



# MAR GREGORIOS COLLEGE OF ARTS & SCIENCES

(Approved by the Govt. of Tamil Nadu and affiliated to University of Madras)

Block No.8, Mogappair West, Chennai-37

08-08-2011

Mrs. B.HEMALATHA  
3, Velmurugan Street,  
Nandhavana.Mettur  
Avadi, Chennai – 600 071.

Sir,

Sub: Establishment – Appointment of **Lecturer in COMPUTER APPLICATION** on Probationary basis for the one year from 08-08-2011– order Issued.

In continuation of your application dated 28-06-2011, and the interview held by the Board constituted for the purpose on 08-08-2011, the Malankara Syrian Catholic Trust, a Christian Minority Institution is pleased to appoint you as **Shift I Lecturer in the Department of Computer Application in Mar Gregorios College, Mogappair West, Chennai – 37** on probationary basis for one year on the following conditions:

1. You shall conform to all the Rules and Regulations, Code of Conduct & Leave Rules of the College and obey all lawful orders that you may receive from the College authorities and the Management from time to time. You shall not resign / leave the service before the expiry of the appointed period. To ensure this, you have agreed to deposit all your Original Qualification Degree Certificates in our safe custody until the expiry of the appointed term.
2. You shall devote your entire time to the work of the College as assigned to you and shall not engage yourself in any other work in an honorary or remunerative kind including examinership or tuitions without the permission of the management. You would have to take extra interest for the weaker students by conducting special coaching classes and programmes and thereby consider yourself responsible for producing cent percent passes in the subject taught by you.
3. You shall maintain total discipline, co-ordination and harmonious relationship with one and all in the college campus.
4. In addition to the above duties you will have to undertake additional jobs if any assigned to you by the Management.

Phone : +91-44-2653 3140, 2653 0978 Fax : +91-44-2653 0978

Website : <http://margregorioscollege.net> E-mail : [enquiry@margregorioscollege.net](mailto:enquiry@margregorioscollege.net), [margregorioscollege@gmail.com](mailto:margregorioscollege@gmail.com)

5. You shall be present in the college during working hours of the college whether you have teaching work or not. You are expected to take full and effective part in such extracurricular activities of the college, as may be indicated by the management. Your Working Time will be 8.00am to 1.30 pm.
6. No member of the college staff shall address any communication to the college governing body or the University or any Media Organization except through the management.
7. You shall not work anywhere or even apply for any post without getting specific permission from the appointing authorities.
8. It may also be noted that availing of leave without proper sanction in advance, taking frequent or long leave or even late coming would be viewed seriously by the management. Two copies of appointment orders are enclosed herewith so as to enable you to resubmit the duplicate copy to the management after duly signed by you through the Principal of the college as token of your acceptance of the above said appointment.
9. You will be paid a consolidated salary of Rs. 9,000/- per month.

For MAR GREGORIOS COLLEGE

A handwritten signature in black ink, appearing to be 'Dithoa', written over a horizontal line.

Secretary.



# Mar Gregorios College of Arts & Science

Approved by the Govt. of Tamil Nadu and Affiliated to the University of Madras  
ISO 9001 : 2015 Certified Institution

Fr. Philip Pulipra  
Secretary  
Ref.No.MGC/STAFFAPPOINT./2019-20/46

02.05.2019

Ms. D. Stephy Joy  
No. 186, MIG 2<sup>nd</sup> cross street, Mogappair Eri Scheme, Mogappair, Chennai-600037.

Dear Ms. D. Stephy Joy,

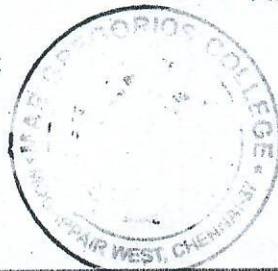
With reference to your application dated 19<sup>th</sup> February 2019, and the interview held on 29<sup>th</sup> April 2019 Management is pleased to appoint you as an Assistant Professor in the Department of Computer Science, for the Academic Year 2019-2020 based on the recommendation of the Interview Board.

- You will be on probation for twelve months from the date of appointment. (During probation period May month Salary will not be sanctioned).
- You shall be considered for regular appointment only on satisfactory completion of the probation period. There will be an evaluation of the service during the probationary period for confirmation.
- On satisfactory completion of probationary period, confirmation of services will be given and annual increment will follow. During the period of employment, you shall diligently and faithfully carry out all instructions given to you by the superiors from time to time.
- You shall produce your original UG/PG/SET/NET/M. Phil/Ph.D certificates.
- Provident Fund (PF) & ESIC Accounts will be opened from the date of joining duty. The subscription will be deducted as per the government norms.
- You are required to carry out any additional responsibilities assigned by the management from time to time.
- Discipline and academic excellence are the two eyes of the College.
- You are expected to uphold all the traditions of the College.
- Your teaching position is subject to transfer between Shift I and Shift II depending upon need at any given point of time.
- Frequent late coming and or absenteeism with or without permission will be viewed seriously.
- You shall submit a letter of acceptance on receiving the appointment order and submit also a joining report at the time of joining the service of the College.
- You should serve in this College for a minimum of one academic year. In case you want to resign from service of the College, you are requested to give one month notice, to avoid academic disturbance.

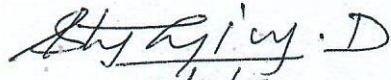
For the Malankara Syrian Catholic Trust

  
Secretary

Secretary  
MAR GREGORIOS COLLEGE  
CHENNAI - 600 037



Received Appointment  
letter.

  
2/5/19

Block No.8, College Road, Mogappair West, Chennai - 600 037. Phone : +91-44-2653 3140, 2653 0978

Website : www.margregorioscollege.net E-mail : margregorioscollege@gmail.com

M.G. College



# Mar Gregorios College of Arts & Science

(Approved by the Government of Tamil Nadu and affiliated to the University of Madras)  
ISO 9001 : 2015 Certified Institution

01.03.2021

Fr. Philip Pulipra  
Secretary  
Ref.No.MGC/STAFFAPPOINT./2020-21/21


Dr. Indumathi. T  
A-312, Marvel Shrijee Apartment, 35, Amman Kovil Street, Vadapalani, Chennai - 600 026.

