELLORE-6.

Copy to
The Joint Director of Collegiate Education,
Vellore Region, Vellore-632 006.





Auxilium College (AUTONOMOUS)

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Tamilnadu, South India.

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91 0416 22 49 670

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auxiliumcollege@yahoo.com

Web Site :
www.auxiliumcollege.edu.in

16.08.2016

Sub: Colleges-Aided-Auxilium College, Vellore-6,
Appointment of **Dr.(Mrs.)AMUTHA AROCKIA MARY P.R.**
Assistant Prof. in English- Orders issued – reg.

APPOINTMENT ORDER

Dr.(Mrs.) AMUTHA AROCKIA MARY P.R. - is appointed in the regular vacancy (vacancy due to Retirement of Mrs.Peterson Rhona Josephine – HOD & Asso.Prof.in English on 31.03.2010) as Assistant Prof. in English with effect 16.08.2016 subject to the approval of the Joint Director of Collegiate Education, Vellore Region, Vellore-6.

Her salary will be Rs.15600 + 6000 AGP with usual allowances in the pay scale of 15600-39100+AGP 6000.

Her service during this period is subject to the conditions laid down in the agreement executed by the Management.

To
Dr.(Mrs.) Amutha Arockia Mary P.R.
Auxilium College(Autonomous),
Gandhinagar, Vellore-6.

Sr. Amalambam S.J.
SECRETARY.

SECRETARY
AUXILIUM COLLEGE (Autonomous)
Gandhi Nagar, Vellore - 632 006.
Vellore District, Tamil Nadu.

Copy to
The Joint Director of Collegiate Education,
Vellore Region, Vellore-632 006.





Auxilium College (AUTONOMOUS)
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vlr_auxilium@sanchamel.in
auxiliumcollege@yahoo.com
Web Site :
www.auxiliumcollege.edu.in

Appointment Order

Ms. Kalai Selvi R.H. is hereby appointed as Assistant Professor of **English (Self-financing)** with effect from **15.06.2011** to **31.03.2012** or the last working day whichever is earlier, purely on a temporary basis.

Her service is terminable with one month notice in writing or one month salary in lieu of such notice on either side.

She ceases to be in service after the expiry of the period of appointment.

She may be re-appointed if required.

Sr. Jacintha. L

Secretary

SECRETARY
AUXILIUM COLLEGE (Autonomous)
Gandhi Nagar, Vellore - 632 006.
Vellore District, Tamil Nadu.

Place: Vellore -6

Date: 15.06.2011

I accept the appointment on the terms and conditions outlined above.

Ka. Pariselvi. H
Signature of the incumbent.



AUXILIUM COLLEGE

(Accredited by NAAC with A+ Grade)

GANDHI NAGAR, VELLORE - 632 006.


Appointment Order

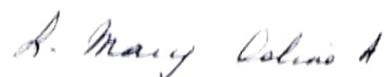
Ms. Hilda Princey Annie S. is hereby appointed as Lecturer in English (Evening College) with effect from 03.07.2006 to 31.03.2007 or the last working day whichever is earlier, purely on a temporary basis.

Her service is terminable with one month notice in writing or one month salary in lieu of such notice on either side.

She ceases to be in service after the expiry of the period of appointment.


She may be re-appointed if required.


Principal
AUXILIUM COLLEGE
GANDHI NAGAR
VELLORE - 632 006.


Secretary
AUXILIUM COLLEGE
GANDHI NAGAR
VELLORE - 632 006.

Place: Vellore -6
Date: 03.07.2006

I accept the appointment on the terms and conditions outlined above.


Signature of the incumbent.



Auxilium College (AUTONOMOUS)

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Tamilnadu, South India.

Phone :
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91 0416 22 47 281
E-mail :
vlr_auxilium@sanchamel.in
auxiliumcollege@yahoo.com
Web Site :
www.auxilium-college.edu.in

Appointment Order

Ms. Devanayagi A. is hereby appointed as Lecturer in **English** (Self- financing) with effect from **14.06.2010 to 31.03.2011** or the last working day whichever is earlier, purely on a temporary basis.

Her service is terminable with one month notice in writing or one month salary in lieu of such notice on either side.

She ceases to be in service after the expiry of the period of appointment.

She may be re-appointed if required.

Sr. Jacintha. L

Secretary
SECRETARY
AUXILIUM COLLEGE
GANDHI NAGAR
VELLORE-6

Place: Vellore -6

Date: 14.06.2010

I accept the appointment on the terms and conditions outlined above.

[Signature]
Signature of the incumbent.



Auxilium College (AUTONOMOUS)

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Tamil Nadu, South India.

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16.06.2017

Sub: Colleges-Aided-Auxilium College, Vellore-6,
Appointment of Dr.(Mrs.) Latha E.-
Assistant Prof. in English - Orders issued - reg.

APPOINTMENT ORDER

Dr.(Mrs.) Latha E. - is appointed in the regular vacancy (vacancy due to retirement of Dr.(Sr.) Ugini Fathima Mary L. - Principal & Associate Prof. in English who had retired on 31.07.2016 A.N. and subsequently reemployed till 31.05.2017) as Assistant Prof. in English with effect from 16.06.2017 subject to the approval of the Joint Director of Collegiate Education, Vellore Region, Vellore-6.

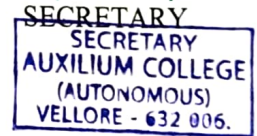
Her salary will be Rs.57700/- with usual allowances in the pay Level 10 (1) 57700 - 182400.

Her service during this period is subject to the conditions laid down in the agreement executed by the Management.

To
Dr.(Mrs.) Latha E.
Auxilium College(Autonomous),
Gandhinagar, Vellore-6.

Copy to
The Joint Director of Collegiate Education,
Vellore Region, Vellore-632 006.

S. Amalaapavam..S.J.





Auxilium College (AUTONOMOUS)

(Re-Accredited by NAAC with A+ Grade with a CGPA of 3.55 out of 4)

Gandhi Nagar, Vellore - 632 006,
Tamilnadu, South India.

Phone
Off 91 416 22 41 774
91 416 22 49 670

Fax
91 416 22 47 281

E-mail
auxiliumcollege@yahoo.com

Web Site
www.auxiliumcollege.edu.in

06.03.2017

Sub: Colleges-Aided-Auxilium College, Vellore-6,
Appointment of **Sr. SUMATHI M.-**
Assistant Prof. in History- Orders issued – reg.

APPOINTMENT ORDER

Sr. SUMATHI M. - is appointed in the regular vacancy (vacancy due to Migration Transfer of Dr.(Mrs.) Jansi M. – LSG in History on 24.12.2007 AN) as Assistant Prof. in History with effect 06.03.2017 F.N. subject to the approval of the Joint Director of Collegiate Education, Vellore Region, Vellore-6.

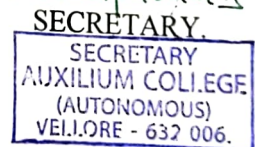
Her salary will be Rs.15600 + 6000 AGP with usual allowances in the pay scale of 15600-39100+AGP 6000.

Her service during this period is subject to the conditions laid down in the agreement executed by the Management.

To
Sr. Sumathi M.
Auxilium College(Autonomous),
Gandhinagar, Vellore-6.

Copy to
The Joint Director of Collegiate Education,
Vellore Region, Vellore-632 006.

Sr. Anandapavan S.S.





Auxilium College (AUTONOMOUS)

(Re-Accredited by NAAC with 'A' Grade with a CGPA of 3.55 out of 4)

Gandhi Nagar, Vellore - 632 006,
Tamilnadu, South India.

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91 416 22 49 670
Fax :
91 416 22 47 281
E-mail :
auxiliumcollege@yahoo.com
Web Site :
www.auxiliumcollege.edu.in

08.03.2017

Sub: Colleges-Aided-Auxilium College, Vellore-6,
Appointment of **Mrs. Dhanapackiam K.-**
Assistant Prof. in History- Orders issued – reg.

APPOINTMENT ORDER

Mrs. Dhanapackiam K. - is appointed in the regular vacancy (vacancy due to Retirement of Sr. Amalorpavam S.J. – Asso. Prof. of History on 30.09.2012) as Assistant Prof. in History with effect from 08.03.2017 subject to the approval of the Joint Director of Collegiate Education, Vellore Region, Vellore-6.

Her salary will be Rs.15600 + 6000 AGP with usual allowances in the pay scale of 15600-39100+AGP 6000.

Her service during this period is subject to the conditions laid down in the agreement executed by the Management.

To
Mrs. Dhanapackiam K.
Auxilium College(Autonomous),
Gandhinagar, Vellore-6.

Sr. Amalorpavam S.J.
SECRETARY.

Copy to
The Joint Director of Collegiate Education,
Vellore Region, Vellore-632 006.





Auxilium College (AUTONOMOUS)

(Re-Accredited by NAAC with 'A' Grade with a CGPA of 3.55 out of 4)

Gandhi Nagar, Vellore - 632 006,
Tamilnadu, South India.

Phone
Off 91 416 22 41 774
91 416 22 49 670
Fax
91 416 22 47 281
E-mail
auxiliumcollege@yahoo.com
Web Site
www.auxiliumcollege.edu.in

09.03.2017

Sub: Colleges-Aided-Auxilium College, Vellore-6,
Appointment of **Miss. GANGA V. -**
Assistant Prof. in History- Orders issued – reg.

APPOINTMENT ORDER

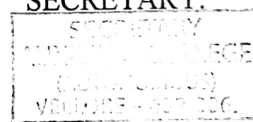
Miss. GANGA V. - is appointed in the regular vacancy (vacancy due to Retirement of Mrs. Assunta Selvam - Asso.Prof. of History on 31.03.2013) as Assistant Prof. in History with effect from 09.03.2017 subject to the approval of the Joint Director of Collegiate Education, Vellore Region, Vellore-6.

Her salary will be Rs.15600 + 6000 AGP with usual allowances in the pay scale of 15600-39100+AGP 6000.

Her service during this period is subject to the conditions laid down in the agreement executed by the Management.

To
Miss.Ganga V.
Auxilium College(Autonomous),
Gandhinagar, Vellore-6.

Sr. Anna Selvam S.S.
SECRETARY.



Copy to
The Joint Director of Collegiate Education,
Vellore Region, Vellore-632 006.





Auxilium College (AUTONOMOUS)
(Accredited by NAAC with A*Grade with a CGPA of 3.55 out of 4 in the 3rd Cycle)

Gandhi Nagar, Vellore - 632 006,
Tamil Nadu, South India.

Phone
Off : 91 416 22 41 774
: 91 416 22 49 670
Fax : 91 416 22 47 281
E-mail :
admin@auxiliumcollege.edu.in
Web Site :
www.auxiliumcollege.edu.in

13.08.2021

Sub: Colleges-Aided-Auxilium College, Vellore-6.
Appointment of Dr.(Miss.) Bertila R.-
Assistant Prof. in History - Orders issued - reg.

APPOINTMENT ORDER

Dr.(Miss.) Bertila R. - is appointed in the regular vacancy (vacancy due to V.R.S. of Sr. Fernandes Marina Dorothy - Lecturer in History on 15.06.1991 A.N.) as Assistant Prof. in History with effect from 13.08.2021, subject to the approval of the Joint Director of Collegiate Education, Vellore Region, Vellore-6.

Her salary will be Rs.57700/- with usual allowances in the pay Level 10 (1) 57700 - 182400.

Her service during this period is subject to the conditions laid down in the agreement executed by the Management.

To
Dr.(Miss.) Bertila R.
Virapandya Patnam.
Thoothukudi District.



Dr. Arun K. T.
13/8/2021
SECRETARY.



Copy to
The Joint Director of Collegiate Education,
Vellore Region, Vellore-632 006.

Auxilium College

Gandhi Nagar

Vellore - 632006

21.6.87.

APPOINTMENT ORDER

Miss. Nazareth Jereen Colette Asst. Professor
in Mathematics is hereby informed that the management
is pleased to make her appointment permanent on 21.6.87
at the completion of her probationary period of
two years.

Her service in this College is subject to the
conditions laid down in the agreement executed with
the Management.

Sr. Philomina Doss 21/6/87

Signature of the Secretary with Date

AUXILIUM COLLEGE
GANDHI NAGAR
VELLORE - 632006

I accept the appointment on conditions outlined
above.

Jereen Nazareth

21/6/87

SIGNATURE OF THE INCUMBENT WITH DATE



AUXILIUM COLLEGE 29.03.2000

GANDHI NAGAR. VELLORE - 632 006.

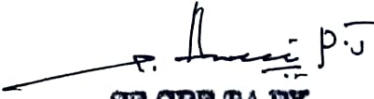
Sub:- Colleges-Aided-Auxilium College,
Vellore-6-Appointment of Ms.Kasthuri S.
- Lect. in Mathematics-orders issued -
reg.

- - -

APPOINTMENT ORDER

Ms.S.Kasthuri is appointed as Lecturer in Mathematics w.e.f. 29.03.2000 in the regular vacancy subject to the approval of the Joint Director of Collegiate Education, Vellore Region, Vellore-6. Her salary will be Rs.8000/- with usual allowances in the pay scale of 8000-275-13500.

Her service during this period is subject to the conditions laid down in the agreement executed by the Management.

 P.J.

SECRETARY.
AUXILIUM COLLEGE
GANDHI NAGAR,
VELLORE - 632 006.

To

Ms.S.Kasthuri,
59, Krishnapalayam II St.,
Arappalayam Cross Road, Madurai-625 016.

Copy to:

The Joint Director of Collegiate
Education, Vellore Region, Vellore-6.



Auxilium College (AUTONOMOUS)

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Phone:

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91 416 22 49 670

Fax:

91 416 22 47 281

E-mail:

auxiliumcollege@yahoo.com

Web Site:

www.auxiliumcollege.edu.in

06.03.2017

Sub: Colleges-Aided-Auxilium College, Vellore-6,
Appointment of **Dr.(Mrs.)Sabarmathi A.**
Assistant Prof. in Mathematics- Orders issued – reg.

APPOINTMENT ORDER

Dr.(Mrs.)Sabarmathi A. - is appointed in the regular vacancy (vacancy due to Retirement of Mrs.Lourdes Pannir Selvi X. – Asso. Prof. of Mathematics on 30.06.2011) as Assistant Prof. in Mathematics with effect 06.03.2017 subject to the approval of the Joint Director of Collegiate Education, Vellore Region, Vellore-6.

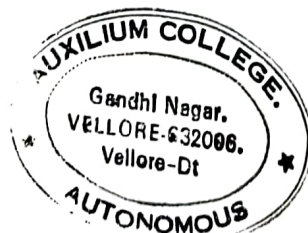
Her salary will be Rs.15600 + 6000 AGP with usual allowances in the pay scale of 15600-39100+AGP 6000.

Her service during this period is subject to the conditions laid down in the agreement executed by the Management.

To
Dr.(Mrs.) Sabarmathi A.
Auxilium College(Autonomous),
Gandhinagar, Vellore-6.

Copy to
The Joint Director of Collegiate Education,
Vellore Region, Vellore-632 006.

Sr. Amaloyaram S.S.
SECRETARY.
SECRETARY
AUXILIUM COLLEGE
(AUTONOMOUS)
VELLORE - 632 006.





Auxilium College (AUTONOMOUS)

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Gandhi Nagar, Vellore - 632 006,
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Phone : 91 416 22 41 774
Off : 91 416 22 49 670
Fax : 91 416 22 47 281
E-mail : auxiliumcollege@yahoo.com
Web Site : www.auxiliumcollege.edu.in

08.03.2017

Sub: Colleges-Aided-Auxilium College, Vellore-6,
Appointment of **Miss. AMALARATHINAM A.-**
Assistant Prof. in Mathematics- Orders issued – reg.

APPOINTMENT ORDER

Miss. AMALARATHINAM A. - is appointed in the regular vacancy (vacancy due to Retirement of Mrs. Margaret Joan Jebarani G. – LSG in Mathematics who retired on 31.08.2011 AN) as Assistant Prof. in Mathematics with effect 08.03.2017 subject to the approval of the Joint Director of Collegiate Education, Vellore Region, Vellore-6.

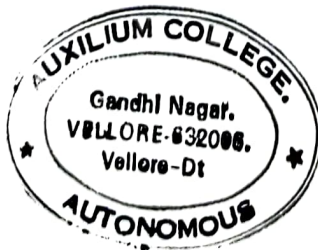
Her salary will be Rs.15600 + 6000 AGP with usual allowances in the pay scale of 15600-39100+AGP 6000.

Her service during this period is subject to the conditions laid down in the agreement executed by the Management.

To
Miss. Amalarathinam A.
Auxilium College(Autonomous),
Gandhinagar, Vellore-6.

Sr. Amalarathinam S. J.
SECRETARY
SECRETARY
AUXILIUM COLLEGE
(AUTONOMOUS)
VELLORE - 632 006.

Copy to
The Joint Director of Collegiate Education,
Vellore Region, Vellore-632 006.





Auxilium College (AUTONOMOUS)

(Accredited by NAAC with A⁺ Grade with a CGPA of 3.55 out of 4
in the 3rd Cycle)

Gandhi Nagar, Vellore - 632 006,
Tamilnadu, South India.

Phone

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: 91 416 22 49 670

Fax :

91 416 22 47 281

E-mail

admin@auxiliumcollege.edu.in

Web Site

www.auxiliumcollege.edu.in

11.11.2020

Sub: Colleges-Aided-Auxilium College, Vellore-6,
Appointment of **Dr.(Mrs.) JESINTHA ROSLINE J.** -
Assistant Prof. in Mathematics - Orders issued - reg.

APPOINTMENT ORDER

Dr. (Mrs.) JESINTHA ROSLINE J. is appointed in the regular vacancy (vacancy due to Retirement of Dr.(Sr.) Elizabeth S. – Assistant Prof. of Mathematics who had retired on 28.02.2018 AN and subsequent reemployment till 31.05.2018 A.N.) as Assistant Prof. in Mathematics with effect 11.11.2020 subject to the approval of the Joint Director of Collegiate Education, Vellore Region, Vellore-6.

Her salary will be 57700/- with usual allowances in the Pay Level (10) 1 of 57700 - 182400.

Her service during this period is subject to the conditions laid down in the agreement executed by the Management.

To
Dr. (Mrs.) Jesintha Rosline J.
Auxilium College (Autonomous),
Gandhinagar, Vellore-6.

L. Phiji P. T.
11/11/2020

SECRETARY.

SECRETARY
AUXILIUM COLLEGE
(AUTONOMOUS)
VELLORE - 632 006.

Copy to
The Joint Director of Collegiate Education,
Vellore Region, Vellore-632 006.





AUXILIUM COLLEGE

29.03.2000.

GANDHI NAGAR. VELLORE - 632 006.

Sub:- Colleges-Aided-Auxilium College,
Vellore-6-Appointment of Arockia
Mary J.S.-Lect.in Zoology-Orders
issued - reg.

- - -

APPOINTMENT ORDER

Ms.J.S.Arockia Mary is appointed as Lecturer in
Zoology w.e.f. 29.03.2000 in the regular vacancy subject
to the approval of the Joint Director of Collegiate
Education, Vellore Region, Vellore-6. Her salary will
be Rs.8000/- with usual allowances in the pay scale of
3000-275-13500.


Her service during this period is subject to the
condition laid down in the agreement executed by the
Management.

To

Ms. J.S.Arockiamary,
14, 18th Cross St.,
Thiruvalluvar Nagar,
Thiruvannmiyur, Chennai-600 041.

Copy to:

The Joint Director of Collegiate
Education, Vellore Region, Vellore-6.


SECRETARY. 29-3-2000.
AUXILIUM COLLEGE
GANDHI NAGAR,
VELLORE - 632 006.



AUXILIUM COLLEGE

29.03.2000-

GANDHI NAGAR, VELLORE - 632 006.

Sub:- Colleges-Aided-Auxilium College,
Vellore-6-Appointment of Ms.Mary
Agnes A.-Lect.in Zoology-Orders
issued - reg.

- - -

APPOINTMENT ORDER

Ms.A.Mary Agnes is appointed as Lecturer in
Zoology w.e.f. 29.03.2000 in the regular vacancy
subject to the approval of the Joint Director of
Collegiate Education, Vellore Region, Vellore-6.
Her salary will be Rs.8000/- with usual allowances
in the pay scale of 8000-275-13500.

Her service during this period is subject to
the condition laid down in the agreement executed by
the Management.

To

Ms.A.Mary Agnes,
19,Krishnapuram,
Thiruninravur(RS)
Chennai-602 024.

Copy to

The Joint Director of Collegiate
Education,Vellore Region,Vellore-632 006.

 P.J.
29.3.2000

SECRETARY.

AUXILIUM COLLEGE
GANDHI NAGAR,
VELLORE - 632 006.



AUXILIUM COLLEGE

(Accredited by NAAC with A⁺ Grade)

Gandhi Nagar, Vellore - 632 006



Appointment Order

Sr. Regina R. is hereby appointed as Lecturer in Zoology with effect from 01.08.2004 or last working day whichever is earlier.

Her service is terminable with one month notice in writing (or) one month salary in lieu of such notice on either side.

Place: Vellore -6

Date: 01.08.2004

Sr. Alphonsa Mary R.

Principal

AUXILIUM COLLEGE

GANDHI NAGAR

VELLORE - 632 006

S. Mary Dolina A

Secretary

AUXILIUM COLLEGE

GANDHI NAGAR

VELLORE - 632 006

I accept the appointment on the terms and conditions outlined above.

S. Rajinikanth S.

Signature of the incumbent.



Auxilium College (AUTONOMOUS)
(Re-Accredited by NAAC with A Grade with a CGPA of 3.41)

Gandhi Nagar, Vellore - 632 006,
Tamilnadu, South India.

Phone
Off : 91 0416 22 41 774
Res : 91 0416 22 41 994
Fax :
91 0416 22 47 281
E-mail :
vlr_auxilium@sancharnet.in
auxiliumcollege@yahoo.com
Web Site :
www.auxiliumcollege.edu.in

13.02.2013

Sub: Colleges-Aided-Auxilium College, Vellore-6,
Appointment of Dr.(Miss.)Uma Chandra Meera Lakshmi N.-
Assistant Prof. in Zoology - Orders issued – reg.

APPOINTMENT ORDER

Dr.(Miss.)Uma Chandra Meera Lakshmi N.- is appointed in the regular vacancy (due to retirement of Mrs.Padmasani V. – HOD & Asso. Prof. of Zoology on 31.08.2010) as Assistant Professor in Zoology with effect from 13.02.2013 subject to the approval of the Joint Director of Collegiate Education, Vellore Region, Vellore-6.

Her salary will be Rs. 15600+AGP 6000 with usual allowances in the pay scale of 15600-39100+AGP 6000.

Her service during this period is subject to the conditions laid down in the agreement executed by the Management.

To
Dr.(Miss.)Uma Chandra Meera Lakshmi N.
Auxilium College(Autonomous),
Gandhinagar, Vellore-6.



SECRETARY.

SECRETARY
AUXILIUM COLLEGE
GANDHI NAGAR
VELLORE-6

Copy to
The Joint Director of Collegiate Education,
Vellore Region, Vellore-632 006.



Auxilium College (AUTONOMOUS)

(Accredited by NAAC with A⁺ Grade with a CGPA of 3.55 out of 4 in the 3rd Cycle)

Gandhi Nagar, Vellore - 632 006,
Tamilnadu, South India.

Phone :
Off : 91 416 22 41 774
: 91 416 22 49 670
Fax :
91 416 22 47 281
E-mail :
admin@auxiliumcollege.edu.in
Web Site :
www.auxiliumcollege.edu.in

11.11.2020

Sub: Colleges-Aided-Auxilium College, Vellore-6,
Appointment of Mrs. ANURADHA M. -
Assistant Prof. in Zoology - Orders issued - reg.

APPOINTMENT ORDER

Mrs. Anuradha M. is appointed in the regular vacancy as Assistant Prof. in Zoology (vacancy due to Retirement of Dr.(Sr.) Mary Josephine Rani A. – Principal & Associate Prof. of Zoology who had retired on 31.03.2018 A.N. and subsequent Reemployment till 31.05.2018) with effect from 11.11.2020 subject to the approval of the Joint Director of Collegiate Education, Vellore Region, Vellore-6.

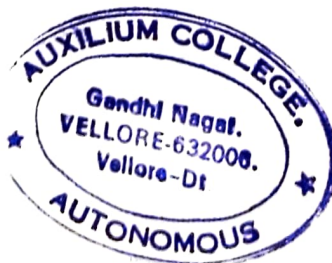
Her salary will be 57700/- with usual allowances in the Pay Level (10) 1 of 57700-182400.

Her service during this period is subject to the conditions laid down in the agreement executed by the Management.

To
Mrs. Anuradha M.
Auxilium College(Autonomous),
Gandhinagar, Vellore-6.

L. Anuradha M.
11/11/2020
SECRETARY.
SECRETARY
AUXILIUM COLLEGE
(AUTONOMOUS)
VELLORE - 632 006.

Copy to
The Joint Director of Collegiate Education,
Vellore Region, Vellore-632 006.





AUXILIUM COLLEGE

DATE 16.09.1985

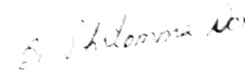
GANDHI NAGAR VELLORE 632 008

PHONE 04161 243013
242018


APPOINTMENT ORDER

Miss. Nisha Santha Kumari P. is appointed as Assistant Professor in Physics with effect from 16.09.1985 F.N. on probation for two years subject to the approval of the University of Madras and the Deputy Director of Collegiate Education, Madras Region, in the UGC scales of pay 700 – 40 – 1100 – 50 – 1300 – EB – 1600 +D.A. + A.D.A. + H.R.A.+ I.R.

Her service during this period is subject to the conditions laid down in the agreement executed by the Management.


Signature of the Secretary
SECRETARY
AUXILIUM COLLEGE
GANDHI NAGAR
VELLORE - 6

I accept the appointment on conditions outlined above.


Signature of the Incumbent



Auxilium College

(Accredited by NAAC with A* Grade)

Gandhi Nagar, Vellore - 632 006,
Tamilnadu, South India.

Phone
Off : 91 0416 22 41 774
Res : 91 0416 22 41 994
Fax :
91 0416 22 42 781
E-mail :
vtr_auxilium@sancharnet.in
Web Site :
www.auxilium-college.org

24.09.2007

Sub: Colleges-Aided-Auxilium College, Vellore-6,
Appointment of Sr.Venci X. – Lecturer in
Physics - Orders issued – reg.

APPOINTMENT ORDER

Sr.Venci X. is appointed in the regular vacancy as Lecturer in Physics w.e.f.
24.09.2007 subject to the approval of the Joint Director of Collegiate Education,
Vellore Region, Vellore-6.

Her salary will be Rs.8000/- with usual allowances in the pay scale of 8000-
275-13500.

Her service during this period is subject to the conditions laid down in the
agreement executed by the Management.

To
Sr.Venci X.
Auxilium Convent,
Gandhinagar, Vellore-6.

Copy to
The Joint Director of Collegiate Education,
Vellore Region, Vellore-632 006.

Sr. J. J. J.

SECRETARY.

SECRETARY
AUXILIUM COLLEGE
GANDHI NAGAR
VELLORE-6.





Auxilium College (AUTONOMOUS)

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Gandhi Nagar, Vellore - 632 006,
Tamilnadu, South India.

Phone
Off : 91 0416 22 41 774
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Fax :
91 0416 22 47 281
E-mail :
vlr_auxilium@sancharnet.in
auxiliumcollege@yahoo.com
Web Site :
www.auxilium-college.org

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mrs.ISABELLA ROSALINE S., Lecturer (S.G.) in the Department of Botany is working in Auxilium College, Vellore from 02.11.1989 till date on permanent basis.

Also certified that we have No Objection to permit Mrs.ISABELLA ROSALINE S., Lecturer (S.G.) in the Department of Botany to do her Part time External Ph.D. studies at Bharathiar University, Coimbatore.

Place: Vellore-632 006,

Date : 14.07.2008.



Sr. Jacinta . L
SECRETARY
AUXILIUM COLLEGE
GANDHI NAGAR
VELLORE-6.



Auxilium College (AUTONOMOUS)

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in the 3rd Cycle)

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Phone

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: 91 416 22 49 670

Fax

91 416 22 47 281

E-mail

admin@auxiliumcollege.edu.in

Web Site

www.auxiliumcollege.edu.in

11.11.2020

Sub: Colleges-Aided-Auxilium College, Vellore-6,
Appointment of **Dr.(Mrs.) Anitha T.**
Assistant Professor in Botany - Orders issued - reg.

APPOINTMENT ORDER

Dr.(Mrs.) Anitha T. - is appointed in the regular vacancy (vacancy due to permanent Migration Transfer of Mrs. Sylvia Nithia Kumari - Assistant Prof. of Botany who went on Migration Transfer on 18.11.2014 A.N.) as Assistant Prof. in Botany with effect 11.11.2020 subject to the approval of the Joint Director of Collegiate Education, Vellore Region, Vellore-6.

Her salary will be Rs.57700/- with usual allowances in the pay Level 10 (1) 57700 - 182400.

Her service during this period is subject to the conditions laid down in the agreement executed by the Management.

To
Dr.(Mrs.) Anitha T.
Auxilium College (Autonomous),
Gandhinagar, Vellore-6.

L. Anitha T.
11.11.2020
SECRETARY.
SECRETARY
AUXILIUM COLLEGE
(AUTONOMOUS)
VELLORE - 632 006.

Copy to
The Joint Director of Collegiate Education,
Vellore Region, Vellore-632 006.





AUXILIUM COLLEGE

DATE 17.06.1985

GANDHI NAGAR VELLORE - 632 008

PHONE (0416) 243013
242079

APPOINTMENT ORDER

Miss. Usha Bernadette Mary G. is appointed as Assistant Professor in Commerce with effect from 17.06.1985 F.N. on probation for two years subject to the approval of the University of Madras and the Deputy Director of Collegiate Education, Madras Region, in the UGC scales of pay 700 - 40 - 1100 - 50 - 1300 - EB - 1600 +D.A. + A.D.A. + H.R.A.+ I.R.

Her service during this period is subject to the conditions laid down in the agreement executed by the Management.

Sr. Philomena Dor
Signature of the Secretary
SECRETARY
AUXILIUM COLLEGE
GANDHI NAGAR
VELLORE-6

I accept the appointment on conditions outlined above.

Usha Bernadette Mary
Signature of the Incumbent



Auxilium College (AUTONOMOUS)

(Re-Accredited by NAAC with A' Grade with a CGPA of 3.55 out of 4)

Gandhi Nagar, Vellore - 632 006,
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06.03.2017

Sub: Colleges-Aided-Auxilium College, Vellore-6,
Appointment of **Dr.(Mrs.) Auxilia Antony S.-**
Assistant Prof. in Commerce- Orders issued – reg.

APPOINTMENT ORDER

Dr. (Mrs.) Auxilia Antony S. - is appointed in the regular vacancy (vacancy due to Retirement of Sr. Alice K.T. – Asst. Prof. of Commerce on 30.09.2013) as Assistant Prof. in Commerce with effect 06.03.2017 subject to the approval of the Joint Director of Collegiate Education, Vellore Region, Vellore-6.

Her salary will be Rs.15600 + 6000 AGP with usual allowances in the pay scale of 15600-39100+AGP 6000.

Her service during this period is subject to the conditions laid down in the agreement executed by the Management.

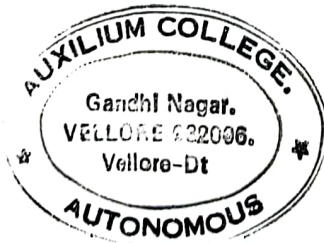
To
Mrs. Auxilia Antony S.
Auxilium College(Autonomous),
Gandhinagar, Vellore-6.

Sr. Anandapavan S.S.

SECRETARY.



Copy to
The Joint Director of Collegiate Education,
Vellore Region, Vellore-632 006.





Auxilium College (AUTONOMOUS)

(Accredited by NAAC with A'Grade with a CGPA of 3.55 out of 4 in the 3rd Cycle)

Gandhi Nagar, Vellore - 632 006,
Tamil Nadu, South India.

Phone :
Off : 91 416 22 41 774
91 416 22 49 670
Fax : 91 416 22 47 281
E-mail :
admin@auxiliumcollege.edu.in
Web Site :
www.auxiliumcollege.edu.in

16.06.2017

Sub: Colleges-Aided-Auxilium College, Vellore-6,
Appointment of **Dr.(Mrs.) Anitha Alice E.** -
Assistant Prof. in Commerce - Orders issued - reg.

APPOINTMENT ORDER

Dr.(Mrs.) Anitha Alice E. is appointed in the regular vacancy (vacancy due to Retirement of Dr.(Sr.) Mary Sheila Susairaj – Asso. Prof. of Commerce on 30.09.2016 and subsequent re-employment till 31.05.2017) as Assistant Prof. in Commerce with effect from 16.06.2017 F.N. subject to the approval of the Joint Director of Collegiate Education, Vellore Region, Vellore-6.

Her salary will be Rs.57700/- with usual allowances in the pay Level 10 (1) 57700 - 182400.

Her service during this period is subject to the conditions laid down in the agreement executed by the Management.

To
Dr.(Mrs.) Anitha Alice E.
No.15, Moolavaiyamman Koil Street,
Kambarajpuram Village
Thiruvallam – 632 515.

S. Anandapavanam S.T.

SECRETARY.

SECRETARY
AUXILIUM COLLEGE
(AUTONOMOUS)
VELLORE - 632 006.

Copy to
The Joint Director of Collegiate Education,
Vellore Region, Vellore-632 006.



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02.08.2017

Sub: Colleges-Aided-Auxilium College, Vellore-6,
Appointment of **Mrs. VALENTINE USHA KALAICHELVI S. -**
Assistant Prof. in Commerce - Orders issued – reg.

APPOINTMENT ORDER

Mrs. VALENTINE USHA KALAICHELVI S. is appointed in the regular vacancy as Assistant Prof. in the Department Commerce (vacancy due to the V.R.S.(Voluntary Retirement Service) of Mrs. Caroline C. – Associate Prof. of Commerce on 31.07.2017 A.N.) with effect from 02.08.2017, subject to the approval of the Joint Director of Collegiate Education, Vellore Region, Vellore-6.

Her salary will be Rs.57700/- with usual allowances in the pay Level 10 (1) 57700 - 182400.

Her service during this period is subject to the conditions laid down in the agreement executed by the Management.

To
Mrs.Valentine Usha Kalaichelvi S.
Auxilium College(Autonomous),
Gandhinagar, Vellore-6.

S. Anandapavani S. J.
SECRETARY.

SECRETARY
AUXILIUM COLLEGE
(AUTONOMOUS)
VELLORE - 632 006.



Auxilium College (AUTONOMOUS)

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www.auxiliumcollege.edu.in

11.11.2020

Sub: Colleges-Aided - Auxilium College, Vellore-6,
Appointment of Dr. (Sr.) SAGAYA MARY T. -
Assistant Prof. of Management Studies to handle Core,
Allied and Elective Papers of Management Studies in the
Department of Commerce - Orders issued - reg.

APPOINTMENT ORDER

Dr. (Sr.) SAGAYA MARY T. is appointed in the regular vacancy (vacant due to Retirement of Miss. Hema Nalini K. - Associate Prof. of Commerce who had retired on 28.02.2019 A.N. and subsequent reemployment till 31.05.2019 A.N.) as Assistant Professor of Management Studies to handle Core, Allied and Elective Papers of Management Studies in the Department of Commerce with effect from 11.11.2020 subject to the approval of the Joint Director of Collegiate Education, Vellore Region, Vellore-6.

Her salary will be 57700/- with usual allowances in the pay scale of 57700 - 182400.

Her service during this period is subject to the conditions laid down in the agreement executed by the Management.

To
Dr. (Sr.) SAGAYA MARY T.
Auxilium College (Autonomous),
Gandhinagar, Vellore-6.

Copy to
The Joint Director of Collegiate Education,
Vellore Region, Vellore-632 006.

Dr. Dhya K. T.
11/11/2020

SECRETARY.

SECRETARY
AUXILIUM COLLEGE
(AUTONOMOUS)
VELLORE - 632 006.



Auxilium College (AUTONOMOUS)

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11.11.2020

Sub: Colleges-Aided-Auxilium College, Vellore-6,
Appointment of Miss. SHREE REKHA N. -
Librarian - Orders issued - reg.

APPOINTMENT ORDER

Miss. SHREE REKHA N. is appointed in the regular vacancy (vacancy due to death while-in-service of Mrs. Vijayalakshmi P. – Librarian on 17.11.2016 F.N.) as Librarian with effect from 11.11.2020 subject to the approval of the Joint Director of Collegiate Education, Vellore Region, Vellore-6.

Her salary will be 57700/- with usual allowances in the Pay Level (10) 1 of 57700-182400.

Her service during this period is subject to the conditions laid down in the agreement executed by the Management.

To
Miss. SHREE REKHA N.
Auxilium College(Autonomous),
Gandhinagar, Vellore-6.

Copy to
The Joint Director of Collegiate Education,
Vellore Region, Vellore-632 006.

Dr. Shree K.T.
11/11/2020

SECRETARY

SECRETARY
AUXILIUM COLLEGE
(AUTONOMOUS)
VELLORE - 632 006

Dr. Shree K.T.



Auxilium College (AUTONOMOUS)

(Accredited by NAAC with A Grade with a CGPA of 3.55 out of 4 in the 3rd Cycle)

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Web Site
www.auxiliumcollege.edu.in

Sub: Colleges-Aided-Auxilium College, Vellore-6,
Appointment of **Dr. (Mrs.) BINDU B.** -
Directress of Physical Education - Orders issued - reg.

01.08.2019

APPOINTMENT ORDER

Dr. (Mrs.) BINDU B. is appointed in the regular vacancy (vacancy due to Retirement of Dr.(Mrs.) Mary Reethammal D. – Directress of Physical Education who had retired on 30.06.2018 AN and subsequent reemployment till 31.05.2019 A.N.) as Directress of Physical Education with effect from 01.08.2019 subject to the approval of the Joint Director of Collegiate Education, Vellore Region, Vellore-6.

Her salary will be Rs. 57700/- with usual allowances in the Pay Level (10) 1 of 57700-182400.

Her service during this period is subject to the conditions laid down in the agreement executed by the Management.

Dr. Arun R.T.
01/08/19
SECRETARY.

To
Dr. (Mrs.) Bindu B.
Auxilium College (Autonomous),
Gandhinagar, Vellore-6.

SECRETARY
AUXILIUM COLLEGE
(AUTONOMOUS)
VELLORE - 632 006.

Copy to
The Joint Director of Collegiate Education,
Vellore Region, Vellore-632 006.



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APPOINTMENT ORDER

Date: 07.09.2021

Ms. Lakshmi Narasu B
Assistant Professor
Department of Economics
Auxilium College (Autonomous),
Vellore – 632 006.

Sub: Offer of Appointment of **Assistant Professor**

Dear **Lakshmi Narasu B.**

With reference to your application and the subsequent interview, the Management is pleased to appoint you as **Assistant Professor** in the Department of **Economics** in Auxilium College (Autonomous) for the **academic year 2021-2022 as per the terms and conditions mentioned below.**

1. Salary

You will be paid a Salary of **Rs. 15,000 /-** (Rupees Fifteen five thousand only) from the date of joining till 30.04.2022.

2. Job Responsibilities

- Teaching and coaching students
- Assessment and evaluation of students
- Curricular, Co-curricular, Extra-curricular and Extension activities of the Department and of the College
- Assisting in the departmental administration.
- Assisting in the conduct of examinations and evaluation.
- Any other academic, administrative or associated duties assigned by the Management.

3. Undertaking Regarding Period of Probation and Confirmation of Service

a) Probation Period

You will be on probation from the date of your joining duty i.e., 07.09.2021 till 30.04.2022. During the period of probation, service is terminable by one month's notice from either side.

a) **Continuation of Service**

Consideration for the continuation of your service will be taken up on satisfactory completion of probation. If your performance is satisfactory, you will be re-appointed on consultation with the Management Council. If you continue in service, the vacation salary will be paid on reopening in June.

b) **Notice of Termination**

The Management has the right to terminate you from service or accept your resignation only with a prior notice of three months or on payment of three month's salary on either side.

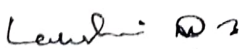
The Management reserves the right to relieve you from service on any day as it may deem fit even before the expiry of the period of notice given by you.

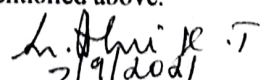
4. Rules and Regulations

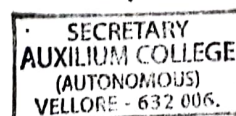
- a) You shall strictly follow the College working hours.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the Institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every academic year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally on any pretext absent yourself from your duties without prior permission of the Principal/ Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/ Vice-Principal/ Head of the Department.
- f) You will be responsible for the safe custody and return in good condition of the property of the Institution, furniture, library books or anything else which may be under your custody, care or charge.
- g) On being relieved from service, you shall return all files, materials, books, documents of any nature or anything that belong to the College that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the Letter of Appointment and return it as a token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions.


Signature of the Candidate


2/9/2001
Secretary





Auxilium College (AUTONOMOUS)

(Accredited by NAAC with A⁺ Grade)

Gandhi Nagar, Vellore - 632 006,
Tamilnadu, South India.

Phone
Off : 91 0416 22 41 774
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91 0416 22 47 281
E-mail :
vlr_auxilium@sancharnet.in
auxiliumcollege@yahoo.com
Web Site :
www.auxilium-college.edu.in

Appointment Order

Ms. Gowthama Selvi M. is hereby appointed as Lecturer in **Tamil** (Self-financing) with effect from **15.06.2009 to 31.03.2010** or the last working day whichever is earlier, purely on a temporary basis.

Her service is terminable with one month notice in writing or one month salary in lieu of such notice on either side.

She ceases to be in service after the expiry of the period of appointment.

She may be re-appointed if required.

Sd. Jaisintha. L

Secretary

SECRETARY

AUXILIUM COLLEGE

GANDHI NAGAR

VELLORE-6

Place: Vellore -6

Date: 15.06.2009

I accept the appointment on the terms and conditions outlined above.

Sd. Dargunig

Signature of the incumbent.



Auxilium College (AUTONOMOUS)

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Tamilnadu, South India.

Phone

Off : 91 0416 22 41 774

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Fax :

91 0416 22 47 281

E-mail :

vlr_auxilium@sancharnet.in

auxiliumcollege@yahoo.com

Web Site :

www.auxilium-college.org

Appointment Order

Mrs. Meenakshi V.R. is hereby appointed as Lecturer in Tamil (Evening College) with effect from 23.06.2008 to 31.03.2009 or the last working day whichever is earlier, purely on a temporary basis.

Her service is terminable with one month notice in writing or one month salary in lieu of such notice on either side.

She ceases to be in service after the expiry of the period of appointment.

She may be re-appointed if required.

Sr. J. J. J. J. J.

Secretary

SECRETARY

AUXILIUM COLLEGE

GANDHI NAGAR

VELLORE - 6

Place: Vellore -6

Date: 23.06.2008

I accept the appointment on the terms and conditions outlined above.

V. R. Meenakshi

Signature of the incumbent.



Auxilium College (AUTONOMOUS)

(Accredited by NAAC with A⁺ Grade)

Gandhi Nagar, Vellore - 632 006,
Tamilnadu, South India.

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E-mail :
vlr_auxilium@sancharnet.in
auxiliumcollege@yahoo.com
Web Site :
www.auxilium-college.edu.in

Appointment Order

Ms. Preetha R. is hereby appointed as Lecturer in **Tamil** (Self- financing) with effect from **15.06.2009** to **31.03.2010** or the last working day whichever is earlier, purely on a temporary basis.

Her service is terminable with one month notice in writing or one month salary in lieu of such notice on either side.

She ceases to be in service after the expiry of the period of appointment.

She may be re-appointed if required.

S. Jaisankar L

Secretary

SECRETARY

AUXILIUM COLLEGE

GANDHI NAGAR

VELLORE-6.

Place: Vellore -6

Date: 15.06.2009

I accept the appointment on the terms and conditions outlined above.

R. Preetha

Signature of the incumbent.



Auxilium College (AUTONOMOUS)

(Re-Accredited by NAAC with A Grade)

Gandhi Nagar, Vellore - 632 006,
Tamilnadu, South India.

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91 0416 22 49 670

Fax :
91 0416 22 47 281

E-mail :
auxiliumcollege@yahoo.com

Web Site :
www.auxiliumcollege.edu.in

Appointment Order

Ms. Shanbagavalli R. is hereby appointed as Assistant Professor of Tamil (Self-financing) with effect from 20.06.2011 to 31.03.2012 or the last working day whichever is earlier, purely on a temporary basis.

Her service is terminable with one month notice in writing or one month salary in lieu of such notice on either side.

She ceases to be in service after the expiry of the period of appointment.

She may be re-appointed if required.