Dear Dr. Indumathi. T,

With reference to your application dated 3<sup>rd</sup> February 2021, and the interview held on 25<sup>th</sup> February 2021 Management is pleased to appoint you as an Assistant Professor in the Department of Computer Application and will join the duty on 1<sup>st</sup> March 2021 for the Academic Year 2020-2021 based on the recommendation of the Interview Board.

- You will be on probation for eleven months from the date of appointment. (During probation period May month Salary will not be sanctioned).
- You shall be considered for regular appointment only on satisfactory completion of the probation period. There will be an evaluation of the service during the probationary period for confirmation.
- On satisfactory completion of probationary period, confirmation of services will be given and annual increment will follow. During the period of employment, you shall diligently and faithfully carry out all instructions given to you by the superiors from time to time.
- You shall produce your original UG/PG/SET/NET/M. Phil/Ph.D certificates.
- Provident Fund (PF) & ESIC Accounts will be opened from the date of joining duty. The subscription will be deducted as per the government norms.
- You are required to carry out any additional responsibilities assigned by the management from time to time.
- Discipline and academic excellence are the two eyes of the College.
- You are expected to uphold all the traditions of the College.
- Your teaching position is subject to transfer between Shift I and Shift II depending upon need at any given point of time.
- Frequent late coming and or absenteeism with or without permission will be viewed seriously.
- You shall submit a letter of acceptance on receiving the appointment order and submit also a joining report at the time of joining the service of the College.
- You should serve in this College for a minimum of one academic year. In case you want to resign from service of the College, you are requested to give one month notice, to avoid academic disturbance.

For the Malankara Syrian Catholic Trust

  
Secretary



Received appointment  
1/1/3/2

Secretary  
MAR GREGORIOS COLLEGE  
CHENNAI

Block No. 80 College Road, Mogappair West, Chennai - 600 067. Phone : +91-44-2653 0978, 2653 3140, 9176734020

Website : www.mgcchennai.ac.in e-mail : mail@mgcchennai.ac.in



# Mar Gregorios College of Arts & Science

(Approved by the Government of Tamil Nadu and affiliated to the University of Madras)

ISO 9001 : 2015 Certified Institution

Fr.Philip Pulipra  
Secretary

10.08.2022

Ref.No.MGC/STAFFAPPOINT./2022-23/13

Ms. SATHIAJEYA .C,  
Flat No. Dg-1, No. 12 Noombal Road,  
Vinoth Vidula Apartment, Velappanchavadi,  
Chennai - 77.

Dear Ms. SATHIAJEYA .C,

With reference to your application dated 05<sup>th</sup> August 2022, and the interview held on 8<sup>th</sup> August 2022, Management is pleased to appoint you as an Assistant Professor in the Department of Computer Application, Shift I and will join the duty on 10<sup>th</sup> August 2022 for the Academic Year 2022-2023 based on the recommendation of the Interview Board. Your Consolidated Gross Salary will be Rs. 20,000/-

- You will be on probation for eleven months from the date of appointment. (During probation period May month Salary will not be sanctioned).
- You shall be considered for regular appointment only on satisfactory completion of the probation period. There will be an evaluation of the service during the probationary period for confirmation.
- On satisfactory completion of probationary period, confirmation of services will be given and annual increment will follow. During the period of employment, you shall diligently and faithfully carry out all instructions given to you by the superiors from time to time.
- You shall produce your original UG/PG/SET/NET/M. Phil/Ph.D certificates.
- Provident Fund (PF) & ESIC Accounts will be opened from the date of joining duty. The subscription will be deducted as per the government norms.
- You are required to carry out any additional responsibilities assigned by the management from time to time.
- Discipline and academic excellence are the two eyes of the College.
- You are expected to uphold all the traditions of the College.

Conti.....



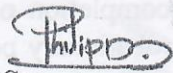
# Mar Gregorios College of Arts & Science

(Approved by the Government of Tamil Nadu and affiliated to the University of Madras)

ISO 9001 : 2015 Certified Institution

- Your teaching position is subject to transfer between Shift I and Shift II depending upon need at any given point of time.
- Frequent late coming and or absenteeism with or without permission will be viewed seriously.
- You shall submit a letter of acceptance on receiving the appointment order and submit also a joining report at the time of joining the service of the College.
- You should serve in this College for a minimum of one academic year. In case you want to resign from service of the College, you are requested to give one month notice, to avoid academic disturbance.
- You should serve in this College for a minimum of one academic year. In case you want to resign from service of the College, you are requested to give one month notice. Also if you resign without completing notice period, you need to pay two months salary to College to get back your original certificates/ service certificate/ relieving order to avoid academic disturbance.

For the Malankara Syrian Catholic Trust

  
Secretary

Secretary  
Mar Gregorios College of Arts & Science  
Mogappair West, Chennai-37.



Received appointment letter

Osathra Jeyaraj  
10.8.20



# MAR GREGORIOS COLLEGE OF ARTS & SCIENCE

(Approved by the Govt. of Tamil Nadu and affiliated to University of Madras)

Block No.8, Mogappair West, Chennai-37

03-06-2010

Mr. S. Ranganathan  
35, 47/1, Rajaji Street,  
Perambur, Chennai - 39

Sir,

Sub: Establishment – Appointment of **Lecturer in Computer Application on Probationary basis** for the academic year **2010-2011** from 03-06-2010 to 30-04-2011– order Issued.

In continuation of your application dated NIL, and the interview held by the Board constituted for the purpose on 31-05-2010, the Malankara Syrian Catholic Trust, a Christian Minority Institution is pleased to appoint you as **Shift II Lecturer in the Department of Computer Application in Mar Gregorios College, Mogappair West, Chennai – 37** on probationary basis for the academic year 2010-2011 on the following conditions:

1. You shall conform to all the Rules and Regulations, Code of Conduct & Leave Rules of the College and obey all lawful orders that you may receive from the College authorities and the Management from time to time. You shall not resign / leave the service before the expiry of the appointed period. To ensure this, you have agreed to deposit all your Original Qualification Degree Certificates in our safe custody until the expiry of the appointed term.
2. You shall devote your entire time to the work of the College as assigned to you and shall not engage yourself in any other work in an honorary or remunerative kind including examinership or tuitions without the permission of the management. You would have to take extra interest for the weaker students by conducting special coaching classes and programmes and thereby consider yourself responsible for producing cent percent passes in the subject taught by you.
3. You shall maintain total discipline, co-ordination and harmonious relationship with one and all in the college campus.
4. In addition to the above duties you will have to undertake additional jobs if any assigned to you by the Management

Phone : +91-44-2653 3140, 2653 0978 Fax : +91-44-2653 0978

Website : <http://margregorioscollege.net> E-mail : [enquiry@margregorioscollege.net](mailto:enquiry@margregorioscollege.net), [margregorioscollege@gmail.com](mailto:margregorioscollege@gmail.com)



# MAR GREGORIOS COLLEGE OF ARTS & SCIENCE

(Approved by the Govt. of Tamil Nadu and affiliated to University of Madras)

Block No.8, Mogappair West, Chennai-37

5. You shall be present in the college during working hours of the college whether you have teaching work or not. You are expected to take full and effective part in such extracurricular activities of the college, as may be indicated by the management. Your Working Time will be 1.00 to 6.00 pm.
6. No member of the college staff shall address any communication to the college governing body or the University or any Media Organization except through the management.
7. You shall not work anywhere or even apply for any post without getting specific permission from the appointing authorities.
8. It may also be noted that availing of leave without proper sanction in advance, taking frequent or long leave or even late coming would be viewed seriously by the management. Two copies of appointment orders are enclosed herewith so as to enable you to resubmit the duplicate copy to the management after duly signed by you through the Principal of the college as token of your acceptance of the above said appointment.
9. You will be paid a consolidated salary of Rs. 8,800/- per month.

For MAR GREGORIOS COLLEGE

Secretary.

*Prin*  
*S.P.* 3/6/2016





# Mar Gregorios College of Arts & Science

(Approved by the Govt. of Tamil Nadu and affiliated to University of Madras)  
Block No. 8, Mogappair West, Chennai - 600 037.

Fr. Sabu M. George Maruthoor,

Secretary

02.01.2015

Ms. DHANALAKSHMI C


10/2B, Padmavathi Street,  
EVP Santhosh Nagar (Exnt),  
Madhanandhapuram, Porur, Ch-125

Dear Ms. DHANALAKSHMI C

In continuation of your application dated 04.12.2014, and the interview held by the Board constituted for the purpose on 10.12.2014, the Malankara Syrian Catholic Trust is pleased to appoint you as Assistant Professor in the Department of Mathematics, with effect from 2<sup>nd</sup> January 2015 on the following conditions;

- 1 You will be on probation for Twelve months from the date of appointment. (During probation period May month Salary will not be sanctioned).
- 2 You shall be considered for regular appointment on satisfactory completion of the probation period.
- 3 During the period of employment, you shall diligently and faithfully carry out all instructions given to you by the superiors from time to time.
- 4 Kindly produce your original PG certificates and two attested copies of the same.
- 5 Provident Fund (PF) & ESIC Account will be open from the date of joining in duty. The subscription will be deducted as per the government norms.
- 6 Kindly give the acceptance letter and the joining report.
- 7 You should serve in this college for a minimum of one academic year. In case you want to resign from service of the College, you are requested to give three months notice or three months pay to avoid academic disturbance during that semester.

For the Malankara Syrian Catholic Trust

  
Secretary,

Secretary  
MAR GREGORIOS COLLEGE  
CHENNAI - 600 037

Phone : +91-44-2653 3140, 2653 0978 Fax : +91-44-2653 0978 Website : <http://margregorioscollege.net>  
E-mail : [enquiry@margregorioscollege.net](mailto:enquiry@margregorioscollege.net), [margregorioscollege@gmail.com](mailto:margregorioscollege@gmail.com)

*M.G. College*



# Mar Gregorios College of Arts & Science

(Approved by the Govt. of Tamil Nadu and affiliated to University of Madras)  
Block No. 8, Mogappair West, Chennai - 600 037.

Fr. Sabu M. George Maruthoor  
Secretary

Ref.No.MGC/STAFFAPPOINT./2016/04

Ms. Rajalakshmi K.  
No.34, 6<sup>th</sup> Street,  
Padipudu Nagar,  
Anna Nagar East,  
Chennai - 600101.

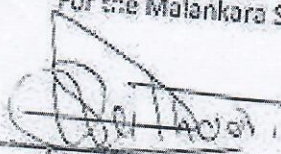
30.04.2016

Dear Ms. Rajalakshmi K.,

With reference to your application dated 30.03.2016, and the interview held on 29.04.2016, the Malankara Syrian Catholic Trust is pleased to appoint you as Assistant Professor in the Department of Computer Science, based on the recommendation of the Interview Board, with effect from 13<sup>th</sup> June 2016 on the following conditions;

- 1 You will be on probation for twelve months from the date of appointment. (During probation period May month Salary will not be sanctioned).
- 2 You shall be considered for regular appointment only on satisfactory completion of the probation period. There will be an evaluation of the service during the probationary period for confirmation.
- 3 During the period of employment, you shall diligently and faithfully carry out all instructions given to you by the superiors from time to time.
- 4 You shall produce your original UG/PG/SET/NET/M. Phil/Ph. D certificates.
- 5 Provident Fund (PF) & ESIC Accounts will be opened from the date of joining duty. The subscription will be deducted as per the government norms.
- 6 You shall submit a letter of appointment and submit also a joining report at the time of joining the service of the College.
- 7 You are required to carry out any additional responsibilities assigned by the management from time to time.
- 8 Discipline and academic excellence are the two eyes of the College.

For the Malankara Syrian Catholic Trust

  
Secretary



# Mar Gregorios College of Arts & Science

Approved by the Govt. of Tamil Nadu and Affiliated to the University of Madras  
ISO 9001 : 2015 Certified Institution

P.P. Philip Pulipra  
Secretary

27.03.2018

Ref.No.MGC/STAFFAPPOINT./2018-19/23

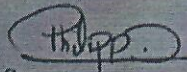
Ms. Anita. S  
No:S4, Shilpa Enclave, No:29&30,  
Suriyaprakasam Street, Krishnapuram,  
Ambattur OT, Chennai - 600 053.