Place: Vellore - 6

Date: 20.06.2011

S. Shanbagavalli R.
Secretary
SECRETARY
AUXILIUM COLLEGE (Autonomous)
Gandhi Nagar, Vellore - 632 006.
Vellore District, Tamil Nadu.

I accept the appointment on the terms and conditions outlined above.

C. Shanbagavalli
Signature of the incumbent.



Auxilium College (AUTONOMOUS)

(Re-Accredited by NAAC with A Grade with a CGPA of 3.41)

Gandhi Nagar, Vellore - 632 006,
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Web Site :
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APPOINTMENT OFFER

Date: 14.06.2012

Ms. Deepa S.
Assistant Professor
Dept. of Tamil
Auxilium College
Vellore - 632 006

Sub; Offer of Appointment of **Assistant Professor**

Dear Ms. Deepa S.

With reference to your application and the subsequent interview, the Management is pleased to offer you appointment as **Assistant Professor** in the Department of **Tamil** in our institution for the current academic year as per the terms and conditions mentioned below.

1. SALARY

You will be paid as Consolidated Salary

2. JOB RESPONSIBILITIES

- Teaching and Coaching students
- Instruction in Laboratories
- Students assessment and evaluation
- Co-curricular and extra curricular activities
- Assisting in departmental administration.
- Conduct of examinations and correction of papers
- Any other duties assigned by your superiors.

3. UNDERTAKING FOR MINIMUM PERIOD OF SERVICE.

You will be on probation for one year/two year from the date your joining duty. During the period of probation, service is terminable by one month's notice from either side.

You will not be allowed to resign and leave the service in the middle of the academic year.

The Management reserves the right to accept your resignation with effect from such a date as it may term fit even before the expiry of the period of notice given by you.

4. RULES AND REGULATIONS

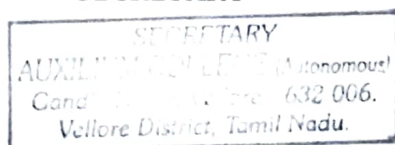
- a) You shall strictly follow the College timings.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally or any pretext absent yourself from your duties without prior permission of the Principal/Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/Vice-Principal/Head of the Department.
- f) You will be responsible for safe custody and return in good condition of Management things and Library books which may be under your custody care or charge.
- g) At the time of relief you shall return all files, materials , books, documents of any nature that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the letter of appointment and return it in token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions

Sy. Jeyanthan. L

SECRETARY



[Signature]

SIGNATURE OF THE CANDIDATE



Auxilium College (AUTONOMOUS)
(Re-Accredited by NAAC with A Grade with a CGPA of 3.41)
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Web Site :
www.auxiliumcollege.edu.in

APPOINTMENT ORDER

Date: 18.06.2018

Ms.Latha P.
Assistant Professor
Dept. of Tamil
Auxilium College (Autonomous)
Vellore - 632 006

Sub; Offer of Appointment of Assistant Professor

Dear **Ms.Latha P.**

With reference to your application and the subsequent interview, the Management is pleased to offer you appointment as **Assistant Professor** in the Department of Tamil in Auxilium College (Autonomous) for the academic year 2018 -2019 as per the terms and conditions mentioned below.

1. SALARY

You will be paid a Consolidated Salary of **Rs. 12,000 /-** (Rupees Twelve thousand only)

2. JOB RESPONSIBILITIES

- Teaching and Coaching students
- Students assessment and evaluation
- Co-curricular and extra curricular activities
- Assisting in departmental administration.
- Conduct of examinations and correction of papers
- Any other duties assigned by your superiors.

3. UNDERTAKING FOR MINIMUM PERIOD OF SERVICE.

You will be on probation for two years from the date of your joining duty i.e. 18.06.2018 . During the period of probation , service is terminable by one month's notice from either side.

Your permanent absorption in the service of the college will be taken up for consideration on satisfactory completion of probation. In case of a confirmed member of staff, service is terminable by 3 months notice from either side.

You will not be allowed to resign and leave the service in the middle of the academic year without the prior notice. If you do so, you will have to pay 3 months salary.

The Management reserves the right to accept your resignation with effect from such a date as it may term fit even before the expiry of the period of notice given by you.

4. RULES AND REGULATIONS

- a) You shall strictly follow the College timings.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally or any pretext absent yourself from your duties without prior permission of the Principal/Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/Vice-Principal/Head of the Department.
- f) You will be responsible for safe custody and return in good condition of Management things and Library books which may be under your custody, care or charge.
- g) At the time of relief you shall return all files, materials, books, documents that belong to the college of any nature that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the letter of appointment and return it in token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions



SIGNATURE OF THE CANDIDATE

SECRETARY

SECRETARY
AUXILIUM COLLEGE (Autonomous)
Gandhi Nagar, Vellore - 632 006.
Vellore District, Tamil Nadu.



Auxilium College (AUTONOMOUS)

(Re-Accredited by NAAC with A Grade with a CGPA of 3.41)

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www.auxiliumcollege.edu.in

APPOINTMENT ORDER

Date: 18.06.2018

Ms.Indumathi A.
Assistant Professor
Dept. of Tamil
Auxilium College (Autonomous)
Vellore - 632 006

Sub; Offer of Appointment of Assistant Professor

Dear **Ms.Indumathi A.**

With reference to your application and the subsequent interview, the Management is pleased to offer you appointment as **Assistant Professor** in the Department of **Tamil** in Auxilium College (Autonomous) for the academic year 2018 -2019 as per the terms and conditions mentioned below.

1. SALARY

You will be paid a Consolidated Salary of **Rs. 12,000/-** (Rupees Twelve thousand only)

2. JOB RESPONSIBILITIES

- g) Teaching and Coaching students
- h) Students assessment and evaluation
- i) Co-curricular and extra curricular activities
- j) Assisting in departmental administration.
- k) Conduct of examinations and correction of papers
- l) Any other duties assigned by your superiors.

3. UNDERTAKING FOR MINIMUM PERIOD OF SERVICE.

You will be on probation for two years from the date of your joining duty i.e. 18.06.2018 . During the period of probation , service is terminable by one month's notice from either side.

Your permanent absorption in the service of the college will be taken up for consideration on satisfactory completion of probation. In case of a confirmed member of staff, service is terminable by 3 months notice from either side.

You will not be allowed to resign and leave the service in the middle of the academic year without the prior notice. If you do so, you will have to pay 3 months salary.

The Management reserves the right to accept your resignation with effect from such a date as it may term fit even before the expiry of the period of notice given by you.

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- a) You shall strictly follow the College timings.
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- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally or any pretext absent yourself from your duties without prior permission of the Principal/Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/Vice-Principal/Head of the Department.
- f) You will be responsible for safe custody and return in good condition of Management things and Library books which may be under your custody, care or charge.
- g) At the time of relief you shall return all files, materials, books, documents that belong to the college of any nature that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the letter of appointment and return it in token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions

A. Palanigal

SIGNATURE OF THE CANDIDATE

SECRETARY

SECRETARY

AUXILIUM COLLEGE (Autonomous)
Gandhi Nagar, Vellore - 632 006.
Vellore District, Tamil Nadu.



Auxilium College (AUTONOMOUS)
(Re-Accredited by NAAC with A Grade with a CGPA of 3.41)
Gandhi Nagar, Vellore - 632 006,
Tamilnadu, South India.

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Web Site :
www.auxiliumcollege.edu.in

APPOINTMENT ORDER

Date: 18.06.2018

Ms.Auxilia Mary A.
Assistant Professor
Dept. of Tamil
Auxilium College (Autonomous)
Vellore - 632 006

Sub; Offer of Appointment of **Assistant Professor**

Dear **Ms.Auxilia Mary A.**

With reference to your application and the subsequent interview, the Management is pleased to offer you appointment as **Assistant Professor** in the Department of Tamil in Auxilium College (Autonomous) for the academic year 2018 -2019 as per the terms and conditions mentioned below.

1. SALARY

You will be paid a Consolidated Salary of **Rs. 12,000/-** (Rupees Twelve thousand only)

2. JOB RESPONSIBILITIES

- Teaching and Coaching students
- Students assessment and evaluation
- Co-curricular and extra curricular activities
- Assisting in departmental administration.
- Conduct of examinations and correction of papers
- Any other duties assigned by your superiors.

3. UNDERTAKING FOR MINIMUM PERIOD OF SERVICE.

You will be on probation for two years from the date of your joining duty i.e. 18.06.2018 . During the period of probation , service is terminable by one month's notice from either side.

Your permanent absorption in the service of the college will be taken up for consideration on satisfactory completion of probation. In case of a confirmed member of staff, service is terminable by 3 months notice from either side.

You will not be allowed to resign and leave the service in the middle of the academic year without the prior notice. If you do so, you will have to pay 3 months salary.

The Management reserves the right to accept your resignation with effect from such a date as it may term fit even before the expiry of the period of notice given by you.

4. RULES AND REGULATIONS

- a) You shall strictly follow the College timings.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally or any pretext absent yourself from your duties without prior permission of the Principal/Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/Vice-Principal/Head of the Department.
- f) You will be responsible for safe custody and return in good condition of Management things and Library books which may be under your custody, care or charge.
- g) At the time of relief you shall return all files, materials, books, documents that belong to the college of any nature that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the letter of appointment and return it in token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions



SIGNATURE OF THE CANDIDATE

SECRETARY

SECRETARY

AUXILIUM COLLEGE (Autonomous)
Gandhi Nagar, Vellore - 632 006.
Vellore District, Tamil Nadu.



(Accredited by NAAC with A⁺ Grade)

Gandhi Nagar, Vellore - 632 006,
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vlr_auxilium@sancharnet.in
auxiliumcollege@yahoo.com
Web Site :
www.auxilium-college.org

Appointment Order

Ms. Geetha R. is hereby appointed as Lecturer in **English** (Evening College) with effect from **12.06.2008 to 31.03.2009** or the last working day whichever is earlier, purely on a temporary basis.

Her service is terminable with one month notice in writing or one month salary in lieu of such notice on either side.

She ceases to be in service after the expiry of the period of appointment.

She may be re-appointed if required.

Sr. Jacinta L

Secretary

SECRETARY

AUXILIUM COLLEGE

GANDHI NAGAR

VELLORE-6.

Place: Vellore -6

Date: 12.06.2008

I accept the appointment on the terms and conditions outlined above.

R. Geetha

Signature of the incumbent.



Auxilium College (AUTONOMOUS)
(Re-Accredited by NAAC with A Grade with a CGPA of 3.41)
33, Dr. Nagar, Vellore - 632 006
Tamilnadu, South India

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E-mail :
auxiliumcollege@gmail.com
Web Site :
www.auxiliumcollege.edu.in

APPOINTMENT OFFER

Date: 20.06.2013

Ms. Sathiyabama T.
Assistant Professor
Dept. of English
Auxilium College
Vellore - 632 006

Subj: Offer of Appointment of **Assistant Professor**

Dear **Ms. Sathiyabama T.**

With reference to your application and the subsequent interview, the Management is pleased to offer you appointment as **Assistant Professor** in the Department of **English** in Auxilium College (Autonomous) for the academic year 2013-2014 as per the terms and conditions mentioned below.

1. SALARY

You will be paid a Consolidated Salary of **Rs.8,000/-** (Rupees Eight thousand only)

2. JOB RESPONSIBILITIES

- a) Teaching and coaching students
- b) Students assessment and evaluation
- c) Co-curricular and extra-curricular activities
- d) Assisting in departmental administration
- e) Conduct of examinations and correction of papers
- f) Any other duties assigned by your superiors.

3. UNDERTAKING FOR MINIMUM PERIOD OF SERVICE.

You will be on probation for two years from the date of your joining duty i.e. 20.06.2013. During the period of probation, service is terminable by one month's notice from either side.

Your permanent absorption in the service of the college will be taken up for consideration on satisfactory completion of probation. In case of a confirmed member of staff, service is terminable by 3 months notice from either side.

You will not be allowed to resign and leave the service in the middle of the academic year without the prior notice. If you do so, you will have to pay 3 month salary.

The Management reserves the right to accept your resignation with effect from such a date as it may term fit even before the expiry of the period of notice given by you.

4. RULES AND REGULATIONS

- a) You shall strictly follow the College timings.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every year. Extra leave will be considered as Leave on Loss of Pay.
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- g) At the time of relief you shall return all files, materials , books, documents that belong to the college of any nature that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the letter of appointment and return it in token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions

Sr. Amalrajam S. S.
SECRETARY
SECRETARY
AUXILIUM COLLEGE
GANDHI NAGAR
VELLORE-6

P. Sathujah
SIGNATURE OF THE CANDIDATE



Auxilium College (AUTONOMOUS)
(Re-Accredited by NAAC with A Grade with a CGPA of 3.11)

Gandhi Nagar, Vellore - 632 006,
Tamilnadu, South India

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91 0416 22 47 281
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auxiliumcollege@yahoo.com
Web Site :
www.auxiliumcollege.edu.in

APPOINTMENT OFFER

Date: 24.06.2013

Ms. Gayathri R.
Assistant Professor
Dept. of English
Auxilium College
Vellore - 632 006

Subj: Offer of Appointment of **Assistant Professor**

Dear **Ms. Gayathri R.**

With reference to your application and the subsequent interview, the Management is pleased to offer you appointment as **Assistant Professor** in the Department of English in Auxilium College (Autonomous) for the academic year 2013-2014 as per the terms and conditions mentioned below.

1. SALARY

You will be paid a Consolidated Salary of Rs.8,000/- (Rupees Eight thousand only)

2. JOB RESPONSIBILITIES

- Teaching and Coaching students
- Students assessment and evaluation
- Co-curricular and extra curricular activities
- Assisting in departmental administration.
- Conduct of examinations and correction of papers
- Any other duties assigned by your superiors.

3. UNDERTAKING FOR MINIMUM PERIOD OF SERVICE.

You will be on probation for two years from the date of your joining duty i.e. 24.06.2013. During the period of probation, service is terminable by one month's notice from either side.

Your permanent absorption in the service of the college will be taken up for consideration on satisfactory completion of probation. In case of a confirmed member of staff, service is terminable by 3 months notice from either side.

You will not be allowed to resign and leave the service in the middle of the academic year without the prior notice. If you do so, you will have to pay 3 month salary.

The Management reserves the right to accept your resignation with effect from such a date as it may term fit even before the expiry of the period of notice given by you.

4. RULES AND REGULATIONS

- a) You shall strictly follow the College timings.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally or any pretext absent yourself from your duties without prior permission of the Principal/Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/Vice-Principal/Head of the Department.
- f) You will be responsible for safe custody and return in good condition of Management things and Library books which may be under your custody care or charge.
- g) At the time of relief you shall return all files, materials , books, documents that belong to the college of any nature that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the letter of appointment and return it in token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions

S. Anandapavani S.
SECRETARY
SECRETARY
AUXILIUM COLLEGE
GANDHI NAGAR
VELLORE-6

Gayathri
SIGNATURE OF THE CANDIDATE

APPOINTMENT OFFER

Date: 01.10.2014

Ms.Priyadharsini V.R.

Assistant Professor

Dept. of English

Auxilium College

Vellore - 632 006

Sub; Offer of Appointment of **Assistant Professor**

Dear **Ms.Priyadharsini V.R.**

With reference to your application and the subsequent interview, the Management is pleased to offer you appointment as **Assistant Professor** in the Department of **English** in Auxilium College (Autonomous) for the academic year 2014 -2015 as per the terms and conditions mentioned below.

1. SALARY

You will be paid a Consolidated Salary of **Rs.8000/-** (Rupees Eight thousand only)

2. JOB RESPONSIBILITIES

- a) Teaching and Coaching students
- b) Students assessment and evaluation
- c) Co-curricular and extra curricular activities
- d) Assisting in departmental administration.
- e) Conduct of examinations and correction of papers
- f) Any other duties assigned by your superiors.

3. UNDERTAKING FOR MINIMUM PERIOD OF SERVICE.

You will be on probation for two years from the date of your joining duty i.e. 01.10.2014 . During the period of probation , service is terminable by one month's notice from either side.

Your permanent absorption in the service of the college will be taken up for consideration on satisfactory completion of probation. In case of a confirmed member of staff, service is terminable by 3 months notice from either side.

You will not be allowed to resign and leave the service in the middle of the academic year without the prior notice. If you do so, you will have to pay 3 months salary.

The Management reserves the right to accept your resignation with effect from such a date as it may term fit even before the expiry of the period of notice given by you.

4. RULES AND REGULATIONS

- a) You shall strictly follow the College timings.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the institution that are/ will be in force or amended or modified from time to time.
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- g) At the time of relief you shall return all files, materials, books, documents that belong to the college of any nature that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the letter of appointment and return it in token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions

Dr. Anandaprasanna S. J.

SECRETARY

SECRETARY
AUXILIUM COLLEGE (Autonomous)
Gandhi Nagar, Vellore - 632 006.
Vellore District, Tamil Nadu.

SIGNATURE OF THE CANDIDATE



Auxilium College (AUTONOMOUS)

(Accredited by NAAC with A' Grade with a CGPA of 3.55 out of 4 in the 3rd Cycle)

Gandhi Nagar, Vellore - 632 006,
Tamil Nadu, South India.

Phone
Off 91 416 22 41 774
91 416 22 49 670
Fax 91 416 22 41 281
E-mail
admin@auxiliumcollege.edu.in
Web Site
www.auxiliumcollege.edu.in

APPOINTMENT OFFER

Date: 07.07.2014

Ms. Anitha Daisy Winfred
Assistant Professor
Dept. of English
Auxilium College
Vellore - 632 006

Sub; Offer of Appointment of **Assistant Professor**

Dear **Ms. Anitha Daisy Winfred**

With reference to your application and the subsequent interview, the Management is pleased to offer you appointment as **Assistant Professor** in the Department of **English** in Auxilium College (Autonomous) for the academic year 2014 -2015 as per the terms and conditions mentioned below.

1. SALARY

You will be paid a Consolidated Salary of **Rs.8,,000/-** (Rupees Eight thousand only)

2. JOB RESPONSIBILITIES

- Teaching and Coaching students
- Students assessment and evaluation
- Co-curricular and extra curricular activities
- Assisting in departmental administration.
- Conduct of examinations and correction of papers
- Any other duties assigned by your superiors.

3. UNDERTAKING FOR MINIMUM PERIOD OF SERVICE.

You will be on probation for two years from the date of your joining duty i.e 07.07.2014 . During the period of probation , service is terminable by one month's notice from either side.

Your permanent absorption in the service of the college will be taken up for consideration on satisfactory completion of probation. In case of a confirmed member of staff, service is terminable by 3 months notice from either side.

You will not be allowed to resign and leave the service in the middle of the academic year without the prior notice. If you do so, you will have to pay 3 months salary.

The Management reserves the right to accept your resignation with effect from such a date as it may term fit even before the expiry of the period of notice given by you.

4. RULES AND REGULATIONS

- a) You shall strictly follow the College timings.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally or any pretext absent yourself from your duties without prior permission of the Principal/Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/Vice-Principal/Head of the Department.
- f) You will be responsible for safe custody and return in good condition of Management things and Library books which may be under your custody, care or charge.
- g) At the time of relief you shall return all files, materials, books, documents that belong to the college of any nature that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the letter of appointment and return it in token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions

S. Anandaram.S.J.
SECRETARY



[Signature]
SIGNATURE OF THE CANDIDATE



Auxilium College (AUTONOMOUS)

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Gandhi Nagar, Vellore - 632 006,
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APPOINTMENT ORDER

Ms. Amudha R.
Assistant Professor
Dept. of English
Auxilium College (Autonomous)
Vellore - 632 006

Date: 14.12.2016

Sub; Offer of Appointment of **Assistant Professor**

Dear **Ms. Amudha R.**

With reference to your application and the subsequent interview, the Management is pleased to offer you appointment as **Assistant Professor** in the Department of **English** in Auxilium College (Autonomous) for the academic year 2017-2018 as per the terms and conditions mentioned below.

1. SALARY

You will be paid a Consolidated Salary of **Rs. 9,343/-** (Rupees Nine thousand forty three only)

2. JOB RESPONSIBILITIES

- Teaching and Coaching students
- Students assessment and evaluation
- Co-curricular and extra curricular activities
- Assisting in departmental administration.
- Conduct of examinations and correction of papers
- Any other duties assigned by your superiors.

3. UNDERTAKING FOR MINIMUM PERIOD OF SERVICE.

You will be on probation for two years from the date of your joining duty i.e. 14.12.2016. During the period of probation, service is terminable by one month's notice from either side.

Your permanent absorption in the service of the college will be taken up for consideration on satisfactory completion of probation. In case of a confirmed member of staff, service is terminable by 3 months notice from either side.

You will not be allowed to resign and leave the service in the middle of the academic year without the prior notice. If you do so, you will have to pay 3 months salary.

The Management reserves the right to accept your resignation with effect from such a date as it may term fit even before the expiry of the period of notice given by you.

4. RULES AND REGULATIONS

- a) You shall strictly follow the College timings.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally or any pretext absent yourself from your duties without prior permission of the Principal/Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/Vice-Principal/Head of the Department.
- f) You will be responsible for safe custody and return in good condition of Management things and Library books which may be under your custody, care or charge.
- g) At the time of relief you shall return all files, materials, books, documents that belong to the college of any nature that are in your possession or care or custody.

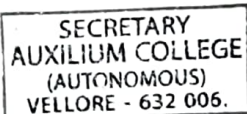
You are requested to sign on the duplicate copy of the letter of appointment and return it in token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions



SIGNATURE OF THE CANDIDATE

S. Anandaraman
SECRETARY





Auxilium College (AUTONOMOUS)

(Re-Accredited by NAAC with A⁺ Grade with a CGPA of 3.55 out of 4)

Gandhi Nagar, Vellore - 632 006,
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91 416 22 47 281
E-mail :
auxiliumcollege@yahoo.com
Web Site :
www.auxiliumcollege.edu.in

APPOINTMENT ORDER

Date: 16.06.2017

Ms. Janani U.
Assistant Professor
Dept. of English
Auxilium College (Autonomous)
Vellore - 632 006

Sub; Offer of Appointment of **Assistant Professor**

Dear **Ms. Janani U.**

With reference to your application and the subsequent interview, the Management is pleased to offer you appointment as **Assistant Professor** in the Department of **English** in Auxilium College (Autonomous) for the academic year 2017 -2018 as per the terms and conditions mentioned below.

1. SALARY

You will be paid a Consolidated Salary of **Rs. 9,043/-** (Rupees Nine thousand forty three only)

2. JOB RESPONSIBILITIES

- Teaching and Coaching students
- Students assessment and evaluation
- Co-curricular and extra curricular activities
- Assisting in departmental administration.
- Conduct of examinations and correction of papers
- Any other duties assigned by your superiors.

3. UNDERTAKING FOR MINIMUM PERIOD OF SERVICE.

You will be on probation for two years from the date of your joining duty i.e. 16.06.2017 . During the period of probation , service is terminable by one month's notice from either side.

Your permanent absorption in the service of the college will be taken up for consideration on satisfactory completion of probation. In case of a confirmed member of staff, service is terminable by 3 months notice from either side.

You will not be allowed to resign and leave the service in the middle of the academic year without the prior notice. If you do so, you will have to pay 3 months salary.

The Management reserves the right to accept your resignation with effect from such a date as it may term fit even before the expiry of the period of notice given by you.

4. RULES AND REGULATIONS

- a) You shall strictly follow the College timings.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally or any pretext absent yourself from your duties without prior permission of the Principal/Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/Vice-Principal/Head of the Department.
- f) You will be responsible for safe custody and return in good condition of Management things and Library books which may be under your custody, care or charge.
- g) At the time of relief you shall return all files, materials, books, documents that belong to the college of any nature that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the letter of appointment and return it in token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions

S. Anandaraman S. J.
SECRETARY

SECRETARY
AUXILIUM COLLEGE (Autonomous)
Gandhi Nagar, Vellore - 632 006.
Vellore District, Tamil Nadu.

[Signature]
SIGNATURE OF THE CANDIDATE



Auxilium College (AUTONOMOUS)

(Re-Accredited by NAAC with A Grade with a CGPA of 3.41)

Gandhi Nagar, Vellore - 632 006,
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auxiliumcollege@yahoo.com
Web Site :
www.auxiliumcollege.edu.in

APPOINTMENT ORDER

Date: 18.06.2018

Ms.Uthrra S.
Assistant Professor
Dept. of English
Auxilium College (Autonomous)
Vellore - 632 006

Sub; Offer of Appointment of **Assistant Professor**

Dear **Ms.Uthrra S.**

With reference to your application and the subsequent interview, the Management is pleased to offer you appointment as **Assistant Professor** in the Department of **English** in Auxilium College (Autonomous) for the academic year 2018 -2019 as per the terms and conditions mentioned below.

1. SALARY

You will be paid a Consolidated Salary of **Rs. 10,000/-** (Rupees Ten thousand only)

2. JOB RESPONSIBILITIES

- Teaching and Coaching students
- Students assessment and evaluation
- Co-curricular and extra curricular activities
- Assisting in departmental administration.
- Conduct of examinations and correction of papers
- Any other duties assigned by your superiors.

3. UNDERTAKING FOR MINIMUM PERIOD OF SERVICE.

You will be on probation for two years from the date of your joining duty i.e. 18.06.2018 . During the period of probation , service is terminable by one month's notice from either side.

Your permanent absorption in the service of the college will be taken up for consideration on satisfactory completion of probation. In case of a confirmed member of staff, service is terminable by 3 months notice from either side.

You will not be allowed to resign and leave the service in the middle of the academic year without the prior notice. If you do so, you will have to pay 3 months salary.

The Management reserves the right to accept your resignation with effect from such a date as it may term fit even before the expiry of the period of notice given by you.

4. RULES AND REGULATIONS

- a) You shall strictly follow the College timings.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally or any pretext absent yourself from your duties without prior permission of the Principal/Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/Vice-Principal/Head of the Department.
- f) You will be responsible for safe custody and return in good condition of Management things and Library books which may be under your custody, care or charge.
- g) At the time of relief you shall return all files, materials, books, documents that belong to the college of any nature that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the letter of appointment and return it in token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions

SECRETARY

SECRETARY
AUXILIUM COLLEGE (Autonomous)
Gandhi Nagar, Vellore - 632 006.
Vellore District, Tamil Nadu.


SIGNATURE OF THE CANDIDATE



Auxilium College (AUTONOMOUS)

(Accredited by NAAC with A⁺ Grade with a CGPA of 3.55 out of 4
in the 3rd Cycle)

Gandhi Nagar, Vellore - 632 006,
Tamilnadu, South India.

Phone :
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Fax :
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E-mail :
auxiliumcollege@yahoo.com
Web Site :
www.auxiliumcollege.edu.in

APPOINTMENT ORDER

Date: 17.06.2019

Ms. Chitra Lekha D.
Assistant Professor,
Department of English
Auxilium College (Autonomous),
Vellore – 632 006.

Sub: Offer of Appointment of Assistant Professor

Dear Ms. Chitra Lekha D.,

With reference to your application and the subsequent interview, the Management is pleased to appoint you as **Assistant Professor** in the Department of **English** in Auxilium College (Autonomous) for the academic year 2019 - 2020 as per the terms and conditions mentioned below.

1. Salary

You will be paid a Salary of **Rs. 18,880 /-** (Rupees Eighteen thousand and eight hundred and eighty only) from the date of joining till 30.04.2020.

2. Job Responsibilities

- Teaching and coaching students
- Assessment and evaluation of students
- Curricular, Co-curricular, Extra-curricular and Extension activities of the Department and of the College
- Assisting in the departmental administration.
- Assisting in the conduct of examinations and evaluation.
- Any other academic, administrative or associated duties assigned by the Management.

3. Undertaking Regarding Period of Probation and Confirmation of Service

a) Probation Period

You will be on probation for from the date of your joining duty i.e., 17.06.2019 till 30.04.2020. During the period of probation, service is terminable by one month's notice from either side.

b) Continuation of Service

Consideration for the continuation of your service will be taken up on satisfactory completion of probation. If your performance is satisfactory, you will be re-appointed on consultation with the Management Council. If you continue in service, the vacation salary will be paid on reopening in June.

c) Notice of Termination

The Management has the right to terminate you from service or accept your resignation only with a prior notice of three months or on payment of three month's salary on either side.

The Management reserves the right to relieve you from service on any day as it may deem fit even before the expiry of the period of notice given by you.

4. Rules and Regulations


- a) You shall strictly follow the College working hours.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the Institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every academic year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally on any pretext absent yourself from your duties without prior permission of the Principal/ Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/ Vice-Principal/ Head of the Department.
- f) You will be responsible for the safe custody and return in good condition of the property of the Institution, furniture, library books or anything else which may be under your custody, care or charge.
- g) On being relieved from service, you shall return all files, materials, books, documents of any nature or anything that belong to the College that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the Letter of Appointment and return it as a token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions.



Signature of the Candidate


Secretary
SECRETARY
AUXILIUM COLLEGE (Autonomous)
Gandhi Nagar, Vellore - 632 006.
Vellore District, Tamil Nadu.



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APPOINTMENT ORDER

Date: 17.06.2019

Ms. Nisha K.A.
Assistant Professor,
Department of English,
Auxilium College (Autonomous),
Vellore - 632 006.

Sub: Offer of Appointment of **Assistant Professor**

Dear **Ms. Nisha K.A.**,

With reference to your application and the subsequent interview, the Management is pleased to appoint you as **Assistant Professor** in the Department of **English** in Auxilium College (Autonomous) for the academic year 2019 - 2020 as per the terms and conditions mentioned below.

1. Salary

You will be paid a Salary of **Rs. 13,152 /-** (Rupees Thirteen thousand one hundred and fifty two only) from the date of joining till 30.04.2020.

2. Job Responsibilities

- Teaching and coaching students
- Assessment and evaluation of students
- Curricular, Co-curricular, Extra-curricular and Extension activities of the Department and of the College
- Assisting in the departmental administration.
- Assisting in the conduct of examinations and evaluation.
- Any other academic, administrative or associated duties assigned by the Management.

3. Undertaking Regarding Period of Probation and Confirmation of Service

a) Probation Period

You will be on probation for from the date of your joining duty i.e., 17.06.2019 till 30.04.2020. During the period of probation, service is terminable by one month's notice from either side.

b) Continuation of Service

Consideration for the continuation of your service will be taken up on satisfactory completion of probation. If your performance is satisfactory, you will be re-appointed on consultation with the Management Council. If you continue in service, the vacation salary will be paid on reopening in June.

c) Notice of Termination

The Management has the right to terminate you from service or accept your resignation only with a prior notice of three months or on payment of three month's salary on either side.

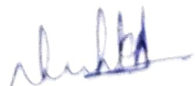
The Management reserves the right to relieve you from service on any day as it may deem fit even before the expiry of the period of notice given by you.


4. Rules and Regulations

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- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the Institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every academic year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally on any pretext absent yourself from your duties without prior permission of the Principal/ Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/ Vice-Principal/ Head of the Department.
- f) You will be responsible for the safe custody and return in good condition of the property of the Institution, furniture, library books or anything else which may be under your custody, care or charge.
- g) On being relieved from service, you shall return all files, materials, books, documents of any nature or anything that belong to the College that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the Letter of Appointment and return it as a token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions.


Signature of the Candidate


Secretary
SECRETARY
AUXILIUM COLLEGE (Autonomous)
Gandhi Nagar, Vellore - 632 006.
Vellore District, Tamil Nadu.



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APPOINTMENT ORDER

Date: 01.09.2020

Ms.Nimla Esther B.
Assistant Professor
Department of English
Auxilium College (Autonomous),
Vellore – 632 006.

Sub: Offer of Appointment of **Assistant Professor**

Dear **Ms.Nimla Esther B.**

With reference to your application and the subsequent interview, the Management is pleased to appoint you as **Assistant Professor** in the Department of **English** in Auxilium College (Autonomous) for the academic year 2020-2021 as per the terms and conditions mentioned below.

1. Salary

You will be paid a Salary of **Rs. 12,000 /-** (Rupees Twelve thousand only) from the date of joining till 30.04.2021.

2. Job Responsibilities

- Teaching and coaching students
- Assessment and evaluation of students
- Curricular, Co-curricular, Extra-curricular and Extension activities of the Department and of the College
- Assisting in the departmental administration.
- Assisting in the conduct of examinations and evaluation.
- Any other academic, administrative or associated duties assigned by the Management.

3. Undertaking Regarding Period of Probation and Confirmation of Service

a) Probation Period

You will be on probation from the date of your joining duty i.e., 01.09.2020 till 30.04.2021. During the period of probation, service is terminable by one month's notice from either side.

b) Continuation of Service

Consideration for the continuation of your service will be taken up on satisfactory completion of probation. If your performance is satisfactory, you will be re-appointed on consultation with the Management Council. If you continue in service, the vacation salary will be paid on reopening in June.

c) Notice of Termination

The Management has the right to terminate you from service or accept your resignation only with a prior notice of three months or on payment of three month's salary on either side.

The Management reserves the right to relieve you from service on any day as it may deem fit even before the expiry of the period of notice given by you.

4. Rules and Regulations

- a) You shall strictly follow the College working hours.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the Institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every academic year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally on any pretext absent yourself from your duties without prior permission of the Principal/ Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/ Vice-Principal/ Head of the Department.
- f) You will be responsible for the safe custody and return in good condition of the property of the Institution, furniture, library books or anything else which may be under your custody, care or charge.
- g) On being relieved from service, you shall return all files, materials, books, documents of any nature or anything that belong to the College that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the Letter of Appointment and return it as a token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions.

Arundhati S. S. S.

Signature of the Candidate

Dr. Phiji K. T.
19/10/2020

Secretary
SECRETARY
AUXILIUM COLLEGE
(AUTONOMOUS)
VELLORE - 632 006.



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APPOINTMENT ORDER

Date: 01.09.2020

Ms. Iswarya P.
Assistant Professor
Department of English
Auxilium College (Autonomous),
Vellore - 632 006.

Sub: Offer of Appointment of **Assistant Professor**

Dear Ms. Iswarya P.,

With reference to your application and the subsequent interview, the Management is pleased to appoint you as **Assistant Professor** in the Department of **English** in Auxilium College (Autonomous) for the academic year 2020-2021 as per the terms and conditions mentioned below.

1. Salary

You will be paid a Salary of **Rs. 12,000** /- (Rupees Twelve thousand only) from the date of joining till 30.04.2021.

2. Job Responsibilities

- Teaching and coaching students
- Assessment and evaluation of students
- Curricular, Co-curricular, Extra-curricular and Extension activities of the Department and of the College
- Assisting in the departmental administration.
- Assisting in the conduct of examinations and evaluation.
- Any other academic, administrative or associated duties assigned by the Management.

3. Undertaking Regarding Period of Probation and Confirmation of Service

a) Probation Period

You will be on probation from the date of your joining duty i.e., 01.09.2020 till 30.04.2021. During the period of probation, service is terminable by one month's notice from either side.

b) Continuation of Service

Consideration for the continuation of your service will be taken up on satisfactory completion of probation. If your performance is satisfactory, you will be re-appointed on consultation with the Management Council. If you continue in service, the vacation salary will be paid on reopening in June.

c) Notice of Termination

The Management has the right to terminate you from service or accept your resignation only with a prior notice of three months or on payment of three month's salary on either side.

The Management reserves the right to relieve you from service on any day as it may deem fit even before the expiry of the period of notice given by you.

4. Rules and Regulations

- a) You shall strictly follow the College working hours.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
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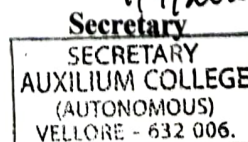
You are requested to sign on the duplicate copy of the Letter of Appointment and return it as a token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions.

Inga.p

Signature of the Candidate

L. Anjitha
19/10/2020





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APPOINTMENT ORDER

Date: 01.09.2020

Ms.Kirupa T.
Assistant Professor
Department of English
Auxilium College (Autonomous),
Vellore – 632 006.

Sub: Offer of Appointment of Assistant Professor

Dear Ms.Kirupa T.,

With reference to your application and the subsequent interview, the Management is pleased to appoint you as **Assistant Professor** in the Department of **English** in Auxilium College (Autonomous) for the academic year 2020-2021 as per the terms and conditions mentioned below.

1. Salary

You will be paid a Salary of **Rs. 24 ,000** /- (Rupees Twenty four thousand only) from the date of joining till 30.04.2021.

2. Job Responsibilities

- Teaching and coaching students
- Assessment and evaluation of students
- Curricular, Co-curricular, Extra-curricular and Extension activities of the Department and of the College
- Assisting in the departmental administration.
- Assisting in the conduct of examinations and evaluation.
- Any other academic, administrative or associated duties assigned by the Management.

3. Undertaking Regarding Period of Probation and Confirmation of Service

a) Probation Period

You will be on probation from the date of your joining duty i.e., 01.09.2020 till 30.04.2021. During the period of probation, service is terminable by one month's notice from either side.

b) Continuation of Service

Consideration for the continuation of your service will be taken up on satisfactory completion of probation. If your performance is satisfactory, you will be re-appointed on consultation with the Management Council. If you continue in service, the vacation salary will be paid on reopening in June.

c) Notice of Termination

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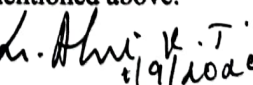
4. Rules and Regulations

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- g) On being relieved from service, you shall return all files, materials, books, documents of any nature or anything that belong to the College that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the Letter of Appointment and return it as a token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions.


Signature of the Candidate


Secretary
SECRETARY
AUXILIUM COLLEGE
(AUTONOMOUS)
VELLORE - 632 006.



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APPOINTMENT ORDER

Date: 01.12.2020

Ms.Griffa E.J.
Assistant Professor
Department of English
Auxilium College (Autonomous),
Vellore – 632 006.

Sub: Offer of Appointment of Assistant Professor

Dear **Ms.Griffa E.J.**

With reference to your application and the subsequent interview, the Management is pleased to appoint you as **Assistant Professor** in the Department of **English** in Auxilium College (Autonomous) for the academic year 2020-2021 as per the terms and conditions mentioned below.

1. Salary

You will be paid a Salary of **Rs. 24,000 /-** (Rupees Twenty four thousand only) from the date of joining till 30.04.2021.

2. Job Responsibilities

- Teaching and coaching students
- Assessment and evaluation of students
- Curricular, Co-curricular, Extra-curricular and Extension activities of the Department and of the College
- Assisting in the departmental administration.
- Assisting in the conduct of examinations and evaluation.
- Any other academic, administrative or associated duties assigned by the Management.

3. Undertaking Regarding Period of Probation and Confirmation of Service

a) Probation Period

You will be on probation from the date of your joining duty i.e., 01.12.2020 till 30.04.2021. During the period of probation, service is terminable by one month's notice from either side.

b) Continuation of Service

Consideration for the continuation of your service will be taken up on satisfactory completion of probation. If your performance is satisfactory, you will be re-appointed on consultation with the Management Council. If you continue in service, the vacation salary will be paid on reopening in June.

c) Notice of Termination

The Management has the right to terminate you from service or accept your resignation only with a prior notice of three months or on payment of three month's salary on either side.

The Management reserves the right to relieve you from service on any day as it may deem fit even before the expiry of the period of notice given by you.

4. Rules and Regulations

- a) You shall strictly follow the College working hours.
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- c) You will be governed by the rules and regulations of the Institution that are/ will be in force or amended or modified from time to time.
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- g) On being relieved from service, you shall return all files, materials, books, documents of any nature or anything that belong to the College that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the Letter of Appointment and return it as a token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions.

K. J. G. [Signature] 12/12/2020
Signature of the Candidate

L. Arjun [Signature] 12/12/2020
Secretary
SECRETARY
AUXILIUM COLLEGE
(AUTONOMOUS)
VELLORE - 632 006.



Auxilium College (AUTONOMOUS)

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APPOINTMENT ORDER

Date: 18.01.2021

Ms. Gayathri B.
Assistant Professor
Department of English
Auxilium College (Autonomous),
Vellore – 632 006.

Sub: Offer of Appointment of Assistant Professor

Dear Ms. Gayathri B.

With reference to your application and the subsequent interview, the Management is pleased to appoint you as **Assistant Professor** in the Department of **English** in Auxilium College (Autonomous) for the academic year 2020-2021 as per the terms and conditions mentioned below.

1. Salary

You will be paid a Salary of **Rs. 24,000 /-** (Rupees Twenty four thousand only) from the date of joining till 30.04.2021.

2. Job Responsibilities

- Teaching and coaching students
- Assessment and evaluation of students
- Curricular, Co-curricular, Extra-curricular and Extension activities of the Department and of the College
- Assisting in the departmental administration.
- Assisting in the conduct of examinations and evaluation.
- Any other academic, administrative or associated duties assigned by the Management.

3. Undertaking Regarding Period of Probation and Confirmation of Service

a) Probation Period

You will be on probation from the date of your joining duty i.e., 18.01.2021 till 30.04.2021. During the period of probation, service is terminable by one month's notice from either side.

b) Continuation of Service

Consideration for the continuation of your service will be taken up on satisfactory completion of probation. If your performance is satisfactory, you will be re-appointed on consultation with the Management Council. If you continue in service, the vacation salary will be paid on reopening in June.

c) Notice of Termination

The Management has the right to terminate you from service or accept your resignation only with a prior notice of three months or on payment of three month's salary on either side.

The Management reserves the right to relieve you from service on any day as it may deem fit even before the expiry of the period of notice given by you.

4. Rules and Regulations

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- g) On being relieved from service, you shall return all files, materials, books, documents of any nature or anything that belong to the College that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the Letter of Appointment and return it as a token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions.

(Signature)
18/11/21
Signature of the Candidate

M. Thi U. T.
18/11/2021
Secretary





Auxilium College (AUTONOMOUS)

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APPOINTMENT ORDER

Date: 03/02/2021

Ms.Stary Angeline D.
Assistant Professor
Department of English
Auxilium College (Autonomous),
Vellore – 632 006.

Sub: Offer of Appointment of **Assistant Professor**

Dear **Ms.Stary Angeline D.**

With reference to your application and the subsequent interview, the Management is pleased to appoint you as **Assistant Professor** in the Department of **English** in Auxilium College (Autonomous) for the academic year 2020-2021 as per the terms and conditions mentioned below.

1. Salary

You will be paid a Salary of **Rs. 13,149** /- (Rupees Thirteen thousand one hundred and forty nine only) from the date of joining till 30.04.2021.

2. Job Responsibilities

- Teaching and coaching students
- Assessment and evaluation of students
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- Any other academic, administrative or associated duties assigned by the Management.

3. Undertaking Regarding Period of Probation and Confirmation of Service

a) Probation Period

You will be on probation from the date of your joining duty i.e., 01.09.2020 till 30.04.2021. During the period of probation, service is terminable by one month's notice from either side.

d) Continuation of Service

Consideration for the continuation of your service will be taken up on satisfactory completion of probation. If your performance is satisfactory, you will be re-appointed on consultation with the Management Council. If you continue in service, the vacation salary will be paid on reopening in June.

e) Notice of Termination

The Management has the right to terminate you from service or accept your resignation only with a prior notice of three months or on payment of three month's salary on either side.

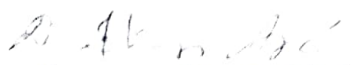
The Management reserves the right to relieve you from service on any day as it may deem fit even before the expiry of the period of notice given by you.

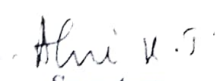
4. Rules and Regulations

- h) You shall strictly follow the College working hours.
- i) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- j) You will be governed by the rules and regulations of the Institution that are/ will be in force or amended or modified from time to time.
- k) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every academic year. Extra leave will be considered as Leave on Loss of Pay.
- l) You shall not normally on any pretext absent yourself from your duties without prior permission of the Principal/ Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/ Vice-Principal/ Head of the Department.
- m) You will be responsible for the safe custody and return in good condition of the property of the Institution, furniture, library books or anything else which may be under your custody, care or charge.
- n) On being relieved from service, you shall return all files, materials, books, documents of any nature or anything that belong to the College that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the Letter of Appointment and return it as a token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions.


Signature of the Candidate


Secretary
SECRETARY
AUXILIUM COLLEGE
(AUTONOMOUS)
VELLORE - 632 006.



Auxilium College (AUTONOMOUS)

Graduate with 3rd Grade with a CGPA of 4.5 and above
the 3rd Cycle

Gandhi Nagar, Vellore - 632 006,
Tamilnadu, South India.

Off 91 416 22 41 774
91 416 22 49 870

Fax
91 416 22 41 774

E-mail
admin@auxiliumcollege.edu.in
Web Site

APPOINTMENT ORDER

Date: 09.08.2021

Dr.Sangamitra B.
Assistant Professor
Department of English
Auxilium College (Autonomous),
Vellore – 632 006.

Sub: Offer of Appointment of **Assistant Professor**

Dear **Dr.Sangamitra B.**

With reference to your application and the subsequent interview, the Management is pleased to appoint you as **Assistant Professor** in the Department of English in Auxilium College (Autonomous) for the academic year 2021-2022 as per the terms and conditions mentioned below.