Dear Ms. Anita. S,

With reference to your application dated 26<sup>th</sup> March 2018, and the interview held on 27<sup>th</sup> March 2018 Malankara Syrian Catholic Trust is pleased to appoint you as an Assistant Professor in the Department of Computer Application, for the Academic Year 2018-2019 based on the recommendation of the Interview Board.

- You will be on probation for twelve months from the date of appointment. (During probation period May month Salary will not be sanctioned).
- You shall be considered for regular appointment only on satisfactory completion of the probation period. There will be an evaluation of the service during the probationary period for confirmation.
- On satisfactory completion of probationary period, confirmation of services will be given and annual increment will follow. During the period of employment, you shall diligently and faithfully carry out all instructions given to you by the superiors from time to time.
- You shall produce your original UG/PG/SET/NET/M. Phil/Ph.D certificates.
- Provident Fund (PF) & ESIC Accounts will be opened from the date of joining duty. The subscription will be deducted as per the government norms.
- You are required to carry out any additional responsibilities assigned by the management from time to time.
- Discipline and academic excellence are the two eyes of the College.
- You are expected to uphold all the traditions of the College.
- Your teaching position is subject to transfer between Shift I and Shift II depending upon need at any given point of time.
- Frequent late coming and or absenteeism with or without permission will be viewed seriously.
- You shall submit a letter of acceptance on receiving the appointment order and submit also a joining report at the time of joining the service of the College.

For the Malankara Syrian Catholic Trust



Secretary  
MAR GREGORIOS COLLEGE  
CHENNAI - 600 037



Block No.8, College Road, Mogappair West, Chennai - 600 037. Phone : +91-44-2653 3140, 2653 0978

Website : [www.margregorioscollege.net](http://www.margregorioscollege.net) E-mail : [margregorioscollege@gmail.com](mailto:margregorioscollege@gmail.com)

*M G College*



# Mar Gregorios College of Arts & Science

(Approved by the Govt. of Tamil Nadu and affiliated to University of Madras)

Block No. 8, Mogappair West, Chennai - 600 037.

Fr. Sabu M. George Maruthoor  
Secretary

Ref.No.MGC/STAFFAPPOINT./2016/10

Ms. Lingeswari Sivagnanam  
Plot No. 5906, MIG, TNHB,  
Ayapakkam,  
Ambattur  
Chennai - 600077.

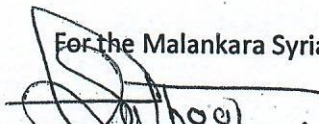
12.05.2016

Dear Ms. Lingeswari Sivagnanam,

With reference to your application dated 20.04.2016, and the interview held on 21.04.2016, the Malankara Syrian Catholic Trust is pleased to appoint you as Assistant Professor in the Department of Computer Application, based on the recommendation of the Interview Board, with effect from 13<sup>th</sup> June 2016 on the following conditions;


- 1 You will be on probation for twelve months from the date of appointment. (During probation period May month Salary will not be sanctioned).
- 2 You shall be considered for regular appointment only on satisfactory completion of the probation period. There will be an evaluation of the service during the probationary period for confirmation.
- 3 During the period of employment, you shall diligently and faithfully carry out all instructions given to you by the superiors from time to time.
- 4 You shall produce your original UG/PG/SET/NET/M. Phil/Ph. D certificates.
- 5 Provident Fund (PF) & ESIC Accounts will be opened from the date of joining duty. The subscription will be deducted as per the government norms.
- 6 You shall submit a letter of appointment and submit also a joining report at the time of joining the service of the College.
- 7 You are required to carry out any additional responsibilities assigned by the management from time to time.
- 8 Discipline and academic excellence are the two eyes of the College.

For the Malankara Syrian Catholic Trust

  
Secretary

MAR GREGORIOS COLLEGE  
CHENNAI - 600 037

RECEIVED THE  
APPOINTMENT  
ORDER

  
18/05/2016  
(S. Lingeswari)

Phone : +91-44-2653 3140, 2653 0978 Fax : +91-44-2653 0978 Website : <http://margregorioscollege.net>

E-mail : [enquiry@margregorioscollege.net](mailto:enquiry@margregorioscollege.net), [margregorioscollege@gmail.com](mailto:margregorioscollege@gmail.com)

MGC College



# Mar Gregorios College of Arts & Science

(Approved by the GOVT. OF TAMIL NADU and affiliated to the UNIVERSITY OF MADRAS)

Block No.8, Mogappair West, Chennai - 600 037. India.

Phone : 044 - 2653 3140, 2653 0978

Home Page : [www.margregorioscollege.net](http://www.margregorioscollege.net)

18-06-2009

Mr. S. James Benedict Felix  
11/9, R.C Church Street,  
Ilanganthapuram (Post)  
Megnanapuram (via)  
Thoothukudi (Dist)  
Tamil Nadu

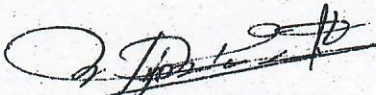
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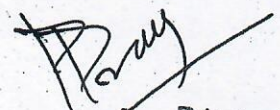
Dear Mr. S. James Benedict Felix,

In continuation of your application dated 17-06-2009, and the interview held by the Board constituted for the purpose on 17-06-2009, the Malankara Syrian Catholic Trust is pleased to appoint you as a Lecturer in the Department of Computer Science in the College on the following conditions.

1. You will be on probation up to the end of one full academic year from the date of appointment.
2. You shall be considered for regular appointment on satisfactory completion of the probation period.
3. During the period of employment you shall diligently and faithfully carryout all instructions given to you by the superiors from time to time.
4. In case you wish to resign from the service of the College, You are required to give two months notice.
5. Kindly produce your original PG Degree, all your Higher Degree Certificates and two attested copies of the same.
6. Kindly give the acceptance letter and the joining report.