1. Salary

You will be paid a Salary of **Rs. 26,535 /-** (Rupees Twenty six thousand five hundred and thirty five only) from the date of joining till 30.04.2022.

2. Job Responsibilities

- Teaching and coaching students
- Assessment and evaluation of students
- Curricular, Co-curricular, Extra-curricular and Extension activities of the Department and of the College
- Assisting in the departmental administration.
- Assisting in the conduct of examinations and evaluation.
- Any other academic, administrative or associated duties assigned by the Management.

3. Undertaking Regarding Period of Probation and Confirmation of Service

a) Probation Period

You will be on probation from the date of your joining duty i.e., 09.08.2021 till 30.04.2022. During the period of probation, service is terminable by one month's notice from either side.

b) Continuation of Service

Consideration for the continuation of your service will be taken up on satisfactory completion of probation. If your performance is satisfactory, you will be re-appointed on consultation with the Management Council. If you continue in service, the vacation salary will be paid on reopening in June.

c) Notice of Termination

The Management has the right to terminate you from service or accept your resignation only with a prior notice of three months or on payment of three month's salary on either side.

The Management reserves the right to relieve you from service on any day as it may deem fit even before the expiry of the period of notice given by you.

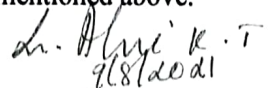
4. Rules and Regulations

- a) You shall strictly follow the College working hours.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the Institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every academic year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally on any pretext absent yourself from your duties without prior permission of the Principal/ Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/ Vice-Principal/ Head of the Department.
- f) You will be responsible for the safe custody and return in good condition of the property of the Institution, furniture, library books or anything else which may be under your custody, care or charge.
- g) On being relieved from service, you shall return all files, materials, books, documents of any nature or anything that belong to the College that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the Letter of Appointment and return it as a token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions.


Signature of the Candidate


Secretary

SECRETARY
AUXILIUM COLLEGE
(AUTONOMOUS)
VELLORE - 632 006.



Auxilium College (AUTONOMOUS)

Accredited by NAAC with A Grade with a C.A.A of 3.0 out of 4.0
(the 3rd Cycle)

Gandhi Nagar, Vellore - 632 006,
Tamilnadu, South India.

Phone

Off 91 416 22 41 774

91 416 22 49 679

Fax

91 416 22 41 774

E-mail

admin@auxiliumcollege.edu.in

Web Site

www.auxiliumcollege.edu.in

APPOINTMENT ORDER

Date: 09.08.2021

Dr. Jancy Nandhini Feleciya A.

Assistant Professor

Department of English

Auxilium College (Autonomous),

Vellore – 632 006.

Sub: Offer of Appointment of **Assistant Professor**

Dear **Dr. Jancy Nandhini Feleciya A.**

With reference to your application and the subsequent interview, the Management is pleased to appoint you as **Assistant Professor** in the Department of **English** in Auxilium College (Autonomous) for the academic year 2021-2022 as per the terms and conditions mentioned below.

1. Salary

You will be paid a Salary of **Rs. 25,000 /-** (Rupees Twenty five thousand only) from the date of joining till 30.04.2022.

2. Job Responsibilities

- Teaching and coaching students
- Assessment and evaluation of students
- Curricular, Co-curricular, Extra-curricular and Extension activities of the Department and of the College
- Assisting in the departmental administration.
- Assisting in the conduct of examinations and evaluation.
- Any other academic, administrative or associated duties assigned by the Management.

3. Undertaking Regarding Period of Probation and Confirmation of Service

a) Probation Period

You will be on probation from the date of your joining duty i.e., 09.08.2021 till 30.04.2022. During the period of probation, service is terminable by one month's notice from either side.

b) Continuation of Service

Consideration for the continuation of your service will be taken up on satisfactory completion of probation. If your performance is satisfactory, you will be re-appointed on consultation with the Management Council. If you continue in service, the vacation salary will be paid on reopening in June.

c) Notice of Termination

The Management has the right to terminate you from service or accept your resignation only with a prior notice of three months or on payment of three month's salary on either side.

The Management reserves the right to relieve you from service on any day as it may deem fit even before the expiry of the period of notice given by you.

4. Rules and Regulations

- a) You shall strictly follow the College working hours.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the Institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every academic year. Extra leave will be considered as Leave on Loss of Pay.
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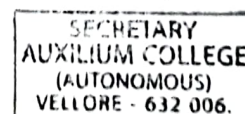
You are requested to sign on the duplicate copy of the Letter of Appointment and return it as a token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions.

[Signature]
21/06/21

Signature of the Candidate

[Signature]
21/06/21
Secretary





Auxilium College (AUTONOMOUS)

College Run by N.C.M. with A Grade with a GPA of 1.00 in the 3rd Cycle

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Tamilnadu, South India

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91 416 22 49 670

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Web Site

APPOINTMENT ORDER

Date: 09.08.2021

Ms. Nivetha K.
Assistant Professor
Department of English
Auxilium College (Autonomous),
Vellore – 632 006.

Sub: Offer of Appointment of **Assistant Professor**

Dear **Ms. Nivetha K.**

With reference to your application and the subsequent interview, the Management is pleased to appoint you as **Assistant Professor** in the Department of **English** in Auxilium College (Autonomous) for the academic year 2021-2022 as per the terms and conditions mentioned below.

1. Salary

You will be paid a Salary of **Rs. 12,000** /- (Rupees Twelve thousand only) from the date of joining till 30.04.2022.

2. Job Responsibilities

- Teaching and coaching students
- Assessment and evaluation of students
- Curricular, Co-curricular, Extra-curricular and Extension activities of the Department and of the College
- Assisting in the departmental administration.
- Assisting in the conduct of examinations and evaluation.
- Any other academic, administrative or associated duties assigned by the Management.

3. Undertaking Regarding Period of Probation and Confirmation of Service

a) Probation Period

You will be on probation from the date of your joining duty i.e., 09.08.2021 till 30.04.2022. During the period of probation, service is terminable by one month's notice from either side.

b) Continuation of Service

Consideration for the continuation of your service will be taken up on satisfactory completion of probation. If your performance is satisfactory, you will be re-appointed on consultation with the Management Council. If you continue in service, the vacation salary will be paid on reopening in June.

c) Notice of Termination

The Management has the right to terminate you from service or accept your resignation only with a prior notice of three months or on payment of three month's salary on either side.

The Management reserves the right to relieve you from service on any day as it may deem fit even before the expiry of the period of notice given by you.

4. Rules and Regulations

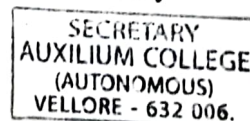
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- g) On being relieved from service, you shall return all files, materials, books, documents of any nature or anything that belong to the College that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the Letter of Appointment and return it as a token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions.

Gineth K 09/08/2021
Signature of the Candidate

L. Alvin B. T.
9/8/2021
Secretary





APPOINTMENT ORDER

Date: 23.02.2022

Ms. Rajathi M.
Assistant Professor
Department of English
Auxilium College (Autonomous),
Vellore – 632 006.

Sub: Offer of Appointment of **Assistant Professor**

Dear **Ms. Rajathi M.**

With reference to your application and the subsequent interview, the Management is pleased to appoint you as **Assistant Professor** in the Department of **English** in Auxilium College (Autonomous) for the academic year 2021-2022 as per the terms and conditions mentioned below.

1. Salary

You will be paid a Salary of **Rs. 12,000** /- (Rupees Twelve thousand only) from the date of joining till 30.04.2022.

2. Job Responsibilities

- a. Teaching and coaching students
- b. Assessment and evaluation of students
- c. Curricular, Co-curricular, Extra-curricular and Extension activities of the Department and of the College
- d. Assisting in the departmental administration.
- e. Assisting in the conduct of examinations and evaluation.
- f. Any other academic, administrative or associated duties assigned by the Management.

3. Undertaking Regarding Period of Probation and Confirmation of Service

a) Probation Period

You will be on probation from the date of your joining duty i.e., 23.02.2022 till 30.04.2022. During the period of probation, service is terminable by one month's notice from either side.

a) Continuation of Service

Consideration for the continuation of your service will be taken up on satisfactory completion of probation. If your performance is satisfactory, you will be re-appointed on consultation with the Management Council. If you continue in service, the vacation salary will be paid on reopening in June.

b) Notice of Termination

The Management has the right to terminate you from service or accept your resignation only with a prior notice of three months or on payment of three month's salary on either side.

The Management reserves the right to relieve you from service on any day as it may deem fit even before the expiry of the period of notice given by you.

4. Rules and Regulations

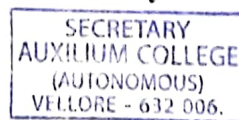
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- g) On being relieved from service, you shall return all files, materials, books, documents of any nature or anything that belong to the College that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the Letter of Appointment and return it as a token of acceptance of our offer with the terms and conditions mentioned above.

Dr. P. K. T.
23/2/2022
Secretary

I accept all the above terms and conditions.

Rajath M
23/02/2022
Signature of the Candidate





AUXILIUM COLLEGE

(Accredited by NAAC with A⁺ Grade)

Gandhi Nagar, Vellore - 632 006



Appointment Order

Ms. Sujatha L is hereby appointed as Lecturer in **Mathematics** (Eve.College) with effect from **14.06.04** to **30.04.05** or the last working day whichever is earlier, purely on a temporary basis.

Her service is terminable with one month notice in writing or one month salary in lieu of such notice on either side.

She ceases to be in service after the expiry of the period of appointment.

She may be re-appointed if required.

Dr. Alphonsa Mary R

Principal

AUXILIUM COLLEGE
GANDHI NAGAR
VELLORE - 632 006.

S. Mary Lehi A

Secretary

AUXILIUM COLLEGE
GANDHI NAGAR
VELLORE - 632 006.

Place: Vellore -6

Date: 14-06 -04

I accept the appointment on the terms and conditions outlined above.

S. Sujatha

Signature of the incumbent.



Auxilium College (AUTONOMOUS)
(Re-Accredited by NAAC with A Grade with a CGPA of 3.11)

Gandhi Nagar, Vellore - 632 006
Tamilnadu - South India

Phone
Off - 91 0416 22 41 774
Res - 91 0416 22 41 994
Fax :
91 0416 22 41 281
E mail :
auxiliumcollege@yahoo.com
Web Site :
www.auxiliumcollege.edu.in

APPOINTMENT OFFER

Date: 20.06.2013

Ms. Thangam S.
Assistant Professor
Dept. of Mathematics
Auxilium College
Vellore - 632 006

Sub; Offer of Appointment of **Assistant Professor**

Dear Ms. Thangam S.

With reference to your application and the subsequent interview, the Management is pleased to offer you appointment as **Assistant Professor** in the Department of **Mathematics** in Auxilium College (Autonomous) for the academic year 2013-2014 as per the terms and conditions mentioned below.

1. SALARY

You will be paid a Consolidated Salary of **Rs.8,000/-** (Rupees Eight thousand only)

2. JOB RESPONSIBILITIES

- Teaching and Coaching students
- Students assessment and evaluation
- Co-curricular and extra curricular activities
- Assisting in departmental administration.
- Conduct of examinations and correction of papers
- Any other duties assigned by your superiors.

3. UNDERTAKING FOR MINIMUM PERIOD OF SERVICE.

You will be on probation for two years from the date of your joining duty i.e. 20.06.2013. During the period of probation, service is terminable by one month's notice from either side.

Your permanent absorption in the service of the college will be taken up for consideration on satisfactory completion of probation. In case of a confirmed member of staff, service is terminable by 3 months notice from either side.

You will not be allowed to resign and leave the service in the middle of the academic year without the prior notice. If you do so, you will have to pay 3 month salary.

The Management reserves the right to accept your resignation with effect from such a date as it may term fit even before the expiry of the period of notice given by you.

4. RULES AND REGULATIONS

- a) You shall strictly follow the College timings.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally or any pretext absent yourself from your duties without prior permission of the Principal/Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/Vice-Principal/Head of the Department.
- f) You will be responsible for safe custody and return in good condition of Management things and Library books which may be under your custody care or charge.
- g) At the time of relief you shall return all files, materials , books, documents that belong to the college of any nature that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the letter of appointment and return it in token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions

S. Amalrajaram S.S.
SECRETARY

SECRETARY
AUXILIUM COLLEGE
GANDHI NAGAR
VELLORE-6

S. Theerthan

SIGNATURE OF THE CANDIDATE



Auxilium College (AUTONOMOUS)
(Re-Accredited by NAAC with A Grade with a CGPA of 3.11)

Gandhi Nagar, Vellore - 632 006,
Tamilnadu, South India

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0437-913416/22-47-174
913416/22-41-994
Fax :
913416/22-47-281
E-mail :
auxiliumcollege@yahoo.com
Web Site :
www.auxiliumcollege.edu.in

APPOINTMENT OFFER

Date: 20.06.2013

Ms. Divya V.
Assistant Professor
Dept. of Mathematics
Auxilium College
Vellore - 632 006

Subj: Offer of Appointment of **Assistant Professor**

Dear **Ms. Divya V.**

With reference to your application and the subsequent interview, the Management is pleased to offer you appointment as **Assistant Professor** in the Department of Mathematics in Auxilium College (Autonomous) for the academic year 2013-2014 as per the terms and conditions mentioned below.

1. SALARY

You will be paid a Consolidated Salary of **Rs.8,000/-** (Rupees Eight thousand only)

2. JOB RESPONSIBILITIES

- Teaching and Coaching students
- Students assessment and evaluation
- Co-curricular and extra curricular activities
- Assisting in departmental administration.
- Conduct of examinations and correction of papers
- Any other duties assigned by your superiors.

3. UNDERTAKING FOR MINIMUM PERIOD OF SERVICE.

You will be on probation for two years from the date of your joining duty i.e. 20.06.2013 . During the period of probation , service is terminable by one month's notice from either side.

Your permanent absorption in the service of the college will be taken up for consideration on satisfactory completion of probation. In case of a confirmed member of staff, service is terminable by 3 months notice from either side.

You will not be allowed to resign and leave the service in the middle of the academic year without the prior notice. If you do so, you will have to pay 3 month salary.

The Management reserves the right to accept your resignation with effect from such a date as it may term fit even before the expiry of the period of notice given by you.

4. RULES AND REGULATIONS

- a) You shall strictly follow the College timings.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the institution that are/ will be in force or amended or modified from time to time.
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- g) At the time of relief you shall return all files, materials , books, documents that belong to the college of any nature that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the letter of appointment and return it in token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions

S. Amalayavaram S. J.
SECRETARY
SECRETARY
AUXILIUM COLLEGE
GANDHI NAGAR
VELLORE-6
VELLORE-6

V. Divya
SIGNATURE OF THE CANDIDATE



Auxilium College (Autonomous)

Accredited by NAAC with A Grade with a CGPA of 3.43

Gandhi Nagar, Vellore - 632 006,
Tamilnadu, South India

Phone :
0416 22 41 281
Res: 91 0416 22 41 281
Fax :
91 0416 22 47 281
E-mail :
auxiliumcollege@yahoo.com
Web Site :
www.auxiliumcollege.edu.in

APPOINTMENT OFFER

Date: 16.06.2014

Ms.Priya A.
Assistant Professor
Dept. of Mathematics
Auxilium College
Vellore - 632 006

Sub; Offer of Appointment of **Assistant Professor**

Dear **Ms.Priya A**

With reference to your application and the subsequent interview, the Management is pleased to offer you appointment as **Assistant Professor** in the Department of **Mathematics** in Auxilium College (Autonomous) for the academic year 2014 -2015 as per the terms and conditions mentioned below.

1. SALARY

You will be paid a Consolidated Salary of **Rs.12,000/-** (Rupees Twelve thousand only)

2. JOB RESPONSIBILITIES

- Teaching and Coaching students
- Students assessment and evaluation
- Co-curricular and extra curricular activities
- Assisting in departmental administration.
- Conduct of examinations and correction of papers
- Any other duties assigned by your superiors.

3. UNDERTAKING FOR MINIMUM PERIOD OF SERVICE.

You will be on probation for two years from the date of your joining duty i.e. 16.06.2014 . During the period of probation , service is terminable by one month's notice from either side.

Your permanent absorption in the service of the college will be taken up for consideration on satisfactory completion of probation. In case of a confirmed member of staff, service is terminable by 3 months notice from either side.

You will not be allowed to resign and leave the service in the middle of the academic year without the prior notice. If you do so, you will have to pay 3 months salary.

The Management reserves the right to accept your resignation with effect from such a date as it may term fit even before the expiry of the period of notice given by you.

4. RULES AND REGULATIONS

- a) You shall strictly follow the College timings.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the institution that are/ will be in force or amended or modified from time to time.
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You are requested to sign on the duplicate copy of the letter of appointment and return it in token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions

Sr. Amalorpavam S. S.

SECRETARY

SECRETARY

AUXILIUM COLLEGE (Autonomous)

Gandhi Nagar, Vellore - 632 006.

Vellore District, Tamil Nadu.

Way
SIGNATURE OF THE CANDIDATE



Auxilium College (AUTONOMOUS)

(Accredited by NAAC with A⁺ Grade)

Gandhi Nagar, Vellore - 632 006,
Tamilnadu, South India.

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www.auxiliumcollege.edu.in

APPOINTMENT OFFER

Date: 18.06.2015

Ms. Aruna G.
Assistant Professor
Dept. of Mathematics
Auxilium College (Autonomous)
Vellore – 632 006

Sub; Offer of Appointment of **Assistant Professor**

Dear **Ms. Aruna G.**

With reference to your application and the subsequent interview, the Management is pleased to offer you appointment as **Assistant Professor** in the Department of **Mathematics** in Auxilium College (Autonomous) for the academic year 2015 -2016 as per the terms and conditions mentioned below.

1. SALARY

You will be paid a Consolidated Salary of **Rs. 8,000 /-** (Rupees Eight thousand only)

2. JOB RESPONSIBILITIES

- Teaching and Coaching students
- Students assessment and evaluation
- Co-curricular and extra curricular activities
- Assisting in departmental administration.
- Conduct of examinations and correction of papers
- Any other duties assigned by your superiors.

3. UNDERTAKING FOR MINIMUM PERIOD OF SERVICE.

You will be on probation for two years from the date of your joining duty i.e. 18.06.2015 . During the period of probation , service is terminable by one month's notice from either side.

Your permanent absorption in the service of the college will be taken up for consideration on satisfactory completion of probation. In case of a confirmed member of staff, service is terminable by 3 months notice from either side.

You will not be allowed to resign and leave the service in the middle of the academic year without the prior notice. If you do so, you will have to pay 3 months salary.

The Management reserves the right to accept your resignation with effect from such a date as it may term fit even before the expiry of the period of notice given by you.

4. RULES AND REGULATIONS

- a) You shall strictly follow the College timings.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally or any pretext absent yourself from your duties without prior permission of the Principal/Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/Vice-Principal/Head of the Department.
- f) You will be responsible for safe custody and return in good condition of Management things and Library books which may be under your custody, care or charge.
- g) At the time of relief you shall return all files, materials, books, documents that belong to the college of any nature that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the letter of appointment and return it in token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions

Sr. Amalambavani S.J.
SECRETARY
SECRETARY
AUXILIUM COLLEGE (Autonomous)
Gandhi Nagar, Vellore - 632 006.
Vellore District, Tamil Nadu.

G. Shree / 17/6/15
SIGNATURE OF THE CANDIDATE



Auxilium College (AUTONOMOUS)

(Accredited by NAAC with A⁺ Grade)

Gandhi Nagar, Vellore - 632 006,
Tamilnadu, South India.

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E-mail :

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Web Site :

www.auxiliumcollege.edu.in

APPOINTMENT OFFER

Date: 18.06.2015

Ms. Uma Maheswari S.
Assistant Professor
Dept. of Mathematics
Auxilium College (Autonomous)
Vellore - 632 006

Subj: Offer of Appointment of Assistant Professor

Dear Ms. Uma Maheswari S.

With reference to your application and the subsequent interview, the Management is pleased to offer you appointment as **Assistant Professor** in the Department of **Mathematics** in Auxilium College (Autonomous) for the academic year 2015 -2016 as per the terms and conditions mentioned below.

1. SALARY

You will be paid a Consolidated Salary of Rs. 10,581 /- (Rupees Ten thousand five hundred and eighty one only)

2. JOB RESPONSIBILITIES

- Teaching and Coaching students
- Students assessment and evaluation
- Co-curricular and extra curricular activities
- Assisting in departmental administration.
- Conduct of examinations and correction of papers
- Any other duties assigned by your superiors.

3. UNDERTAKING FOR MINIMUM PERIOD OF SERVICE.

You will be on probation for two years from the date of your joining duty i.e. 18.06.2015 . During the period of probation , service is terminable by one month's notice from either side.

Your permanent absorption in the service of the college will be taken up for consideration on satisfactory completion of probation. In case of a confirmed member of staff, service is terminable by 3 months notice from either side.

You will not be allowed to resign and leave the service in the middle of the academic year without the prior notice. If you do so, you will have to pay 3 months salary.

The Management reserves the right to accept your resignation with effect from such a date as it may term fit even before the expiry of the period of notice given by you.

4. RULES AND REGULATIONS

- a) You shall strictly follow the College timings.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for one-day Casual Leave per month during the tenure of your appointment and this will lapse with the end of every year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally or any pretext absent yourself from your duties without prior permission of the Principal/Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/Vice-Principal/Head of the Department.
- f) You will be responsible for safe custody and return in good condition of Management things and Library books which may be under your custody, care or charge.
- g) At the time of relief you shall return all files, materials, books, documents that belong to the college of any nature that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the letter of appointment and return it in token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions

Sr. Anandaraman S.S.
SECRETARY

SECRETARY
AUXILIUM COLLEGE (Autonomous)
Gandhi Nagar, Vellore - 632 006.
Vellore District, Tamil Nadu.

[Signature]
SIGNATURE OF THE CANDIDATE



Auxilium College (AUTONOMOUS)

(Re-Accredited by NAAC with A Grade)

Gandhi Nagar, Vellore - 632 006,
Tamilnadu, South India.

Phone
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APPOINTMENT OFFER

Date: 03.08.2015

Ms. Lakshmibai R.
Assistant Professor
Dept. of Mathematics
Auxilium College (Autonomous)
Vellore - 632 006

Sub; Offer of Appointment of **Assistant Professor**

Dear **Ms. Lakshmibai R.**

With reference to your application and the subsequent interview, the Management is pleased to offer you appointment as **Assistant Professor** in the Department of **Mathematics** in Auxilium College (Autonomous) for the academic year 2015 -2016 as per the terms and conditions mentioned below.

1. SALARY

You will be paid a Consolidated Salary of **Rs. 8,000 /-** (Rupees Eight thousand only)

2. JOB RESPONSIBILITIES

- Teaching and Coaching students
- Students assessment and evaluation
- Co-curricular and extra curricular activities
- Assisting in departmental administration.
- Conduct of examinations and correction of papers
- Any other duties assigned by your superiors.

3. UNDERTAKING FOR MINIMUM PERIOD OF SERVICE.

You will be on probation for two years from the date of your joining duty i.e. 03.08.2015 . During the period of probation , service is terminable by one month's notice from either side.

Your permanent absorption in the service of the college will be taken up for consideration on satisfactory completion of probation. In case of a confirmed member of staff, service is terminable by 3 months notice from either side.

You will not be allowed to resign and leave the service in the middle of the academic year without the prior notice. If you do so, you will have to pay 3 months salary.

The Management reserves the right to accept your resignation with effect from such a date as it may term fit even before the expiry of the period of notice given by you.

4. RULES AND REGULATIONS

- a) You shall strictly follow the College timings.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every year. Extra leave will be considered as Leave on Loss of Pay.
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- g) At the time of relief you shall return all files, materials, books, documents that belong to the college of any nature that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the letter of appointment and return it in token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions

R. Lakshmi Bai

SIGNATURE OF THE CANDIDATE

SECRETARY

Sr. Amalaperum S. J.

SECRETARY
AUXILIUM COLLEGE (Autonomous)
Gandhi Nagar, Vellore - 632 006.
Vellore District, Tamil Nadu.



Auxilium College (AUTONOMOUS)

(Re-Accredited by NAAC with A¹ Grade with a CGPA of 3.55 out of 4)

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www.auxiliumcollege.edu.in

APPOINTMENT ORDER

Date: 13.11.2017

Ms. Priya P.
Assistant Professor
Dept. of Mathematics
Auxilium College (Autonomous)
Vellore - 632 006

Sub; Offer of Appointment of **Assistant Professor**

Dear **Ms.Priya P.**

With reference to your application and the subsequent interview, the Management is pleased to offer you appointment as **Assistant Professor** in the Department of **Mathematics** in Auxilium College (Autonomous) for the academic year 2017 -2018 as per the terms and conditions mentioned below.

1. SALARY

You will be paid a Consolidated Salary of **Rs. 13,198/-** (Rupees Thirteen thousand one hundred and ninety eight only)

2. JOB RESPONSIBILITIES

- Teaching and Coaching students
- Students assessment and evaluation
- Co-curricular and extra curricular activities
- Assisting in departmental administration.
- Conduct of examinations and correction of papers
- Any other duties assigned by your superiors.

3. UNDERTAKING FOR MINIMUM PERIOD OF SERVICE.

You will be on probation for two years from the date of your joining duty i.e. 13.11.2017 . During the period of probation , service is terminable by one month's notice from either side.

Your permanent absorption in the service of the college will be taken up for consideration on satisfactory completion of probation. In case of a confirmed member of staff, service is terminable by 3 months notice from either side.

You will not be allowed to resign and leave the service in the middle of the academic year without the prior notice. If you do so, you will have to pay 3 months salary.

The Management reserves the right to accept your resignation with effect from such a date as it may term fit even before the expiry of the period of notice given by you.

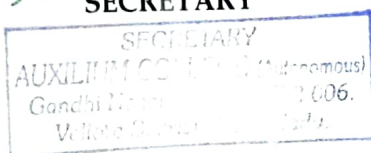
4. RULES AND REGULATIONS

- a) You shall strictly follow the College timings.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally or any pretext absent yourself from your duties without prior permission of the Principal/Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/Vice-Principal/Head of the Department.
- f) You will be responsible for safe custody and return in good condition of Management things and Library books which may be under your custody, care or charge.
- g) At the time of relief you shall return all files, materials, books, documents that belong to the college of any nature that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the letter of appointment and return it in token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions

Sr. Amalapuram S. J.
SECRETARY



P. Pray 31/11/17.
SIGNATURE OF THE CANDIDATE



Auxilium College (AUTONOMOUS)

(Re-Accredited by NAAC with A⁺ Grade with a CGPA of 3.55 out of 4)

Gandhi Nagar, Vellore - 632 006,
Tamilnadu, South India.

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auxiliumcollege@yahoo.com
Web Site :
www.auxiliumcollege.edu.in

APPOINTMENT ORDER

Date: 18.06.2018

Ms.Priyanka Victor
Assistant Professor
Dept. of Mathematics
Auxilium College (Autonomous)
Vellore - 632 006

Sub; Offer of Appointment of Assistant Professor

Dear Ms.Priyanka Victor

With reference to your application and the subsequent interview, the Management is pleased to offer you appointment as **Assistant Professor** in the Department of **Mathematics** in Auxilium College (Autonomous) for the academic year 2018 -2019 as per the terms and conditions mentioned below.

1. SALARY

You will be paid a Consolidated Salary of **Rs. 14,000 /-** (Rupees Fourteen thousand only)

2. JOB RESPONSIBILITIES

- Teaching and Coaching students
- Students assessment and evaluation
- Co-curricular and extra curricular activities
- Assisting in departmental administration.
- Conduct of examinations and correction of papers
- Any other duties assigned by your superiors.

3. UNDERTAKING FOR MINIMUM PERIOD OF SERVICE.

You will be on probation for two years from the date of your joining duty i.e. 18.06.2018 . During the period of probation , service is terminable by one month's notice from either side.

Your permanent absorption in the service of the college will be taken up for consideration on satisfactory completion of probation. In case of a confirmed member of staff, service is terminable by 3 months notice from either side.

You will not be allowed to resign and leave the service in the middle of the academic year without the prior notice. If you do so, you will have to pay 3 months salary.

The Management reserves the right to accept your resignation with effect from such a date as it may term fit even before the expiry of the period of notice given by you.

4. RULES AND REGULATIONS

- a) You shall strictly follow the College timings.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally or any pretext absent yourself from your duties without prior permission of the Principal/Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/Vice-Principal/Head of the Department.
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- g) At the time of relief you shall return all files, materials, books, documents that belong to the college of any nature that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the letter of appointment and return it in token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions

Prayansh Vist

SIGNATURE OF THE CANDIDATE

SECRETARY

SECRETARY
AUXILIUM COLLEGE (Autonomous)
Gandhi Nagar, Vellore - 632 006.
Vellore District, Tamil Nadu.



Auxilium College (AUTONOMOUS)

(Accredited by NAAC with A⁺ Grade with a CGPA of 3.55 out of 4
in the 3rd Cycle)

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APPOINTMENT ORDER

Date: 17.06.2019

Ms. Yuvarani S.
Assistant Professor,
Department of Mathematics
Auxilium College (Autonomous),
Vellore - 632 006.

Sub: Offer of Appointment of **Assistant Professor**

Dear **Ms. Yuvarani S.**,

With reference to your application and the subsequent interview, the Management is pleased to appoint you as **Assistant Professor** in the Department of **Mathematics** in Auxilium College (Autonomous) for the academic year 2019 - 2020 as per the terms and conditions mentioned below.

1. Salary

You will be paid a Salary of **Rs. 15,576 /-** (Rupees Fifteen thousand five hundred and seventy six only) from the date of joining till 30.04.2020.

2. Job Responsibilities

- Teaching and coaching students
- Assessment and evaluation of students
- Curricular, Co-curricular, Extra-curricular and Extension activities of the Department and of the College
- Assisting in the departmental administration.
- Assisting in the conduct of examinations and evaluation.
- Any other academic, administrative or associated duties assigned by the Management.

3. Undertaking Regarding Period of Probation and Confirmation of Service

a) Probation Period

You will be on probation for from the date of your joining duty i.e., 17.06.2019 till 30.04.2020. During the period of probation, service is terminable by one month's notice from either side.

b) Continuation of Service

Consideration for the continuation of your service will be taken up on satisfactory completion of probation. If your performance is satisfactory, you will be re-appointed on consultation with the Management Council. If you continue in service, the vacation salary will be paid on reopening in June.

c) Notice of Termination

The Management has the right to terminate you from service or accept your resignation only with a prior notice of three months or on payment of three month's salary on either side.

The Management reserves the right to relieve you from service on any day as it may deem fit even before the expiry of the period of notice given by you.

4. Rules and Regulations

- a) You shall strictly follow the College working hours.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the Institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every academic year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally on any pretext absent yourself from your duties without prior permission of the Principal/ Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/ Vice-Principal/ Head of the Department.
- f) You will be responsible for the safe custody and return in good condition of the property of the Institution, furniture, library books or anything else which may be under your custody, care or charge.
- g) On being relieved from service, you shall return all files, materials, books, documents of any nature or anything that belong to the College that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the Letter of Appointment and return it as a token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions.



Signature of the Candidate


Secretary

SECRETARY
AUXILIUM COLLEGE (Autonomous)
Gandhi Nagar, Vellore - 632 006.
Vellore District, Tamil Nadu.



Auxilium College (AUTONOMOUS)

Approved by the State Council & Government of Tamil Nadu
(the Government)

Gandhi Nagar, Vellore - 632 006,
Tamilnadu, South India.

☎ 91 416 22 41 774
91 416 22 49 670

☎ 91 416 22 41 774

Email:

admin@auxiliumcollege.edu.in

Web Site

APPOINTMENT ORDER

Date: 09.08.2021

Ms. Regis Velankanni J.
Assistant Professor
Department of Mathematics
Auxilium College (Autonomous),
Vellore – 632 006.

Sub: Offer of Appointment of **Assistant Professor**

Dear **Ms. Regis Velankanni J.**

With reference to your application and the subsequent interview, the Management is pleased to appoint you as **Assistant Professor** in the Department of **Mathematics** in Auxilium College (Autonomous) for the academic year 2021-2022 as per the terms and conditions mentioned below.

1. Salary

You will be paid a Salary of **Rs. 15,000 /-** (Rupees Fifteen thousand only) from the date of joining till 30.04.2022.

2. Job Responsibilities

- Teaching and coaching students
- Assessment and evaluation of students
- Curricular, Co-curricular, Extra-curricular and Extension activities of the Department and of the College
- Assisting in the departmental administration.
- Assisting in the conduct of examinations and evaluation.
- Any other academic, administrative or associated duties assigned by the Management.

3. Undertaking Regarding Period of Probation and Confirmation of Service

a) Probation Period

You will be on probation from the date of your joining duty i.e., 09.08.2021 till 30.04.2022. During the period of probation, service is terminable by one month's notice from either side.

b) Continuation of Service

Consideration for the continuation of your service will be taken up on satisfactory completion of probation. If your performance is satisfactory, you will be re-appointed on consultation with the Management Council. If you continue in service, the vacation salary will be paid on reopening in June.

c) Notice of Termination

The Management has the right to terminate you from service or accept your resignation only with a prior notice of three months or on payment of three month's salary on either side.

The Management reserves the right to relieve you from service on any day as it may deem fit even before the expiry of the period of notice given by you.

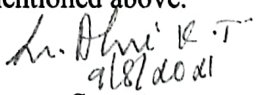
4. Rules and Regulations

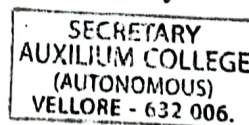
- a) You shall strictly follow the College working hours.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the Institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every academic year. Extra leave will be considered as Leave on Loss of Pay.
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You are requested to sign on the duplicate copy of the Letter of Appointment and return it as a token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions.


Signature of the Candidate


Secretary





Auxilium College (AUTONOMOUS)

(Accredited by NAAC with A Grade with a CGPA of 3.55 out of 4 in the 1st Cycle)

Gandhi Nagar, Vellore - 632 006,
Tamil Nadu, South India.

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E-mail : admin@auxiliumcollege.edu.in
www.auxiliumcollege.edu.in

APPOINTMENT ORDER

Date: 06.09.2021

Ms. Thulasi M.

Assistant Professor

Department of Mathematics

Auxilium College (Autonomous),

Vellore – 632 006.

Sub: Offer of Appointment of **Assistant Professor**

Dear **Thulasi M.**

With reference to your application and the subsequent interview, the Management is pleased to appoint you as **Assistant Professor** in the Department of **Mathematics** in Auxilium College (Autonomous) for the academic year 2021-2022 as per the terms and conditions mentioned below.

1. Salary

You will be paid a Salary of **Rs. 12,482** /- (Rupees Twelve thousand four hundred and eighty two only) from the date of joining till 30.04.2022.

2. Job Responsibilities

- Teaching and coaching students
- Assessment and evaluation of students
- Curricular, Co-curricular, Extra-curricular and Extension activities of the Department and of the College
- Assisting in the departmental administration.
- Assisting in the conduct of examinations and evaluation.
- Any other academic, administrative or associated duties assigned by the Management.

3. Undertaking Regarding Period of Probation and Confirmation of Service

a) Probation Period

You will be on probation from the date of your joining duty i.e., 06.09.2021 till 30.04.2022. During the period of probation, service is terminable by one month's notice from either side.

b) Continuation of Service

Consideration for the continuation of your service will be taken up on satisfactory completion of probation. If your performance is satisfactory, you will be re-appointed on consultation with the Management Council. If you continue in service, the vacation salary will be paid on reopening in June.

c) Notice of Termination

The Management has the right to terminate you from service or accept your resignation only with a prior notice of three months or on payment of three month's salary on either side.

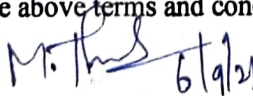
The Management reserves the right to relieve you from service on any day as it may deem fit even before the expiry of the period of notice given by you.

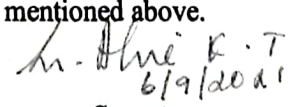
4. Rules and Regulations

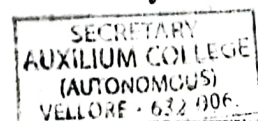
- a) You shall strictly follow the College working hours.
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- g) On being relieved from service, you shall return all files, materials, books, documents of any nature or anything that belong to the College that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the Letter of Appointment and return it as a token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions.


Signature of the Candidate


Secretary





Auxilium College (AUTONOMOUS)

(Accredited by NAAC with A Grade with a CGPA of 3.55 out of 4 in the 1st Cycle)

Gandhi Nagar, Vellore - 632 006,
Tamil Nadu, South India.

Phone
CM 91 418 22 41 774
91 418 22 49 874
Fax 91 418 22 47 281

Website: www.auxiliumcollege.edu.in
www.auxiliumcollege.edu.in

APPOINTMENT ORDER

Date: 06.09.2021

Ms. Maheswari K.

Assistant Professor

Department of Mathematics

Auxilium College (Autonomous),

Vellore - 632 006.

Sub: Offer of Appointment of **Assistant Professor**

Dear **Maheswari K.**

With reference to your application and the subsequent interview, the Management is pleased to appoint you as **Assistant Professor** in the Department of **Mathematics** in Auxilium College (Autonomous) for the academic year 2021-2022 as per the terms and conditions mentioned below.

1. Salary

You will be paid a Salary of **Rs. 12,000 /-** (Rupees Twelve thousand only) from the date of joining till 30.04.2022.

2. Job Responsibilities

- Teaching and coaching students
- Assessment and evaluation of students
- Curricular, Co-curricular, Extra-curricular and Extension activities of the Department and of the College
- Assisting in the departmental administration.
- Assisting in the conduct of examinations and evaluation.
- Any other academic, administrative or associated duties assigned by the Management.

3. Undertaking Regarding Period of Probation and Confirmation of Service

a) Probation Period

You will be on probation from the date of your joining duty i.e., 06.09.2021 till 30.04.2022. During the period of probation, service is terminable by one month's notice from either side.

b) Continuation of Service

Consideration for the continuation of your service will be taken up on satisfactory completion of probation. If your performance is satisfactory, you will be re-appointed on consultation with the Management Council. If you continue in service, the vacation salary will be paid on reopening in June.

c) Notice of Termination

The Management has the right to terminate you from service or accept your resignation only with a prior notice of three months or on payment of three month's salary on either side.

The Management reserves the right to relieve you from service on any day as it may deem fit even before the expiry of the period of notice given by you.

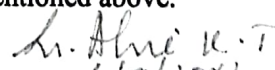
4. Rules and Regulations

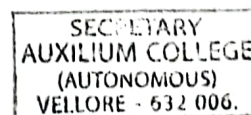
- a) You shall strictly follow the College working hours.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the Institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every academic year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally on any pretext absent yourself from your duties without prior permission of the Principal/ Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/ Vice-Principal/ Head of the Department.
- f) You will be responsible for the safe custody and return in good condition of the property of the Institution, furniture, library books or anything else which may be under your custody, care or charge.
- g) On being relieved from service, you shall return all files, materials, books, documents of any nature or anything that belong to the College that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the Letter of Appointment and return it as a token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions.


Signature of the Candidate


6/9/2021
Secretary





Auxilium College(AUTONOMOUS)

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Gandhi Nagar, Vellore - 632 006,
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91 416 22 49 670

Fax 91 416 22 47 281

E-mail

admin@auxiliumcollege.edu.in

Web Site

www.auxiliumcollege.edu.in

APPOINTMENT ORDER

Date: 04.10.2021

Ms. Abirami M.

Assistant Professor

Department of Mathematics

Auxilium College (Autonomous),

Vellore – 632 006.

Sub: Offer of Appointment of **Assistant Professor**

Dear **Abirami M.**

With reference to your application and the subsequent interview, the Management is pleased to appoint you as **Assistant Professor** in the Department of **Mathematics** in Auxilium College (Autonomous) for the academic year 2021-2022 as per the terms and conditions mentioned below.

1. Salary

You will be paid a Salary of **Rs. 15,000 /-** (Rupees Fifteen thousand only) from the date of joining till 30.04.2022.

2. Job Responsibilities

- Teaching and coaching students
- Assessment and evaluation of students
- Curricular, Co-curricular, Extra-curricular and Extension activities of the Department and of the College
- Assisting in the departmental administration.
- Assisting in the conduct of examinations and evaluation.
- Any other academic, administrative or associated duties assigned by the Management.

3. Undertaking Regarding Period of Probation and Confirmation of Service

a) Probation Period

You will be on probation from the date of your joining duty i.e., 04.10.2021 till 30.04.2022. During the period of probation, service is terminable by one month's notice from either side.

b) Continuation of Service

Consideration for the continuation of your service will be taken up on satisfactory completion of probation. If your performance is satisfactory, you will be re-appointed on consultation with the Management Council. If you continue in service, the vacation salary will be paid on reopening in June.

c) Notice of Termination

The Management has the right to terminate you from service or accept your resignation only with a prior notice of three months or on payment of three month's salary on either side.

The Management reserves the right to relieve you from service on any day as it may deem fit even before the expiry of the period of notice given by you.

4. Rules and Regulations

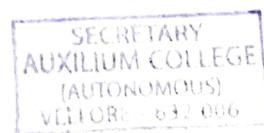
- a) You shall strictly follow the College working hours.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the Institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every academic year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally on any pretext absent yourself from your duties without prior permission of the Principal/ Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/ Vice-Principal/ Head of the Department.
- f) You will be responsible for the safe custody and return in good condition of the property of the Institution, furniture, library books or anything else which may be under your custody, care or charge.
- g) On being relieved from service, you shall return all files, materials, books, documents of any nature or anything that belong to the College that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the Letter of Appointment and return it as a token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions.

Anjani M.
04/10/2021
Signature of the Candidate

Dr. Anil K. T.
4/10/2021
Secretary





Auxilium College (AUTONOMOUS)
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Web Site:
www.auxiliumcollege.edu.in

LETTER OF APPOINTMENT

Ms. Divya T, is temporarily appointed as Assistant Professor in the Department of Mathematics (Self Finance) in Auxilium College (Autonomous), Gandhi Nagar, Vellore with effect from 18.07.2022. Your appointment is for a period of one year on a contractual basis in the following terms:

1. During the period of your employment, you will devote all your time and attention exclusively to the assignments assigned to you by the College. You will work for implementing the ideals based on which the College was founded and administered.
2. You have to submit your Qualifying Degree(s) or other certificates and experience certificates required for the above post at the time of joining the College.
3. You will be paid a Consolidated Pay of ₹15,000/- (Rupees Fifteen thousand only) per month. Any increase in salary or increment will be linked strictly to your excellence in performance.
4. You shall not apply for any job outside while in this service without prior written permission from the College. You shall not engage in private tuition or business while in service.
5. You shall be eligible for 12 days of casual leave and the leave application shall be approved by the Principal of the College only. You will report to the Principal. Extra leave will be considered as Leave on Loss of Pay.
6. Your appointment is subject to your qualification approval from the University.
7. 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 College are within your capacity and ability to discharge and you will forthwith undertake to discharge those duties with diligence and care.

J. Divya T 18/07/2022
Employee

18/7/2022
Secretary

SECRETARY
AUXILIUM COLLEGE
(AUTONOMOUS)
VELLORE - 632 006.

8. Your services can be terminated by giving one-month prior notice in writing by the College or in the absence of notice one month's salary will be paid. However, no notice will be required to be given in case your services are terminated for any misconduct/indiscipline.
9. On your discharge or relieving or termination from service, you shall hand over all papers, documents and any other properties belonging to the College or which have been entrusted to you or received by you in the course of your employment with the College.
10. In the event of you deciding to leave from service you should give three months prior notice in writing to the College, failing to do so you will have to remit three months' salary and leaving of service should be made only at the end of the academic year.
11. If the details furnished by you in your application regarding your qualification, previous experience, employment, 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 shall conform to the rules and regulations of the College that are in force and may be framed from time to time.
13. The College reserves all rights to retain to terminate you from service at its discretion, without assigning any reason.

We are looking forward to a rewarding working relationship with you and we will endeavour to support your work in every way. Please indicate your acceptance of this offer of appointment by returning a signed duplicate copy of this appointment letter.

By signing below, I accept the specific terms and conditions of employment that are provided above and that are in force and may be framed from time to time by Auxilium College, Vellore - 6 and agree to put forth my best efforts to support the goals and objectives of the College.

I am reporting for duty on **18.07.2022**.

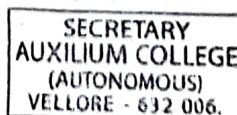
Date: 18.07.2022

Signature: A. Divya T. 18/07/2022

Place: Vellore-6

Name of the Employee: DIVYA T.

A. Divya T.
18/07/2022
SECRETARY





Auxilium College (AUTONOMOUS)

(Accredited by NAAC with A⁺ Grade)

Gandhi Nagar, Vellore - 632 006,
Tamilnadu, South India.

Phone :
Off : 91 0416 22 41 774
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91 0416 22 47 281
E-mail :
vtr_auxilium@sancharnet.in
auxiliumcollege@yahoo.com
Web Site :
www.auxilium-college.edu.in

Appointment Order

Ms. Shalini B. is hereby appointed as Lecturer in Physics (Self- financing) with effect from 14.06.2010 to 31.03.2011 or the last working day whichever is earlier, purely on a temporary basis.

Her service is terminable with one month notice in writing or one month salary in lieu of such notice on either side.

She ceases to be in service after the expiry of the period of appointment.

She may be re-appointed if required.

Sr. Jacintha L.
Secretary
SECRETARY
AUXILIUM COLLEGE
GANDHI NAGAR
VELLORE - 6

Place: Vellore -6

Date: 14.06.2010

I accept the appointment on the terms and conditions outlined above.

B. Shalini
Signature of the incumbent.



Auxilium College (AUTONOMOUS)

(Re-Accredited by NAAC with A⁺ Grade with a CGPA of 3.55 out of 4)

Gandhi Nagar, Vellore - 632 006,
Tamilnadu, South India.

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: 91 416 22 49 670

Fax :

91 416 22 47 281

E-mail :

auxiliumcollege@yahoo.com

Web Site :

www.auxiliumcollege.edu.in

APPOINTMENT ORDER

Date: 16.06.2017

Ms.Mary Jamila R.
Assistant Professor
Dept. of Physics
Auxilium College (Autonomous)
Vellore - 632 006

Sub; Offer of Appointment of **Assistant Professor**

Dear **Ms.Mary Jamila R.**

With reference to your application and the subsequent interview, the Management is pleased to offer you appointment as **Assistant Professor** in the Department of **Physcis** in Auxilium College (Autonomous) for the academic year 2017 -2018 as per the terms and conditions mentioned below.

1. SALARY

You will be paid a Consolidated Salary of **Rs. 10,060/-** (Rupees Ten thousand five hundred and sixty only)

2. JOB RESPONSIBILITIES

- Teaching and Coaching students
- Students assessment and evaluation
- Co-curricular and extra curricular activities
- Assisting in departmental administration.
- Conduct of examinations and correction of papers
- Any other duties assigned by your superiors.

3. UNDERTAKING FOR MINIMUM PERIOD OF SERVICE.

You will be on probation for two years from the date of your joining duty i.e. 16.06.2017 . During the period of probation , service is terminable by one month's notice from either side.

Your permanent absorption in the service of the college will be taken up for consideration on satisfactory completion of probation. In case of a confirmed member of staff, service is terminable by 3 months notice from either side.

You will not be allowed to resign and leave the service in the middle of the academic year without the prior notice. If you do so, you will have to pay 3 months salary.

The Management reserves the right to accept your resignation with effect from such a date as it may term fit even before the expiry of the period of notice given by you.

4. RULES AND REGULATIONS

- a) You shall strictly follow the College timings.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally or any pretext absent yourself from your duties without prior permission of the Principal/Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/Vice-Principal/Head of the Department.
- f) You will be responsible for safe custody and return in good condition of Management things and Library books which may be under your custody, care or charge.
- g) At the time of relief you shall return all files, materials, books, documents that belong to the college of any nature that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the letter of appointment and return it in token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions

S. Anandaraman S. J.
SECRETARY

SECRETARY
AUXILIUM COLLEGE (Autonomous)
Gandhi Nagar, Vellore - 632 006.
Vellore District, Tamil Nadu.

R. M. J. L. S.
SIGNATURE OF THE CANDIDATE



Auxilium College (AUTONOMOUS)

(Re-Accredited by NAAC with A Grade with a CGPA of 3.41)

Gandhi Nagar, Vellore - 632 006,
Tamilnadu, South India.

Phone
Off : 91 0416 22 41 774
Res: 91 0416 22 41 994
Fax :
91 0416 22 47 281
E-mail :
auxiliumcollege@yahoo.com
Web Site :
www.auxiliumcollege.edu.in

APPOINTMENT ORDER

Date: 18.06.2018

Dr.(Ms.) Devi N.R.
Assistant Professor
Dept. of Physics
Auxilium College (Autonomous)
Vellore - 632 006

Sub; Offer of Appointment of Assistant Professor

Dear Dr.(Ms.) Devi N.R.

With reference to your application and the subsequent interview, the Management is pleased to offer you appointment as **Assistant Professor** in the Department of Physics in Auxilium College (Autonomous) for the academic year 2018 -2019 as per the terms and conditions mentioned below.

1. SALARY

You will be paid a Consolidated Salary of Rs. 17,000 /- (Rupees Seventeen thousand only)

2. JOB RESPONSIBILITIES

- Teaching and Coaching students
- Students assessment and evaluation
- Co-curricular and extra curricular activities
- Assisting in departmental administration.
- Conduct of examinations and correction of papers
- Any other duties assigned by your superiors.

3. UNDERTAKING FOR MINIMUM PERIOD OF SERVICE.

You will be on probation for two years from the date of your joining duty i.e. 18.06.2018 . During the period of probation , service is terminable by one month's notice from either side.

Your permanent absorption in the service of the college will be taken up for consideration on satisfactory completion of probation. In case of a confirmed member of staff, service is terminable by 3 months notice from either side.

You will not be allowed to resign and leave the service in the middle of the academic year without the prior notice. If you do so, you will have to pay 3 months salary.

The Management reserves the right to accept your resignation with effect from such a date as it may term fit even before the expiry of the period of notice given by you.

4. RULES AND REGULATIONS

- a) You shall strictly follow the College timings.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally or any pretext absent yourself from your duties without prior permission of the Principal/Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/Vice-Principal/Head of the Department.
- f) You will be responsible for safe custody and return in good condition of Management things and Library books which may be under your custody, care or charge.
- g) At the time of relief you shall return all files, materials, books, documents that belong to the college of any nature that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the letter of appointment and return it in token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions

N. R. Devi

SIGNATURE OF THE CANDIDATE

SECRETARY

SECRETARY

AUXILIUM COLLEGE (Autonomous)
Gandhi Nagar, Vellore - 632 006.
Vellore District, Tamil Nadu.



Auxilium College (AUTONOMOUS)
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APPOINTMENT ORDER

Date: 17.06.2019

Dr.(Ms.) Sarjila R.
Assistant Professor,
Department of Physics
Auxilium College (Autonomous),
Vellore - 632 006.

Sub: Offer of Appointment of **Assistant Professor**

Dear **Dr.(Ms.) Sarjila R.**,

With reference to your application and the subsequent interview, the Management is pleased to appoint you as **Assistant Professor** in the Department of **Physics** in Auxilium College (Autonomous) for the academic year 2019 - 2020 as per the terms and conditions mentioned below.

1. Salary

You will be paid a Salary of **Rs. 20,884 /-** (Rupees Twenty thousand eight hundred and eight four only) from the date of joining till 30.04.2020.

2. Job Responsibilities

- Teaching and coaching students
- Assessment and evaluation of students
- Curricular, Co-curricular, Extra-curricular and Extension activities of the Department and of the College
- Assisting in the departmental administration.
- Assisting in the conduct of examinations and evaluation.
- Any other academic, administrative or associated duties assigned by the Management.

3. Undertaking Regarding Period of Probation and Confirmation of Service

c) Probation Period

You will be on probation for from the date of your joining duty i.e., 17.06.2019 till 30.04.2020. During the period of probation, service is terminable by one month's notice from either side.

b) Continuation of Service

Consideration for the continuation of your service will be taken up on satisfactory completion of probation. If your performance is satisfactory, you will be re-appointed on consultation with the Management Council. If you continue in service, the vacation salary will be paid on reopening in June.

c) Notice of Termination

The Management has the right to terminate you from service or accept your resignation only with a prior notice of three months or on payment of three month's salary on either side.

The Management reserves the right to relieve you from service on any day as it may deem fit even before the expiry of the period of notice given by you.

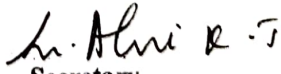
4. Rules and Regulations

- a) You shall strictly follow the College working hours.
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- c) You will be governed by the rules and regulations of the Institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every academic year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally on any pretext absent yourself from your duties without prior permission of the Principal/ Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/ Vice-Principal/ Head of the Department.
- f) You will be responsible for the safe custody and return in good condition of the property of the Institution, furniture, library books or anything else which may be under your custody, care or charge.
- g) On being relieved from service, you shall return all files, materials, books, documents of any nature or anything that belong to the College that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the Letter of Appointment and return it as a token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions.


Signature of the Candidate


Secretary
SECRETARY
AUXILIUM COLLEGE (Autonomous)
Gandhi Nagar, Vellore - 632 006.
Vellore District, Tamil Nadu.



Auxilium College (AUTONOMOUS)

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E-mail

admin@auxiliumcollege.edu.in

Web Site

www.auxiliumcollege.edu.in

APPOINTMENT ORDER

Date: 02.12.2019

Ms. Rajalakshmi B.

Assistant Professor,

Department of Physics

Auxilium College (Autonomous),

Vellore - 632 006.

Sub: Offer of Appointment of Assistant Professor

Dear **Ms. Rajalakshmi B.**

With reference to your application and the subsequent interview, the Management is pleased to appoint you as **Assistant Professor** in the Department of **Physics** in Auxilium College (Autonomous) for the academic year 2019 - 2020 as per the terms and conditions mentioned below.

1. Salary

You will be paid a Salary of **Rs. 10,000 /-** (Rupees Ten thousand only) from the date of joining till 30.04.2020.

2. Job Responsibilities

- Teaching and coaching students
- Assessment and evaluation of students
- Curricular, Co-curricular, Extra-curricular and Extension activities of the Department and of the College
- Assisting in the departmental administration.
- Assisting in the conduct of examinations and evaluation.
- Any other academic, administrative or associated duties assigned by the Management.

3. Undertaking Regarding Period of Probation and Confirmation of Service

a) Probation Period

You will be on probation for from the date of your joining duty i.e., 02.12.2019 till 30.04.2020. During the period of probation, service is terminable by one month's notice from either side.

b) Continuation of Service

Consideration for the continuation of your service will be taken up on satisfactory completion of probation. If your performance is satisfactory, you will be re-appointed on consultation with the Management Council. If you continue in service, the vacation salary will be paid on reopening in June.

c) Notice of Termination

The Management has the right to terminate you from service or accept your resignation only with a prior notice of three months or on payment of three month's salary on either side.

The Management reserves the right to relieve you from service on any day as it may deem fit even before the expiry of the period of notice given by you.


4. Rules and Regulations

- a) You shall strictly follow the College working hours.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the Institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every academic year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally on any pretext absent yourself from your duties without prior permission of the Principal/ Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/ Vice-Principal/ Head of the Department.
- f) You will be responsible for the safe custody and return in good condition of the property of the Institution, furniture, library books or anything else which may be under your custody, care or charge.
- g) On being relieved from service, you shall return all files, materials, books, documents of any nature or anything that belong to the College that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the Letter of Appointment and return it as a token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions.


Signature of the Candidate


Secretary
SECRETARY
AUXILIUM COLLEGE
Gandhi Nagar, Vellore District, Tamil Nadu
Vellore District, Tamil Nadu



Auxilium College (AUTONOMOUS)

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Web Site :
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APPOINTMENT ORDER

Date: 17.06.2019

Dr.(Ms.) Priyadharshini A.
Assistant Professor,
Department of Physics
Auxilium College (Autonomous),
Vellore – 632 006.

Sub: Offer of Appointment of Assistant Professor

Dear Dr.(Ms.) Priyadharshini A.,

With reference to your application and the subsequent interview, the Management is pleased to appoint you as **Assistant Professor** in the Department of **Physics** in Auxilium College (Autonomous) for the academic year 2019 - 2020 as per the terms and conditions mentioned below.

1. Salary

You will be paid a Salary of **Rs. 17,004/-** (Rupees Seventeen thousand four only) from the date of joining till 30.04.2020.

2. Job Responsibilities

- Teaching and coaching students
- Assessment and evaluation of students
- Curricular, Co-curricular, Extra-curricular and Extension activities of the Department and of the College
- Assisting in the departmental administration.
- Assisting in the conduct of examinations and evaluation.
- Any other academic, administrative or associated duties assigned by the Management.

3. Undertaking Regarding Period of Probation and Confirmation of Service

a) Probation Period *

You will be on probation for from the date of your joining duty i.e., 17.06.2019 till 30.04.2020. During the period of probation, service is terminable by one month's notice from either side.

b) Continuation of Service

Consideration for the continuation of your service will be taken up on satisfactory completion of probation. If your performance is satisfactory, you will be re-appointed on consultation with the Management Council. If you continue in service, the vacation salary will be paid on reopening in June.

c) Notice of Termination

The Management has the right to terminate you from service or accept your resignation only with a prior notice of three months or on payment of three month's salary on either side.

The Management reserves the right to relieve you from service on any day as it may deem fit even before the expiry of the period of notice given by you.


4. Rules and Regulations

- a) You shall strictly follow the College working hours.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the Institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every academic year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally on any pretext absent yourself from your duties without prior permission of the Principal/ Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/ Vice-Principal/ Head of the Department.
- f) You will be responsible for the safe custody and return in good condition of the property of the Institution, furniture, library books or anything else which may be under your custody, care or charge.
- g) On being relieved from service, you shall return all files, materials, books, documents of any nature or anything that belong to the College that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the Letter of Appointment and return it as a token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions.


Signature of the Candidate


Secretary

SECRETARY
AUXILIUM COLLEGE (Autonomous)
Gandhi Nagar, Vellore - 632 006.
Vellore District, Tamil Nadu.



Auxilium College (AUTONOMOUS)

(Accredited by NAAC with A⁺ Grade with a CGPA of 3.55 out of 4 in the 3rd Cycle)

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Web Site :
www.auxiliumcollege.edu.in

APPOINTMENT ORDER

Date: 01.09.2020

Dr.Lakshmi N.V.
Assistant Professor
Department of Physics
Auxilium College (Autonomous),
Vellore – 632 006.

Sub: Offer of Appointment of Assistant Professor

Dear **Dr.Lakshmi N.V.**,

With reference to your application and the subsequent interview, the Management is pleased to appoint you as **Assistant Professor** in the Department of **Physics** in Auxilium College (Autonomous) for the academic year 2020-2021 as per the terms and conditions mentioned below.

1. Salary

You will be paid a Salary of **Rs. 25,000** /- (Rupees Twenty five thousand only) from the date of joining till 30.04.2021.

2. Job Responsibilities

- Teaching and coaching students
- Assessment and evaluation of students
- Curricular, Co-curricular, Extra-curricular and Extension activities of the Department and of the College
- Assisting in the departmental administration.
- Assisting in the conduct of examinations and evaluation.
- Any other academic, administrative or associated duties assigned by the Management.

3. Undertaking Regarding Period of Probation and Confirmation of Service

a) Probation Period

You will be on probation from the date of your joining duty i.e., 01.09.2020 till 30.04.2021. During the period of probation, service is terminable by one month's notice from either side.

b) Continuation of Service

Consideration for the continuation of your service will be taken up on satisfactory completion of probation. If your performance is satisfactory, you will be re-appointed on consultation with the Management Council. If you continue in service, the vacation salary will be paid on reopening in June.

c) Notice of Termination

The Management has the right to terminate you from service or accept your resignation only with a prior notice of three months or on payment of three month's salary on either side.

The Management reserves the right to relieve you from service on any day as it may deem fit even before the expiry of the period of notice given by you.

4. Rules and Regulations

- a) You shall strictly follow the College working hours.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the Institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every academic year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally on any pretext absent yourself from your duties without prior permission of the Principal/ Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/ Vice-Principal/ Head of the Department.
- f) You will be responsible for the safe custody and return in good condition of the property of the Institution, furniture, library books or anything else which may be under your custody, care or charge.
- g) On being relieved from service, you shall return all files, materials, books, documents of any nature or anything that belong to the College that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the Letter of Appointment and return it as a token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions.

[Signature]
Signature of the Candidate

[Signature]
19/10/2020
Secretary
SECRETARY
AUXILIUM COLLEGE
(AUTONOMOUS)
VELLORE - 632 006.



Auxilium College (AUTONOMOUS)

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APPOINTMENT ORDER

Date: 01.09.2020

Ms .Reena Devi S.,
Assistant Professor
Department of Physics
Auxilium College (Autonomous),
Vellore – 632 006.

Sub: Offer of Appointment of **Assistant Professor**

Dear Ms. Reena Devi S.,

With reference to your application and the subsequent interview, the Management is pleased to appoint you as **Assistant Professor** in the Department of **Physics** in Auxilium College (Autonomous) for the academic year 2020-2021 as per the terms and conditions mentioned below.

1. Salary

You will be paid a Salary of **Rs. 16,728/-** (Rupees Sixteen thousand seven hundred and twenty eight only) from the date of joining till 30.04.2021.

2. Job Responsibilities

- ee. Teaching and coaching students
- ff. Assessment and evaluation of students
- gg. Curricular, Co-curricular, Extra-curricular and Extension activities of the Department and of the College
- hh. Assisting in the departmental administration.
- ii. Assisting in the conduct of examinations and evaluation.
- jj. Any other academic, administrative or associated duties assigned by the Management.

3. Undertaking Regarding Period of Probation and Confirmation of Service

f) Probation Period

You will be on probation from the date of your joining duty i.e., 01.09.2020 till 30.04.2021. During the period of probation, service is terminable by one month's notice from either side.

b) Continuation of Service

Consideration for the continuation of your service will be taken up on satisfactory completion of probation. If your performance is satisfactory, you will be re-appointed on consultation with the Management Council. If you continue in service, the vacation salary will be paid on reopening in June.

c) Notice of Termination

The Management has the right to terminate you from service or accept your resignation only with a prior notice of three months or on payment of three month's salary on either side.

The Management reserves the right to relieve you from service on any day as it may deem fit even before the expiry of the period of notice given by you.

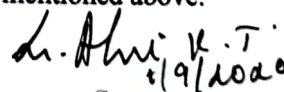
4. Rules and Regulations

- a) You shall strictly follow the College working hours.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the Institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every academic year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally on any pretext absent yourself from your duties without prior permission of the Principal/ Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/ Vice-Principal/ Head of the Department.
- f) You will be responsible for the safe custody and return in good condition of the property of the Institution, furniture, library books or anything else which may be under your custody, care or charge.
- g) On being relieved from service, you shall return all files, materials, books, documents of any nature or anything that belong to the College that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the Letter of Appointment and return it as a token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions.


Signature of the Candidate 18/9/2020


Secretary
SECRETARY
AUXILIUM COLLEGE
(AUTONOMOUS)
VELLORE - 632 006.



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Web Site:
www.auxiliumcollege.edu.in

APPOINTMENT ORDER

Date: 25.08.2021

Ms. Prabha S.
Assistant Professor
Department of Physics
Auxilium College (Autonomous),
Vellore – 632 006.

Sub: Offer of Appointment of **Assistant Professor**

Dear **Ms. Prabha S.**

With reference to your application and the subsequent interview, the Management is pleased to appoint you as **Assistant Professor** in the Department of **Physics** in Auxilium College (Autonomous) for the academic year 2021-2022 as per the terms and conditions mentioned below.

1. Salary

You will be paid a Salary of **Rs. 12,000 /-** (Rupees Twelve thousand only) from the date of joining till 30.04.2022.

2. Job Responsibilities

- Teaching and coaching students
- Assessment and evaluation of students
- Curricular, Co-curricular, Extra-curricular and Extension activities of the Department and of the College
- Assisting in the departmental administration.
- Assisting in the conduct of examinations and evaluation.
- Any other academic, administrative or associated duties assigned by the Management.

3. Undertaking Regarding Period of Probation and Confirmation of Service

a) Probation Period

You will be on probation from the date of your joining duty i.e., 25.08.2021 till 30.04.2022. During the period of probation, service is terminable by one month's notice from either side.

b) Continuation of Service

Consideration for the continuation of your service will be taken up on satisfactory completion of probation. If your performance is satisfactory, you will be re-appointed on consultation with the Management Council. If you continue in service, the vacation salary will be paid on reopening in June.

c) Notice of Termination

The Management has the right to terminate you from service or accept your resignation only with a prior notice of three months or on payment of three month's salary on either side.

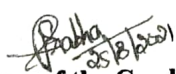
The Management reserves the right to relieve you from service on any day as it may deem fit even before the expiry of the period of notice given by you.

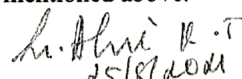
4. Rules and Regulations

- a) You shall strictly follow the College working hours.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the Institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every academic year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally on any pretext absent yourself from your duties without prior permission of the Principal/ Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/ Vice-Principal/ Head of the Department.
- f) You will be responsible for the safe custody and return in good condition of the property of the Institution, furniture, library books or anything else which may be under your custody, care or charge.
- g) On being relieved from service, you shall return all files, materials, books, documents of any nature or anything that belong to the College that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the Letter of Appointment and return it as a token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions.


Signature of the Candidate


Secretary

SECRETARY
AUXILIUM COLLEGE
(AUTONOMOUS)
VELLORE - 632 006.



Auxilium College (AUTONOMOUS)

(Re-Accredited by NAAC with A Grade)

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APPOINTMENT OFFER

Date: 03.08.2015

Dr.(Ms.) Subashini D.
Assistant Professor
Dept. of Chemistry
Auxilium College (Autonomous)
Vellore - 632 006

Sub; Offer of Appointment of **Assistant Professor**

Dear **Dr.(Ms.) Subashini D.**

With reference to your application and the subsequent interview, the Management is pleased to offer you appointment as **Assistant Professor** in the Department of **Chemistry** in Auxilium College (Autonomous) for the academic year 2015 -2016 as per the terms and conditions mentioned below.

1. SALARY

You will be paid a Consolidated Salary of **Rs. 16,250/-** (Rupees Sixteen thousand two hundred and fifty only)

2. JOB RESPONSIBILITIES

- a) Teaching and Coaching students
- b) Students assessment and evaluation
- c) Co-curricular and extra curricular activities
- d) Assisting in departmental administration.
- e) Conduct of examinations and correction of papers
- f) Any other duties assigned by your superiors.

3. UNDERTAKING FOR MINIMUM PERIOD OF SERVICE.

You will be on probation for two years from the date of your joining duty i.e. 03.08.2015 . During the period of probation , service is terminable by one month's notice from either side.

Your permanent absorption in the service of the college will be taken up for consideration on satisfactory completion of probation. In case of a confirmed member of staff, service is terminable by 3 months notice from either side.

You will not be allowed to resign and leave the service in the middle of the academic year without the prior notice. If you do so, you will have to pay 3 months salary.

The Management reserves the right to accept your resignation with effect from such a date as it may term fit even before the expiry of the period of notice given by you.

4. RULES AND REGULATIONS

- a) You shall strictly follow the College timings.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally or any pretext absent yourself from your duties without prior permission of the Principal/Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/Vice-Principal/Head of the Department.
- f) You will be responsible for safe custody and return in good condition of Management things and Library books which may be under your custody, care or charge.
- g) At the time of relief you shall return all files, materials, books, documents that belong to the college of any nature that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the letter of appointment and return it in token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions

D. Subashini

SIGNATURE OF THE CANDIDATE

SECRETARY

Sr. Anandaram S. S.

SECRETARY

AUXILIUM COLLEGE (Autonomous)
Gandhi Nagar, Vellore - 632 006.
Vellore District, Tamil Nadu.



Auxilium College (AUTONOMOUS)

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Gandhi Nagar, Vellore - 632 006,
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APPOINTMENT ORDER

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Dr (Ms) Lakshmi R
Assistant Professor
Dept. of Chemistry
Auxilium College (Autonomous)
Vellore - 632 006

Date: 22.11.2016

Sub; Offer of Appointment of Assistant Professor

Dear Dr(Ms) Lakshmi R

With reference to your application and the subsequent interview, the Management is pleased to offer you appointment as **Assistant Professor** in the Department of **Chemistry** in Auxilium College (Autonomous) for the academic year 2016 -2017 as per the terms and conditions mentioned below.

1. SALARY

You will be paid a Consolidated Salary of Rs. 15,071 /- (Rupees Fifteen thousand seventy one only)

2. JOB RESPONSIBILITIES

- Teaching and Coaching students
- Students assessment and evaluation
- Co-curricular and extra curricular activities
- Assisting in departmental administration.
- Conduct of examinations and correction of papers
- Any other duties assigned by your superiors.

3. UNDERTAKING FOR MINIMUM PERIOD OF SERVICE.

You will be on probation for two years from the date of your joining duty i.e. 22.11.2016 . During the period of probation, service is terminable by one month's notice from either side.

Your permanent absorption in the service of the college will be taken up for consideration on satisfactory completion of probation. In case of a confirmed member of staff, service is terminable by 3 months notice from either side.

You will not be allowed to resign and leave the service in the middle of the academic year without the prior notice. If you do so, you will have to pay 3 months salary.

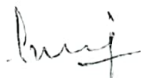
The Management reserves the right to accept your resignation with effect from such a date as it may term fit even before the expiry of the period of notice given by you.

4. RULES AND REGULATIONS

- a) You shall strictly follow the College timings.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally or any pretext absent yourself from your duties without prior permission of the Principal/Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/Vice-Principal/Head of the Department.
- f) You will be responsible for safe custody and return in good condition of Management things and Library books which may be under your custody, care or charge.
- g) At the time of relief you shall return all files, materials, books, documents that belong to the college of any nature that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the letter of appointment and return it in token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions



SIGNATURE OF THE CANDIDATE



SECRETARY





Auxilium College (AUTONOMOUS)

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Web Site :
www.auxiliumcollege.edu.in

APPOINTMENT ORDER

Date: 13.11.2017

Ms.Revathy T.
Assistant Professor
Dept. of Chemistry
Auxilium College (Autonomous)
Vellore - 632 006

Sub; Offer of Appointment of **Assistant Professor**

Dear **Ms.Revathy T.**

With reference to your application and the subsequent interview, the Management is pleased to offer you appointment as **Assistant Professor** in the Department of **Chemistry** in Auxilium College (Autonomous) for the academic year 2017 -2018 as per the terms and conditions mentioned below.

1. SALARY

You will be paid a Consolidated Salary of **Rs. 13,198/-** (Rupees Thirteen thousand one hundred and ninety eight only)

2. JOB RESPONSIBILITIES

- Teaching and Coaching students
- Students assessment and evaluation
- Co-curricular and extra curricular activities
- Assisting in departmental administration.
- Conduct of examinations and correction of papers
- Any other duties assigned by your superiors.

3. UNDERTAKING FOR MINIMUM PERIOD OF SERVICE.

You will be on probation for two years from the date of your joining duty i.e. 13.11.2017 . During the period of probation , service is terminable by one month's notice from either side.

Your permanent absorption in the service of the college will be taken up for consideration on satisfactory completion of probation. In case of a confirmed member of staff, service is terminable by 3 months notice from either side.

You will not be allowed to resign and leave the service in the middle of the academic year without the prior notice. If you do so, you will have to pay 3 months salary.

The Management reserves the right to accept your resignation with effect from such a date as it may term fit even before the expiry of the period of notice given by you.

4. RULES AND REGULATIONS

- a) You shall strictly follow the College timings.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every year. Extra leave will be considered as Leave on Loss of Pay.
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- g) At the time of relief you shall return all files, materials, books, documents that belong to the college of any nature that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the letter of appointment and return it in token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions

Sr. Amalagavam S.J.

SECRETARY

SECRETARY
AUXILIUM COLLEGE (Autonomous)
Gandhi Nagar, Vellore - 632 006.
Vellore District, Tamil Nadu.

T. Kerty

SIGNATURE OF THE CANDIDATE



Auxilium College (AUTONOMOUS)

(Re-Accredited by NAAC with A* Grade with a CGPA of 3.55 out of 4)

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APPOINTMENT ORDER

Date: 18.06.2018

Dr.(Ms.) Gowri V.S.
Assistant Professor
Dept. of Chemistry
Auxilium College (Autonomous)
Vellore - 632 006

Sub; Offer of Appointment of Assistant Professor

Dear Dr.(Ms.) Gowri V.S.

With reference to your application and the subsequent interview, the Management is pleased to offer you appointment as **Assistant Professor** in the Department of **Chemistry** in Auxilium College (Autonomous) for the academic year 2018 -2019 as per the terms and conditions mentioned below.

1. SALARY

You will be paid a Consolidated Salary of Rs. 17,000 /- (Rupees Seventeen thousand only)

2. JOB RESPONSIBILITIES

- Teaching and Coaching students
- Students assessment and evaluation
- Co-curricular and extra curricular activities
- Assisting in departmental administration.
- Conduct of examinations and correction of papers
- Any other duties assigned by your superiors.

3. UNDERTAKING FOR MINIMUM PERIOD OF SERVICE.

You will be on probation for two years from the date of your joining duty i.e. 18.06.2018 . During the period of probation , service is terminable by one month's notice from either side.

Your permanent absorption in the service of the college will be taken up for consideration on satisfactory completion of probation. In case of a confirmed member of staff, service is terminable by 3 months notice from either side.

You will not be allowed to resign and leave the service in the middle of the academic year without the prior notice. If you do so, you will have to pay 3 months salary.

The Management reserves the right to accept your resignation with effect from such a date as it may term fit even before the expiry of the period of notice given by you.

4. RULES AND REGULATIONS

- a) You shall strictly follow the College timings.
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- g) At the time of relief you shall return all files, materials, books, documents that belong to the college of any nature that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the letter of appointment and return it in token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions

V. S. Gnanthi

SIGNATURE OF THE CANDIDATE

SECRETARY

SECRETARY
AUXILIUM COLLEGE (Autonomous)
Gandhi Nagar, Vellore - 632 006.
Vellore District, Tamil Nadu.



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Gandhi Nagar, Vellore - 632 006,
Tamilnadu, South India.

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Off : 91 416 22 41 774
: 91 416 22 49 870

Fax :
91 416 22 47 281
E-mail :
admin@auxiliumcollege.edu.in
Web Site :
www.auxiliumcollege.edu.in

APPOINTMENT ORDER

Date: 01.09.2020

Ms.Radha E.

Assistant Professor,
Department of Chemistry
Auxilium College (Autonomous),
Vellore - 632 006.

Sub: Offer of Appointment of Assistant Professor

Dear **Ms.Radha E.**,

With reference to your application and the subsequent interview, the Management is pleased to appoint you as **Assistant Professor** in the Department of **Chemistry** in Auxilium College (Autonomous) for the academic year 2020-2021 as per the terms and conditions mentioned below.

1. Salary

You will be paid a Salary of **Rs. 16,728 /-** (Rupees Sixteen thousand seven hundred and twenty eight only) from the date of joining till 30.04.2021.

2. Job Responsibilities

- Teaching and coaching students
- Assessment and evaluation of students
- Curricular, Co-curricular, Extra-curricular and Extension activities of the Department and of the College
- Assisting in the departmental administration.
- Assisting in the conduct of examinations and evaluation.
- Any other academic, administrative or associated duties assigned by the Management.

3. Undertaking Regarding Period of Probation and Confirmation of Service

a) Probation Period

You will be on probation from the date of your joining duty i.e., 01.09.2020 till 30.04.2021. During the period of probation, service is terminable by one month's notice from either side.

b) Continuation of Service

Consideration for the continuation of your service will be taken up on satisfactory completion of probation. If your performance is satisfactory, you will be re-appointed on consultation with the Management Council. If you continue in service, the vacation salary will be paid on reopening in June.

c) Notice of Termination

The Management has the right to terminate you from service or accept your resignation only with a prior notice of three months or on payment of three month's salary on either side.

The Management reserves the right to relieve you from service on any day as it may deem fit even before the expiry of the period of notice given by you.

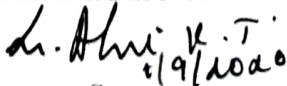
4. Rules and Regulations

- a) You shall strictly follow the College working hours.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the Institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every academic year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally on any pretext absent yourself from your duties without prior permission of the Principal/ Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/ Vice-Principal/ Head of the Department.
- f) You will be responsible for the safe custody and return in good condition of the property of the Institution, furniture, library books or anything else which may be under your custody, care or charge.
- g) On being relieved from service, you shall return all files, materials, books, documents of any nature or anything that belong to the College that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the Letter of Appointment and return it as a token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions.


Signature of the Candidate


Secretary
SECRETARY
AUXILIUM COLLEGE
(AUTONOMOUS)
VELLORE - 632 006.



Auxilium College (AUTONOMOUS)

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APPOINTMENT ORDER

Date: 01.09.2020

Ms.Nithya S.
Assistant Professor
Department of Chemistry
Auxilium College (Autonomous),
Vellore – 632 006.

Sub: Offer of Appointment of **Assistant Professor**

Dear **Ms. Nithya S.**,

With reference to your application and the subsequent interview, the Management is pleased to appoint you as **Assistant Professor** in the Department of **Chemistry** in Auxilium College (Autonomous) for the academic year 2020-2021 as per the terms and conditions mentioned below.

1. Salary

You will be paid a Salary of **Rs. 12,000/-** (Rupees Twelve thousand only) from the date of joining till 30.04.2021.

2. Job Responsibilities

- s. Teaching and coaching students
- t. Assessment and evaluation of students
- u. Curricular, Co-curricular, Extra-curricular and Extension activities of the Department and of the College
- v. Assisting in the departmental administration.
- w. Assisting in the conduct of examinations and evaluation.
- x. Any other academic, administrative or associated duties assigned by the Management.

3. Undertaking Regarding Period of Probation and Confirmation of Service

d) Probation Period

You will be on probation from the date of your joining duty i.e., 01.09.2020 till 30.04.2021. During the period of probation, service is terminable by one month's notice from either side.

b) Continuation of Service

Consideration for the continuation of your service will be taken up on satisfactory completion of probation. If your performance is satisfactory, you will be re-appointed on consultation with the Management Council. If you continue in service, the vacation salary will be paid on reopening in June.

c) Notice of Termination

The Management has the right to terminate you from service or accept your resignation only with a prior notice of three months or on payment of three month's salary on either side.

The Management reserves the right to relieve you from service on any day as it may deem fit even before the expiry of the period of notice given by you.

4. Rules and Regulations

- a) You shall strictly follow the College working hours.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the Institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every academic year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally on any pretext absent yourself from your duties without prior permission of the Principal/ Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/ Vice-Principal/ Head of the Department.
- f) You will be responsible for the safe custody and return in good condition of the property of the Institution, furniture, library books or anything else which may be under your custody, care or charge.
- g) On being relieved from service, you shall return all files, materials, books, documents of any nature or anything that belong to the College that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the Letter of Appointment and return it as a token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions.

S. Nithya

Signature of the Candidate

L. Anirudh T.
19/10/2020
Secretary
SECRETARY
AUXILIUM COLLEGE
(AUTONOMOUS)
VELLORE - 632 006.



Auxilium College (AUTONOMOUS)

Accredited by the Council for Higher Education, Tamil Nadu
the Government

Gandhi Nagar, Vellore - 632 006,
Tamilnadu, South India.

☎ 91 416 22 41 774
91 416 22 49 675

☎ 91 416 22 41 774

E-mail: office@auxiliumcollege.edu.in
Web: www.auxiliumcollege.edu.in

APPOINTMENT ORDER

Date: 09.08.2021

Dr. Rajalakshmi V.
Assistant Professor
Department of Chemistry
Auxilium College (Autonomous),
Vellore - 632 006.

Sub: Offer of Appointment of **Assistant Professor**

Dear **Dr. Rajalakshmi V.**

With reference to your application and the subsequent interview, the Management is pleased to appoint you as **Assistant Professor** in the Department of **Chemistry** in Auxilium College (Autonomous) for the academic year 2021-2022 as per the terms and conditions mentioned below.

1. Salary

You will be paid a Salary of **Rs. 26,523 /-** (Rupees Twenty six thousand five hundred and twenty three only) from the date of joining till 30.04.2022.

2. Job Responsibilities

- Teaching and coaching students
- Assessment and evaluation of students
- Curricular, Co-curricular, Extra-curricular and Extension activities of the Department and of the College
- Assisting in the departmental administration.
- Assisting in the conduct of examinations and evaluation.
- Any other academic, administrative or associated duties assigned by the Management.

3. Undertaking Regarding Period of Probation and Confirmation of Service

a) Probation Period

You will be on probation from the date of your joining duty i.e., 09.08.2021 till 30.04.2022. During the period of probation, service is terminable by one month's notice from either side.

b) Continuation of Service

Consideration for the continuation of your service will be taken up on satisfactory completion of probation. If your performance is satisfactory, you will be re-appointed on consultation with the Management Council. If you continue in service, the vacation salary will be paid on reopening in June.

c) Notice of Termination

The Management has the right to terminate you from service or accept your resignation only with a prior notice of three months or on payment of three month's salary on either side.

The Management reserves the right to relieve you from service on any day as it may deem fit even before the expiry of the period of notice given by you.

4. Rules and Regulations

- a) You shall strictly follow the College working hours.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the Institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every academic year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally on any pretext absent yourself from your duties without prior permission of the Principal/ Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/ Vice-Principal/ Head of the Department.
- f) You will be responsible for the safe custody and return in good condition of the property of the Institution, furniture, library books or anything else which may be under your custody, care or charge.
- g) On being relieved from service, you shall return all files, materials, books, documents of any nature or anything that belong to the College that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the Letter of Appointment and return it as a token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions.

✓ Kapalakur
09/08/2021

Signature of the Candidate

h. Alvi K. T.
9/8/2021
Secretary

SECRETARY AUXILIUM COLLEGE (AUTONOMOUS) VELLORE - 632 006.



AUXILIUM COLLEGE

(Accredited by NAAC with A+ Grade)

Gandhi Nagar, Vellore - 632 006

APPOINTMENT ORDER



Ms. Abi Beaulah G. is hereby appointed as Lecturer in Bio Chemistry with effect from 11.06.2003 to 30.04.2004 or the last working day whichever is earlier.

Her service is terminable with 15 days notice in writing or 15 days salary in lieu of such notice on either side.

A. Beaulah G.

PRINCIPAL

AUXILIUM COLLEGE
VELLORE - 632 006.

P. S. S. S. S.

SECRETARY.

AUXILIUM COLLEGE
GANDHI NAGAR
VELLORE - 632 006.

I accept the appointment on the terms and conditions outlined above.

Place : Vellore - 6.

Date : 11.06.2003

A. Beaulah G.
SIGNATURE OF THE INCUMBENT.



Auxilium College (AUTONOMOUS)

(Re-Accredited by NAAC with A Grade with a CGPA of 3.41)

Gandhi Nagar, Vellore - 632 006,
Tamilnadu, South India.

Phone

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91 0416 22 47 281

E-mail :

vlr_auxilium@sancharnet.in

auxiliumcollege@yahoo.com

Web Site :

www.auxiliumcollege.edu.in

Appointment Order

Ms. Aruna A. is hereby appointed as Lecturer in **Biochemistry** (Evening College) with effect from **16.06.2008 to 31.03.2009** or the last working day whichever is earlier, purely on a temporary basis.

Her service is terminable with one month notice in writing or one month salary in lieu of such notice on either side.

She ceases to be in service after the expiry of the period of appointment.

She may be re-appointed if required.

St. Jacinta L.

Secretary

SECRETARY

AUXILIUM COLLEGE (Autonomous)

Gandhi Nagar, Vellore - 632 006.

Vellore District, Tamil Nadu.

Place: Vellore -6

Date: 16.06.2008

I accept the appointment on the terms and conditions outlined above.

A. Aruna

Signature of the incumbent.



Auxilium College - AUTONOMOUS
(Re-Accredited by NAAC with A Grade with a CGPA of 3.41)

Gandhi Nagar, Vellore - 632 006
Tamilnadu - South India

Phone :
0416-2241774
0416-2241794
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91-0416-2241781
E-mail :
auxiliumcollege@yahoo.com
Web Site :
www.auxiliumcollege.edu.in

APPOINTMENT OFFER

Date: 20.06.2013

Ms. Janani M.

Assistant Professor
Dept. of Biochemistry
Auxilium College
Vellore - 632 006

Sub; Offer of Appointment of **Assistant Professor**

Dear **Ms. Janani M.**

With reference to your application and the subsequent interview, the Management is pleased to offer you appointment as **Assistant Professor** in the Department of Biochemistry in Auxilium College (Autonomous) for the academic year 2013-2014 as per the terms and conditions mentioned below.

1. SALARY

You will be paid a Consolidated Salary of **Rs.9,000/-** (Rupees Nine thousand only)

2. JOB RESPONSIBILITIES

- Teaching and Coaching students
- Students assessment and evaluation
- Co-curricular and extra curricular activities
- Assisting in departmental administration.
- Conduct of examinations and correction of papers
- Any other duties assigned by your superiors.

3. UNDERTAKING FOR MINIMUM PERIOD OF SERVICE.

You will be on probation for two years from the date of your joining duty i.e. 20.06.2013. During the period of probation, service is terminable by one month's notice from either side.

Your permanent absorption in the service of the college will be taken up for consideration on satisfactory completion of probation. In case of a confirmed member of staff, service is terminable by 3 months notice from either side.

You will not be allowed to resign and leave the service in the middle of the academic year without the prior notice. If you do so, you will have to pay 3 month salary.

The Management reserves the right to accept your resignation with effect from such a date as it may term fit even before the expiry of the period of notice given by you.

4. RULES AND REGULATIONS

- a) You shall strictly follow the College timings.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally or any pretext absent yourself from your duties without prior permission of the Principal/Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/Vice-Principal/Head of the Department.
- f) You will be responsible for safe custody and return in good condition of Management things and Library books which may be under your custody care or charge.
- g) At the time of relief you shall return all files, materials , books, documents that belong to the college of any nature that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the letter of appointment and return it in token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions

Sr. Amalambam S. S.
SECRETARY
SECRETARY
AUXILIUM COLLEGE
GANDHI NAGAR
MADHURAI


SIGNATURE OF THE CANDIDATE



Auxilium College (AUTONOMOUS)

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APPOINTMENT ORDER

Date: 04.01.2021

Dr .Indumathi P.
Assistant Professor
Department of BioChemistry
Auxilium College (Autonomous),
Vellore – 632 006.

Sub: Offer of Appointment of **Assistant Professor**

Dear **Dr. Indumathi P.**

With reference to your application and the subsequent interview, the Management is pleased to appoint you as **Assistant Professor** in the Department of **Bio Chemistry** in Auxilium College (Autonomous) for the academic year 2020-2021 as per the terms and conditions mentioned below.

1. Salary

You will be paid a Salary of **Rs. 25,000** /- (Rupees Twenty five thousand only) from the date of joining till 30.04.2021.

2. Job Responsibilities

- Teaching and coaching students
- Assessment and evaluation of students
- Curricular, Co-curricular, Extra-curricular and Extension activities of the Department and of the College
- Assisting in the departmental administration.
- Assisting in the conduct of examinations and evaluation.
- Any other academic, administrative or associated duties assigned by the Management.

3. Undertaking Regarding Period of Probation and Confirmation of Service

a) Probation Period

You will be on probation from the date of your joining duty i.e., 04.01.2021 till 30.04.2021. During the period of probation, service is terminable by one month's notice from either side.

b) Continuation of Service

Consideration for the continuation of your service will be taken up on satisfactory completion of probation. If your performance is satisfactory, you will be re-appointed on consultation with the Management Council. If you continue in service, the vacation salary will be paid on reopening in June.

c) Notice of Termination

The Management has the right to terminate you from service or accept your resignation only with a prior notice of three months or on payment of three month's salary on either side.


The Management reserves the right to relieve you from service on any day as it may deem fit even before the expiry of the period of notice given by you.

4. Rules and Regulations

- a) You shall strictly follow the College working hours.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the Institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every academic year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally on any pretext absent yourself from your duties without prior permission of the Principal/ Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/ Vice-Principal/ Head of the Department.
- f) You will be responsible for the safe custody and return in good condition of the property of the Institution, furniture, library books or anything else which may be under your custody, care or charge.
- g) On being relieved from service, you shall return all files, materials, books, documents of any nature or anything that belong to the College that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the Letter of Appointment and return it as a token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions.


Signature of the Candidate


Secretary

**SECRETARY
AUXILIUM COLLEGE
(AUTONOMOUS)
VELLORE - 632 006.**



Auxilium College (AUTONOMOUS)

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APPOINTMENT ORDER

Date: 09.08.2021

Dr. Lakshmi Priya M.D.
Assistant Professor
Department of Biochemistry
Auxilium College (Autonomous),
Vellore – 632 006.

Sub: Offer of Appointment of **Assistant Professor**

Dear **Dr. Lakshmi Priya M.D.**

With reference to your application and the subsequent interview, the Management is pleased to appoint you as **Assistant Professor** in the Department of **Biochemistry** in Auxilium College (Autonomous) for the academic year 2021-2022 as per the terms and conditions mentioned below.

1. Salary

You will be paid a Salary of **Rs. 28,042** /- (Rupees Twenty eight thousand forty two only) from the date of joining till 30.04.2022.