For the Malankara Syrian Catholic Trust

  
Secretary.

  
Principal  
MAR GREGORIOS COLLEGE  
Chennai - 600 037.

I received the appointment order.

by  
S. James Felix  
18/06/09



# MAR GREGORIOS COLLEGE OF ARTS & SCIENCE

(Approved by the Govt. of Tamil Nadu and affiliated to University of Madras)

Block No.8, Mogappair West, Chennai-37

03-06-2010

Ms. Gayathry. G  
No. 6, Thirumal Nagar  
Second Street, Poonamallee  
Chennai

Sir,

Sub: Establishment – Appointment of Lecturer in Computer Science on Probationary basis for the academic year 2010-2011 from 03-06-2010 to 30-04-2011– order Issued.

In continuation of your application dated NIL, and the interview held by the Board constituted for the purpose on 31-05-2010, the Malankara Syrian Catholic Trust, a Christian Minority Institution is pleased to appoint you as **Shift I Lecturer in the Department of Computer Science in Mar Gregorios College, Mogappair West, Chennai – 37** on probationary basis for the academic year 2010-2011 on the following conditions:

1. You shall conform to all the Rules and Regulations, Code of Conduct & Leave Rules of the College and obey all lawful orders that you may receive from the College authorities and the Management from time to time. You shall not resign / leave the service before the expiry of the appointed period. To ensure this, you have agreed to deposit all your Original Qualification Degree Certificates in our safe custody until the expiry of the appointed term.
2. You shall devote your entire time to the work of the College as assigned to you and shall not engage yourself in any other work in an honorary or remunerative kind including examinership or tuitions without the permission of the management. You would have to take extra interest for the weaker students by conducting special coaching classes and programmes and thereby consider yourself responsible for producing cent percent passes in the subject taught by you.
3. You shall maintain total discipline, co-ordination and harmonious relationship with one and all in the college campus.
4. In addition to the above duties you will have to undertake additional jobs if any assigned to you by the Management.

Page 1 of 2



# MAR GREGORIOS COLLEGE OF ARTS & SCIENCE

(Approved by the Govt. of Tamil Nadu and affiliated to University of Madras)

Block No.8, Mogappair West, Chennai-37

5-12-2011

SHARMILA.W  
7/407, Mogappair West,  
Chennai - 37

Madam,

Sub: Establishment – Appointment of Lecturer in department of **COMPUTER APPLICATION** on Probationary basis for one year from 5-12-2011 – order Issued.

In continuation of your application dated 20-11-2011, and the interview held by the Board constituted for the purpose on 01-12-2011, the Malankara Syrian Catholic Trust, a Christian Minority Institution is pleased to appoint you as **Shift-II Lecturer in the Department of COMPUTER APPLICATION in Mar Gregorios College, Mogappair West, Chennai -- 37** on probationary basis for One Year from 5-12-2011 on the following conditions:

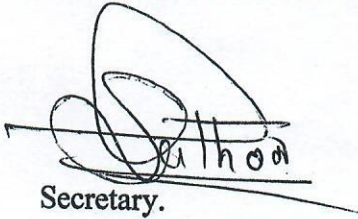
1. You shall conform to all the Rules and Regulations, Code of Conduct & Leave Rules of the College and obey all lawful orders that you may receive from the College authorities and the Management from time to time.
2. You shall not resign / leave the service before the expiry of the appointed period, as otherwise you shall be liable up to two months' salary in cash to the Management and you will not be entitled to receive further any privileges. To ensure this, you have agreed to deposit all your Original Qualification Degree Certificates in our safe custody until the expiry of the appointed term.
3. You shall devote your entire time to the work of the College as assigned to you and shall not engage yourself in any other work in an honorary or remunerative kind including examinership or tuitions without the permission of the management. You would have to take extra interest for the weaker students by conducting special coaching classes and programmes and thereby consider yourself responsible for producing cent percent result in the subject taught by you.
4. You shall maintain total discipline, co-ordination and harmonious relationship with one and all in the college campus.

Phone : +91-44-2653 3140, 2653 0978 Fax : +91-44-2653 0978

Website : <http://margregorioscollege.net> E-mail : [enquiry@margregorioscollege.net](mailto:enquiry@margregorioscollege.net), [margregorioscollege@gmail.com](mailto:margregorioscollege@gmail.com)

5. You shall be present in the college during working hours of the college whether you have teaching work or not. You are expected to take full and effective part in extracurricular activities of the college, as may be indicated by the management. Your Working Time will be 1.00 to 5.30 pm.
6. No member of the college staff shall address any communication to the college governing body or the University or any Media Organization except through the management.
7. You shall not work anywhere or even apply for any post without getting specific permission from the appointing authorities.
8. It may also be noted that availing of leave without proper sanction in advance, taking frequent or long leave or even late coming would be viewed seriously by the management. Two copies of appointment orders are enclosed herewith so as to enable you to resubmit the duplicate copy to the management after duly signed by you through the Principal of the college as token of your acceptance of the above said appointment.
9. You are requested to read & comply with the policies given in the manual & handbook.
10. You will be paid a consolidated salary of Rs. 10,000 /- Per month.

For MAR GREGORIOS COLLEGE

  
Secretary.

Received the orders

W. Shannila

5.12.2011





# Mar Gregorios College of Arts & Science

(Approved by the Govt. of Tamil Nadu and affiliated to University of Madras)  
Block No. 8, Mogappair West, Chennai - 600 037.

**Mr .A.Jerome Robinson**

10.11.2012

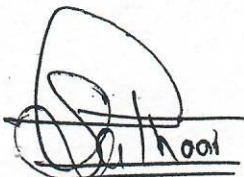
New No.4, Old No.3, 2<sup>nd</sup> Street,  
Kambvar Nagar, Madhuravoyal,  
Chennai - 95.

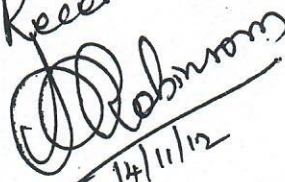
**Dear Mr. A.Jerome Robinson**

In continuation of your application dated 05.11.2012, and the interview held by the Board constituted for the purpose on 08.11.2012, the Malankara Syrian Catholic Trust is pleased to appoint you as a Lecturer in the Department of Computer Science in the College on the following conditions;

- 1 You will be on probation for Twelve months from the date of appointment. (During probation period May month Salary will not be sanctioned).
- 2 You shall be considered for regular appointment on satisfactory completion of the probation period.
- 3 During the period of employment, you shall diligently and faithfully carry out all instructions given to you by the superiors from time to time.
- 4 Kindly produce your original PG certificates and two attested copies of the same.
- 5 Kindly give the acceptance letter and the joining report.
- 6 In case you wish to resign from service of the College, you are required to give two months notice.
- 7 Your pay will be fixed as Rs.10,000/- Rs.9,500/- as consolidated pay + Rs.500/- for Honorarium for HOD. After considering your seniority in the profession, you have been sanctioned Rs.3000/- as a Special pay and it will be adjusted in the future enhancement of salary.

For the Malankara Syrian Catholic Trust

  
Secretary,

Received  
  
14/11/12



# Mar Gregorios College of Arts & Science

(Approved by the Govt. of Tamil Nadu and affiliated to University of Madras)  
Block No. 8, Mogappair West, Chennai - 600 037.

Ms .N.VAISHALI

02.12.2013

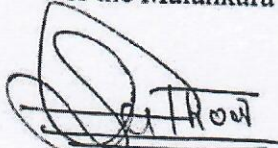
425, Co-operative Nagar,  
Madhiravedu, Thiruverkadu,  
Chennai-77.

Dear Ms .N.VAISHALI

*In continuation of your application dated 27.11.2013, and the interview held by the Board constituted for the purpose on/27.11.2013, the Malankara Syrian Catholic Trust is pleased to appoint you as a Lecturer in the Department of Computer Application, (Shift – II) in the College on the following conditions;*

- 1 You will be on probation for Twelve months from the date of appointment. (During probation period May month Salary will not be sanctioned).
- 2 You shall be considered for regular appointment on satisfactory completion of the probation period.
- 3 During the period of employment, you shall diligently and faithfully carry out all instructions given to you by the superiors from time to time.
- 4 Kindly produce your original PG certificates and two attested copies of the same.
- 5 Kindly give the acceptance letter and the joining report.
- 6 You should serve in this college for a minimum of one academic year. In case you want to resign from service of the College, you are requested to give three months notice or three months pay. To avoid academic disturbance during that semester.

For the Malankara Syrian Catholic Trust

  
Secretary,

Phone : +91-44-2653 3140, 2653 0978 Fax : +91-44-2653 0978 Website : <http://margregorioscollege.net>  
E-mail : [enquiry@margregorioscollege.net](mailto:enquiry@margregorioscollege.net), [margregorioscollege@gmail.com](mailto:margregorioscollege@gmail.com)

*M.G. College*



# Mar Gregorios College of Arts & Science

(Approved by the Govt. of Tamil Nadu and affiliated to University of Madras)  
Block No. 8, Mogappair West, Chennai - 600 037.

Fr.Sabu M. George Maruthoor,  
Secretary

02.06.2014

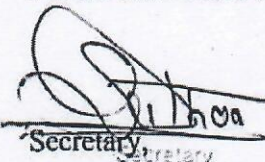
Mr.D.SELVARAJ.  
No.33, Ragavendra Nagar,  
Opposite to Hosanna Tower  
Kodungaiyur, Chennai – 600 118.

Dear Mr.D.SELVARAJ

In continuation of your application dated 28.05.2014, and the interview held by the Board constituted for the purpose on 28.05.2014, the Malankara Syrian Catholic Trust is pleased to appoint you as Assistant Professor in the Department of Computer Science, with effect from 02<sup>nd</sup> June 2014 on the following conditions;

- 1 You will be on probation for Twelve months from the date of appointment. (During probation period May month Salary will not be sanctioned).
- 2 You shall be considered for regular appointment on satisfactory completion of the probation period.
- 3 During the period of employment, you shall diligently and faithfully carry out all instructions given to you by the superiors from time to time.
- 4 Kindly produce your original PG certificates and two attested copies of the same.
- 5 Provident Fund (PF) & ESIC Account will be open from the date of joining in duty. The subscription will be deducted as per the government norms.
- 6 Kindly give the acceptance letter and the joining report.
- 7 You should serve in this college for a minimum of one academic year. In case you want to resign from service of the College, you are requested to give three months notice or three months pay to avoid academic disturbance during that semester.

For the Malankara Syrian Catholic Trust

  
Secretary

MAR GREGORIOS COLLEGE  
CHENNAI - 600 037

Phone : +91-44-2653 3140, 2653 0978 Fax : +91-44-2653 0978 Website : <http://margregorioscollege.net>  
E-mail : [enquiry@margregorioscollege.net](mailto:enquiry@margregorioscollege.net), [margregorioscollege@gmail.com](mailto:margregorioscollege@gmail.com)

*M.G. College*



# Mar Gregorios College of Arts & Science

Approved by the Govt. of Tamil Nadu and Affiliated to the University of Madras  
ISO 9001 : 2015 Certified Institution

Fr. Philip Pulipra  
Secretary  
Ref.No.MGC/STAFFAPPOINT./2019-20/37

02.05.2019

Mrs. C. Sujdha  
42/64, Basha Street, Choolaimedu, Chennai – 600 094.

Dear Mrs. C. Sujdha,

With reference to your application dated 22<sup>nd</sup> April 2019, and the interview held on 29<sup>th</sup> April 2019 Management is pleased to appoint you as an Assistant Professor in the Department of Computer Science, for the Academic Year 2019-2020 based on the recommendation of the Interview Board.