2. Job Responsibilities

- Teaching and coaching students
- Assessment and evaluation of students
- Curricular, Co-curricular, Extra-curricular and Extension activities of the Department and of the College
- Assisting in the departmental administration.
- Assisting in the conduct of examinations and evaluation.
- Any other academic, administrative or associated duties assigned by the Management.

3. Undertaking Regarding Period of Probation and Confirmation of Service

a) Probation Period

You will be on probation from the date of your joining duty i.e., 09.08.2021 till 30.04.2022. During the period of probation, service is terminable by one month's notice from either side.

b) Continuation of Service

Consideration for the continuation of your service will be taken up on satisfactory completion of probation. If your performance is satisfactory, you will be re-appointed on consultation with the Management Council. If you continue in service, the vacation salary will be paid on reopening in June.

c) Notice of Termination

The Management has the right to terminate you from service or accept your resignation only with a prior notice of three months or on payment of three month's salary on either side.

The Management reserves the right to relieve you from service on any day as it may deem fit even before the expiry of the period of notice given by you.

4. Rules and Regulations

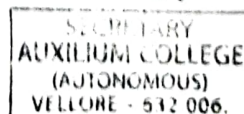
- a) You shall strictly follow the College working hours.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the Institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every academic year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally on any pretext absent yourself from your duties without prior permission of the Principal/ Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/ Vice-Principal/ Head of the Department.
- f) You will be responsible for the safe custody and return in good condition of the property of the Institution, furniture, library books or anything else which may be under your custody, care or charge.
- g) On being relieved from service, you shall return all files, materials, books, documents of any nature or anything that belong to the College that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the Letter of Appointment and return it as a token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions.

M. D. S. 9/8/2021
Signature of the Candidate

K. Arun Kumar
9/8/2021
Secretary





Auxilium College (AUTONOMOUS)

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APPOINTMENT ORDER

Date: 09.08.2021

Dr. Lavanya B.
Assistant Professor
Department of Biochemistry
Auxilium College (Autonomous),
Vellore – 632 006.

Sub: Offer of Appointment of **Assistant Professor**

Dear **Dr. Lavanya B.**

With reference to your application and the subsequent interview, the Management is pleased to appoint you as **Assistant Professor** in the Department of **Biochemistry** in Auxilium College (Autonomous) for the academic year 2021-2022 as per the terms and conditions mentioned below.

1. Salary

You will be paid a Salary of **Rs. 25,000** /- (Rupees Twenty five thousand only) from the date of joining till 30.04.2022.

2. Job Responsibilities

- Teaching and coaching students
- Assessment and evaluation of students
- Curricular, Co-curricular, Extra-curricular and Extension activities of the Department and of the College
- Assisting in the departmental administration.
- Assisting in the conduct of examinations and evaluation.
- Any other academic, administrative or associated duties assigned by the Management.

3. Undertaking Regarding Period of Probation and Confirmation of Service

a) Probation Period

You will be on probation from the date of your joining duty i.e., 09.08.2021 till 30.04.2022. During the period of probation, service is terminable by one month's notice from either side.

b) Continuation of Service

Consideration for the continuation of your service will be taken up on satisfactory completion of probation. If your performance is satisfactory, you will be re-appointed on consultation with the Management Council. If you continue in service, the vacation salary will be paid on reopening in June.

c) Notice of Termination

The Management has the right to terminate you from service or accept your resignation only with a prior notice of three months or on payment of three month's salary on either side.

The Management reserves the right to relieve you from service on any day as it may deem fit even before the expiry of the period of notice given by you.

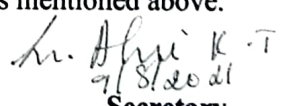
4. Rules and Regulations

- a) You shall strictly follow the College working hours.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the Institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every academic year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally on any pretext absent yourself from your duties without prior permission of the Principal/ Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/ Vice-Principal/ Head of the Department.
- f) You will be responsible for the safe custody and return in good condition of the property of the Institution, furniture, library books or anything else which may be under your custody, care or charge.
- g) On being relieved from service, you shall return all files, materials, books, documents of any nature or anything that belong to the College that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the Letter of Appointment and return it as a token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions.


Signature of the Candidate


Secretary

SECRETARY
AUXILIUM COLLEGE
(AUTONOMOUS)
VELLORE - 632 006.



Auxilium College (AUTONOMOUS)
*Accredited by NCAAB with A Grade with a GPA of 1.33 out of 1.00
the 3rd Cycle*
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Tamilnadu, South India

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Fax: 91 416 22 41 774
E-mail: admin@auxiliumcollege.edu.in
Web Site

APPOINTMENT ORDER

Date: 09.08.2021

Ms. Madhumalathi D.
Assistant Professor
Department of Biochemistry
Auxilium College (Autonomous),
Vellore – 632 006.

Sub: Offer of Appointment of **Assistant Professor**

Dear **Ms. Madhumalathi D.**

With reference to your application and the subsequent interview, the Management is pleased to appoint you as **Assistant Professor** in the Department of **Biochemistry** in Auxilium College (Autonomous) for the academic year 2021-2022 as per the terms and conditions mentioned below.

1. Salary

You will be paid a Salary of **Rs. 15,000 /-** (Rupees Fifteen thousand only) from the date of joining till 30.04.2022.

2. Job Responsibilities

- Teaching and coaching students
- Assessment and evaluation of students
- Curricular, Co-curricular, Extra-curricular and Extension activities of the Department and of the College
- Assisting in the departmental administration.
- Assisting in the conduct of examinations and evaluation.
- Any other academic, administrative or associated duties assigned by the Management.

3. Undertaking Regarding Period of Probation and Confirmation of Service

a) Probation Period

You will be on probation from the date of your joining duty i.e., 09.08.2021 till 30.04.2022. During the period of probation, service is terminable by one month's notice from either side.

b) Continuation of Service

Consideration for the continuation of your service will be taken up on satisfactory completion of probation. If your performance is satisfactory, you will be re-appointed on consultation with the Management Council. If you continue in service, the vacation salary will be paid on reopening in June.

c) Notice of Termination

The Management has the right to terminate you from service or accept your resignation only with a prior notice of three months or on payment of three month's salary on either side.

The Management reserves the right to relieve you from service on any day as it may deem fit even before the expiry of the period of notice given by you.

4. Rules and Regulations

- a) You shall strictly follow the College working hours.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the Institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every academic year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally on any pretext absent yourself from your duties without prior permission of the Principal/ Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/ Vice-Principal/ Head of the Department.
- f) You will be responsible for the safe custody and return in good condition of the property of the Institution, furniture, library books or anything else which may be under your custody, care or charge.
- g) On being relieved from service, you shall return all files, materials, books, documents of any nature or anything that belong to the College that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the Letter of Appointment and return it as a token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions.

D. N. S. P. 9/8/2021
Signature of the Candidate

M. Arun R. T.
9/8/2021
Secretary

SECRETARY
AUXILIUM COLLEGE
(AUTONOMOUS)
VELLORE - 632 006.



Auxilium College (AUTONOMOUS)

(Accredited by NAAC with A* Grade with a CGPA of 3.55 out of 4 in the 3rd Cycle)

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Web Site
www.auxiliumcollege.edu.in

APPOINTMENT ORDER

Date: 01.03.2022

Ms. Arul Jothi K.
Assistant Professor
Department of Biochemistry
Auxilium College (Autonomous),
Vellore – 632 006.

Sub: Offer of Appointment of **Assistant Professor**

Dear **Arul Jothi K.**

With reference to your application and the subsequent interview, the Management is pleased to appoint you as **Assistant Professor** in the Department of **Biochemistry** in Auxilium College (Autonomous) for the academic year 2021-2022 as per the terms and conditions mentioned below.

1. Salary

You will be paid a Salary of **Rs. 15,000 /-** (Rupees Fifteen five thousand only) from the date of joining till 30.04.2022.

2. Job Responsibilities

- a. Teaching and coaching students
- b. Assessment and evaluation of students
- c. Curricular, Co-curricular, Extra-curricular and Extension activities of the Department and of the College
- d. Assisting in the departmental administration.
- e. Assisting in the conduct of examinations and evaluation.
- f. Any other academic, administrative or associated duties assigned by the Management.

3. Undertaking Regarding Period of Probation and Confirmation of Service

a) Probation Period

You will be on probation from the date of your joining duty i.e., 01.03.2022 till 30.04.2022. During the period of probation, service is terminable by one month's notice from either side.

a) Continuation of Service

Consideration for the continuation of your service will be taken up on satisfactory completion of probation. If your performance is satisfactory, you will be re-appointed on consultation with the Management Council. If you continue in service, the vacation salary will be paid on reopening in June.

b) Notice of Termination

The Management has the right to terminate you from service or accept your resignation only with a prior notice of three months or on payment of three month's salary on either side.

The Management reserves the right to relieve you from service on any day as it may deem fit even before the expiry of the period of notice given by you.

4. Rules and Regulations

- a) You shall strictly follow the College working hours.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the Institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every academic year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally on any pretext absent yourself from your duties without prior permission of the Principal/ Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/ Vice-Principal/ Head of the Department.
- f) You will be responsible for the safe custody and return in good condition of the property of the Institution, furniture, library books or anything else which may be under your custody, care or charge.
- g) On being relieved from service, you shall return all files, materials, books, documents of any nature or anything that belong to the College that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the Letter of Appointment and return it as a token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions.

lc. Anil Joths.
1/3/2022
Signature of the Candidate

h. P. Sri K. T.
1/3/2022
Secretary





Auxilium College (AUTONOMOUS)

(Accredited by NAAC with A⁺ Grade)

Gandhi Nagar, Vellore - 632 006,
Tamilnadu, South India.

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E-mail :
vlr_auxilium@sancharnet.in
auxiliumcollege@yahoo.com
Web Site :
www.auxiliumcollege.edu.in

Appointment Order

Ms. Nisha Pauline R. is hereby appointed as Lecturer in **Computer Science** (Self- financing) with effect from **15.06.2009 to 31.03.2010** or the last working day whichever is earlier, purely on a temporary basis.

Her service is terminable with one month notice in writing or one month salary in lieu of such notice on either side.

She ceases to be in service after the expiry of the period of appointment.

She may be re-appointed if required.

S. Jaisankar
Secretary

SECRETARY
AUXILIUM COLLEGE
GANDHI NAGAR
VELLORE-6.

Place: Vellore -6

Date: 15.06.2009

I accept the appointment on the terms and conditions outlined above.

K. K. Pillai

Signature of the incumbent.



Auxilium College (AUTONOMOUS)
(Re-Accredited by NAAC with A Grade with a CGPA of 3.41)

Gandhi Nagar, Vellore - 632 006,
Tamilnadu, South India.

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auxiliumcollege@yahoo.com
Web Site :
www.auxiliumcollege.edu.in

APPOINTMENT OFFER

Date: 20.06.2013

Ms. Nirmala Devi N.
Assistant Professor
Dept. of Computer Science
Auxilium College
Vellore - 632 006

Subj: Offer of Appointment of Assistant Professor

Dear **Ms. Nirmala Devi N.**

With reference to your application and the subsequent interview, the Management is pleased to offer you appointment as Assistant Professor in the Department of **Computer Science** in Auxilium College (Autonomous) for the academic year 2013-2014 as per the terms and conditions mentioned below.

1. SALARY

You will be paid a Consolidated Salary of **Rs.9,000/-** (Rupees Nine thousand only)

2. JOB RESPONSIBILITIES

- Teaching and Coaching students
- Students assessment and evaluation
- Co-curricular and extra curricular activities
- Assisting in departmental administration.
- Conduct of examinations and correction of papers
- Any other duties assigned by your superiors.

3. UNDERTAKING FOR MINIMUM PERIOD OF SERVICE.

You will be on probation for two years from the date of your joining duty i.e. 20.06.2013. During the period of probation, service is terminable by one month's notice from either side.

Your permanent absorption in the service of the college will be taken up for consideration on satisfactory completion of probation. In case of a confirmed member of staff, service is terminable by 3 months notice from either side.

You will not be allowed to resign and leave the service in the middle of the academic year without the prior notice. If you do so, you will have to pay 3 month salary.

The Management reserves the right to accept your resignation with effect from such a date as it may term fit even before the expiry of the period of notice given by you.

4. RULES AND REGULATIONS

- a) You shall strictly follow the College timings.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally or any pretext absent yourself from your duties without prior permission of the Principal/Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/Vice-Principal/Head of the Department.
- f) You will be responsible for safe custody and return in good condition of Management things and Library books which may be under your custody care or charge.
- g) At the time of relief you shall return all files, materials , books, documents that belong to the college of any nature that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the letter of appointment and return it in token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions

Sr. Amalambam S. S.
SECRETARY

SECRETARY
AUXILIUM COLLEGE
SANDHI NAGAR
TAMIL NADU

Ninji
SIGNATURE OF THE CANDIDATE



Auxilium College (AUTONOMOUS)

(Re-Accredited by NAAC with A Grade)

Gandhi Nagar, Vellore - 632 006,
Tamilnadu, South India.

Phone

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E-mail :

auxiliumcollege@yahoo.com

Web Site :

www.auxiliumcollege.edu.in

APPOINTMENT OFFER

Date: 16.06.2016

Ms.Janani P.

Assistant Professor

Dept. of Computer Science

Auxilium College (Autonomous)

Vellore - 632 006

Sub; Offer of Appointment of **Assistant Professor**

Dear **Ms.Janani P.**

With reference to your application and the subsequent interview, the Management is pleased to offer you appointment as **Assistant Professor** in the Department of **Computer Science** in Auxilium College (Autonomous) for the academic year 2016 -2017 as per the terms and conditions mentioned below.

1. SALARY

You will be paid a Consolidated Salary of **Rs. 9,053/-** (Rupees Nin thousand fifty three only)

2. JOB RESPONSIBILITIES

- a) Teaching and Coaching students
- b) Students assessment and evaluation
- c) Co-curricular and extra curricular activities
- d) Assisting in departmental administration.
- e) Conduct of examinations and correction of papers
- f) Any other duties assigned by your superiors.

3. UNDERTAKING FOR MINIMUM PERIOD OF SERVICE.

You will be on probation for two years from the date of your joining duty i.e. 16.06.2016 . During the period of probation , service is terminable by one month's notice from either side.

Your permanent absorption in the service of the college will be taken up for consideration on satisfactory completion of probation. In case of a confirmed member of staff, service is terminable by 3 months notice from either side.

You will not be allowed to resign and leave the service in the middle of the academic year without the prior notice. If you do so, you will have to pay 3 months salary.

The Management reserves the right to accept your resignation with effect from such a date as it may term fit even before the expiry of the period of notice given by you.

4. RULES AND REGULATIONS

- a) You shall strictly follow the College timings.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for one-day Casual Leave per month during the tenure of your appointment and this will lapse with the end of every year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally or any pretext absent yourself from your duties without prior permission of the Principal/Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/Vice-Principal/Head of the Department.
- f) You will be responsible for safe custody and return in good condition of Management things and Library books which may be under your custody, care or charge.
- g) At the time of relief you shall return all files, materials, books, documents that belong to the college of any nature that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the letter of appointment and return it in token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions

S. Anandaraman S.S.
SECRETARY

SECRETARY
AUXILIUM COLLEGE (Autonomous)
Gandhi Nagar, Vellore - 632 006.
Vellore District, Tamil Nadu.

F. Jagan
SIGNATURE OF THE CANDIDATE



Auxilium College (AUTONOMOUS)
(Re-Accredited by NAAC with A Grade with a CGPA of 3.41)

Gandhi Nagar, Vellore - 632 006,
Tamilnadu, South India.

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Web Site :
www.auxiliumcollege.edu.in

APPOINTMENT OFFER

Date: 14.06.2012

Ms. Yasmine S.K.A.
Assistant Professor
Dept. of Computer Science
Auxilium College
Vellore - 632 006

Sub; Offer of Appointment of **Assistant Professor**

Dear Ms. Yasmine S.K.A.

With reference to your application and the subsequent interview, the Management is pleased to offer you appointment as **Assistant Professor** in the Department of **Computer Science** in our institution for the current academic year as per the terms and conditions mentioned below.

1. SALARY

You will be paid as Consolidated Salary

2. JOB RESPONSIBILITIES

- Teaching and Coaching students
- Instruction in Laboratories
- Students assessment and evaluation
- Co-curricular and extra curricular activities
- Assisting in departmental administration.
- Conduct of examinations and correction of papers
- Any other duties assigned by your superiors.

3. UNDERTAKING FOR MINIMUM PERIOD OF SERVICE.

You will be on probation for one year/two year from the date your joining duty. During the period of probation, service is terminable by one month's notice from either side.

Your permanent absorption in the service of the college will be taken up for consideration on satisfactory completion of probation. In case of a confirmed member of staff, service is terminable by 3 months notice from either side.

Your permanent absorption in the service of the college will be taken up for consideration on satisfactory completion of probation. In case of a confirmed member of staff, service is terminable by 3 months notice from either side.

You will not be allowed to resign and leave the service in the middle of the academic year.

The Management reserves the right to accept your resignation with effect from such a date as it may term fit even before the expiry of the period of notice given by you.

4. RULES AND REGULATIONS

- a) You shall strictly follow the College timings.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally or any pretext absent yourself from your duties without prior permission of the Principal/Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/Vice-Principal/Head of the Department.
- f) You will be responsible for safe custody and return in good condition of Management things and Library books which may be under your custody care or charge.
- g) At the time of relief you shall return all files, materials , books, documents of any nature that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the letter of appointment and return it in token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions

Sr. Jaianta L

SECRETARY

SECRETARY
KORUMBAI COLLEGE (Autonomous)
Gandhi Nagar, Vellore - 632 006.
Vellore District, Tamil Nadu.

[Signature]

SIGNATURE OF THE CANDIDATE



Auxilium College (AUTONOMOUS)

(Accredited by NAAC with A⁺ Grade with a CGPA of 3.55 out of 4
in the 3rd Cycle)

Gandhi Nagar, Vellore - 632 006,
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Web Site :
www.auxiliumcollege.edu.in

APPOINTMENT ORDER

Date: 01.09.2020

Ms. Jayashree L.
Assistant Professor
Department of Computer Science
Auxilium College (Autonomous),
Vellore – 632 006.

Sub: Offer of Appointment of **Assistant Professor**

Dear Ms. Jayashree L.,

With reference to your application and the subsequent interview, the Management is pleased to appoint you as **Assistant Professor** in the Department of **Computer Science** in Auxilium College (Autonomous) for the academic year 2020-2021 as per the terms and conditions mentioned below.

1. Salary

You will be paid a Salary of **Rs. 12,000 /-** (Rupees Twelve thousand only) from the date of joining till 30.04.2021.

2. Job Responsibilities

- Teaching and coaching students
- Assessment and evaluation of students
- Curricular, Co-curricular, Extra-curricular and Extension activities of the Department and of the College
- Assisting in the departmental administration.
- Assisting in the conduct of examinations and evaluation.
- Any other academic, administrative or associated duties assigned by the Management.

3. Undertaking Regarding Period of Probation and Confirmation of Service

a) Probation Period

You will be on probation from the date of your joining duty i.e., 01.09.2020 till 30.04.2021. During the period of probation, service is terminable by one month's notice from either side.

b) Continuation of Service

Consideration for the continuation of your service will be taken up on satisfactory completion of probation. If your performance is satisfactory, you will be re-appointed on consultation with the Management Council. If you continue in service, the vacation salary will be paid on reopening in June.

c) Notice of Termination

The Management has the right to terminate you from service or accept your resignation only with a prior notice of three months or on payment of three month's salary on either side.

The Management reserves the right to relieve you from service on any day as it may deem fit even before the expiry of the period of notice given by you.

4. Rules and Regulations

- a) You shall strictly follow the College working hours.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the Institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every academic year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally on any pretext absent yourself from your duties without prior permission of the Principal/ Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/ Vice-Principal/ Head of the Department.
- f) You will be responsible for the safe custody and return in good condition of the property of the Institution, furniture, library books or anything else which may be under your custody, care or charge.
- g) On being relieved from service, you shall return all files, materials, books, documents of any nature or anything that belong to the College that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the Letter of Appointment and return it as a token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions.

d. Jayashree

Signature of the Candidate

d. Anjitha
19/10/2020
Secretary
SECRETARY
AUXILIUM COLLEGE
(AUTONOMOUS)
VELLORE - 632 006.



Auxilium College (AUTONOMOUS)
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admin@auxiliumcollege.edu.in
Web Site :

APPOINTMENT ORDER

Date: 09.08.2021

Ms. Gayathri S.
Assistant Professor
Department of Computer Science
Auxilium College (Autonomous),
Vellore – 632 006.

Sub: Offer of Appointment of **Assistant Professor**

Dear **Ms. Gayatri S.**

With reference to your application and the subsequent interview, the Management is pleased to appoint you as **Assistant Professor** in the Department of **Computer Science** in Auxilium College (Autonomous) for the academic year 2021-2022 as per the terms and conditions mentioned below.

1. Salary

You will be paid a Salary of **Rs. 24,950 /-** (Rupees Twenty four thousand nine hundred and fifty only) from the date of joining till 30.04.2022.

2. Job Responsibilities

- Teaching and coaching students
- Assessment and evaluation of students
- Curricular, Co-curricular, Extra-curricular and Extension activities of the Department and of the College
- Assisting in the departmental administration.
- Assisting in the conduct of examinations and evaluation.
- Any other academic, administrative or associated duties assigned by the Management.

3. Undertaking Regarding Period of Probation and Confirmation of Service

a) Probation Period

You will be on probation from the date of your joining duty i.e., 09.08.2021 till 30.04.2022. During the period of probation, service is terminable by one month's notice from either side.

b) Continuation of Service

Consideration for the continuation of your service will be taken up on satisfactory completion of probation. If your performance is satisfactory, you will be re-appointed on consultation with the Management Council. If you continue in service, the vacation salary will be paid on reopening in June.

c) Notice of Termination

The Management has the right to terminate you from service or accept your resignation only with a prior notice of three months or on payment of three month's salary on either side.

The Management reserves the right to relieve you from service on any day as it may deem fit even before the expiry of the period of notice given by you.

4. Rules and Regulations

- a) You shall strictly follow the College working hours.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the Institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every academic year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally on any pretext absent yourself from your duties without prior permission of the Principal/ Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/ Vice-Principal/ Head of the Department.
- f) You will be responsible for the safe custody and return in good condition of the property of the Institution, furniture, library books or anything else which may be under your custody, care or charge.
- g) On being relieved from service, you shall return all files, materials, books, documents of any nature or anything that belong to the College that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the Letter of Appointment and return it as a token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions.

S. Gayatri
Signature of the Candidate
09/02/2021

L. Anil K. T.
9/2/2021

Secretary

SECRETARY
AUXILIUM COLLEGE
(AUTONOMOUS)
VELLORE - 632 006.



AUXILIUM COLLEGE

(Accredited by NAAC with A⁺ Grade)

Gandhi Nagar, Vellore - 632 006



Appointment Order

Ms. Kavitha S. is hereby appointed as Lecturer in Computer Science (Eve.College) with effect from 14.06.04 to 30.04.05 or the last working day whichever is earlier, purely on a temporary basis.

Her service is terminable with one month notice in writing or one month salary in lieu of such notice on either side.

She ceases to be in service after the expiry of the period of appointment.

She may be re-appointed if required.

Dr. Alphonsa Mary A *A. Mary Delina A*

Principal

AUXILIUM COLLEGE
GANDHI NAGAR
VELLORE - 632 006.

Secretary

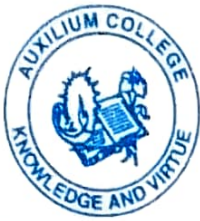
AUXILIUM COLLEGE
GANDHI NAGAR
VELLORE - 632 006.

Place: Vellore -6

Date: 14-06 -04

I accept the appointment on the terms and conditions outlined above.

S. Kavitha
Signature of the incumbent.



AUXILIUM COLLEGE

(Accredited by NAAC with A⁺ Grade)

GANDHI NAGAR, VELLORE - 632 006.

Appointment Order

Ms. Lavanya S. is hereby appointed as Lecturer in Computer science (Eve.College) with effect from 13.06.05 to 31.03.06 or the last working day whichever is earlier, purely on a temporary basis.

Her service is terminable with one month notice in writing or one month salary in lieu of such notice on either side.

She ceases to be in service after the expiry of the period of appointment.

She may be re-appointed if required.

Dr. Alphonsa Mary

Principal

AUXILIUM COLLEGE
GANDHI NAGAR
VELLORE - 632 006.

A. Mary Selina A.

Secretary

AUXILIUM COLLEGE
GANDHI NAGAR
VELLORE - 632 006.

Place: Vellore -6

Date: 13-06 -05

I accept the appointment on the terms and conditions outlined above.

S. Lavanya.

Signature of the incumbent.



Auxilium College

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Gandhi Nagar, Vellore - 632 006,
Tamilnadu, South India.

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Res 91 0416 22 41 994

Fax
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vtr_auxilium@sancharnet.in

Web Site
www.auxilium-college.org


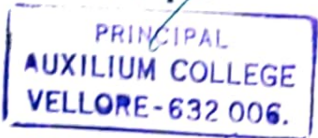
Appointment Order

Ms. Anita Madona M. is hereby appointed as Lecturer in **Computer Science** (Evening College) with effect from **13.06.2007 to 31.03.2008** or the last working day whichever is earlier, purely on a temporary basis.

Her service is terminable with one month notice in writing or one month salary in lieu of such notice on either side.

She ceases to be in service after the expiry of the period of appointment.

She may be re-appointed if required.

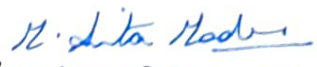

Principal


Secretary
SECRETARY
AUXILIUM COLLEGE
GANDHI NAGAR
VELLORE-6

Place: Vellore -6

Date: 13.06.2007

I accept the appointment on the terms and conditions outlined above.


Signature of the incumbent.



Auxilium College (AUTONOMOUS)
(Re-Accredited by NAAC with A Grade with a CGPA of 3.41)
Gandhi Nagar, Vellore - 632 006,
Tamilnadu, South India.

Phone
Off : 91 0416 22 41 774
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91 0416 22 47 281
E-mail :
vlr_auxilium@sancharnet.in
auxiliumcollege@yahoo.com
Web Site :
www.auxiliumcollege.edu.in

Appointment Order

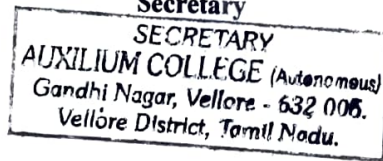
Ms. Shanthi A.L. hereby appointed as Assistant Professor of **Computer Science (Self-financing)** with effect from **15.06.2011** to **31.03.2012** or the last working day whichever is earlier, purely on a temporary basis.

Her service is terminable with one month notice in writing or one month salary in lieu of such notice on either side.

She ceases to be in service after the expiry of the period of appointment.

She may be re-appointed if required.

Sr. Jeevitha . A.
Secretary



Place: Vellore -6

Date: **15.06.2011**

I accept the appointment on the terms and conditions outlined above.

[Signature]
Signature of the incumbent.



Auxilium College (AUTONOMOUS)

(Accredited by NAAC with A⁺ Grade)

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APPOINTMENT OFFER

Date: 18.06.2015

Ms.Sivaranjini N.
Assistant Professor
Dept. of Computer Science
Auxilium College (Autonomous)
Vellore - 632 006

Sub; Offer of Appointment of **Assistant Professor**

Dear **Ms. Sivaranjini N.**

With reference to your application and the subsequent interview, the Management is pleased to offer you appointment as **Assistant Professor** in the Department of **Computer Science** in Auxilium College (Autonomous) for the academic year 2015 -2016 as per the terms and conditions mentioned below.

1. SALARY

You will be paid a Consolidated Salary of **Rs. 9,000 /-** (Rupees Nine thousand only)

2. JOB RESPONSIBILITIES

- Teaching and Coaching students
- Students assessment and evaluation
- Co-curricular and extra curricular activities
- Assisting in departmental administration.
- Conduct of examinations and correction of papers
- Any other duties assigned by your superiors.

3. UNDERTAKING FOR MINIMUM PERIOD OF SERVICE.

You will be on probation for two years from the date of your joining duty i.e. 18.06.2015 . During the period of probation , service is terminable by one month's notice from either side.

Your permanent absorption in the service of the college will be taken up for consideration on satisfactory completion of probation. In case of a confirmed member of staff, service is terminable by 3 months notice from either side.

You will not be allowed to resign and leave the service in the middle of the academic year without the prior notice. If you do so, you will have to pay 3 months salary.

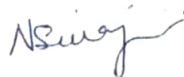
The Management reserves the right to accept your resignation with effect from such a date as it may term fit even before the expiry of the period of notice given by you.

4. RULES AND REGULATIONS

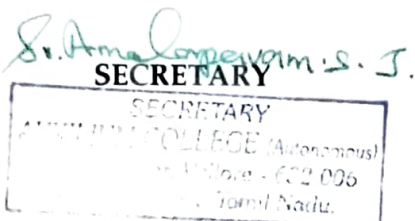
- a) You shall strictly follow the College timings.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally or any pretext absent yourself from your duties without prior permission of the Principal/Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/Vice-Principal/Head of the Department.
- f) You will be responsible for safe custody and return in good condition of Management things and Library books which may be under your custody, care or charge.
- g) At the time of relief you shall return all files, materials, books, documents that belong to the college of any nature that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the letter of appointment and return it in token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions



SIGNATURE OF THE CANDIDATE





Auxilium College (AUTONOMOUS)

(Re-Accredited by NAAC with A* Grade with a CGPA of 3.55 out of 4)

Gandhi Nagar, Vellore - 632 006,
Tamilnadu, South India.

Phone :
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: 91 416 22 49 670
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91 416 22 47 281
E-mail :
auxiliumcollege@yahoo.com
Web Site :
www.auxiliumcollege.edu.in

APPOINTMENT ORDER

Date: 18.06.2018

Ms.Anbu Selvi Remitta A.
Assistant Professor
Dept. of Computer Science
Auxilium College (Autonomous)
Vellore - 632 006

Sub; Offer of Appointment of Assistant Professor

Dear Ms.Anbu Selvi Remitta A.

With reference to your application and the subsequent interview, the Management is pleased to offer you appointment as **Assistant Professor** in the Department of Computer Science in Auxilium College (Autonomous) for the academic year 2018 -2019 as per the terms and conditions mentioned below.

1. SALARY

You will be paid a Consolidated Salary of Rs. 11,000 /- (Rupees Eleven thousand only)

2. JOB RESPONSIBILITIES

- Teaching and Coaching students
- Students assessment and evaluation
- Co-curricular and extra curricular activities
- Assisting in departmental administration.
- Conduct of examinations and correction of papers
- Any other duties assigned by your superiors.

3. UNDERTAKING FOR MINIMUM PERIOD OF SERVICE.

You will be on probation for two years from the date of your joining duty i.e. 18.06.2018 . During the period of probation , service is terminable by one month's notice from either side.

Your permanent absorption in the service of the college will be taken up for consideration on satisfactory completion of probation. In case of a confirmed member of staff, service is terminable by 3 months notice from either side.

You will not be allowed to resign and leave the service in the middle of the academic year without the prior notice. If you do so, you will have to pay 3 months salary.

The Management reserves the right to accept your resignation with effect from such a date as it may term fit even before the expiry of the period of notice given by you.

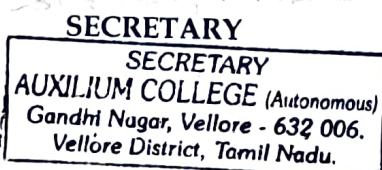
4. RULES AND REGULATIONS

- a) You shall strictly follow the College timings.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally or any pretext absent yourself from your duties without prior permission of the Principal/Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/Vice-Principal/Head of the Department.
- f) You will be responsible for safe custody and return in good condition of Management things and Library books which may be under your custody, care or charge.
- g) At the time of relief you shall return all files, materials, books, documents that belong to the college of any nature that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the letter of appointment and return it in token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions

A. Anbu Selvi Renitha .
SIGNATURE OF THE CANDIDATE





Auxilium College (AUTONOMOUS)

(Re-Accredited by NAAC with A Grade)

Gandhi Nagar, Vellore - 632 006,
Tamilnadu, South India.

Phone
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APPOINTMENT ORDER

Ms. Susai Mary Susila A
Assistant Professor
Dept. of Computer Science
Auxilium College (Autonomous)
Vellore - 632 006

Date: 22.11.2016

Sub; Offer of Appointment of **Assistant Professor**

Dear **Ms. Susai Mary Susila A**

With reference to your application and the subsequent interview, the Management is pleased to offer you appointment as **Assistant Professor** in the Department of **Computer Science** in Auxilium College (Autonomous) for the academic year 2016 -2017 as per the terms and conditions mentioned below.

1. SALARY

You will be paid a Consolidated Salary of **Rs. 11,581 /-** (Rupees Eleven thousand five hundred and eighty one only)

2. JOB RESPONSIBILITIES

- Teaching and Coaching students
- Students assessment and evaluation
- Co-curricular and extra curricular activities
- Assisting in departmental administration.
- Conduct of examinations and correction of papers
- Any other duties assigned by your superiors.

3. UNDERTAKING FOR MINIMUM PERIOD OF SERVICE.

You will be on probation for two years from the date of your joining duty i.e. 22.11.2016 . During the period of probation, service is terminable by one month's notice from either side.

Your permanent absorption in the service of the college will be taken up for consideration on satisfactory completion of probation. In case of a confirmed member of staff, service is terminable by 3 months notice from either side.

You will not be allowed to resign and leave the service in the middle of the academic year without the prior notice. If you do so, you will have to pay 3 months salary.


The Management reserves the right to accept your resignation with effect from such a date as it may term fit even before the expiry of the period of notice given by you.

4. RULES AND REGULATIONS

- a) You shall strictly follow the College timings.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally or any pretext absent yourself from your duties without prior permission of the Principal/Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/Vice-Principal/Head of the Department.
- f) You will be responsible for safe custody and return in good condition of Management things and Library books which may be under your custody, care or charge.
- g) At the time of relief you shall return all files, materials, books, documents that belong to the college of any nature that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the letter of appointment and return it in token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions



SIGNATURE OF THE CANDIDATE


SECRETARY

SECRETARY
AUXILIUM COLLEGE (Autonomous)



Auxilium College (AUTONOMOUS)

(Accredited by NAAC with A⁺ Grade with a CGPA of 3.55 out of 4 in the 3rd Cycle)

Gandhi Nagar, Vellore - 632 006,
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auxiliumcollege@yahoo.com
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APPOINTMENT ORDER

Date: 17.06.2019

Ms. Kokila A.
Assistant Professor,
Department of Computer Science,
Auxilium College (Autonomous),
Vellore - 632 006.

Sub: Offer of Appointment of Assistant Professor

Dear **Ms. Kokila A.**,

With reference to your application and the subsequent interview, the Management is pleased to appoint you as **Assistant Professor** in the Department of **Computer Science** in Auxilium College (Autonomous) for the academic year 2019 - 2020 as per the terms and conditions mentioned below.

1. Salary

You will be paid a Salary of Rs. 13,002 /- (Rupees Thirteen thousand and Two only) from the date of joining till 30.04.2020.

2. Job Responsibilities

- Teaching and coaching students
- Assessment and evaluation of students
- Curricular, Co-curricular, Extra-curricular and Extension activities of the Department and of the College
- Assisting in the departmental administration.
- Assisting in the conduct of examinations and evaluation.
- Any other academic, administrative or associated duties assigned by the Management.

3. Undertaking Regarding Period of Probation and Confirmation of Service

a) Probation Period

You will be on probation for from the date of your joining duty i.e., 17.06.2019 till 30.04.2020. During the period of probation, service is terminable by one month's notice from either side.

b) Continuation of Service

Consideration for the continuation of your service will be taken up on satisfactory completion of probation. If your performance is satisfactory, you will be re-appointed on consultation with the Management Council. If you continue in service, the vacation salary will be paid on reopening in June.

c) Notice of Termination

The Management has the right to terminate you from service or accept your resignation only with a prior notice of three months or on payment of three month's salary on either side.

The Management reserves the right to relieve you from service on any day as it may deem fit even before the expiry of the period of notice given by you.


4. Rules and Regulations

- a) You shall strictly follow the College working hours.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the Institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every academic year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally on any pretext absent yourself from your duties without prior permission of the Principal/ Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/ Vice-Principal/ Head of the Department.
- f) You will be responsible for the safe custody and return in good condition of the property of the Institution, furniture, library books or anything else which may be under your custody, care or charge.
- g) On being relieved from service, you shall return all files, materials, books, documents of any nature or anything that belong to the College that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the Letter of Appointment and return it as a token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions.


Signature of the Candidate


Secretary
SECRETARY
AUXILIUM COLLEGE (Autonomous)
Gandhi Nagar, Vellore - 632 006.
Vellore District, Tamil Nadu.



Auxilium College (AUTONOMOUS)

(Accredited by NAAC with A⁺ Grade with a CGPA of 3.55 out of 4
in the 3rd Cycle)

Gandhi Nagar, Vellore - 632 006,
Tamilnadu, South India.

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Web Site :
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APPOINTMENT ORDER

Date: 01.09.2020

Ms.Shobana R.

Assistant Professor

Department of Computer Science

Auxilium College (Autonomous),

Vellore – 632 006.

Sub: Offer of Appointment of **Assistant Professor**

Dear Ms. Shobana R.,

With reference to your application and the subsequent interview, the Management is pleased to appoint you as **Assistant Professor** in the Department of **Computer Science** in Auxilium College (Autonomous) for the academic year 2020-2021 as per the terms and conditions mentioned below.

1. Salary

You will be paid a Salary of **Rs. 16,728 /-** (Rupees Sixteen thousand seven hundred and twenty eight only) from the date of joining till 30.04.2021.

2. Job Responsibilities

- Teaching and coaching students
- Assessment and evaluation of students
- Curricular, Co-curricular, Extra-curricular and Extension activities of the Department and of the College
- Assisting in the departmental administration.
- Assisting in the conduct of examinations and evaluation.
- Any other academic, administrative or associated duties assigned by the Management.

3. Undertaking Regarding Period of Probation and Confirmation of Service

a) Probation Period

You will be on probation from the date of your joining duty i.e., 01.09.2020 till 30.04.2021. During the period of probation, service is terminable by one month's notice from either side.

b) Continuation of Service

Consideration for the continuation of your service will be taken up on satisfactory completion of probation. If your performance is satisfactory, you will be re-appointed on consultation with the Management Council. If you continue in service, the vacation salary will be paid on reopening in June.

c) Notice of Termination

The Management has the right to terminate you from service or accept your resignation only with a prior notice of three months or on payment of three month's salary on either side.

The Management reserves the right to relieve you from service on any day as it may deem fit even before the expiry of the period of notice given by you.

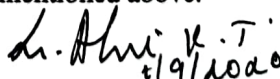
4. Rules and Regulations

- a) You shall strictly follow the College working hours.
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- c) You will be governed by the rules and regulations of the Institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every academic year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally on any pretext absent yourself from your duties without prior permission of the Principal/ Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/ Vice-Principal/ Head of the Department.
- f) You will be responsible for the safe custody and return in good condition of the property of the Institution, furniture, library books or anything else which may be under your custody, care or charge.
- g) On being relieved from service, you shall return all files, materials, books, documents of any nature or anything that belong to the College that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the Letter of Appointment and return it as a token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions.


Signature of the Candidate


Secretary
SECRETARY
AUXILIUM COLLEGE
(AUTONOMOUS)
VELLORE - 632 006.



Auxilium College (AUTONOMOUS)

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APPOINTMENT ORDER

Date: 01.09.2020

Ms. Deeba K.

Assistant Professor
Department of Computer Science
Auxilium College (Autonomous),
Vellore – 632 006.

Sub: Offer of Appointment of Assistant Professor

Dear Ms. Deeba K.,

With reference to your application and the subsequent interview, the Management is pleased to appoint you as **Assistant Professor** in the Department of **Computer Science** in Auxilium College (Autonomous) for the academic year 2020-2021 as per the terms and conditions mentioned below.

1. Salary

You will be paid a Salary of **Rs. 15,864** /- (Rupees Fifteen thousand eight hundred and sixty four only) from the date of joining till 30.04.2021.

2. Job Responsibilities

- Teaching and coaching students
- Assessment and evaluation of students
- Curricular, Co-curricular, Extra-curricular and Extension activities of the Department and of the College
- Assisting in the departmental administration.
- Assisting in the conduct of examinations and evaluation.
- Any other academic, administrative or associated duties assigned by the Management.

3. Undertaking Regarding Period of Probation and Confirmation of Service

a) Probation Period

You will be on probation from the date of your joining duty i.e., 01.09.2020 till 30.04.2021. During the period of probation, service is terminable by one month's notice from either side.

b) Continuation of Service

Consideration for the continuation of your service will be taken up on satisfactory completion of probation. If your performance is satisfactory, you will be re-appointed on consultation with the Management Council. If you continue in service, the vacation salary will be paid on reopening in June.

c) Notice of Termination

The Management has the right to terminate you from service or accept your resignation only with a prior notice of three months or on payment of three month's salary on either side.

The Management reserves the right to relieve you from service on any day as it may deem fit even before the expiry of the period of notice given by you.

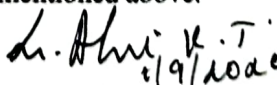
4. Rules and Regulations

- a) You shall strictly follow the College working hours.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
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- f) You will be responsible for the safe custody and return in good condition of the property of the Institution, furniture, library books or anything else which may be under your custody, care or charge.
- g) On being relieved from service, you shall return all files, materials, books, documents of any nature or anything that belong to the College that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the Letter of Appointment and return it as a token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions.


Signature of the Candidate


Secretary
SECRETARY
AUXILIUM COLLEGE
(AUTONOMOUS)
VELLORE - 632 006.



Auxilium College (AUTONOMOUS)

(Accredited by NAAC with A Grade with a CGPA of 3.33 out of 4 in the 1st Cycle)

Gandhi Nagar, Vellore - 632 006,
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Phone: 91 416 22 41 774
91 416 22 49 870

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E-mail: admin@auxiliumcollege.edu.in
Web Site: www.auxiliumcollege.edu.in

APPOINTMENT ORDER

Date: 09.08 .2021

Ms. Vijayabharathi R.

Assistant Professor

Department of Computer Science

Auxilium College (Autonomous),

Vellore – 632 006.

Sub: Offer of Appointment of **Assistant Professor**

Dear **Ms. Vijayabharathi R.**

With reference to your application and the subsequent interview, the Management is pleased to appoint you as **Assistant Professor** in the Department of **Computer Science** in Auxilium College (Autonomous) for the academic year 2021-2022 as per the terms and conditions mentioned below.

1. Salary

You will be paid a Salary of **Rs. 15,000** /- (Rupees Fifteen thousand only) from the date of joining till 30.04.2022.

2. Job Responsibilities

- Teaching and coaching students
- Assessment and evaluation of students
- Curricular, Co-curricular, Extra-curricular and Extension activities of the Department and of the College
- Assisting in the departmental administration.
- Assisting in the conduct of examinations and evaluation.
- Any other academic, administrative or associated duties assigned by the Management.

3. Undertaking Regarding Period of Probation and Confirmation of Service

a) Probation Period

You will be on probation from the date of your joining duty i.e., 09.08.2021 till 30.04.2022. During the period of probation, service is terminable by one month's notice from either side.

b) Continuation of Service

Consideration for the continuation of your service will be taken up on satisfactory completion of probation. If your performance is satisfactory, you will be re-appointed on consultation with the Management Council. If you continue in service, the vacation salary will be paid on reopening in June.

c) Notice of Termination

The Management has the right to terminate you from service or accept your resignation only with a prior notice of three months or on payment of three month's salary on either side.

The Management reserves the right to relieve you from service on any day as it may deem fit even before the expiry of the period of notice given by you.

4. Rules and Regulations

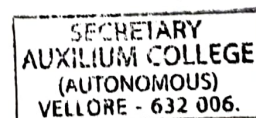
- a) You shall strictly follow the College working hours.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the Institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every academic year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally on any pretext absent yourself from your duties without prior permission of the Principal/ Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/ Vice-Principal/ Head of the Department.
- f) You will be responsible for the safe custody and return in good condition of the property of the Institution, furniture, library books or anything else which may be under your custody, care or charge.
- g) On being relieved from service, you shall return all files, materials, books, documents of any nature or anything that belong to the College that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the Letter of Appointment and return it as a token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions.

R. Vijayabharathi
Signature of the Candidate 9/8/2021

Dr. Vijay R. T.
9/8/2021
Secretary





Auxilium College (AUTONOMOUS)

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Gandhi Nagar, Vellore - 632 006,
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Phone:

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Web Site

APPOINTMENT ORDER

Date: 17.08.2021

Ms. Gowthami J.

Assistant Professor

Department of Computer Science

Auxilium College (Autonomous),

Vellore – 632 006.