- You will be on probation for twelve months from the date of appointment. (During probation period May month Salary will not be sanctioned).
- You shall be considered for regular appointment only on satisfactory completion of the probation period. There will be an evaluation of the service during the probationary period for confirmation.
- On satisfactory completion of probationary period, confirmation of services will be given and annual increment will follow. During the period of employment, you shall diligently and faithfully carry out all instructions given to you by the superiors from time to time.
- You shall produce your original UG/PG/SET/NET/M. Phil/Ph.D certificates.
- Provident Fund (PF) & ESIC Accounts will be opened from the date of joining duty. The subscription will be deducted as per the government norms.
- You are required to carry out any additional responsibilities assigned by the management from time to time.
- Discipline and academic excellence are the two eyes of the College.
- You are expected to uphold all the traditions of the College.
- Your teaching position is subject to transfer between Shift I and Shift II depending upon need at any given point of time.
- Frequent late coming and or absenteeism with or without permission will be viewed seriously.
- You shall submit a letter of acceptance on receiving the appointment order and submit also a joining report at the time of joining the service of the College.
- You should serve in this College for a minimum of one academic year. In case you want to resign from service of the College, you are requested to give one month notice, to avoid academic disturbance.

For the Malankara Syrian Catholic Trust

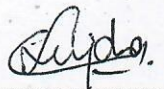


Secretary  
Secretary

MAR GREGORIOS COLLEGE  
CHENNAI - 600 037



Received Appointment  
Letter on 2.05.2019.



Block No.8, College Road, Mogappair West, Chennai - 600 037. Phone : +91-44-2653 3140, 2653 0978

Website : [www.margregorioscollege.net](http://www.margregorioscollege.net) E-mail : [margregorioscollege@gmail.com](mailto:margregorioscollege@gmail.com)

*M G College*



# Mar Gregorios College of Arts & Science

(Approved by the Government of Tamil Nadu and affiliated to the University of Madras)  
ISO 9001 : 2015 Certified Institution

Fr.Philip Pulipra  
Secretary  
Ref.No.MGC/STAFFAPPOINT./2021-22/09

16.09.2021

Ms. R. Anitha

B-116, VGN Raksha Apartment, Mogappair East, Chennai.

Dear Ms. R. Anitha,

With reference to your application dated 8<sup>th</sup> September 2021, and the interview held on 14<sup>th</sup> September 2021 Management is pleased to appoint you as an Assistant Professor in the Department of Computer Science and will join the duty on 16<sup>th</sup> September 2021 for the Academic Year 2021-2022 based on the recommendation of the Interview Board.

- You will be on probation for eleven months from the date of appointment. (During probation period May month Salary will not be sanctioned).
- You shall be considered for regular appointment only on satisfactory completion of the probation period. There will be an evaluation of the service during the probationary period for confirmation.
- On satisfactory completion of probationary period, confirmation of services will be given and annual increment will follow. During the period of employment, you shall diligently and faithfully carry out all instructions given to you by the superiors from time to time.
- You shall produce your original UG/PG/SET/NET/M. Phil/Ph.D certificates.
- Provident Fund (PF) & ESIC Accounts will be opened from the date of joining duty. The subscription will be deducted as per the government norms.
- You are required to carry out any additional responsibilities assigned by the management from time to time.
- Discipline and academic excellence are the two eyes of the College.
- You are expected to uphold all the traditions of the College.

Conti.....



# Mar Gregorios College of Arts & Science

(Approved by the Government of Tamil Nadu and affiliated to the University of Madras)  
ISO 9001 : 2015 Certified Institution

- Your teaching position is subject to transfer between Shift I and Shift II depending upon need at any given point of time.
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- You should serve in this College for a minimum of one academic year. In case you want to resign from service of the College, you are requested to give one month notice. Also if you resign without completing notice period, you need to pay one month salary to College to get back your original certificates/ service certificate/ relieving order to avoid academic disturbance.

For the Malankara Syrian Catholic Trust

*Philip*  
Secretary

SECRETARY  
MALANKARA SYRIAN  
CATHOLIC TRUST



Received  
Appointment letter  
Sep<sup>th</sup> 16/2021  
*Anil*



# Mar Gregorios College of Arts & Science

(Approved by the Government of Tamil Nadu and affiliated to the University of Madras)  
ISO 9001 : 2015 Certified Institution

Fr.Philip Pulipra  
Secretary

04.04.2022

Ref.No.MGC/STAFFAPPOINT./2021-22/24

Ms. T. SARAH JEBA JENCY,  
No. 8A, Church Street, Gayathri Nagar,  
Ayapakkam, Chennai - 600 077

Dear Ms. T. Sarah Jeba Jency,

With reference to your application dated 21<sup>st</sup> March 2022, and the interview held on 28<sup>th</sup> March 2022, Management is pleased to appoint you as an Assistant Professor in the Department of Computer Science and will join the duty on 4<sup>th</sup> April 2022 for the Academic Year 2021-2022 based on the recommendation of the Interview Board.

- You will be on probation for eleven months from the date of appointment. (During probation period May month Salary will not be sanctioned).
- You shall be considered for regular appointment only on satisfactory completion of the probation period. There will be an evaluation of the service during the probationary period for confirmation.
- On satisfactory completion of probationary period, confirmation of services will be given and annual increment will follow. During the period of employment, you shall diligently and faithfully carry out all instructions given to you by the superiors from time to time.
- You shall produce your original UG/PG/SET/NET/M. Phil/Ph.D certificates.
- Provident Fund (PF) & ESIC Accounts will be opened from the date of joining duty. The subscription will be deducted as per the government norms.
- You are required to carry out any additional responsibilities assigned by the management from time to time.
- Discipline and academic excellence are the two eyes of the College.
- You are expected to uphold all the traditions of the College.

Conti.....



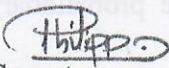
# Mar Gregorios College of Arts & Science

(Approved by the Government of Tamil Nadu and affiliated to the University of Madras)

ISO 9001 : 2015 Certified Institution

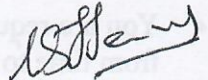
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- You should serve in this College for a minimum of one academic year. In case you want to resign from service of the College, you are requested to give one month notice, to avoid academic disturbance.
- You should serve in this College for a minimum of one academic year. In case you want to resign from service of the College, you are requested to give one month notice. Also if you resign without completing notice period, you need to pay one month salary to College to get back your original certificates/ service certificate/ relieving order to avoid academic disturbance.