Sub: Offer of Appointment of **Assistant Professor**

Dear **Ms. Gowthami J.**

With reference to your application and the subsequent interview, the Management is pleased to appoint you as **Assistant Professor** in the Department of Computer Applications in Auxilium College (Autonomous) for the academic year 2021-2022 as per the terms and conditions mentioned below.

1. Salary

You will be paid a Salary of **Rs. 15,000 /-** (Rupees Fifteen thousand only) from the date of joining till 30.04.2022.

2. Job Responsibilities

- Teaching and coaching students
- Assessment and evaluation of students
- Curricular, Co-curricular, Extra-curricular and Extension activities of the Department and of the College
- Assisting in the departmental administration.
- Assisting in the conduct of examinations and evaluation.
- Any other academic, administrative or associated duties assigned by the Management.

3. Undertaking Regarding Period of Probation and Confirmation of Service

a) Probation Period

You will be on probation from the date of your joining duty i.e., 17.08.2021 till 30.04.2022. During the period of probation, service is terminable by one month's notice from either side.

b) Continuation of Service

Consideration for the continuation of your service will be taken up on satisfactory completion of probation. If your performance is satisfactory, you will be re-appointed on consultation with the Management Council. If you continue in service, the vacation salary will be paid on reopening in June.

c) Notice of Termination

The Management has the right to terminate you from service or accept your resignation only with a prior notice of three months or on payment of three month's salary on either side.

The Management reserves the right to relieve you from service on any day as it may deem fit even before the expiry of the period of notice given by you.

4. Rules and Regulations

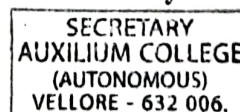
- a) You shall strictly follow the College working hours.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the Institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every academic year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally on any pretext absent yourself from your duties without prior permission of the Principal/ Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/ Vice-Principal/ Head of the Department.
- f) You will be responsible for the safe custody and return in good condition of the property of the Institution, furniture, library books or anything else which may be under your custody, care or charge.
- g) On being relieved from service, you shall return all files, materials, books, documents of any nature or anything that belong to the College that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the Letter of Appointment and return it as a token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions.

[Signature]
Signature of the Candidate

[Signature]
12/8/2021
Secretary





Auxilium College (AUTONOMOUS)

(Accredited by NAAC with A⁺ Grade with a CGPA of 3.55 out of 4 in the 1st Cycle)

Gandhi Nagar, Vellore - 632 006,
Tamil Nadu, South India.

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91 416 22 49 670
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admin@auxiliumcollege.edu.in
Web Site
www.auxiliumcollege.edu.in

APPOINTMENT ORDER

Date: 23.02.2022

Ms. Sindhuja C.
Assistant Professor
Department of Computer Application
Auxilium College (Autonomous),
Vellore – 632 006.

Sub: Offer of Appointment of **Assistant Professor**

Dear **Sindhuja C.**

With reference to your application and the subsequent interview, the Management is pleased to appoint you as **Assistant Professor** in the Department of **Computer Application** in Auxilium College (Autonomous) for the academic year 2021-2022 as per the terms and conditions mentioned below.

1. Salary

You will be paid a Salary of **Rs. 15,000 /-** (Rupees Fifteen five thousand only) from the date of joining till 30.04.2022.

2. Job Responsibilities

- Teaching and coaching students
- Assessment and evaluation of students
- Curricular, Co-curricular, Extra-curricular and Extension activities of the Department and of the College
- Assisting in the departmental administration.
- Assisting in the conduct of examinations and evaluation.
- Any other academic, administrative or associated duties assigned by the Management.

3. Undertaking Regarding Period of Probation and Confirmation of Service

a) Probation Period

You will be on probation from the date of your joining duty i.e., 23.02.2022 till 30.04.2022. During the period of probation, service is terminable by one month's notice from either side.

a) Continuation of Service

Consideration for the continuation of your service will be taken up on satisfactory completion of probation. If your performance is satisfactory, you will be re-appointed on consultation with the Management Council. If you continue in service, the vacation salary will be paid on reopening in June.

b) Notice of Termination

The Management has the right to terminate you from service or accept your resignation only with a prior notice of three months or on payment of three month's salary on either side.

The Management reserves the right to relieve you from service on any day as it may deem fit even before the expiry of the period of notice given by you.

4. Rules and Regulations

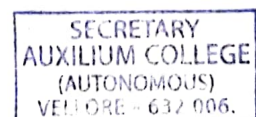
- a) You shall strictly follow the College working hours.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the Institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every academic year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally on any pretext absent yourself from your duties without prior permission of the Principal/ Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/ Vice-Principal/ Head of the Department.
- f) You will be responsible for the safe custody and return in good condition of the property of the Institution, furniture, library books or anything else which may be under your custody, care or charge.
- g) On being relieved from service, you shall return all files, materials, books, documents of any nature or anything that belong to the College that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the Letter of Appointment and return it as a token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions.

C. Sindhu 23/2/22
Signature of the Candidate

M. Anil K. T.
23/2/2022
Secretary





Auxilium College (AUTONOMOUS)
(Accredited by NAAC with A⁺ Grade with a CGPA of 3.55 out of 4 in the
3rd Cycle)

Gandhi Nagar, Vellore - 632 006,
Tamil Nadu, South India.

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Web Site
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APPOINTMENT ORDER

Date: 24.02.2022

Ms. Gowthami K.
Assistant Professor
Department of Computer Science
Auxilium College (Autonomous),
Vellore – 632 006.

Sub: Offer of Appointment of **Assistant Professor**

Dear **Gowthami K.**

With reference to your application and the subsequent interview, the Management is pleased to appoint you as **Assistant Professor** in the Department of **Computer Science** in Auxilium College (Autonomous) for the academic year 2021-2022 as per the terms and conditions mentioned below.

1. Salary

You will be paid a Salary of **Rs. 15,000** /- (Rupees Fifteen five thousand only) from the date of joining till 30.04.2022.

2. Job Responsibilities

- Teaching and coaching students
- Assessment and evaluation of students
- Curricular, Co-curricular, Extra-curricular and Extension activities of the Department and of the College
- Assisting in the departmental administration.
- Assisting in the conduct of examinations and evaluation.
- Any other academic, administrative or associated duties assigned by the Management.

3. Undertaking Regarding Period of Probation and Confirmation of Service

a) Probation Period

You will be on probation from the date of your joining duty i.e., 24.02.2022 till 30.04.2022. During the period of probation, service is terminable by one month's notice from either side.

a) Continuation of Service

Consideration for the continuation of your service will be taken up on satisfactory completion of probation. If your performance is satisfactory, you will be re-appointed on consultation with the Management Council. If you continue in service, the vacation salary will be paid on reopening in June.

b) Notice of Termination

The Management has the right to terminate you from service or accept your resignation only with a prior notice of three months or on payment of three month's salary on either side.

The Management reserves the right to relieve you from service on any day as it may deem fit even before the expiry of the period of notice given by you.

4. Rules and Regulations

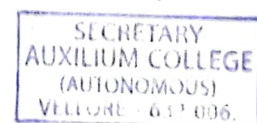
- a) You shall strictly follow the College working hours.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the Institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every academic year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally on any pretext absent yourself from your duties without prior permission of the Principal/ Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/ Vice-Principal/ Head of the Department.
- f) You will be responsible for the safe custody and return in good condition of the property of the Institution, furniture, library books or anything else which may be under your custody, care or charge.
- g) On being relieved from service, you shall return all files, materials, books, documents of any nature or anything that belong to the College that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the Letter of Appointment and return it as a token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions.

K. Gowtham
24/2/2022
Signature of the Candidate

Dr. M. J. K. T.
24/2/2022
Secretary





Auxilium College (AUTONOMOUS)
(Re Accredited by NAAC with A Grade with a CGPA of 3.41)

Gandhi Nagar, Vellore - 632 006,
Tamilnadu, South India

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auxiliumcollege@yahoo.com
Web Site :
www.auxiliumcollege.edu.in

APPOINTMENT OFFER

Date: 16.06.2014

Ms. Hannah Elizabeth S.
Assistant Professor
Dept. of Zoology
Auxilium College
Vellore - 632 006

Sub; Offer of Appointment of **Assistant Professor**

Dear **Ms. Hannah Elizabeth S.**

With reference to your application and the subsequent interview, the Management is pleased to offer you appointment as **Assistant Professor** in the Department of **Zoology** in Auxilium College (Autonomous) for the academic year 2014 -2015 as per the terms and conditions mentioned below.

1. SALARY

You will be paid a Consolidated Salary of **Rs.15,000/-** (Rupees Fifteen thousand only)

2. JOB RESPONSIBILITIES

- Teaching and Coaching students
- Students assessment and evaluation
- Co-curricular and extra curricular activities
- Assisting in departmental administration.
- Conduct of examinations and correction of papers
- Any other duties assigned by your superiors.

3. UNDERTAKING FOR MINIMUM PERIOD OF SERVICE.

You will be on probation for two years from the date of your joining duty i.e. 16.06.2014 . During the period of probation , service is terminable by one month's notice from either side.

Your permanent absorption in the service of the college will be taken up for consideration on satisfactory completion of probation. In case of a confirmed member of staff, service is terminable by 3 months notice from either side.

You will not be allowed to resign and leave the service in the middle of the academic year without the prior notice. If you do so, you will have to pay 3 months salary.

The Management reserves the right to accept your resignation with effect from such a date as it may term fit even before the expiry of the period of notice given by you.

4. RULES AND REGULATIONS

- a) You shall strictly follow the College timings.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally or any pretext absent yourself from your duties without prior permission of the Principal/Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/Vice-Principal/Head of the Department.
- f) You will be responsible for safe custody and return in good condition of Management things and Library books which may be under your custody, care or charge.
- g) At the time of relief you shall return all files, materials, books, documents that belong to the college of any nature that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the letter of appointment and return it in token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions

Hannah Elizabeth S

SIGNATURE OF THE CANDIDATE

Sr. Amalorpavam S. S.

SECRETARY

SECRETARY

AUXILIUM COLLEGE (Autonomous)

Gandhi Nagar, Vellore - 632 006.

Vellore District, Tamil Nadu.



Auxilium College (AUTONOMOUS)

(Re-Accredited by NAAC with A Grade)

Gandhi Nagar, Vellore - 632 006,
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auxiliumcollege@yahoo.com

Web Site :

www.auxiliumcollege.edu.in

APPOINTMENT OFFER

Date: 16.06.2016

Ms. Vidhya K
Assistant Professor
Dept. of Zoology
Auxilium College (Autonomous)
Vellore - 632 006

Sub; Offer of Appointment of **Assistant Professor**

Dear Vidhya K

With reference to your application and the subsequent interview, the Management is pleased to offer you appointment as **Assistant Professor** in the Department of Zoology in Auxilium College (Autonomous) for the academic year 2016 -2017 as per the terms and conditions mentioned below.

1. SALARY

You will be paid a Consolidated Salary of **Rs. 14,449/-** (Rupees Fourteen thousand four hundred and forty nine only)

2. JOB RESPONSIBILITIES

- a) Teaching and Coaching students
- b) Students assessment and evaluation
- c) Co-curricular and extra curricular activities
- d) Assisting in departmental administration.
- e) Conduct of examinations and correction of papers
- f) Any other duties assigned by your superiors.

3. UNDERTAKING FOR MINIMUM PERIOD OF SERVICE.

You will be on probation for two years from the date of your joining duty i.e. 16.06.2016 . During the period of probation , service is terminable by one month's notice from either side.

Your permanent absorption in the service of the college will be taken up for consideration on satisfactory completion of probation. In case of a confirmed member of staff, service is terminable by 3 months notice from either side.

You will not be allowed to resign and leave the service in the middle of the academic year without the prior notice. If you do so, you will have to pay 3 months salary.

The Management reserves the right to accept your resignation with effect from such a date as it may term fit even before the expiry of the period of notice given by you.

4. RULES AND REGULATIONS

- a) You shall strictly follow the College timings.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for one-day Casual Leave per month during the tenure of your appointment and this will lapse with the end of every year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally or any pretext absent yourself from your duties without prior permission of the Principal/Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/Vice-Principal/Head of the Department.
- f) You will be responsible for safe custody and return in good condition of Management things and Library books which may be under your custody, care or charge.
- g) At the time of relief you shall return all files, materials, books, documents that belong to the college of any nature that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the letter of appointment and return it in token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions

S. Amalraj
SECRETARY

SECRETARY
AUXILIUM COLLEGE (Autonomous)
Gandhi Nagar, Vellore - 632 006.
Vellore District, Tamil Nadu.

V. Job
SIGNATURE OF THE CANDIDATE



Auxilium College (AUTONOMOUS)

(Re-Accredited by NAAC with A Grade)

Gandhi Nagar, Vellore - 632 006,
Tamilnadu, South India.

Phone

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91 0416 22 49 670

Fax :

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E-mail :

auxiliumcollege@yahoo.com

Web Site :

www.auxiliumcollege.edu.in

APPOINTMENT OFFER

Date: 16.06.2016

Ms.Rebecca Vinola
Assistant Professor
Dept. of Zoology
Auxilium College (Autonomous)
Vellore - 632 006

Sub; Offer of Appointment of Assistant Professor

Dear Ms.Rebecca Vinola

With reference to your application and the subsequent interview, the Management is pleased to offer you appointment as **Assistant Professor** in the Department of **Zoology** in Auxilium College (Autonomous) for the academic year 2016 -2017 as per the terms and conditions mentioned below.

1. SALARY

You will be paid a Consolidated Salary of Rs. 10,071/- (Rupees Ten thousand seventy one only)

2. JOB RESPONSIBILITIES

- a) Teaching and Coaching students
- b) Students assessment and evaluation
- c) Co-curricular and extra curricular activities
- d) Assisting in departmental administration.
- e) Conduct of examinations and correction of papers
- f) Any other duties assigned by your superiors.

3. UNDERTAKING FOR MINIMUM PERIOD OF SERVICE.

You will be on probation for two years from the date of your joining duty i.e. 16.06.2016 . During the period of probation , service is terminable by one month's notice from either side.

Your permanent absorption in the service of the college will be taken up for consideration on satisfactory completion of probation. In case of a confirmed member of staff, service is terminable by 3 months notice from either side.

You will not be allowed to resign and leave the service in the middle of the academic year without the prior notice. If you do so, you will have to pay 3 months salary.

The Management reserves the right to accept your resignation with effect from such a date as it may term fit even before the expiry of the period of notice given by you.

4. RULES AND REGULATIONS

- a) You shall strictly follow the College timings.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for one-day Casual Leave per month during the tenure of your appointment and this will lapse with the end of every year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally or any pretext absent yourself from your duties without prior permission of the Principal/Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/Vice-Principal/Head of the Department.
- f) You will be responsible for safe custody and return in good condition of Management things and Library books which may be under your custody, care or charge.
- g) At the time of relief you shall return all files, materials, books, documents that belong to the college of any nature that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the letter of appointment and return it in token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions

S. H. Anandaraman S.S.
SECRETARY

SECRETARY
AUXILIUM COLLEGE (Autonomous)
Gandhi Nagar, Vellore - 632 006.
Vellore District, Tamil Nadu.

Rebecca Venkatesh
SIGNATURE OF THE CANDIDATE



Auxilium College (AUTONOMOUS)

(Re-Accredited by NAAC with A Grade)

Gandhi Nagar, Vellore - 632 006,
Tamilnadu, South India

Phone

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E-mail :

auxiliumcollege@yahoo.com

Web Site :

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APPOINTMENT OFFER

Date: 16.06.2016

Dr (Ms) Rajalakshmi A
Assistant Professor
Dept. of Zoology
Auxilium College (Autonomous)
Vellore - 632 006

Subj: Offer of Appointment of Assistant Professor

Dear Dr (Ms) Rajalakshmi A

With reference to your application and the subsequent interview, the Management is pleased to offer you appointment as Assistant Professor in the Department of Zoology in Auxilium College (Autonomous) for the academic year 2016 -2017 as per the terms and conditions mentioned below.

1. SALARY

You will be paid a Consolidated Salary of Rs. 15,071/- (Rupees Fifteen thousand seventy one only)

2. JOB RESPONSIBILITIES

- Teaching and Coaching students
- Students assessment and evaluation
- Co-curricular and extra curricular activities
- Assisting in departmental administration.
- Conduct of examinations and correction of papers
- Any other duties assigned by your superiors.

3. UNDERTAKING FOR MINIMUM PERIOD OF SERVICE.

You will be on probation for two years from the date of your joining duty i.e. 16.06.2016. During the period of probation, service is terminable by one month's notice from either side.

Your permanent absorption in the service of the college will be taken up for consideration on satisfactory completion of probation. In case of a confirmed member of staff, service is terminable by 3 months notice from either side.

You will not be allowed to resign and leave the service in the middle of the academic year without the prior notice. If you do so, you will have to pay 3 months salary.

The Management reserves the right to accept your resignation with effect from such a date as it may term fit even before the expiry of the period of notice given by you.

4. RULES AND REGULATIONS

- a) You shall strictly follow the College timings.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for one-day Casual Leave per month during the tenure of your appointment and this will lapse with the end of every year. Extra leave will be considered as Leave on Loss of Pay.
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- f) You will be responsible for safe custody and return in good condition of Management things and Library books which may be under your custody, care or charge.
- g) At the time of relief you shall return all files, materials, books, documents that belong to the college of any nature that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the letter of appointment and return it in token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions

S. Anandaprasanna S.S.
SECRETARY

SECRETARY
AUXILIUM COLLEGE (Autonomous)
Gandhi Nagar, Vellore - 632 006.
Vellore District, Tamil Nadu.

A. Sridharan
SIGNATURE OF THE CANDIDATE



Auxilium College (AUTONOMOUS)

(Re-Accredited by NAAC with A* Grade with a CGPA of 3.55 out of 4)

Gandhi Nagar, Vellore - 632 006,
Tamilnadu, South India.

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auxiliumcollege@yahoo.com
Web Site :
www.auxiliumcollege.edu.in

APPOINTMENT ORDER

Date: 18.06.2018

Ms.Anu K.
Asst.Professor
Dept.of Zoology
Auxilium College (Autonomous)
Vellore - 632 006

Sub; Offer of Appointment of Assistant Professor

Dear Ms.Anu K.

With reference to your application and the subsequent interview, the Management is pleased to offer you appointment as **Asst.Professor** in the Department of Zoology in Auxilium College (Autonomous) for the academic year 2018 -2019 as per the terms and conditions mentioned below.

1. SALARY

You will be paid a Consolidated Salary of Rs. 12,000/- (Rupees Twelve thousand only)

2. JOB RESPONSIBILITIES

- Teaching and Coaching students
- Students assessment and evaluation
- Co-curricular and extra curricular activities
- Assisting in departmental administration.
- Conduct of examinations and correction of papers
- Any other duties assigned by your superiors.

3. UNDERTAKING FOR MINIMUM PERIOD OF SERVICE.

You will be on probation for two years from the date of your joining duty i.e. 18.06.2018 . During the period of probation , service is terminable by one month's notice from either side.

Your permanent absorption in the service of the college will be taken up for consideration on satisfactory completion of probation. In case of a confirmed member of staff, service is terminable by 3 months notice from either side.

You will not be allowed to resign and leave the service in the middle of the academic year without the prior notice. If you do so, you will have to pay 3 months salary.

The Management reserves the right to accept your resignation with effect from such a date as it may term fit even before the expiry of the period of notice given by you.

4. RULES AND REGULATIONS

- a) You shall strictly follow the College timings.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
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- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every year. Extra leave will be considered as Leave on Loss of Pay.
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- g) At the time of relief you shall return all files, materials, books, documents that belong to the college of any nature that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the letter of appointment and return it in token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions

Sr. Amalavaram S.S.

SECRETARY

SECRETARY
AUXILIUM COLLEGE (Autonomous)
Gandhi Nagar, Vellore - 632 006.
Vellore District, Tamil Nadu.

[Signature]

SIGNATURE OF THE CANDIDATE



AUXILIUM COLLEGE

(Accredited by NAAC with A⁺ Grade)

GANDHI NAGAR, VELLORE - 632 006.

Appointment Order

Ms. Gowri B.V. is hereby appointed as Lecturer in Microbiology (Eve.College) with effect from 13.06.05 to 31.03.06 or the last working day whichever is earlier, purely on a temporary basis.

Her service is terminable with one month notice in writing or one month salary in lieu of such notice on either side.

She ceases to be in service after the expiry of the period of appointment.

She may be re-appointed if required.

Dr. Alphonsa Mary R.

Principal

AUXILIUM COLLEGE
GANDHI NAGAR
VELLORE - 632 006.

A. Mary Helen A.

Secretary

AUXILIUM COLLEGE
GANDHI NAGAR
VELLORE - 632 006.

Place: Vellore -6

Date: 13-06 -05

I accept the appointment on the terms and conditions outlined above.

B.V. Gowri

Signature of the incumbent.



Auxilium College (Autonomous)
(Re-Accredited by NAAC with A Grade with a CGPA of 3.41)
Gandhi Nagar, Vellore - 632 006,
Tamilnadu, South India

Phone :
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Fax :
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E-mail :
auxiliumcollege@yahoo.com
Web Site :
www.auxiliumcollege.edu.in

APPOINTMENT OFFER

Date: 16.06.2014

Ms. Malathi T.
Assistant Professor
Dept. of Microbiology
Auxilium College
Vellore - 632 006

Sub; Offer of Appointment of **Assistant Professor**

Dear **Ms. Malathi T.**

With reference to your application and the subsequent interview, the Management is pleased to offer you appointment as **Assistant Professor** in the Department of **Microbiology** in Auxilium College (Autonomous) for the academic year 2014 -2015 as per the terms and conditions mentioned below.

1. SALARY

You will be paid a Consolidated Salary of **Rs.15,000/-** (Rupees Fifteen thousand only)

2. JOB RESPONSIBILITIES

- Teaching and Coaching students
- Students assessment and evaluation
- Co-curricular and extra curricular activities
- Assisting in departmental administration.
- Conduct of examinations and correction of papers
- Any other duties assigned by your superiors.

3. UNDERTAKING FOR MINIMUM PERIOD OF SERVICE.

You will be on probation for two years from the date of your joining duty i.e. 16.06.2014 . During the period of probation , service is terminable by one month's notice from either side.

Your permanent absorption in the service of the college will be taken up for consideration on satisfactory completion of probation. In case of a confirmed member of staff, service is terminable by 3 months notice from either side.

You will not be allowed to resign and leave the service in the middle of the academic year without the prior notice. If you do so, you will have to pay 3 months salary.

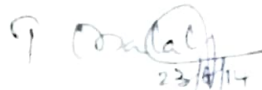
The Management reserves the right to accept your resignation with effect from such a date as it may term fit even before the expiry of the period of notice given by you.

4. RULES AND REGULATIONS

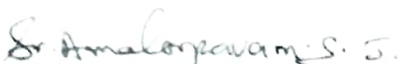
- a) You shall strictly follow the College timings.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally or any pretext absent yourself from your duties without prior permission of the Principal/Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/Vice-Principal/Head of the Department.
- f) You will be responsible for safe custody and return in good condition of Management things and Library books which may be under your custody, care or charge.
- g) At the time of relief you shall return all files, materials, books, documents that belong to the college of any nature that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the letter of appointment and return it in token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions


23/4/14

SIGNATURE OF THE CANDIDATE


SECRETARY
SECRETARY
AUXILIUM COLLEGE (Autonomous)
Gandhi Nagar, Vellore - 632 006.
Vellore District, Tamil Nadu.

APPOINTMENT OFFER

Date: 24.11.2015

Ms. Deepa R. ✓
Assistant Professor
Dept. of Microbiology
Auxilium College (Autonomous)
Vellore - 632 006

Sub; Offer of Appointment of **Assistant Professor**

Dear **Ms. Deepa R.** ✍

With reference to your application and the subsequent interview, the Management is pleased to offer you appointment as **Assistant Professor** in the Department of **Microbiology** in Auxilium College (Autonomous) for the academic year 2015 -2016 as per the terms and conditions mentioned below.

1. SALARY

You will be paid a Consolidated Salary of **Rs. 8,000/-** (Rupees Eight thousand only)

2. JOB RESPONSIBILITIES

- a) Teaching and Coaching students
- b) Students assessment and evaluation
- c) Co-curricular and extra curricular activities
- d) Assisting in departmental administration.
- e) Conduct of examinations and correction of papers
- f) Any other duties assigned by your superiors.

3. UNDERTAKING FOR MINIMUM PERIOD OF SERVICE.

You will be on probation for two years from the date of your joining duty i.e. 24.11.2015 . During the period of probation , service is terminable by one month's notice from either side.

Your permanent absorption in the service of the college will be taken up for consideration on satisfactory completion of probation. In case of a confirmed member of staff, service is terminable by 3 months notice from either side.

You will not be allowed to resign and leave the service in the middle of the academic year without the prior notice. If you do so, you will have to pay 3 months salary.

The Management reserves the right to accept your resignation with effect from such a date as it may term fit even before the expiry of the period of notice given by you.

4. RULES AND REGULATIONS

- a) You shall strictly follow the College timings.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally or any pretext absent yourself from your duties without prior permission of the Principal/Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/Vice-Principal/Head of the Department.
- f) You will be responsible for safe custody and return in good condition of Management things and Library books which may be under your custody, care or charge.
- g) At the time of relief you shall return all files, materials, books, documents that belong to the college of any nature that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the letter of appointment and return it in token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions

Sr. Amalavaram S. J.
SECRETARY
SECRETARY
AUXILIUM COLLEGE (Autonomous)
Gandhi Nagar, Vellore - 632 006.
Vellore District, Tamil Nadu.

R. N. S.
SIGNATURE OF THE CANDIDATE



Auxilium College (AUTONOMOUS)

(Accredited by NAAC with A⁺ Grade with a CGPA of 3.55 out of 4 in the 3rd Cycle)

Gandhi Nagar, Vellore - 632 006,
Tamilnadu, South India.

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APPOINTMENT ORDER

Date: 01.09.2020

Ms. Ramya G.,
Assistant Professor,
Department of Microbiology
Auxilium College (Autonomous),
Vellore - 632 006.

Sub: Offer of Appointment of **Assistant Professor**

Dear **Ms. Ramya G.,**

With reference to your application and the subsequent interview, the Management is pleased to appoint you as **Assistant Professor** in the Department of **Microbiology** in Auxilium College (Autonomous) for the academic year 2020-2021 as per the terms and conditions mentioned below.

1. Salary

You will be paid a Salary of **Rs. 24,000 /-** (Rupees Twenty Four thousand only) from the date of joining till 30.04.2021.

2. Job Responsibilities

- Teaching and coaching students
- Assessment and evaluation of students
- Curricular, Co-curricular, Extra-curricular and Extension activities of the Department and of the College
- Assisting in the departmental administration.
- Assisting in the conduct of examinations and evaluation.
- Any other academic, administrative or associated duties assigned by the Management.

3. Undertaking Regarding Period of Probation and Confirmation of Service

a) Probation Period

You will be on probation from the date of your joining duty i.e., 01.09.2020 till 30.04.2021. During the period of probation, service is terminable by one month's notice from either side.

b) Continuation of Service

Consideration for the continuation of your service will be taken up on satisfactory completion of probation. If your performance is satisfactory, you will be re-appointed on consultation with the Management Council. If you continue in service, the vacation salary will be paid on reopening in June.

c) Notice of Termination

The Management has the right to terminate you from service or accept your resignation only with a prior notice of three months or on payment of three month's salary on either side.

The Management reserves the right to relieve you from service on any day as it may deem fit even before the expiry of the period of notice given by you.

4. Rules and Regulations

- a) You shall strictly follow the College working hours.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the Institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every academic year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally on any pretext absent yourself from your duties without prior permission of the Principal/ Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/ Vice-Principal/ Head of the Department.
- f) You will be responsible for the safe custody and return in good condition of the property of the Institution, furniture, library books or anything else which may be under your custody, care or charge.
- g) On being relieved from service, you shall return all files, materials, books, documents of any nature or anything that belong to the College that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the Letter of Appointment and return it as a token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions.



Signature of the Candidate

L. Anirudh T.
19/10/2020
Secretary
SECRETARY
AUXILIUM COLLEGE
(AUTONOMOUS)
VELLORE - 632 006.



Auxilium College (AUTONOMOUS)

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APPOINTMENT ORDER

Date: 01.09.2020

Dr. Kalpana V.N.
Assistant Professor,
Department of Microbiology
Auxilium College (Autonomous),
Vellore - 632 006.

Sub: Offer of Appointment of **Assistant Professor**

Dear **Dr. Kalpana V.N.**

With reference to your application and the subsequent interview, the Management is pleased to appoint you as **Assistant Professor** in the Department of **Microbiology** in Auxilium College (Autonomous) for the academic year 2020-2021 as per the terms and conditions mentioned below.

1. Salary

You will be paid a Salary of **Rs. 25,000** /- (Rupees Twenty Five thousand only) from the date of joining till 30.04.2021.

2. Job Responsibilities

- Teaching and coaching students
- Assessment and evaluation of students
- Curricular, Co-curricular, Extra-curricular and Extension activities of the Department and of the College
- Assisting in the departmental administration.
- Assisting in the conduct of examinations and evaluation.
- Any other academic, administrative or associated duties assigned by the Management.

3. Undertaking Regarding Period of Probation and Confirmation of Service

a) Probation Period

You will be on probation from the date of your joining duty i.e., 01.09.2020 till 30.04.2021. During the period of probation, service is terminable by one month's notice from either side.

b) Continuation of Service

Consideration for the continuation of your service will be taken up on satisfactory completion of probation. If your performance is satisfactory, you will be re-appointed on consultation with the Management Council. If you continue in service, the vacation salary will be paid on reopening in June.

c) Notice of Termination

The Management has the right to terminate you from service or accept your resignation only with a prior notice of three months or on payment of three month's salary on either side.

The Management reserves the right to relieve you from service on any day as it may deem fit even before the expiry of the period of notice given by you.

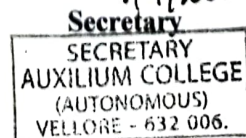
4. Rules and Regulations

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- f) You will be responsible for the safe custody and return in good condition of the property of the Institution, furniture, library books or anything else which may be under your custody, care or charge.
- g) On being relieved from service, you shall return all files, materials, books, documents of any nature or anything that belong to the College that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the Letter of Appointment and return it as a token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions.

Kalpana V.N.
Signature of the Candidate





Auxilium College (AUTONOMOUS)

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APPOINTMENT ORDER

Date: 07.01.2021

Dr .Nithya A.
Assistant Professor
Department of Microbiology
Auxilium College (Autonomous),
Vellore – 632 006.

Sub: Offer of Appointment of Assistant Professor

Dear Dr. Nithya A.

With reference to your application and the subsequent interview, the Management is pleased to appoint you as **Assistant Professor** in the Department of **Microbiology** in Auxilium College (Autonomous) for the academic year 2020-2021 as per the terms and conditions mentioned below.

1. Salary

You will be paid a Salary of **Rs. 25,000 /-** (Rupees Twenty five thousand only) from the date of joining till 30.04.2021.

2. Job Responsibilities

- Teaching and coaching students
- Assessment and evaluation of students
- Curricular, Co-curricular, Extra-curricular and Extension activities of the Department and of the College
- Assisting in the departmental administration.
- Assisting in the conduct of examinations and evaluation.
- Any other academic, administrative or associated duties assigned by the Management.

3. Undertaking Regarding Period of Probation and Confirmation of Service

a) Probation Period

You will be on probation from the date of your joining duty i.e., 07.01.2021 till 30.04.2021. During the period of probation, service is terminable by one month's notice from either side.

b) Continuation of Service

Consideration for the continuation of your service will be taken up on satisfactory completion of probation. If your performance is satisfactory, you will be re-appointed on consultation with the Management Council. If you continue in service, the vacation salary will be paid on reopening in June.

c) Notice of Termination

The Management has the right to terminate you from service or accept your resignation only with a prior notice of three months or on payment of three month's salary on either side.

The Management reserves the right to relieve you from service on any day as it may deem fit even before the expiry of the period of notice given by you.

4. Rules and Regulations

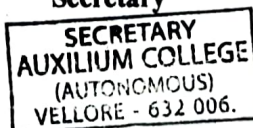
- a) You shall strictly follow the College working hours.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the Institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every academic year. Extra leave will be considered as Leave on Loss of Pay.
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- g) On being relieved from service, you shall return all files, materials, books, documents of any nature or anything that belong to the College that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the Letter of Appointment and return it as a token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions.


Signature of the Candidate


Secretary





Auxilium College (AUTONOMOUS)

Accredited by AICTE with A Grade with a CGPA of 3.33 out of 4 in the 3rd Cycle

Gandhi Nagar, Vellore - 632 006,
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admin@auxiliumcollege.edu.in
Web Site

APPOINTMENT ORDER

Date: 09.08.2021

Dr. Manjula R.
Assistant Professor
Department of Microbiology
Auxilium College (Autonomous),
Vellore – 632 006.

Sub: Offer of Appointment of **Assistant Professor**

Dear **Dr. Manjula R.**

With reference to your application and the subsequent interview, the Management is pleased to appoint you as **Assistant Professor** in the Department of **Microbiology** in Auxilium College (Autonomous) for the academic year 2021-2022 as per the terms and conditions mentioned below.

1. Salary

You will be paid a Salary of **Rs. 25,000** /- (Rupees Twenty five thousand only) from the date of joining till 30.04.2022.

2. Job Responsibilities

- Teaching and coaching students
- Assessment and evaluation of students
- Curricular, Co-curricular, Extra-curricular and Extension activities of the Department and of the College
- Assisting in the departmental administration.
- Assisting in the conduct of examinations and evaluation.
- Any other academic, administrative or associated duties assigned by the Management.

3. Undertaking Regarding Period of Probation and Confirmation of Service

a) Probation Period

You will be on probation from the date of your joining duty i.e., 09.08.2021 till 30.04.2022. During the period of probation, service is terminable by one month's notice from either side.

b) Continuation of Service

Consideration for the continuation of your service will be taken up on satisfactory completion of probation. If your performance is satisfactory, you will be re-appointed on consultation with the Management Council. If you continue in service, the vacation salary will be paid on reopening in June.

c) Notice of Termination

The Management has the right to terminate you from service or accept your resignation only with a prior notice of three months or on payment of three month's salary on either side.

The Management reserves the right to relieve you from service on any day as it may deem fit even before the expiry of the period of notice given by you.

4. Rules and Regulations

- a) You shall strictly follow the College working hours.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the Institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every academic year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally on any pretext absent yourself from your duties without prior permission of the Principal/ Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/ Vice-Principal/ Head of the Department.
- f) You will be responsible for the safe custody and return in good condition of the property of the Institution, furniture, library books or anything else which may be under your custody, care or charge.
- g) On being relieved from service, you shall return all files, materials, books, documents of any nature or anything that belong to the College that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the Letter of Appointment and return it as a token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions.

R. Mangala
9/8/2021
Signature of the Candidate

Dr. Anil K. T.
9/8/2021
Secretary





Auxilium College (AUTONOMOUS)

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APPOINTMENT ORDER

Date: 23.02.2022

Ms. Nabila M.I.

Assistant Professor

Department of Microbiology

Auxilium College (Autonomous),

Vellore – 632 006.

Sub: Offer of Appointment of **Assistant Professor**

Dear **Ms. Nabila M.I.**

With reference to your application and the subsequent interview, the Management is pleased to appoint you as **Assistant Professor** in the Department of **Microbiology** in Auxilium College (Autonomous) for the academic year 2021-2022 as per the terms and conditions mentioned below.

1. Salary

You will be paid a Salary of **Rs. 12,000** /- (Rupees Twelve thousand only) from the date of joining till 30.04.2022.

2. Job Responsibilities

- a. Teaching and coaching students
- b. Assessment and evaluation of students
- c. Curricular, Co-curricular, Extra-curricular and Extension activities of the Department and of the College
- d. Assisting in the departmental administration.
- e. Assisting in the conduct of examinations and evaluation.
- f. Any other academic, administrative or associated duties assigned by the Management.

3. Undertaking Regarding Period of Probation and Confirmation of Service

a) Probation Period

You will be on probation from the date of your joining duty i.e., 23.02.2022 till 30.04.2022. During the period of probation, service is terminable by one month's notice from either side.

a) Continuation of Service

Consideration for the continuation of your service will be taken up on satisfactory completion of probation. If your performance is satisfactory, you will be re-appointed on consultation with the Management Council. If you continue in service, the vacation salary will be paid on reopening in June.

b) Notice of Termination

The Management has the right to terminate you from service or accept your resignation only with a prior notice of three months or on payment of three month's salary on either side.

The Management reserves the right to relieve you from service on any day as it may deem fit even before the expiry of the period of notice given by you.

4. Rules and Regulations

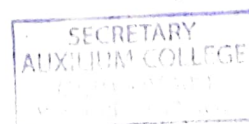
- a) You shall strictly follow the College working hours.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the Institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every academic year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally on any pretext absent yourself from your duties without prior permission of the Principal/ Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/ Vice-Principal/ Head of the Department.
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You are requested to sign on the duplicate copy of the Letter of Appointment and return it as a token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions.


Signature of the Candidate


Secretary





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APPOINTMENT ORDER

Date: 23.02.2022

Ms. Munasira Begum V.S.
Assistant Professor
Department of Microbiology
Auxilium College (Autonomous),
Vellore – 632 006.

Sub: Offer of Appointment of **Assistant Professor**

Dear **Ms. Munasira Begum V.S.**

With reference to your application and the subsequent interview, the Management is pleased to appoint you as **Assistant Professor** in the Department of **Microbiology** in Auxilium College (Autonomous) for the academic year 2021-2022 as per the terms and conditions mentioned below.

1. Salary

You will be paid a Salary of **Rs. 12,864** /- (Rupees Twelve thousand eight hundred and sixty four only) from the date of joining till 30.04.2022.

2. Job Responsibilities

- Teaching and coaching students
- Assessment and evaluation of students
- Curricular, Co-curricular, Extra-curricular and Extension activities of the Department and of the College
- Assisting in the departmental administration.
- Assisting in the conduct of examinations and evaluation.
- Any other academic, administrative or associated duties assigned by the Management.

3. Undertaking Regarding Period of Probation and Confirmation of Service

a) Probation Period

You will be on probation from the date of your joining duty i.e., 23.02.2022 till 30.04.2022. During the period of probation, service is terminable by one month's notice from either side.

a) Continuation of Service

Consideration for the continuation of your service will be taken up on satisfactory completion of probation. If your performance is satisfactory, you will be re-appointed on consultation with the Management Council. If you continue in service, the vacation salary will be paid on reopening in June.

b) Notice of Termination

The Management has the right to terminate you from service or accept your resignation only with a prior notice of three months or on payment of three month's salary on either side.

The Management reserves the right to relieve you from service on any day as it may deem fit even before the expiry of the period of notice given by you.

4. Rules and Regulations

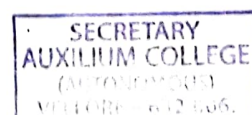
- a) You shall strictly follow the College working hours.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the Institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every academic year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally on any pretext absent yourself from your duties without prior permission of the Principal/ Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/ Vice-Principal/ Head of the Department.
- f) You will be responsible for the safe custody and return in good condition of the property of the Institution, furniture, library books or anything else which may be under your custody, care or charge.
- g) On being relieved from service, you shall return all files, materials, books, documents of any nature or anything that belong to the College that are in your possession or care or custody.

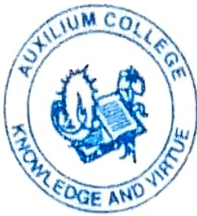
You are requested to sign on the duplicate copy of the Letter of Appointment and return it as a token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions.

[Signature]
23.2.2022
Signature of the Candidate

[Signature]
23/2/2022
Secretary





AUXILIUM COLLEGE

(Accredited by NAAC with A⁺ Grade)

GANDHI NAGAR, VELLORE - 632 006.

APPOINTMENT ORDER

Ms. Sathya N. is hereby appointed as Lecturer in Commerce (Eve. College) with effect from 13.06.2005 to 31.03.2005 or the last working day whichever is earlier, purely on a temporary basis.

Her service is terminable with one month notice in writing or one month salary in lieu of such notice on either side.

She ceases to be in service after the expiry of the period of appointment.

She may be re-appointed if required.

Dr. Alphonsa Mary R

Principal

AUXILIUM COLLEGE

GANDHI NAGAR

VELLORE - 632 006.

A. Mary Celina A.

Secretary

AUXILIUM COLLEGE

GANDHI NAGAR

VELLORE - 632 006.

Place: Vellore -6

Date: 13-06 -2005

I accept the appointment on the terms and conditions outlined above.

N. Sathya

Signature of the incumbent.



Auxilium College (AUTONOMOUS)
(Re Accredited by NAAC with A Grade with a CGPA of 3.41)

Gandhi Nagar, Vellore - 632 006,
Tamilnadu, South India.

Phone
Off : 91 0416 22 41 774
Res: 91 0416 22 41 994
Fax :
91 0416 22 47 281
E mail :
auxiliumcollege@yahoo.com
Web Site :
www.auxiliumcollege.edu.in

APPOINTMENT OFFER

Date: 16.06.2014

Ms. Lalith Priya M.D.
Assistant Professor
Dept. of Commerce
Auxilium College
Vellore - 632 006

Sub; Offer of Appointment of **Assistant Professor**

Dear **Ms. Lalith Priya M.D.**

With reference to your application and the subsequent interview, the Management is pleased to offer you appointment as **Assistant Professor** in the Department of **Commerce** in Auxilium College (Autonomous) for the academic year 2014 -2015 as per the terms and conditions mentioned below.

1. SALARY

You will be paid a Consolidated Salary of **Rs.9,000/-** (Rupees Nine thousand only)

2. JOB RESPONSIBILITIES

- Teaching and Coaching students
- Students assessment and evaluation
- Co-curricular and extra curricular activities
- Assisting in departmental administration.
- Conduct of examinations and correction of papers
- Any other duties assigned by your superiors.

3. UNDERTAKING FOR MINIMUM PERIOD OF SERVICE.

You will be on probation for two years from the date of your joining duty i.e. 16.06.2014 . During the period of probation , service is terminable by one month's notice from either side.

Your permanent absorption in the service of the college will be taken up for consideration on satisfactory completion of probation. In case of a confirmed member of staff, service is terminable by 3 months notice from either side.

You will not be allowed to resign and leave the service in the middle of the academic year without the prior notice. If you do so, you will have to pay 3 months salary.

The Management reserves the right to accept your resignation with effect from such a date as it may term fit even before the expiry of the period of notice given by you.

4. RULES AND REGULATIONS

- a) You shall strictly follow the College timings.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally or any pretext absent yourself from your duties without prior permission of the Principal/Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/Vice-Principal/Head of the Department.
- f) You will be responsible for safe custody and return in good condition of Management things and Library books which may be under your custody, care or charge.
- g) At the time of relief you shall return all files, materials, books, documents that belong to the college of any nature that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the letter of appointment and return it in token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions

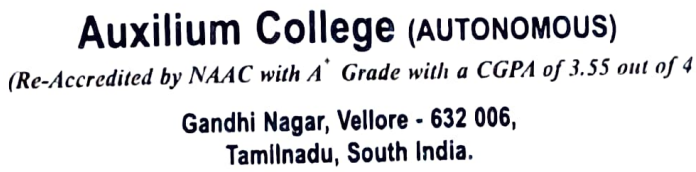
Sr. Amalagavani S. S.

SECRETARY

SECRETARY
AUXILIUM COLLEGE (Autonomous)
Gandhi Nagar, Vellore - 632 006.
Vellore District, Tamil Nadu.

Lalitha M.D.

SIGNATURE OF THE CANDIDATE



APPOINTMENT ORDER

Ms. Anitha Devi A.
Assistant Professor
Dept. of Commerce
Auxilium College (Autonomous)
Vellore - 632 006

Dear Ms.Anitha Devi A.

1. SALARY

2. JOB RESPONSIBILITIES

- ### 3. UNDERTAKING FOR MINIMUM PERIOD OF SERVICE.

Your permanent absorption in the service of the college will be taken up for consideration on satisfactory completion of probation. In case of a confirmed member of staff, service is terminable by 3 months notice from either side.

You will not be allowed to resign and leave the service in the middle of the academic year without the prior notice. If you do so, you will have to pay 3 months salary.

The Management reserves the right to accept your resignation with effect from such a date as it may term fit even before the expiry of the period of notice given by you.

4. RULES AND REGULATIONS

- a) You shall strictly follow the College timings.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally or any pretext absent yourself from your duties without prior permission of the Principal/Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/Vice-Principal/Head of the Department.
- f) You will be responsible for safe custody and return in good condition of Management things and Library books which may be under your custody, care or charge.
- g) At the time of relief you shall return all files, materials, books, documents that belong to the college of any nature that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the letter of appointment and return it in token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions


SECRETARY

SECRETARY
AUXILIUM COLLEGE (Autonomous)
Gandhi Nagar, Vellore - 632 006.
Vellore District, Tamil Nadu.


SIGNATURE OF THE CANDIDATE



AUXILIUM COLLEGE

(Accredited by NAAC with A+ Grade)

Gandhi Nagar, Vellore - 632 006

Appointment Order

Ms. Nalini M. is hereby appointed as Lecturer in Commerce (Evening College) with effect from 12.06.2006 to 31.03.2007 or the last working day whichever is earlier, purely on a temporary basis.

Her service is terminable with one month notice in writing or one month salary in lieu of such notice on either side.

She ceases to be in service after the expiry of the period of appointment.

She may be re-appointed if required.


Principal

AUXILIUM COLLEGE
GANDHI NAGAR
VELLORE - 632 006


Secretary

AUXILIUM COLLEGE
GANDHI NAGAR
VELLORE - 632 006

Place: Vellore -6

Date: 12.06.2006

I accept the appointment on the terms and conditions outlined above.



Signature of the incumbent.



Auxilium College (AUTONOMOUS)
(Re-Accredited by NAAC with A* Grade with a CGPA of 3.55 out of 4)
Gandhi Nagar, Vellore - 632 006,
Tamilnadu, South India.

Phone :
Off : 91 416 22 41 774
: 91 416 22 49 670
Fax :
91 416 22 47 281
E-mail :
auxiliumcollege@yahoo.com
Web Site :
www.auxiliumcollege.edu.in

APPOINTMENT ORDER

Date: 03.01.2018

Ms.Meena N.
Assistant Professor
Dept. of Commerce
Auxilium College (Autonomous)
Vellore - 632 006

Sub; Offer of Appointment of Assistant Professor

Dear Ms.Meena N.

With reference to your application and the subsequent interview, the Management is pleased to offer you appointment as Assistant Professor in the Department of Commerce in Auxilium College (Autonomous) for the academic year 2017 -2018 as per the terms and conditions mentioned below.

1. SALARY

You will be paid a Consolidated Salary of Rs. 10,050/- (Rupees Ten thousand fifty only)

2. JOB RESPONSIBILITIES

- Teaching and Coaching students
- Students assessment and evaluation
- Co-curricular and extra curricular activities
- Assisting in departmental administration.
- Conduct of examinations and correction of papers
- Any other duties assigned by your superiors.

3. UNDERTAKING FOR MINIMUM PERIOD OF SERVICE.

You will be on probation for two years from the date of your joining duty i.e. 03.01.2018 . During the period of probation , service is terminable by one month's notice from either side.

Your permanent absorption in the service of the college will be taken up for consideration on satisfactory completion of probation. In case of a confirmed member of staff, service is terminable by 3 months notice from either side.

You will not be allowed to resign and leave the service in the middle of the academic year without the prior notice. If you do so, you will have to pay 3 months salary.

The Management reserves the right to accept your resignation with effect from such a date as it may term fit even before the expiry of the period of notice given by you.

4. RULES AND REGULATIONS

- a) You shall strictly follow the College timings.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for one-day Casual Leave per month during the tenure of your appointment and this will lapse with the end of every year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally or any pretext absent yourself from your duties without prior permission of the Principal/Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/Vice-Principal/Head of the Department.
- f) You will be responsible for safe custody and return in good condition of Management things and Library books which may be under your custody, care or charge.
- g) At the time of relief you shall return all files, materials, books, documents that belong to the college of any nature that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the letter of appointment and return it in token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions

S. Anandaprasanna J.
SECRETARY

SECRETARY
AUXILIUM COLLEGE
(AUTONOMOUS)
VELLORE - 632 006.

N. U.

SIGNATURE OF THE CANDIDATE



Auxilium College (AUTONOMOUS)

(Re-Accredited by NAAC with A⁺ Grade with a CGPA of 3.55 out of 4)

Gandhi Nagar, Vellore - 632 006,
Tamilnadu, South India.

Phone :
Off : 91 416 22 41 774
: 91 416 22 49 670
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91 416 22 47 281
E-mail :
auxiliumcollege@yahoo.com
Web Site :
www.auxiliumcollege.edu.in

APPOINTMENT ORDER

Date: 09.07.2018

Ms.Thenmozhi G.
Assistant Professor
Dept. of Commerce
Auxilium College (Autonomous)
Vellore - 632 006

Sub; Offer of Appointment of Assistant Professor

Dear Ms.Thenmozhi G.

With reference to your application and the subsequent interview, the Management is pleased to offer you appointment as **Assistant Professor** in the Department of Commerce in Auxilium College (Autonomous) for the academic year 2018 -2019 as per the terms and conditions mentioned below.

1. SALARY

You will be paid a Consolidated Salary of Rs. 14,007 /- (Rupees Fourteen thousand seven only)

2. JOB RESPONSIBILITIES

- Teaching and Coaching students
- Students assessment and evaluation
- Co-curricular and extra curricular activities
- Assisting in departmental administration.
- Conduct of examinations and correction of papers
- Any other duties assigned by your superiors.

3. UNDERTAKING FOR MINIMUM PERIOD OF SERVICE.

You will be on probation for two years from the date of your joining duty i.e. 09.07.2018 . During the period of probation , service is terminable by one month's notice from either side.

Your permanent absorption in the service of the college will be taken up for consideration on satisfactory completion of probation. In case of a confirmed member of staff, service is terminable by 3 months notice from either side.

You will not be allowed to resign and leave the service in the middle of the academic year without the prior notice. If you do so, you will have to pay 3 months salary.

The Management reserves the right to accept your resignation with effect from such a date as it may term fit even before the expiry of the period of notice given by you.

4. RULES AND REGULATIONS

- a) You shall strictly follow the College timings.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for one-day Casual Leave per month during the tenure of your appointment and this will lapse with the end of every year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally or any pretext absent yourself from your duties without prior permission of the Principal/Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/Vice-Principal/Head of the Department.
- f) You will be responsible for safe custody and return in good condition of Management things and Library books which may be under your custody, care or charge.
- g) At the time of relief you shall return all files, materials, books, documents that belong to the college of any nature that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the letter of appointment and return it in token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions

S. Amalapuram S. J.
SECRETARY

SECRETARY
AUXILIUM COLLEGE
(AUTONOMOUS)
VELLORE - 632 006.

G. Thal
SIGNATURE OF THE CANDIDATE



Auxilium College (AUTONOMOUS)

(Accredited by NAAC with A⁺ Grade with a CGPA of 3.55 out of 4
in the 3rd Cycle)

Gandhi Nagar, Vellore - 632 006,
Tamilnadu, South India.

Phone
Off 91 416 22 41 774
91 416 22 49 670
Fax
91 416 22 47 281
E-mail
auxiliumcollege@yahoo.com
Web Site
www.auxiliumcollege.edu.in

APPOINTMENT ORDER

Date: 17.06.2019

Ms. Anitha S.
Assistant Professor,
Department of Commerce
Auxilium College (Autonomous),
Vellore - 632 006.

Sub: Offer of Appointment of **Assistant Professor**

Dear **Ms. Anitha S.**,

With reference to your application and the subsequent interview, the Management is pleased to appoint you as **Assistant Professor** in the Department of **Commerce** in Auxilium College (Autonomous) for the academic year 2019 - 2020 as per the terms and conditions mentioned below.

1. Salary

You will be paid a Salary of **Rs. 17,304 /-** (Rupees Seventeen thousand three hundred and four only) from the date of joining till 30.04.2020.

2. Job Responsibilities

- Teaching and coaching students
- Assessment and evaluation of students
- Curricular, Co-curricular, Extra-curricular and Extension activities of the Department and of the College
- Assisting in the departmental administration.
- Assisting in the conduct of examinations and evaluation.
- Any other academic, administrative or associated duties assigned by the Management.

3. Undertaking Regarding Period of Probation and Confirmation of Service

a) Probation Period

You will be on probation for from the date of your joining duty i.e., 17.06.2019 till 30.04.2020. During the period of probation, service is terminable by one month's notice from either side.

b) Continuation of Service

Consideration for the continuation of your service will be taken up on satisfactory completion of probation. If your performance is satisfactory, you will be re-appointed on consultation with the Management Council. If you continue in service, the vacation salary will be paid on reopening in June.

c) Notice of Termination

The Management has the right to terminate you from service or accept your resignation only with a prior notice of three months or on payment of three month's salary on either side.

The Management reserves the right to relieve you from service on any day as it may deem fit even before the expiry of the period of notice given by you.

4. Rules and Regulations

- a) You shall strictly follow the College working hours.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the Institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every academic year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally on any pretext absent yourself from your duties without prior permission of the Principal/ Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/ Vice-Principal/ Head of the Department.
- f) You will be responsible for the safe custody and return in good condition of the property of the Institution, furniture, library books or anything else which may be under your custody, care or charge.
- g) On being relieved from service, you shall return all files, materials, books, documents of any nature or anything that belong to the College that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the Letter of Appointment and return it as a token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions.


Signature of the Candidate


Secretary

SECRETARY
AUXILIUM COLLEGE (Autonomous)
Gandhi Nagar, Vellore - 632 006.
Vellore District, Tamil Nadu.



Auxilium College (AUTONOMOUS)

(Accredited by NAAC with A⁺ Grade with a CGPA of 3.55 out of 4 in the 3rd Cycle)

Gandhi Nagar, Vellore - 632 006,
Tamilnadu, South India.

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Fax :
91 416 22 47 281
E-mail :
auxiliumcollege@yahoo.com
Web Site :
www.auxiliumcollege.edu.in

APPOINTMENT ORDER

Date: 17.06.2019

Ms. Prasanna P.
Assistant Professor,
Department of Commerce
Auxilium College (Autonomous),
Vellore - 632 006.

Sub: Offer of Appointment of Assistant Professor

Dear Ms. Prasanna P.,

With reference to your application and the subsequent interview, the Management is pleased to appoint you as Assistant Professor in the Department of Commerce in Auxilium College (Autonomous) for the academic year 2019 - 2020 as per the terms and conditions mentioned below.

1. Salary

You will be paid a Salary of Rs. 10,000 /- (Rupees Ten thousand only) from the date of joining till 30.04.2020.

2. Job Responsibilities

- Teaching and coaching students
- Assessment and evaluation of students
- Curricular, Co-curricular, Extra-curricular and Extension activities of the Department and of the College
- Assisting in the departmental administration.
- Assisting in the conduct of examinations and evaluation.
- Any other academic, administrative or associated duties assigned by the Management.

3. Undertaking Regarding Period of Probation and Confirmation of Service

a) Probation Period

You will be on probation for from the date of your joining duty i.e., 17.06.2019 till 30.04.2020. During the period of probation, service is terminable by one month's notice from either side.

b) Continuation of Service

Consideration for the continuation of your service will be taken up on satisfactory completion of probation. If your performance is satisfactory, you will be re-appointed on consultation with the Management Council. If you continue in service, the vacation salary will be paid on reopening in June.

c) Notice of Termination

The Management has the right to terminate you from service or accept your resignation only with a prior notice of three months or on payment of three month's salary on either side.

The Management reserves the right to relieve you from service on any day as it may deem fit even before the expiry of the period of notice given by you.

4. Rules and Regulations

- a) You shall strictly follow the College working hours.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the Institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every academic year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally on any pretext absent yourself from your duties without prior permission of the Principal/ Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/ Vice-Principal/ Head of the Department.
- f) You will be responsible for the safe custody and return in good condition of the property of the Institution, furniture, library books or anything else which may be under your custody, care or charge.
- g) On being relieved from service, you shall return all files, materials, books, documents of any nature or anything that belong to the College that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the Letter of Appointment and return it as a token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions.

P. Pradeep
Signature of the Candidate

Dr. Aluri R. S.
Secretary
SECRETARY
AUXILIUM COLLEGE (Autonomous)
Gandhi Nagar, Vellore - 632 006.
Vellore District, Tamil Nadu.



Auxilium College (AUTONOMOUS)

Approved by the Tamil Nadu State Council of Higher Education for
the Vth Cycle)

Gandhi Nagar, Vellore - 632 006,
Tamilnadu, South India.

Off : 91 416 22 41 774

91 416 22 49 879

Fax :

91 416 22 41 774

E-mail :

admin@auxiliumcollege.edu.in

Web Site :

APPOINTMENT ORDER

Date: 18.08.2021

Ms. Sasikala K.S.

Assistant Professor

Department of Commerce

Auxilium College (Autonomous),

Vellore – 632 006.

Sub: Offer of Appointment of **Assistant Professor**

Dear **Ms. Sasikala K.S.**

With reference to your application and the subsequent interview, the Management is pleased to appoint you as **Assistant Professor** in the Department of **Commerce** in Auxilium College (Autonomous) for the academic year 2021-2022 as per the terms and conditions mentioned below.

1. Salary

You will be paid a Salary of **Rs. 15,000 /-** (Rupees Fifteen thousand only) from the date of joining till 30.04.2022.

2. Job Responsibilities

- Teaching and coaching students
- Assessment and evaluation of students
- Curricular, Co-curricular, Extra-curricular and Extension activities of the Department and of the College
- Assisting in the departmental administration.
- Assisting in the conduct of examinations and evaluation.
- Any other academic, administrative or associated duties assigned by the Management.

3. Undertaking Regarding Period of Probation and Confirmation of Service

a) Probation Period

You will be on probation from the date of your joining duty i.e., 18.08.2021 till 30.04.2022. During the period of probation, service is terminable by one month's notice from either side.

b) Continuation of Service

Consideration for the continuation of your service will be taken up on satisfactory completion of probation. If your performance is satisfactory, you will be re-appointed on consultation with the Management Council. If you continue in service, the vacation salary will be paid on reopening in June.

c) Notice of Termination

The Management has the right to terminate you from service or accept your resignation only with a prior notice of three months or on payment of three month's salary on either side.

The Management reserves the right to relieve you from service on any day as it may deem fit even before the expiry of the period of notice given by you.

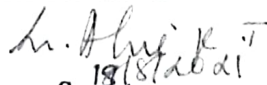
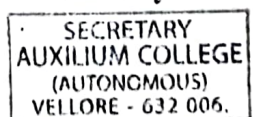
4. Rules and Regulations

- a) You shall strictly follow the College working hours.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the Institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every academic year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally on any pretext absent yourself from your duties without prior permission of the Principal/ Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/ Vice-Principal/ Head of the Department.
- f) You will be responsible for the safe custody and return in good condition of the property of the Institution, furniture, library books or anything else which may be under your custody, care or charge.
- g) On being relieved from service, you shall return all files, materials, books, documents of any nature or anything that belong to the College that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the Letter of Appointment and return it as a token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions.


Signature of the Candidate


Secretary




Auxilium College (AUTONOMOUS)

(Re-Accredited by NAAC with A⁺ Grade with a CGPA of 3.55 out of 4)

Gandhi Nagar, Vellore - 632 006,
Tamilnadu, South India.

Phone :
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: 91 416 22 49 670
Fax :
91 416 22 47 281
E-mail :
auxiliumcollege@yahoo.com
Web Site :
www.auxiliumcollege.edu.in

APPOINTMENT ORDER

Date: 16.06.2017

Dr.(Ms.) Gayathiri R.
Assistant Professor
Dept. of Commerce
Auxilium College (Autonomous)
Vellore - 632 006

Sub; Offer of Appointment of **Assistant Professor**

Dear Dr.(Ms.) Gayathiri R.

With reference to your application and the subsequent interview, the Management is pleased to offer you appointment as **Assistant Professor** in the Department of **Commerce** in Auxilium College (Autonomous) for the academic year 2017 -2018 as per the terms and conditions mentioned below.

1. SALARY

You will be paid a Consolidated Salary of **Rs. 16,376 /-** (Rupees Sixteen thousand three hundred and seventy six only)

2. JOB RESPONSIBILITIES

- Teaching and Coaching students
- Students assessment and evaluation
- Co-curricular and extra curricular activities
- Assisting in departmental administration.
- Conduct of examinations and correction of papers
- Any other duties assigned by your superiors.

3. UNDERTAKING FOR MINIMUM PERIOD OF SERVICE.

You will be on probation for two years from the date of your joining duty i.e. 16.06.2017 . During the period of probation , service is terminable by one month's notice from either side.

Your permanent absorption in the service of the college will be taken up for consideration on satisfactory completion of probation. In case of a confirmed member of staff, service is terminable by 3 months notice from either side.

You will not be allowed to resign and leave the service in the middle of the academic year without the prior notice. If you do so, you will have to pay 3 months salary.

The Management reserves the right to accept your resignation with effect from such a date as it may term fit even before the expiry of the period of notice given by you.

4. RULES AND REGULATIONS

- a) You shall strictly follow the College timings.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally or any pretext absent yourself from your duties without prior permission of the Principal/Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/Vice-Principal/Head of the Department.
- f) You will be responsible for safe custody and return in good condition of Management things and Library books which may be under your custody, care or charge.
- g) At the time of relief you shall return all files, materials, books, documents that belong to the college of any nature that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the letter of appointment and return it in token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions

S. Anandaraman S. J.
SECRETARY

SECRETARY
AUXILIUM COLLEGE (Autonomous)
Gandhi Nagar, Vellore - 632 006.
Vellore District, Tamil Nadu.

R. Jayaraj
SIGNATURE OF THE CANDIDATE



Auxilium College (AUTONOMOUS)

(Re-Accredited by NAAC with A* Grade with a CGPA of 3.55 out of 4)

Gandhi Nagar, Vellore - 632 006,
Tamilnadu, South India.

Phone :
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: 91 416 22 49 670
Fax :
91 416 22 47 281
E-mail :
auxiliumcollege@yahoo.com
Web Site :
www.auxiliumcollege.edu.in

APPOINTMENT ORDER

Date: 18.06.2018

Ms.Kalaivani K.
Assistant Professor
Dept. of Commerce
Auxilium College (Autonomous)
Vellore - 632 006

Sub; Offer of Appointment of Assistant Professor

Dear Ms.Kalaivani K.

With reference to your application and the subsequent interview, the Management is pleased to offer you appointment as **Assistant Professor** in the Department of Commerce in Auxilium College (Autonomous) for the academic year 2018 -2019 as per the terms and conditions mentioned below.

1. SALARY

You will be paid a Consolidated Salary of Rs. 13,198 /- (Rupees Thirteen thousand one hundred and ninety eight only)

2. JOB RESPONSIBILITIES

- Teaching and Coaching students
- Students assessment and evaluation
- Co-curricular and extra curricular activities
- Assisting in departmental administration.
- Conduct of examinations and correction of papers
- Any other duties assigned by your superiors.

3. UNDERTAKING FOR MINIMUM PERIOD OF SERVICE.

You will be on probation for two years from the date of your joining duty i.e. 18.06.2018 . During the period of probation , service is terminable by one month's notice from either side.

Your permanent absorption in the service of the college will be taken up for consideration on satisfactory completion of probation. In case of a confirmed member of staff, service is terminable by 3 months notice from either side.

You will not be allowed to resign and leave the service in the middle of the academic year without the prior notice. If you do so, you will have to pay 3 months salary.

The Management reserves the right to accept your resignation with effect from such a date as it may term fit even before the expiry of the period of notice given by you.

4. RULES AND REGULATIONS

- a) You shall strictly follow the College timings.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally or any pretext absent yourself from your duties without prior permission of the Principal/Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/Vice-Principal/Head of the Department.
- f) You will be responsible for safe custody and return in good condition of Management things and Library books which may be under your custody, care or charge.
- g) At the time of relief you shall return all files, materials, books, documents that belong to the college of any nature that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the letter of appointment and return it in token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions



SIGNATURE OF THE CANDIDATE

SECRETARY

SECRETARY

AUXILIUM COLLEGE (Autonomous)
Gandhi Nagar, Vellore - 632 006.
Vellore District, Tamil Nadu.



Auxilium College (AUTONOMOUS)

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APPOINTMENT ORDER

Date: 18.06.2018

Ms.Aswini N.
Assistant Professor
Dept. of Commerce
Auxilium College (Autonomous)
Vellore - 632 006

Sub; Offer of Appointment of Assistant Professor

Dear Ms.Aswini N.

With reference to your application and the subsequent interview, the Management is pleased to offer you appointment as **Assistant Professor** in the Department of Commerce in Auxilium College (Autonomous) for the academic year 2018 -2019 as per the terms and conditions mentioned below.

1. SALARY

You will be paid a Consolidated Salary of Rs. 10,000 /- (Rupees Ten thousand only)

2. JOB RESPONSIBILITIES

- Teaching and Coaching students
- Students assessment and evaluation
- Co-curricular and extra curricular activities
- Assisting in departmental administration.
- Conduct of examinations and correction of papers
- Any other duties assigned by your superiors.

3. UNDERTAKING FOR MINIMUM PERIOD OF SERVICE.

You will be on probation for two years from the date of your joining duty i.e. 18.06.2018 . During the period of probation , service is terminable by one month's notice from either side.

Your permanent absorption in the service of the college will be taken up for consideration on satisfactory completion of probation. In case of a confirmed member of staff, service is terminable by 3 months notice from either side.

You will not be allowed to resign and leave the service in the middle of the academic year without the prior notice. If you do so, you will have to pay 3 months salary.

The Management reserves the right to accept your resignation with effect from such a date as it may term fit even before the expiry of the period of notice given by you.

4. RULES AND REGULATIONS

- a) You shall strictly follow the College timings.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally or any pretext absent yourself from your duties without prior permission of the Principal/Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/Vice-Principal/Head of the Department.
- f) You will be responsible for safe custody and return in good condition of Management things and Library books which may be under your custody, care or charge.
- g) At the time of relief you shall return all files, materials, books, documents that belong to the college of any nature that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the letter of appointment and return it in token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions

N. Aswini

SIGNATURE OF THE CANDIDATE

SECRETARY

SECRETARY

AUXILIUM COLLEGE (Autonomous)
Gandhi Nagar, Vellore - 632 006.
Vellore District, Tamil Nadu.



Auxilium College (AUTONOMOUS)
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APPOINTMENT ORDER

Date: 23.02.2022

Dr. Kalpana K.
Assistant Professor
Department of Banking & Insurance
Auxilium College (Autonomous),
Vellore – 632 006.

Sub: Offer of Appointment of **Assistant Professor**

Dear **Dr. Kalpana K.**

With reference to your application and the subsequent interview, the Management is pleased to appoint you as **Assistant Professor** in the Department of **Banking & Insurance** in Auxilium College (Autonomous) for the academic year 2021-2022 as per the terms and conditions mentioned below.

1. Salary

You will be paid a Salary of **Rs. 25,000 /-** (Rupees Twenty five thousand only) from the date of joining till 30.04.2022.

2. Job Responsibilities

- a. Teaching and coaching students
- b. Assessment and evaluation of students
- c. Curricular, Co-curricular, Extra-curricular and Extension activities of the Department and of the College
- d. Assisting in the departmental administration.
- e. Assisting in the conduct of examinations and evaluation.
- f. Any other academic, administrative or associated duties assigned by the Management.

3. Undertaking Regarding Period of Probation and Confirmation of Service

a) Probation Period

You will be on probation from the date of your joining duty i.e., 23.02.2022 till 30.04.2022. During the period of probation, service is terminable by one month's notice from either side.

a) Continuation of Service

Consideration for the continuation of your service will be taken up on satisfactory completion of probation. If your performance is satisfactory, you will be re-appointed on consultation with the Management Council. If you continue in service, the vacation salary will be paid on reopening in June.

b) Notice of Termination

The Management has the right to terminate you from service or accept your resignation only with a prior notice of three months or on payment of three month's salary on either side.


The Management reserves the right to relieve you from service on any day as it may deem fit even before the expiry of the period of notice given by you.


4. Rules and Regulations

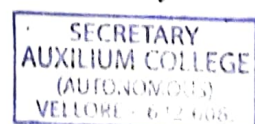
- a) You shall strictly follow the College working hours.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the Institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every academic year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally on any pretext absent yourself from your duties without prior permission of the Principal/ Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/ Vice-Principal/ Head of the Department.
- f) You will be responsible for the safe custody and return in good condition of the property of the Institution, furniture, library books or anything else which may be under your custody, care or charge.
- g) On being relieved from service, you shall return all files, materials, books, documents of any nature or anything that belong to the College that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the Letter of Appointment and return it as a token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions.


23/2/2022
Signature of the Candidate


23/2/2022
Secretary





Auxilium College (AUTONOMOUS)

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Fax 91 416 22 47 281

E-mail

admin@auxiliumcollege.edu.in

Web Site

www.auxiliumcollege.edu.in

APPOINTMENT ORDER

Date: 23.02.2022

Ms. Sangeetha S.
Assistant Professor
Department of Banking & Insurance
Auxilium College (Autonomous),
Vellore – 632 006.

Sub: Offer of Appointment of **Assistant Professor**

Dear **Sangeetha S.**

With reference to your application and the subsequent interview, the Management is pleased to appoint you as **Assistant Professor** in the Department of **Banking & Insurance** in Auxilium College (Autonomous) for the academic year 2021-2022 as per the terms and conditions mentioned below.

1. Salary

You will be paid a Salary of **Rs. 15,000** /- (Rupees Fifteen five thousand only) from the date of joining till 30.04.2022.

2. Job Responsibilities

- Teaching and coaching students
- Assessment and evaluation of students
- Curricular, Co-curricular, Extra-curricular and Extension activities of the Department and of the College
- Assisting in the departmental administration.
- Assisting in the conduct of examinations and evaluation.
- Any other academic, administrative or associated duties assigned by the Management.

3. Undertaking Regarding Period of Probation and Confirmation of Service

a) Probation Period

You will be on probation from the date of your joining duty i.e., 23.02.2022 till 30.04.2022. During the period of probation, service is terminable by one month's notice from either side.

a) Continuation of Service

Consideration for the continuation of your service will be taken up on satisfactory completion of probation. If your performance is satisfactory, you will be re-appointed on consultation with the Management Council. If you continue in service, the vacation salary will be paid on reopening in June.

b) Notice of Termination

The Management has the right to terminate you from service or accept your resignation only with a prior notice of three months or on payment of three month's salary on either side.

The Management reserves the right to relieve you from service on any day as it may deem fit even before the expiry of the period of notice given by you.

4. Rules and Regulations

- a) You shall strictly follow the College working hours.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the Institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every academic year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally on any pretext absent yourself from your duties without prior permission of the Principal/ Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/ Vice-Principal/ Head of the Department.
- f) You will be responsible for the safe custody and return in good condition of the property of the Institution, furniture, library books or anything else which may be under your custody, care or charge.
- g) On being relieved from service, you shall return all files, materials, books, documents of any nature or anything that belong to the College that are in your possession or care or custody.

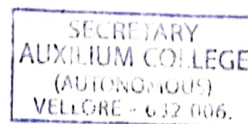
You are requested to sign on the duplicate copy of the Letter of Appointment and return it as a token of acceptance of our offer with the terms and conditions mentioned above.

M. Anil K. T.
23/2/2022
Secretary

I accept all the above terms and conditions.

S. Sankar 23.02.22

Signature of the Candidate





AUXILIUM COLLEGE

(Accredited by NAAC with A⁺ Grade)

Gandhi Nagar, Vellore - 632 006



Appointment Order

Ms. Beaulah Bharthi Prathip Kumari J.R. is hereby appointed as Lecturer in B.B.A. (Eve.College) with effect from 14.06.04 to 30.04.05 or the last working day whichever is earlier, purely on a temporary basis.

Her service is terminable with one month notice in writing or one month salary in lieu of such notice on either side.

She ceases to be in service after the expiry of the period of appointment.

She may be re-appointed if required.

Dr. Alphonsa Mary

Principal

AUXILIUM COLLEGE

GANDHI NAGAR

VELLORE-632 006.

A. Mary Lohia

Secretary

AUXILIUM COLLEGE

GANDHI NAGAR

VELLORE-632 006.

Place: Vellore -6

Date: 14-06 -04

I accept the appointment on the terms and conditions outlined above.

Beaulah Bharthi

Signature of the incumbent.



Auxilium College (AUTONOMOUS)

(Accredited by NAAC with A⁺ Grade)

Gandhi Nagar, Vellore - 632 006,
Tamilnadu, South India.

Phone
Off : 91 0416 22 41 774

Res: 91 0416 22 41 994

Fax :
91 0416 22 47 281

E-mail :
vlr_auxilium@sancharnet.in
auxiliumcollege@yahoo.com

Web Site :
www.auxiliumcollege.edu.in

Appointment Order

Ms. Ruth Mary is hereby appointed as Lecturer, Department of Business Administration (Self-financing) with effect from **15.06.2009** to **31.03.2010** or the last working day whichever is earlier, purely on a temporary basis.

Her service is terminable with one month notice in writing or one month salary in lieu of such notice on either side.

She ceases to be in service after the expiry of the period of appointment.

She may be re-appointed if required.

Sr. Jasinta L

Secretary
SECRETARY
AUXILIUM COLLEGE
GANDHI NAGAR
VELLORE-6

Place: Vellore -6

Date: 15.06.2009

I accept the appointment on the terms and conditions outlined above.

Ruth Mary

Signature of the incumbent.



Auxilium College (AUTONOMOUS)

(Re-accredited by NAAC with A⁺ Grade with a CGPA of 3.33 out of 4)

Gandhi Nagar, Vellore - 632 006,
Tamilnadu, South India.

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: 91 416 22 49 670

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E-mail :
auxiliumcollege@yahoo.com
Web Site :
www.auxiliumcollege.edu.in

Appointment Order

Ms. Preethi E, is hereby appointed as Assistant Professor of **Business Administration** with effect from **25.11.2013** to **31.03.2014** or the last working day whichever is earlier, purely on a temporary basis.

Her service is terminable with one month notice in writing or one month salary in lieu of such notice on either side.

She ceases to be in service after the expiry of the period of appointment.

She may be re-appointed if required.

Place: Vellore -6

Date: 25.11.2013

G. Amalorpavam. S. J.
Secretary





Auxilium College (AUTONOMOUS)
Approved by N.M.E. with 4 Grade with a CGPA of 9.92
Gandhi Nagar, Vellore - 632 006,
Tamilnadu, South India

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Web Site :
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APPOINTMENT OFFER

Date: 16.06.2014

Dr.(Ms.) Renugadevi S.
Assistant Professor
Dept. of Business Administration
Auxilium College
Vellore - 632 006

Sub; Offer of Appointment of **Assistant Professor**

Dear **Dr.(Ms.) Renugadevi S.**

With reference to your application and the subsequent interview, the Management is pleased to offer you appointment as **Assistant Professor** in the Department of **Business Administration** in Auxilium College (Autonomous) for the academic year 2014 -2015 as per the terms and conditions mentioned below.

1. SALARY

You will be paid a Consolidated Salary of **Rs.17,000/-** (Rupees Seventeen thousand only)

2. JOB RESPONSIBILITIES

- Teaching and Coaching students
- Students assessment and evaluation
- Co-curricular and extra curricular activities
- Assisting in departmental administration.
- Conduct of examinations and correction of papers
- Any other duties assigned by your superiors.

3. UNDERTAKING FOR MINIMUM PERIOD OF SERVICE.

You will be on probation for two years from the date of your joining duty i.e. 16.06.2014 . During the period of probation , service is terminable by one month's notice from either side.

Your permanent absorption in the service of the college will be taken up for consideration on satisfactory completion of probation. In case of a confirmed member of staff, service is terminable by 3 months notice from either side.

You will not be allowed to resign and leave the service in the middle of the academic year without the prior notice. If you do so, you will have to pay 3 months salary.

The Management reserves the right to accept your resignation with effect from such a date as it may term fit even before the expiry of the period of notice given by you.

4. RULES AND REGULATIONS

- a) You shall strictly follow the College timings.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally or any pretext absent yourself from your duties without prior permission of the Principal/Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/Vice-Principal/Head of the Department.
- f) You will be responsible for safe custody and return in good condition of Management things and Library books which may be under your custody, care or charge.
- g) At the time of relief you shall return all files, materials, books, documents that belong to the college of any nature that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the letter of appointment and return it in token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions

Sr. Amalorpavam S. S.

SECRETARY

SECRETARY

AUXILIUM COLLEGE (Autonomous)

Gandhi Nagar, Vellore - 632 006.

Vellore District, Tamil Nadu.

[Signature]
SIGNATURE OF THE CANDIDATE



Auxilium College(AUTONOMOUS)

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APPOINTMENT ORDER

Date: 09.08.2021

Ms. Sangeetha R.

Assistant Professor

Department of Business Administration

Auxilium College (Autonomous),

Vellore – 632 006.

Sub: Offer of Appointment of **Assistant Professor**

Dear **Ms. Sangeetha R.**

With reference to your application and the subsequent interview, the Management is pleased to appoint you as **Assistant Professor** in the Department of Business Administration in Auxilium College (Autonomous) for the academic year 2021-2022 as per the terms and conditions mentioned below.

1. Salary

You will be paid a Salary of **Rs. 15,000 /-** (Rupees Fifteen thousand only) from the date of joining till 30.04.2022.

2. Job Responsibilities

- Teaching and coaching students
- Assessment and evaluation of students
- Curricular, Co-curricular, Extra-curricular and Extension activities of the Department and of the College
- Assisting in the departmental administration.
- Assisting in the conduct of examinations and evaluation.
- Any other academic, administrative or associated duties assigned by the Management.

3. Undertaking Regarding Period of Probation and Confirmation of Service

a) Probation Period

You will be on probation from the date of your joining duty i.e., 09.08.2021 till 30.04.2022. During the period of probation, service is terminable by one month's notice from either side.

b) Continuation of Service

Consideration for the continuation of your service will be taken up on satisfactory completion of probation. If your performance is satisfactory, you will be re-appointed on consultation with the Management Council. If you continue in service, the vacation salary will be paid on reopening in June.

c) Notice of Termination

The Management has the right to terminate you from service or accept your resignation only with a prior notice of three months or on payment of three month's salary on either side.

The Management reserves the right to relieve you from service on any day as it may deem fit even before the expiry of the period of notice given by you.

4. Rules and Regulations

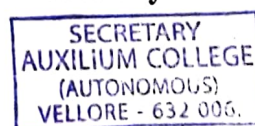
- a) You shall strictly follow the College working hours.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the Institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every academic year. Extra leave will be considered as Leave on Loss of Pay.
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- f) You will be responsible for the safe custody and return in good condition of the property of the Institution, furniture, library books or anything else which may be under your custody, care or charge.
- g) On being relieved from service, you shall return all files, materials, books, documents of any nature or anything that belong to the College that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the Letter of Appointment and return it as a token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions.

Sangutha R
9/8/2021
Signature of the Candidate

Dr. Abin K.T.
9/8/2021
Secretary





Auxilium College (AUTONOMOUS)

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APPOINTMENT ORDER

Date: 13.11.2017

Dr.(Mrs) Uma Mageswari S.
Assistant Professor
Dept. of Business Administration
Auxilium College (Autonomous)
Vellore - 632 006

Sub; Offer of Appointment of **Assistant Professor**

Dear **Dr.(Mrs) Uma Mageswari S.**

With reference to your application and the subsequent interview, the Management is pleased to offer you appointment as **Assistant Professor** in the Department of **Business Administration** in Auxilium College (Autonomous) for the academic year 2017 -2018 as per the terms and conditions mentioned below.

1. SALARY

You will be paid a Consolidated Salary of **Rs. 16,246/-** (Rupees Sixteen thousand two hundred and forty six only)

2. JOB RESPONSIBILITIES

- Teaching and Coaching students
- Students assessment and evaluation
- Co-curricular and extra curricular activities
- Assisting in departmental administration.
- Conduct of examinations and correction of papers
- Any other duties assigned by your superiors.

3. UNDERTAKING FOR MINIMUM PERIOD OF SERVICE.

You will be on probation for two years from the date of your joining duty i.e. 13.11.2017 . During the period of probation , service is terminable by one month's notice from either side.

Your permanent absorption in the service of the college will be taken up for consideration on satisfactory completion of probation. In case of a confirmed member of staff, service is terminable by 3 months notice from either side.

You will not be allowed to resign and leave the service in the middle of the academic year without the prior notice. If you do so, you will have to pay 3 months salary.

The Management reserves the right to accept your resignation with effect from such a date as it may term fit even before the expiry of the period of notice given by you.

4. RULES AND REGULATIONS

- a) You shall strictly follow the College timings.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally or any pretext absent yourself from your duties without prior permission of the Principal/Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/Vice-Principal/Head of the Department.
- f) You will be responsible for safe custody and return in good condition of Management things and Library books which may be under your custody, care or charge.
- g) At the time of relief you shall return all files, materials, books, documents that belong to the college of any nature that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the letter of appointment and return it in token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions

S. Amalorpavam S.J.
SECRETARY

SECRETARY
AUXILIUM COLLEGE (Autonomous)
Gandhi Nagar, Vellore - 632 006.
Vellore District, Tamil Nadu.


30.11.17

SIGNATURE OF THE CANDIDATE



Auxilium College (AUTONOMOUS)
(Re Accredited by NAAC with A Grade with a CGPA of 3.41)

Gandhi Nagar, Vellore - 632 006,
Tamilnadu, South India

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Web Site :
www.auxiliumcollege.edu.in

APPOINTMENT OFFER

Date: 16.06.2014

Ms. Bhuvaneswari L.
Assistant Professor
Dept. of Business Administration
Auxilium College
Vellore - 632 006

Subj: Offer of Appointment of **Assistant Professor**

Dear **Ms. Bhuvaneswari L.**

With reference to your application and the subsequent interview, the Management is pleased to offer you appointment as **Assistant Professor** in the Department of **Business Administration** in Auxilium College (Autonomous) for the academic year 2014 -2015 as per the terms and conditions mentioned below.

1. SALARY

You will be paid a Consolidated Salary of **Rs.9000/-** (Rupees Nine thousand only)

2. JOB RESPONSIBILITIES

- Teaching and Coaching students
- Students assessment and evaluation
- Co-curricular and extra curricular activities
- Assisting in departmental administration.
- Conduct of examinations and correction of papers
- Any other duties assigned by your superiors.

3. UNDERTAKING FOR MINIMUM PERIOD OF SERVICE.

You will be on probation for two years from the date of your joining duty i.e. 16.06.2014 . During the period of probation , service is terminable by one month's notice from either side.

Your permanent absorption in the service of the college will be taken up for consideration on satisfactory completion of probation. In case of a confirmed member of staff, service is terminable by 3 months notice from either side.

You will not be allowed to resign and leave the service in the middle of the academic year without the prior notice. If you do so, you will have to pay 3 months salary.

The Management reserves the right to accept your resignation with effect from such a date as it may term fit even before the expiry of the period of notice given by you.

4. RULES AND REGULATIONS

- a) You shall strictly follow the College timings.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally or any pretext absent yourself from your duties without prior permission of the Principal/Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/Vice-Principal/Head of the Department.
- f) You will be responsible for safe custody and return in good condition of Management things and Library books which may be under your custody, care or charge.
- g) At the time of relief you shall return all files, materials, books, documents that belong to the college of any nature that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the letter of appointment and return it in token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions

Sr. Amalorpavam S. S.

SECRETARY

SECRETARY

AUXILIUM COLLEGE (Autonomous)
Gandhi Nagar, Vellore - 632 006.
Vellore District, Tamil Nadu.

[Signature]
SIGNATURE OF THE CANDIDATE



Auxilium College (AUTONOMOUS)

(Re-Accredited by NAAC with A⁺ Grade with a CGPA of 3.55 out of 4)

Gandhi Nagar, Vellore - 632 006,
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Web Site :
www.auxiliumcollege.edu.in

APPOINTMENT ORDER

Date: 07.08.2017

Dr. (Ms.) Divya Keerthika B.
Assistant Professor
Dept. of Business Administration
Auxilium College (Autonomous)
Vellore - 632 006

Sub; Offer of Appointment of Assistant Professor

Dear Dr. (Ms.) Divya Keerthika B.

With reference to your application and the subsequent interview, the Management is pleased to offer you appointment as **Assistant Professor** in the Department of **Business Administration** in Auxilium College (Autonomous) for the academic year 2017 -2018 as per the terms and conditions mentioned below.

1. SALARY

You will be paid a Consolidated Salary of **Rs. 16,262/-** (Rupees Sixteen thousand two hundred and sixty two only)

2. JOB RESPONSIBILITIES

- Teaching and Coaching students
- Students assessment and evaluation
- Co-curricular and extra curricular activities
- Assisting in departmental administration.
- Conduct of examinations and correction of papers
- Any other duties assigned by your superiors.

3. UNDERTAKING FOR MINIMUM PERIOD OF SERVICE.

You will be on probation for two years from the date of your joining duty i.e. **07.08.2017**. During the period of probation, service is terminable by one month's notice from either side.

Your permanent absorption in the service of the college will be taken up for consideration on satisfactory completion of probation. In case of a confirmed member of staff, service is terminable by 3 months notice from either side.

You will not be allowed to resign and leave the service in the middle of the academic year without the prior notice. If you do so, you will have to pay 3 months salary.

The Management reserves the right to accept your resignation with effect from such a date as it may term fit even before the expiry of the period of notice given by you.

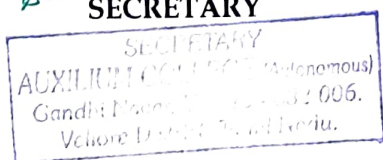
4. RULES AND REGULATIONS

- a) You shall strictly follow the College timings.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally or any pretext absent yourself from your duties without prior permission of the Principal/Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/Vice-Principal/Head of the Department.
- f) You will be responsible for safe custody and return in good condition of Management things and Library books which may be under your custody, care or charge.
- g) At the time of relief you shall return all files, materials, books, documents that belong to the college of any nature that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the letter of appointment and return it in token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions

Sr. Amalapuram S.T.
SECRETARY



[Signature]
SIGNATURE OF THE CANDIDATE

APPOINTMENT OFFER

Date: 05.01.2015

Ms. Balapriya M.
Assistant Professor
Dept. of Business Administration
Auxilium College
Vellore - 632 006

Sub; Offer of Appointment of **Assistant Professor**

Dear **Ms. Balapriya M.**

With reference to your application and the subsequent interview, the Management is pleased to offer you appointment as **Assistant Professor** in the Department of **Business Administration** in Auxilium College (Autonomous) for the academic year 2014 -2015 as per the terms and conditions mentioned below.

1. SALARY

You will be paid a Consolidated Salary of **Rs.12,000/-** (Rupees Twelve thousand only)

2. JOB RESPONSIBILITIES

- a) Teaching and Coaching students
- b) Students assessment and evaluation
- c) Co-curricular and extra curricular activities
- d) Assisting in departmental administration.
- e) Conduct of examinations and correction of papers
- f) Any other duties assigned by your superiors.

3. UNDERTAKING FOR MINIMUM PERIOD OF SERVICE.

You will be on probation for two years from the date of your joining duty i.e 05.01.2015 . During the period of probation , service is terminable by one month's notice from either side.

Your permanent absorption in the service of the college will be taken up for consideration on satisfactory completion of probation. In case of a confirmed member of staff, service is terminable by 3 months notice from either side.

You will not be allowed to resign and leave the service in the middle of the academic year without the prior notice. If you do so, you will have to pay 3 months salary.

The Management reserves the right to accept your resignation with effect from such a date as it may term fit even before the expiry of the period of notice given by you.

4. RULES AND REGULATIONS

- a) You shall strictly follow the College timings.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally or any pretext absent yourself from your duties without prior permission of the Principal. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal.
- f) You will be responsible for safe custody and return in good condition of Management things and Library books which may be under your custody, care or charge.
- g) At the time of relief you shall return all files, materials, books, documents that belong to the college of any nature that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the letter of appointment and return it in token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions

S. Anandaprasanna S. J.

SECRETARY

SECRETARY

AUXILIUM COLLEGE (Autonomous)
Gandhi Nagar, Vellore - 632 006.
Vellore District, Tamil Nadu.

Balapriya

SIGNATURE OF THE CANDIDATE

(BALAPRIYA . M)



Auxilium College (AUTONOMOUS)

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www.auxiliumcollege.edu.in

APPOINTMENT OFFER

Date: 16.06.2016

Ms.Uma Mageswari S.
Assistant Professor
Dept. of Business Administration
Auxilium College (Autonomous)
Vellore - 632 006

Sub; Offer of Appointment of **Assistant Professor**

Dear **Ms.Uma Mageswari S.**

With reference to your application and the subsequent interview, the Management is pleased to offer you appointment as **Assistant Professor** in the Department of **Business Administration** in Auxilium College (Autonomous) for the academic year 2016 -2017 as per the terms and conditions mentioned below.

1. SALARY

You will be paid a Consolidated Salary of **Rs. 10,571/-** (Rupees Ten thousand five hundred seventy one only)

2. JOB RESPONSIBILITIES

- Teaching and Coaching students
- Students assessment and evaluation
- Co-curricular and extra curricular activities
- Assisting in departmental administration.
- Conduct of examinations and correction of papers
- Any other duties assigned by your superiors.

3. UNDERTAKING FOR MINIMUM PERIOD OF SERVICE.

You will be on probation for two years from the date of your joining duty i.e. 16.06.2016 . During the period of probation , service is terminable by one month's notice from either side.

Your permanent absorption in the service of the college will be taken up for consideration on satisfactory completion of probation. In case of a confirmed member of staff, service is terminable by 3 months notice from either side.

You will not be allowed to resign and leave the service in the middle of the academic year without the prior notice. If you do so, you will have to pay 3 months salary.

The Management reserves the right to accept your resignation with effect from such a date as it may term fit even before the expiry of the period of notice given by you.

4. RULES AND REGULATIONS

- a) You shall strictly follow the College timings.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for one-day Casual Leave per month during the tenure of your appointment and this will lapse with the end of every year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally or any pretext absent yourself from your duties without prior permission of the Principal/Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/Vice-Principal/Head of the Department.
- f) You will be responsible for safe custody and return in good condition of Management things and Library books which may be under your custody, care or charge.
- g) At the time of relief you shall return all files, materials, books, documents that belong to the college of any nature that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the letter of appointment and return it in token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions

S. H. M. S. S.
SECRETARY

SECRETARY
AUXILIUM COLLEGE (Autonomous)
Gandhi Nagar, Vellore - 632 006.
Vellore District, Tamil Nadu.

S. S. S. S.
SIGNATURE OF THE CANDIDATE



Auxilium College (AUTONOMOUS)
(Re-Accredited by NAAC with A Grade)

Gandhi Nagar, Vellore - 632 006,
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APPOINTMENT OFFER

Ms.Sripriya SA

Assistant Professor

Dept. of Business Administration

Auxilium College (Autonomous)

Vellore - 632 006

Date: 16.06.2016

Sub; Offer of Appointment of **Assistant Professor**

Dear Ms.Sripriya SA

With reference to your application and the subsequent interview, the Management is pleased to offer you appointment as **Assistant Professor** in the Department of **Business Administration** in Auxilium College (Autonomous) for the academic year 2016 -2017 as per the terms and conditions mentioned below.

1. SALARY

You will be paid a Consolidated Salary of Rs. 9,553/- (Rupees Nine thousand five hundred fifty three only)

2. JOB RESPONSIBILITIES

- Teaching and Coaching students
- Students assessment and evaluation
- Co-curricular and extra curricular activities
- Assisting in departmental administration.
- Conduct of examinations and correction of papers
- Any other duties assigned by your superiors.

3. UNDERTAKING FOR MINIMUM PERIOD OF SERVICE.

You will be on probation for two years from the date of your joining duty i.e. 16.06.2016. During the period of probation, service is terminable by one month's notice from either side.

Your permanent absorption in the service of the college will be taken up for consideration on satisfactory completion of probation. In case of a confirmed member of staff, service is terminable by 3 months notice from either side.

You will not be allowed to resign and leave the service in the middle of the academic year without the prior notice. If you do so, you will have to pay 3 months salary.

The Management reserves the right to accept your resignation with effect from such a date as it may term fit even before the expiry of the period of notice given by you.

4. RULES AND REGULATIONS

- a) You shall strictly follow the College timings.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for one-day Casual Leave per month during the tenure of your appointment and this will lapse with the end of every year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally or any pretext absent yourself from your duties without prior permission of the Principal/Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/Vice-Principal/Head of the Department.
- f) You will be responsible for safe custody and return in good condition of Management things and Library books which may be under your custody, care or charge.
- g) At the time of relief you shall return all files, materials, books, documents that belong to the college of any nature that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the letter of appointment and return it in token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions

Dr. Anandaprasanna S.S.
SECRETARY

SECRETARY
AUXILIUM COLLEGE (Autonomous)
Gandhi Nagar, Vellore - 632 006.
Vellore District, Tamil Nadu.

SA. Sri Priya
SIGNATURE OF THE CANDIDATE

(SA. SRIPRIYA)



Auxilium College (AUTONOMOUS)

(Re-Accredited by NAAC with A* Grade with a CGPA of 3.55 out of 4)

Gandhi Nagar, Vellore - 632 006,
Tamilnadu, South India.

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auxiliumcollege@yahoo.com
Web Site :
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APPOINTMENT ORDER

Date: 18.06.2018

Ms.SubhaChandra K.
Assistant Professor
Dept. of Business Administration
Auxilium College (Autonomous)
Vellore - 632 006

Sub; Offer of Appointment of **Assistant Professor**

Dear **Ms.Subha Chandra K.**

With reference to your application and the subsequent interview, the Management is pleased to offer you appointment as **Assistant Professor** in the Department of **Business Administration** in Auxilium College (Autonomous) for the academic year 2018 -2019 as per the terms and conditions mentioned below.

1. SALARY

You will be paid a Consolidated Salary of Rs. 13,000 /- (Rupees Thirteen thousand only)

2. JOB RESPONSIBILITIES

- Teaching and Coaching students
- Students assessment and evaluation
- Co-curricular and extra curricular activities
- Assisting in departmental administration.
- Conduct of examinations and correction of papers
- Any other duties assigned by your superiors.

3. UNDERTAKING FOR MINIMUM PERIOD OF SERVICE.

You will be on probation for two years from the date of your joining duty i.e. 18.06.2018 . During the period of probation , service is terminable by one month's notice from either side.

Your permanent absorption in the service of the college will be taken up for consideration on satisfactory completion of probation. In case of a confirmed member of staff, service is terminable by 3 months notice from either side.

You will not be allowed to resign and leave the service in the middle of the academic year without the prior notice. If you do so, you will have to pay 3 months salary.

The Management reserves the right to accept your resignation with effect from such a date as it may term fit even before the expiry of the period of notice given by you.

4. RULES AND REGULATIONS

- a) You shall strictly follow the College timings.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally or any pretext absent yourself from your duties without prior permission of the Principal/Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/Vice-Principal/Head of the Department.
- f) You will be responsible for safe custody and return in good condition of Management things and Library books which may be under your custody, care or charge.
- g) At the time of relief you shall return all files, materials, books, documents that belong to the college of any nature that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the letter of appointment and return it in token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions

K. Subha Shree

SIGNATURE OF THE CANDIDATE

SECRETARY

SECRETARY

AUXILIUM COLLEGE (Autonomous)
Gandhi Nagar, Vellore - 632 006.
Vellore District, Tamil Nadu.



Auxilium College (AUTONOMOUS)

(Re-Accredited by NAAC with A⁺ Grade with a CGPA of 3.55 out of 4)

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E-mail :
auxiliumcollege@yahoo.com
Web Site :
www.auxiliumcollege.edu.in

APPOINTMENT ORDER

Date: 18.06.2018

Ms.Dhivya Bharathi D.
Assistant Professor
Dept. of Business Administration
Auxilium College (Autonomous)
Vellore - 632 006

Sub; Offer of Appointment of Assistant Professor

Dear Ms.Divya Bharathi D.

With reference to your application and the subsequent interview, the Management is pleased to offer you appointment as **Assistant Professor** in the Department of **Business Administration** in Auxilium College (Autonomous) for the academic year 2018 -2019 as per the terms and conditions mentioned below.

1. SALARY

You will be paid a Consolidated Salary of **Rs. 11,000 /-** (Rupees Eleven thousand only)

2. JOB RESPONSIBILITIES

- Teaching and Coaching students
- Students assessment and evaluation
- Co-curricular and extra curricular activities
- Assisting in departmental administration.
- Conduct of examinations and correction of papers
- Any other duties assigned by your superiors.

3. UNDERTAKING FOR MINIMUM PERIOD OF SERVICE.

You will be on probation for two years from the date of your joining duty i.e. 18.06.2018 . During the period of probation , service is terminable by one month's notice from either side.

Your permanent absorption in the service of the college will be taken up for consideration on satisfactory completion of probation. In case of a confirmed member of staff, service is terminable by 3 months notice from either side.

You will not be allowed to resign and leave the service in the middle of the academic year without the prior notice. If you do so, you will have to pay 3 months salary.

The Management reserves the right to accept your resignation with effect from such a date as it may term fit even before the expiry of the period of notice given by you.

4. RULES AND REGULATIONS

- a) You shall strictly follow the College timings.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally or any pretext absent yourself from your duties without prior permission of the Principal/Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/Vice-Principal/Head of the Department.
- f) You will be responsible for safe custody and return in good condition of Management things and Library books which may be under your custody, care or charge.
- g) At the time of relief you shall return all files, materials, books, documents that belong to the college of any nature that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the letter of appointment and return it in token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions

D. Dhyuthi

SIGNATURE OF THE CANDIDATE

SECRETARY

SECRETARY

AUXILIUM COLLEGE (Autonomous)
Gandhi Nagar, Vellore - 632 006.
Vellore District, Tamil Nadu.



Auxilium College (AUTONOMOUS)

(Accredited by NAAC with A⁺ Grade with a CGPA of 3.55 out of 4 in the 3rd Cycle)

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Web Site :
www.auxiliumcollege.edu.in

APPOINTMENT ORDER

Date: 07.12.2020

Ms. Rajeswari P.
Assistant Professor
Department of Business Administration
Auxilium College (Autonomous),
Vellore – 632 006.

Sub: Offer of Appointment of **Assistant Professor**

Dear **Ms. Rajeswari P.**

With reference to your application and the subsequent interview, the Management is pleased to appoint you as **Assistant Professor** in the Department of **Business Administration** in Auxilium College (Autonomous) for the academic year 2020-2021 as per the terms and conditions mentioned below.

1. Salary

You will be paid a Salary of **Rs. 26,569** /- (Rupees Twenty six thousand five hundred and sixty nine only) from the date of joining till 30.04.2021.

2. Job Responsibilities

- Teaching and coaching students
- Assessment and evaluation of students
- Curricular, Co-curricular, Extra-curricular and Extension activities of the Department and of the College
- Assisting in the departmental administration.
- Assisting in the conduct of examinations and evaluation.
- Any other academic, administrative or associated duties assigned by the Management.

3. Undertaking Regarding Period of Probation and Confirmation of Service

a) Probation Period

You will be on probation from the date of your joining duty i.e., 07.12.2020 till 30.04.2021. During the period of probation, service is terminable by one month's notice from either side.

b) Continuation of Service

Consideration for the continuation of your service will be taken up on satisfactory completion of probation. If your performance is satisfactory, you will be re-appointed on consultation with the Management Council. If you continue in service, the vacation salary will be paid on reopening in June.

c) Notice of Termination

The Management has the right to terminate you from service or accept your resignation only with a prior notice of three months or on payment of three month's salary on either side.

The Management reserves the right to relieve you from service on any day as it may deem fit even before the expiry of the period of notice given by you.

4. Rules and Regulations

- a) You shall strictly follow the College working hours.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the Institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every academic year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally on any pretext absent yourself from your duties without prior permission of the Principal/ Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/ Vice-Principal/ Head of the Department.
- f) You will be responsible for the safe custody and return in good condition of the property of the Institution, furniture, library books or anything else which may be under your custody, care or charge.
- g) On being relieved from service, you shall return all files, materials, books, documents of any nature or anything that belong to the College that are in your possession or care or custody.

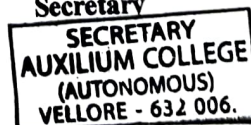
You are requested to sign on the duplicate copy of the Letter of Appointment and return it as a token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions.

P. Pan
Signature of the Candidate

7/12/20.

L. Phani K. T.
7/12/2020
Secretary





Auxilium College (AUTONOMOUS)

(Accredited by NAAC with A⁺ Grade with a CGPA of 3.55 out of 4 in the 1st Cycle)

Gandhi Nagar, Vellore - 632 006,
Tamil Nadu, South India.

Phone
OR 91 416 22 41 774
91 416 22 49 670
Fax 91 416 22 47 281
E-mail
admin@auxiliumcollege.edu.in
Web Site
www.auxiliumcollege.edu.in

APPOINTMENT ORDER

Date: 23.02.2022

Dr. Chandhana K.

Assistant Professor

Department of Business Administration

Auxilium College (Autonomous),

Vellore – 632 006.

Sub: Offer of Appointment of **Assistant Professor**

Dear **Dr. Chandhana K.**

With reference to your application and the subsequent interview, the Management is pleased to appoint you as **Assistant Professor** in the Department of **Business Administration** in Auxilium College (Autonomous) for the academic year 2021-2022 as per the terms and conditions mentioned below.

1. Salary

You will be paid a Salary of **Rs. 25,000** /- (Rupees Twenty five thousand only) from the date of joining till 30.04.2022.

2. Job Responsibilities

- Teaching and coaching students
- Assessment and evaluation of students
- Curricular, Co-curricular, Extra-curricular and Extension activities of the Department and of the College
- Assisting in the departmental administration.
- Assisting in the conduct of examinations and evaluation.
- Any other academic, administrative or associated duties assigned by the Management.

3. Undertaking Regarding Period of Probation and Confirmation of Service

a) Probation Period

You will be on probation from the date of your joining duty i.e., 23.02.2022 till 30.04.2022. During the period of probation, service is terminable by one month's notice from either side.

a) Continuation of Service

Consideration for the continuation of your service will be taken up on satisfactory completion of probation. If your performance is satisfactory, you will be re-appointed on consultation with the Management Council. If you continue in service, the vacation salary will be paid on reopening in June.

b) Notice of Termination

The Management has the right to terminate you from service or accept your resignation only with a prior notice of three months or on payment of three month's salary on either side.

The Management reserves the right to relieve you from service on any day as it may deem fit even before the expiry of the period of notice given by you.

4. Rules and Regulations

- a) You shall strictly follow the College working hours.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the Institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every academic year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally on any pretext absent yourself from your duties without prior permission of the Principal/ Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/ Vice-Principal/ Head of the Department.
- f) You will be responsible for the safe custody and return in good condition of the property of the Institution, furniture, library books or anything else which may be under your custody, care or charge.
- g) On being relieved from service, you shall return all files, materials, books, documents of any nature or anything that belong to the College that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the Letter of Appointment and return it as a token of acceptance of our offer with the terms and conditions mentioned above.

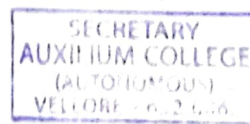
H. H. K. R.
23/2/2022

Secretary

I accept all the above terms and conditions.

K. V. S.
Signature of the Candidate

04/03/2022





Auxilium College (AUTONOMOUS)

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Gandhi Nagar, Vellore - 632 006,
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Phone :
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: 91 416 22 49 670
Fax :
91 416 22 47 281
E-mail :
auxiliumcollege@yahoo.com
Web Site :
www.auxiliumcollege.edu.in

Appointment Order

Sr. Juliana Agnes Victor is hereby appointed as Lecturer in **Electronic Media** (Evening College) with effect from **13.06.2007** to **31.03.2008** or the last working day whichever is earlier, purely on a temporary basis.

Her service is terminable with one month notice in writing or one month salary in lieu of such notice on either side.

She ceases to be in service after the expiry of the period of appointment.

She may be re-appointed if required.


Principal

PRINCIPAL
AUXILIUM COLLEGE
VELLORE - 632 006.


Secretary

AUXILIUM COLLEGE
VELLORE - 632 006.

Place: Vellore -6

Date: 13.06.2007

I accept the appointment on the terms and conditions on outlined above.



Signature of the incumbent.



Auxilium College (AUTONOMOUS)

(Accredited by NAAC with A⁺ Grade)

Gandhi Nagar, Vellore - 632 006,
Tamilnadu, South India.

Phone
Off : 91 0416 22 41 774
Res: 91 0416 22 41 994

Fax :
91 0416 22 47 281

E-mail :
vlr_auxilium@sancharnet.in
auxiliumcollege@yahoo.com

Web Site :
www.auxiliumcollege.edu.in

Appointment Order

Ms. Radhika M. is hereby appointed as Lecturer in **Electronic Media** (Self-financing) with effect from **15.06.2009** to **31.03.2010** or the last working day whichever is earlier, purely on a temporary basis.

Her service is terminable with one month notice in writing or one month salary in lieu of such notice on either side.

She ceases to be in service after the expiry of the period of appointment.

She may be re-appointed if required.

Sr. Jeevika L

Secretary

SECRETARY
AUXILIUM COLLEGE
GANDHI NAGAR
VELLORE-6.

Place: Vellore -6

Date: 15.06.2009

I accept the appointment on the terms and conditions outlined above.

Radhika M.

Signature of the incumbent.



Auxilium College (AUTONOMOUS)

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auxiliumcollege@yahoo.com

Web Site :

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APPOINTMENT ORDER

Date: 28.06.2017

Ms. Priyanga G.

Assistant Professor

Dept. of Visual Communication

Auxilium College (Autonomous)

Vellore - 632 006

Sub; Offer of Appointment of **Assistant Professor**

Dear **Ms. Priyanga G.**

With reference to your application and the subsequent interview, the Management is pleased to offer you appointment as **Assistant Professor** in the Department of **Visual Communication** in Auxilium College (Autonomous) for the academic year 2017 -2018 as per the terms and conditions mentioned below.

1. SALARY

You will be paid a Consolidated Salary of **Rs. 9,043/-** (Rupees Nine thousand forty three only)

2. JOB RESPONSIBILITIES

- Teaching and Coaching students
- Students assessment and evaluation
- Co-curricular and extra curricular activities
- Assisting in departmental administration.
- Conduct of examinations and correction of papers
- Any other duties assigned by your superiors.

3. UNDERTAKING FOR MINIMUM PERIOD OF SERVICE.

You will be on probation for two years from the date of your joining duty i.e. 28.06.2017 . During the period of probation , service is terminable by one month's notice from either side.

Your permanent absorption in the service of the college will be taken up for consideration on satisfactory completion of probation. In case of a confirmed member of staff, service is terminable by 3 months notice from either side.

You will not be allowed to resign and leave the service in the middle of the academic year without the prior notice. If you do so, you will have to pay 3 months salary.

The Management reserves the right to accept your resignation with effect from such a date as it may term fit even before the expiry of the period of notice given by you.

4. RULES AND REGULATIONS

- a) You shall strictly follow the College timings.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally or any pretext absent yourself from your duties without prior permission of the Principal/Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/Vice-Principal/Head of the Department.
- f) You will be responsible for safe custody and return in good condition of Management things and Library books which may be under your custody, care or charge.
- g) At the time of relief you shall return all files, materials, books, documents that belong to the college of any nature that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the letter of appointment and return it in token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions

S. Anandaraman S. J.
SECRETARY

SECRETARY
AUXILIUM COLLEGE (Autonomous)
Gandhi Nagar, Vellore - 632 006.
Vellore District, Tamil Nadu.

[Signature]
SIGNATURE OF THE CANDIDATE



Auxilium College (AUTONOMOUS)

(Accredited by NAAC with A⁺ Grade)

Gandhi Nagar, Vellore - 632 006,
Tamilnadu, South India.

Phone

Off : 91 0416 22 41 774

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Fax :

91 0416 22 47 281

E-mail :

vlr_auxilium@sancharnet.in

auxiliumcollege@yahoo.com

Web Site :

www.auxilium-college.org

Appointment Order

Ms. Saranya P. is hereby appointed as Lecturer in Visual Communication (Evening College) with effect from 12.06.2008 to 31.03.2009 or the last working day whichever is earlier, purely on a temporary basis.

Her service is terminable with one month notice in writing or one month salary in lieu of such notice on either side.

She ceases to be in service after the expiry of the period of appointment.

She may be re-appointed if required.

St. Jacinta . L

Secretary

SECRETARY

AUXILIUM COLLEGE

GANDHI NAGAR

VELLORE-6

Place: Vellore -6

Date: 12.06.2008

I accept the appointment on the terms and conditions outlined above.

P. Saranya

Signature of the incumbent.



Auxilium College (AUTONOMOUS)

(Accredited by NAAC with A Grade with a GPA of 3.33 out of 4 in the 5th cycle)

Gandhi Nagar, Vellore - 632 006,
Tamilnadu, South India.

Phone
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91 416 22 49 670

Fax
91 416 22 41 774
E-mail
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www.auxiliumcollege.edu.in

APPOINTMENT ORDER

Date: 09.08.2021

Ms. Jerlit Kirupa K.

Assistant Professor

Department of Visual Communication

Auxilium College (Autonomous),

Vellore - 632 006.

Sub: Offer of Appointment of **Assistant Professor**

Dear **Ms. Jerlit Kirupa K.**

With reference to your application and the subsequent interview, the Management is pleased to appoint you as **Assistant Professor** in the Department of **Visual Communication** in Auxilium College (Autonomous) for the academic year 2021-2022 as per the terms and conditions mentioned below.

1. Salary

You will be paid a Salary of **Rs. 15,482 /-** (Rupees Fifteen thousand four hundred and eighty two only) from the date of joining till 30.04.2022.

2. Job Responsibilities

- Teaching and coaching students
- Assessment and evaluation of students
- Curricular, Co-curricular, Extra-curricular and Extension activities of the Department and of the College
- Assisting in the departmental administration.
- Assisting in the conduct of examinations and evaluation.
- Any other academic, administrative or associated duties assigned by the Management.

3. Undertaking Regarding Period of Probation and Confirmation of Service

a) Probation Period

You will be on probation from the date of your joining duty i.e., 09.08.2021 till 30.04.2022. During the period of probation, service is terminable by one month's notice from either side.

b) Continuation of Service

Consideration for the continuation of your service will be taken up on satisfactory completion of probation. If your performance is satisfactory, you will be re-appointed on consultation with the Management Council. If you continue in service, the vacation salary will be paid on reopening in June.

c) Notice of Termination

The Management has the right to terminate you from service or accept your resignation only with a prior notice of three months or on payment of three month's salary on either side.

The Management reserves the right to relieve you from service on any day as it may deem fit even before the expiry of the period of notice given by you.

4. Rules and Regulations

- a) You shall strictly follow the College working hours.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the Institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every academic year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally on any pretext absent yourself from your duties without prior permission of the Principal/ Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/ Vice-Principal/ Head of the Department.
- f) You will be responsible for the safe custody and return in good condition of the property of the Institution, furniture, library books or anything else which may be under your custody, care or charge.
- g) On being relieved from service, you shall return all files, materials, books, documents of any nature or anything that belong to the College that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the Letter of Appointment and return it as a token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions.

[Signature]
9/8/21
Signature of the Candidate

[Signature]
08/08/21
Secretary

SECRETARY
AUXILIUM COLLEGE
(AUTONOMOUS)
VELLORE - 632 006.



Auxilium College (AUTONOMOUS)

Established in 1984, Auxilium College (Autonomous) is a private, non-profit, self-financing institution of higher education.

Gandhi Nagar, Vellore - 632 006,
Tamilnadu, South India.

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91 416 22 49 670

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admin@auxiliumcollege.edu.in
Web Site:
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APPOINTMENT ORDER

Date: 09.08.2021

Ms. Shyni T.
Assistant Professor
Department of Visual Communication
Auxilium College (Autonomous),
Vellore – 632 006.

Sub: Offer of Appointment of **Assistant Professor**

Dear **Ms. Shyni T.**

With reference to your application and the subsequent interview, the Management is pleased to appoint you as **Assistant Professor** in the Department of **Visual Communication** in Auxilium College (Autonomous) for the academic year 2021-2022 as per the terms and conditions mentioned below.

1. Salary

You will be paid a Salary of **Rs. 12,482** /- (Rupees Twelve thousand four hundred and eighty two only) from the date of joining till 30.04.2022.

2. Job Responsibilities

- Teaching and coaching students
- Assessment and evaluation of students
- Curricular, Co-curricular, Extra-curricular and Extension activities of the Department and of the College
- Assisting in the departmental administration.
- Assisting in the conduct of examinations and evaluation.
- Any other academic, administrative or associated duties assigned by the Management.

3. Undertaking Regarding Period of Probation and Confirmation of Service

a) Probation Period

You will be on probation from the date of your joining duty i.e., 09.08.2021 till 30.04.2022. During the period of probation, service is terminable by one month's notice from either side.

b) Continuation of Service

Consideration for the continuation of your service will be taken up on satisfactory completion of probation. If your performance is satisfactory, you will be re-appointed on consultation with the Management Council. If you continue in service, the vacation salary will be paid on reopening in June.

c) Notice of Termination

The Management has the right to terminate you from service or accept your resignation only with a prior notice of three months or on payment of three month's salary on either side.

The Management reserves the right to relieve you from service on any day as it may deem fit even before the expiry of the period of notice given by you.

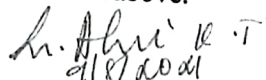
4. Rules and Regulations

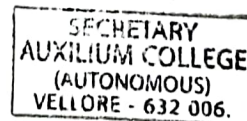
- a) You shall strictly follow the College working hours.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the Institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every academic year. Extra leave will be considered as Leave on Loss of Pay.
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- g) On being relieved from service, you shall return all files, materials, books, documents of any nature or anything that belong to the College that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the Letter of Appointment and return it as a token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions.


Signature of the Candidate


Secretary





Auxilium College (AUTONOMOUS)

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auxiliumcollege@yahoo.com
Web Site :
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APPOINTMENT ORDER

Date: 18.06.2018

Ms.Sharmi A.
Assistant Professor
Dept. of Social Work
Auxilium College (Autonomous)
Vellore - 632 006

Sub; Offer of Appointment of Assistant Professor

Dear **Ms.Sharmi M.**

With reference to your application and the subsequent interview, the Management is pleased to offer you appointment as **Assistant Professor** in the Department of **Social Work** in Auxilium College (Autonomous) for the academic year 2018 -2019 as per the terms and conditions mentioned below.

1. SALARY

You will be paid a Consolidated Salary of Rs. 11,000 /- (Rupees Eleven thousand only)

2. JOB RESPONSIBILITIES

- Teaching and Coaching students
- Students assessment and evaluation
- Co-curricular and extra curricular activities
- Assisting in departmental administration.
- Conduct of examinations and correction of papers
- Any other duties assigned by your superiors.

3. UNDERTAKING FOR MINIMUM PERIOD OF SERVICE.

You will be on probation for two years from the date of your joining duty i.e. 18.06.2018 . During the period of probation , service is terminable by one month's notice from either side.

Your permanent absorption in the service of the college will be taken up for consideration on satisfactory completion of probation. In case of a confirmed member of staff, service is terminable by 3 months notice from either side.

You will not be allowed to resign and leave the service in the middle of the academic year without the prior notice. If you do so, you will have to pay 3 months salary.

The Management reserves the right to accept your resignation with effect from such a date as it may term fit even before the expiry of the period of notice given by you.

4. RULES AND REGULATIONS

- a) You shall strictly follow the College timings.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally or any pretext absent yourself from your duties without prior permission of the Principal/Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/Vice-Principal/Head of the Department.
- f) You will be responsible for safe custody and return in good condition of Management things and Library books which may be under your custody, care or charge.
- g) At the time of relief you shall return all files, materials, books, documents that belong to the college of any nature that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the letter of appointment and return it in token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions

Shamirud.

SIGNATURE OF THE CANDIDATE

SECRETARY

SECRETARY

AUXILIUM COLLEGE (Autonomous)

Gandhi Nagar, Vellore - 632 006.

Vellore District, Tamil Nadu.



Auxilium College (AUTONOMOUS)

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Web Site :
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APPOINTMENT ORDER

Date: 17.06.2019

Ms. Elavarasi P.
Assistant Professor,
Department of Social Work
Auxilium College (Autonomous),
Vellore – 632 006.

Sub: Offer of Appointment of Assistant Professor

Dear **Ms. Elavarasi P.**,

With reference to your application and the subsequent interview, the Management is pleased to appoint you as **Assistant Professor** in the Department of **Social Work** in Auxilium College (Autonomous) for the academic year 2019 - 2020 as per the terms and conditions mentioned below.

1. Salary

You will be paid a Salary of **Rs. 13,578/-** (Rupees Thirteen thousand five hundred and seventy eight only) from the date of joining till 30.04.2020.

2. Job Responsibilities

- Teaching and coaching students
- Assessment and evaluation of students
- Curricular, Co-curricular, Extra-curricular and Extension activities of the Department and of the College
- Assisting in the departmental administration.
- Assisting in the conduct of examinations and evaluation.
- Any other academic, administrative or associated duties assigned by the Management.

3. Undertaking Regarding Period of Probation and Confirmation of Service

a) Probation Period

You will be on probation for from the date of your joining duty i.e., 17.06.2019 till 30.04.2020. During the period of probation, service is terminable by one month's notice from either side.

b) **Continuation of Service**

Consideration for the continuation of your service will be taken up on satisfactory completion of probation. If your performance is satisfactory, you will be re-appointed on consultation with the Management Council. If you continue in service, the vacation salary will be paid on reopening in June.

c) **Notice of Termination**

The Management has the right to terminate you from service or accept your resignation only with a prior notice of three months or on payment of three month's salary on either side.

The Management reserves the right to relieve you from service on any day as it may deem fit even before the expiry of the period of notice given by you.

4. **Rules and Regulations**

- a) You shall strictly follow the College working hours.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the Institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every academic year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally on any pretext absent yourself from your duties without prior permission of the Principal/ Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/ Vice-Principal/ Head of the Department.
- f) You will be responsible for the safe custody and return in good condition of the property of the Institution, furniture, library books or anything else which may be under your custody, care or charge.
- g) On being relieved from service, you shall return all files, materials, books, documents of any nature or anything that belong to the College that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the Letter of Appointment and return it as a token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions.

[Signature]

[Signature]
Secretary

SECRETARY
AUXILIUM COLLEGE (Autonomous)
Gandhi Nagar, Vellore - 632 006
Vellore District, Tamil Nadu.



Auxilium College (AUTONOMOUS)
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E-mail:
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Web Site

APPOINTMENT ORDER

Date: 09.08.2021

Ms. Christina Nithya Priya R.
Assistant Professor
Department of Social Work
Auxilium College (Autonomous),
Vellore – 632 006.

Sub: Offer of Appointment of **Assistant Professor**

Dear **Ms. Christina Nithya Priya R.**

With reference to your application and the subsequent interview, the Management is pleased to appoint you as **Assistant Professor** in the Department of Social Work in Auxilium College (Autonomous) for the academic year 2021-2022 as per the terms and conditions mentioned below.

1. Salary

You will be paid a Salary of **Rs. 15,000** /- (Rupees Fifteen thousand only) from the date of joining till 30.04.2022.

2. Job Responsibilities

- a. Teaching and coaching students
- b. Assessment and evaluation of students
- c. Curricular, Co-curricular, Extra-curricular and Extension activities of the Department and of the College
- d. Assisting in the departmental administration.
- e. Assisting in the conduct of examinations and evaluation.
- f. Any other academic, administrative or associated duties assigned by the Management.

3. Undertaking Regarding Period of Probation and Confirmation of Service

a) Probation Period

You will be on probation from the date of your joining duty i.e., 09.08.2021 till 30.04.2022. During the period of probation, service is terminable by one month's notice from either side.

b) Continuation of Service

Consideration for the continuation of your service will be taken up on satisfactory completion of probation. If your performance is satisfactory, you will be re-appointed on consultation with the Management Council. If you continue in service, the vacation salary will be paid on reopening in June.

c) Notice of Termination

The Management has the right to terminate you from service or accept your resignation only with a prior notice of three months or on payment of three month's salary on either side.

The Management reserves the right to relieve you from service on any day as it may deem fit even before the expiry of the period of notice given by you.

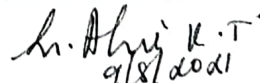
4. Rules and Regulations

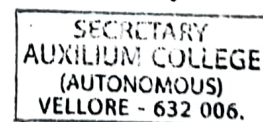
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- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every academic year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally on any pretext absent yourself from your duties without prior permission of the Principal/ Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/ Vice-Principal/ Head of the Department.
- f) You will be responsible for the safe custody and return in good condition of the property of the Institution, furniture, library books or anything else which may be under your custody, care or charge.
- g) On being relieved from service, you shall return all files, materials, books, documents of any nature or anything that belong to the College that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the Letter of Appointment and return it as a token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions.


Signature of the Candidate


Secretary





Auxilium College (AUTONOMOUS)
(Accredited by NAAC with A Grade with a CGPA of 3.55 out of 4 in
the 3rd Cycle)
Gandhi Nagar, Vellore - 632 006,
Tamilnadu, South India.

Phone
Off - 91 416 22 41 774
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Web Site :

APPOINTMENT ORDER

Date: 09.08.2021

Ms. Amala Alys J.
Assistant Professor
Department of Social Work
Auxilium College (Autonomous),
Vellore – 632 006.

Sub: Offer of Appointment of **Assistant Professor**

Dear **Ms. Amala Alys J.**

With reference to your application and the subsequent interview, the Management is pleased to appoint you as **Assistant Professor** in the Department of Social Work in Auxilium College (Autonomous) for the academic year 2021-2022 as per the terms and conditions mentioned below.

1. Salary

You will be paid a Salary of **Rs. 15,000 /-** (Rupees Fifteen thousand only) from the date of joining till 30.04.2022.

2. Job Responsibilities

- Teaching and coaching students
- Assessment and evaluation of students
- Curricular, Co-curricular, Extra-curricular and Extension activities of the Department and of the College
- Assisting in the departmental administration.
- Assisting in the conduct of examinations and evaluation.
- Any other academic, administrative or associated duties assigned by the Management.

3. Undertaking Regarding Period of Probation and Confirmation of Service

a) Probation Period

You will be on probation from the date of your joining duty i.e., 09.08.2021 till 30.04.2022. During the period of probation, service is terminable by one month's notice from either side.

b) Continuation of Service

Consideration for the continuation of your service will be taken up on satisfactory completion of probation. If your performance is satisfactory, you will be re-appointed on consultation with the Management Council. If you continue in service, the vacation salary will be paid on reopening in June.

c) Notice of Termination

The Management has the right to terminate you from service or accept your resignation only with a prior notice of three months or on payment of three month's salary on either side.


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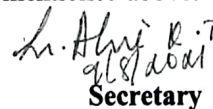
4. Rules and Regulations

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You are requested to sign on the duplicate copy of the Letter of Appointment and return it as a token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions.


Signature of the Candidate


Secretary

SECRETARY
AUXILIUM COLLEGE
(AUTONOMOUS)
VELLORE - 632 006.



Auxilium College (AUTONOMOUS)
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APPOINTMENT ORDER

Date: 09.08.2021

Ms. Manjula S.
Assistant Professor
Department of Social Work
Auxilium College (Autonomous),
Vellore – 632 006.

Sub: Offer of Appointment of Assistant Professor

Dear Ms. Manjula S.

With reference to your application and the subsequent interview, the Management is pleased to appoint you as **Assistant Professor** in the Department of Social Work in Auxilium College (Autonomous) for the academic year 2021-2022 as per the terms and conditions mentioned below.

1. Salary

You will be paid a Salary of **Rs. 15,000** /- (Rupees Fifteen thousand only) from the date of joining till 30.04.2022.

2. Job Responsibilities

- a. Teaching and coaching students
- b. Assessment and evaluation of students
- c. Curricular, Co-curricular, Extra-curricular and Extension activities of the Department and of the College
- d. Assisting in the departmental administration.
- e. Assisting in the conduct of examinations and evaluation.
- f. Any other academic, administrative or associated duties assigned by the Management.

3. Undertaking Regarding Period of Probation and Confirmation of Service

a) Probation Period

You will be on probation from the date of your joining duty i.e., 09.08.2021 till 30.04.2022. During the period of probation, service is terminable by one month's notice from either side.

b) Continuation of Service

Consideration for the continuation of your service will be taken up on satisfactory completion of probation. If your performance is satisfactory, you will be re-appointed on consultation with the Management Council. If you continue in service, the vacation salary will be paid on reopening in June.

c) Notice of Termination

The Management has the right to terminate you from service or accept your resignation only with a prior notice of three months or on payment of three month's salary on either side.

The Management reserves the right to relieve you from service on any day as it may deem fit even before the expiry of the period of notice given by you.

4. Rules and Regulations

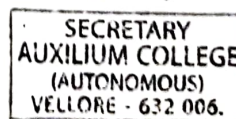
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- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every academic year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally on any pretext absent yourself from your duties without prior permission of the Principal/ Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/ Vice-Principal/ Head of the Department.
- f) You will be responsible for the safe custody and return in good condition of the property of the Institution, furniture, library books or anything else which may be under your custody, care or charge.
- g) On being relieved from service, you shall return all files, materials, books, documents of any nature or anything that belong to the College that are in your possession or care or custody.

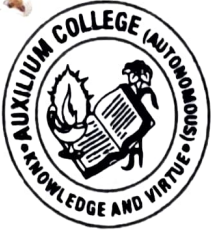
You are requested to sign on the duplicate copy of the Letter of Appointment and return it as a token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions.

S. Mangala
09/08/21
Signature of the Candidate

L. Anil K. T.
09/08/21
Secretary





Auxilium College (AUTONOMOUS)

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APPOINTMENT ORDER

Date: 18.06.2018

Ms.Sunitha R.
Librarian
Auxilium College (Autonomous)
Vellore - 632 006

Sub; Offer of Appointment of **Assistant Professor**

Dear **Ms.Sunitha R.**

With reference to your application and the subsequent interview, the Management is pleased to offer you appointment as **Librarian** in Auxilium College (Autonomous) for the academic year 2018 -2019 as per the terms and conditions mentioned below.

1. SALARY

You will be paid a Consolidated Salary of Rs. 10,000 /- (Rupees Ten thousand only)

2. JOB RESPONSIBILITIES

- Teaching and Coaching students
- Students assessment and evaluation
- Co-curricular and extra curricular activities
- Assisting in departmental administration.
- Conduct of examinations and correction of papers
- Any other duties assigned by your superiors.

3. UNDERTAKING FOR MINIMUM PERIOD OF SERVICE.

You will be on probation for two years from the date of your joining duty i.e. 18.06.2018 . During the period of probation , service is terminable by one month's notice from either side.

Your permanent absorption in the service of the college will be taken up for consideration on satisfactory completion of probation. In case of a confirmed member of staff, service is terminable by 3 months notice from either side.

You will not be allowed to resign and leave the service in the middle of the academic year without the prior notice. If you do so, you will have to pay 3 months salary.

The Management reserves the right to accept your resignation with effect from such a date as it may term fit even before the expiry of the period of notice given by you.

4. RULES AND REGULATIONS

- a) You shall strictly follow the College timings.
- b) You shall do additional hours of service, as may be required depending upon the exigency of work without claiming extra remuneration.
- c) You will be governed by the rules and regulations of the institution that are/ will be in force or amended or modified from time to time.
- d) You are eligible for **one-day Casual Leave** per month during the tenure of your appointment and this will lapse with the end of every year. Extra leave will be considered as Leave on Loss of Pay.
- e) You shall not normally or any pretext absent yourself from your duties without prior permission of the Principal/Vice-Principal/ Head of the Department. In case of illness or other unforeseen circumstances, you shall forward a proper Medical Certificate or a letter explaining the extraordinary circumstances to the Principal/Vice-Principal/Head of the Department.
- f) You will be responsible for safe custody and return in good condition of Management things and Library books which may be under your custody, care or charge.
- g) At the time of relief you shall return all files, materials, books, documents that belong to the college of any nature that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the letter of appointment and return it in token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions



SIGNATURE OF THE CANDIDATE

SECRETARY

SECRETARY

AUXILIUM COLLEGE (Autonomous)

Gandhi Nagar, Vellore - 632 006.

Vellore District, Tamil Nadu.



Auxilium College (AUTONOMOUS)

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APPOINTMENT ORDER

Date: 08.03.2021

Ms. Roja Shree R.H.

Assistant Professor,

Department of Psychology

Auxilium College (Autonomous),

Vellore - 632 006.

Sub: Offer of Appointment of **Assistant Professor**

Dear **Ms. Roja Shree R.H.**,

With reference to your application and the subsequent interview, the Management is pleased to appoint you as **Assistant Professor** in the Department of **Psychology** in Auxilium College (Autonomous) for the academic year 2020-2021 as per the terms and conditions mentioned below.

1. Salary

You will be paid a Salary of **Rs. 12,000 /-** (Rupees Twelve thousand only) from the date of joining till 30.04.2021.

2. Job Responsibilities

- g) Teaching and coaching students
- h) Assessment and evaluation of students
- i) Curricular, Co-curricular, Extra-curricular and Extension activities of the Department and of the College
- j) Assisting in the departmental administration.
- k) Assisting in the conduct of examinations and evaluation.
- l) Any other academic, administrative or associated duties assigned by the Management.

3. Undertaking Regarding Period of Probation and Confirmation of Service

d) Probation Period

You will be on probation from the date of your joining duty i.e., 08.03.2021 till 30.04.2021. During the period of probation, service is terminable by one month's notice from either side.

b) Continuation of Service

Consideration for the continuation of your service will be taken up on satisfactory completion of probation. If your performance is satisfactory, you will be re-appointed on consultation with the Management Council. If you continue in service, the vacation salary will be paid on reopening in June.

c) Notice of Termination

The Management has the right to terminate you from service or accept your resignation only with a prior notice of three months or on payment of three month's salary on either side.

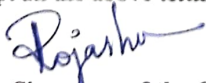
The Management reserves the right to relieve you from service on any day as it may deem fit even before the expiry of the period of notice given by you.

4. Rules and Regulations

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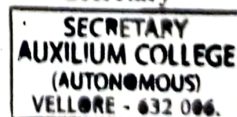
You are requested to sign on the duplicate copy of the Letter of Appointment and return it as a token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions.



Signature of the Candidate


8/3/2021
Secretary





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Gandhi Nagar, Vellore - 632 006,
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APPOINTMENT ORDER

Date: 01.11.2021

Ms. Keren Jeba Shalom R.
Assistant Professor
Department of Psychology
Auxilium College (Autonomous),
Vellore – 632 006.

Sub: Offer of Appointment of **Assistant Professor**

Dear **Keren Jeba Shalom R.**

With reference to your application and the subsequent interview, the Management is pleased to appoint you as **Assistant Professor** in the Department of **Psychology** in Auxilium College (Autonomous) for the academic year 2021-2022 as per the terms and conditions mentioned below.

1. Salary

You will be paid a Salary of **Rs. 12,000 /-** (Rupees Twelve five thousand only) from the date of joining till 30.04.2022.

2. Job Responsibilities

- Teaching and coaching students
- Assessment and evaluation of students
- Curricular, Co-curricular, Extra-curricular and Extension activities of the Department and of the College
- Assisting in the departmental administration.
- Assisting in the conduct of examinations and evaluation.
- Any other academic, administrative or associated duties assigned by the Management.

3. Undertaking Regarding Period of Probation and Confirmation of Service

a) Probation Period

You will be on probation from the date of your joining duty i.e., 01.11.2021 till 30.04.2022. During the period of probation, service is terminable by one month's

a) Continuation of Service

Consideration for the continuation of your service will be taken up on satisfactory completion of probation. If your performance is satisfactory, you will be re-appointed on consultation with the Management Council. If you continue in service, the vacation salary will be paid on reopening in June.

b) Notice of Termination

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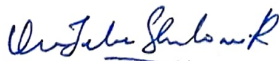
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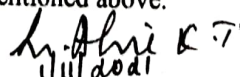
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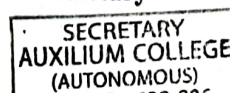
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You are requested to sign on the duplicate copy of the Letter of Appointment and return it as a token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions.


1/11/2021


1/11/2021
Secretary





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APPOINTMENT ORDER

Date: 23.02.2022

Ms. Aruna N.
Physical Directress
Auxilium College (Autonomous),
Vellore – 632 006.

Sub: Offer of Appointment of **Assistant Professor**

Dear **Aruna N.**

With reference to your application and the subsequent interview, the Management is pleased to appoint you as **Physical Directress** in Auxilium College (Autonomous) for the academic year 2021-2022 as per the terms and conditions mentioned below.

1. Salary

You will be paid a Salary of **Rs. 15,000** /- (Rupees Fifteen five thousand only) from the date of joining till 30.04.2022.

2. Job Responsibilities

- Teaching and coaching students
- Assessment and evaluation of students
- Curricular, Co-curricular, Extra-curricular and Extension activities of the Department and of the College
- Assisting in the departmental administration.
- Assisting in the conduct of examinations and evaluation.
- Any other academic, administrative or associated duties assigned by the Management.

3. Undertaking Regarding Period of Probation and Confirmation of Service

a) Probation Period

You will be on probation from the date of your joining duty i.e., 23.02.2022 till 30.04.2022. During the period of probation, service is terminable by one month's notice from either side.

a) Continuation of Service

Consideration for the continuation of your service will be taken up on satisfactory completion of probation. If your performance is satisfactory, you will be re-appointed on consultation with the Management Council. If you continue in service, the vacation salary will be paid on reopening in June.

b) Notice of Termination

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- g) On being relieved from service, you shall return all files, materials, books, documents of any nature or anything that belong to the College that are in your possession or care or custody.

You are requested to sign on the duplicate copy of the Letter of Appointment and return it as a token of acceptance of our offer with the terms and conditions mentioned above.

I accept all the above terms and conditions.

A. Arun
23/02/2022
Signature of the Candidate

Dr. Arun K.T.
23/2/2022
Secretary