For the Malankara Syrian Catholic Trust

  
Secretary

Secretary  
Gregorios College of Arts & Science  
Mogappair West, Chennai-37.



Received the  
appointment letter  
on 4/04/2022  






# Mar Gregorios College of Arts & Science

(Approved by the Government of Tamil Nadu and affiliated to the University of Madras)

ISO 9001 : 2015 Certified Institution

**Fr. Philip Pulipra**  
Secretary

13.09.2022

**Ref.No.MGC/STAFFAPPOINT./2022-23/19**

**Ms.R. Bavani,**  
17/48, 3<sup>rd</sup> Floor,  
TNHB Sagar Apartments,  
Panneer Nagar, Mogappair.

**Dear Ms.R. Bavani,**

With reference to your application dated 1<sup>st</sup> September 2022, and the interview held on 12<sup>th</sup> September 2022, Management is pleased to appoint you as an Assistant Professor in the Department of Computer Science, Shift II and will join the duty on 13<sup>th</sup> September 2022 for the Academic Year 2022-2023 based on the recommendation of the Interview Board. Your Consolidated Gross Salary will be Rs. 19,000/-

- You will be on probation for eleven months from the date of appointment. (During probation period May month Salary will not be sanctioned).
- You shall be considered for regular appointment only on satisfactory completion of the probation period. There will be an evaluation of the service during the probationary period for confirmation.
- On satisfactory completion of probationary period, confirmation of services will be given and annual increment will follow. During the period of employment, you shall diligently and faithfully carry out all instructions given to you by the superiors from time to time.
- You shall produce your original UG/PG/SET/NET/M. Phil/Ph.D certificates.
- Provident Fund (PF) & ESIC Accounts will be opened from the date of joining duty. The subscription will be deducted as per the government norms.
- You are required to carry out any additional responsibilities assigned by the management from time to time.
- Discipline and academic excellence are the two eyes of the College.
- You are expected to uphold all the traditions of the College.

Conti.....



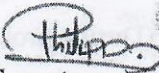
# Mar Gregorios College of Arts & Science

(Approved by the Government of Tamil Nadu and affiliated to the University of Madras)

ISO 9001 : 2015 Certified Institution

- Your teaching position is subject to transfer between Shift I and Shift II depending upon need at any given point of time.
- Frequent late coming and or absenteeism with or without permission will be viewed seriously.
- You shall submit a letter of acceptance on receiving the appointment order and submit also a joining report at the time of joining the service of the College.
- You should serve in this College for a minimum of one academic year. In case you want to resign from service of the College, you are requested to give one month notice, to avoid academic disturbance.
- You should serve in this College for a minimum of one academic year. In case you want to resign from service of the College, you are requested to give one month notice. Also if you resign without completing notice period, you need to pay two months salary to College to get back your original certificates/ service certificate/ relieving order to avoid academic disturbance.

For the Malankara Syrian Catholic Trust

  
Secretary

Secretary  
Mar Gregorios College of Arts & Science  
Mogappair West, Chennai-37.

Received appointment letter  
on 13/9/22



Mrs. V. SAVITHRI  
324/4, Kathiravan Colony,  
Anna Nagar. Chennai - 600 040.

May 5, 2000

In continuation of your application dated 26-04-2000 and the interview held by the Board on 05-05-2000, the Malankara Syrian Catholic Trust is pleased to appoint you as a Lecturer in the Department of Electronics Science on the following terms and conditions.

1. You will be on probation for a period of one year from the date of appointment, which may be dispensed with or extended at the discretion of the Management.
2. You shall be considered for regular appointment on satisfactory completion of the probationary period.
3. During the period of employment you shall diligently and faithfully carryout all instructions given to you by the superiors from time to time.
4. In case you wish to resign from the service of the College, you are required to give one / two months notice, as the case may be.

For the Malankara Syrian Catholic Trust



SECRETARY.

---

Please sign and return the copy of this letter, in token of your having accepted the above terms and conditions of appointment and you are required to submit two attested copies of your qualifying certificates - UG, PG and others, by 3:00 pm Saturday, 13-05-2000.

V. Savithri  
13/5/2000

Accepted the  
Appointment order.



Phone : 044-6258178

# MAR GREGORIOS COLLEGE

Block No. 8, Mogappair West, Chennai - 600 058. India.

Date :

23-05-2002.

Ms. S. Fabbiyola  
No.15, 7<sup>th</sup> Street  
E.V.R Nagammai Nagar  
Railway Carshed Complex  
Avadi,  
Chennai-600 109.

Dear Ms. S. Fabbiyola

In continuation of your application dated 08-05-2002, and the interview held by the Board constituted for the purpose on 21-05-2002, the Malankara Syrian Catholic Trust is pleased to appoint you as a Lecturer in the Department of Electronics Science in the college on the following conditions:

1. You will be on probation up to the end of two full academic years from the date of appointment.
2. You shall be considered for regular appointment on satisfactory completion of the probation period.
3. During the period of employment you shall diligently and faithfully carryout all instructions given to you by the superiors from time to time
4. In case you wish to resign from the service of the College, you are required to give two months notice.
5. Kindly produce your original PG Degree and two attested copies of the same
6. Kindly give the acceptance letter and the joining report.

For the Malankara Syrian Catholic Trust

Secretary.

Received the copy on  
7/6/2002



Phone : 044-6258178

# MAR GREGORIOS COLLEGE

Block No.8, Mogappair West, Chennai - 600 058. India.

Date  
10-06-04


Mrs. S. Shantha  
No. 5, Nelson Street  
Venkateswara Nagar  
Ambattur, Chennai-53

Dear Mrs. S. Shantha

In continuation of your application dated 23-04-04, and the interview held by the Board constituted for the purpose on 27-04-2004, the Malankara Syrian Catholic Trust is pleased to appoint you as a Lecturer in the Department of Electronics Science in the College on the following conditions:

1. You will be on probation up to the end of two full academic years from the date of appointment.
2. You shall be considered for regular appointment on satisfactory completion of the probation period.
3. During the period of employment you shall diligently and faithfully carryout all instructions given to you by the superiors from time to time.
4. In case you wish to resign from the service of the College, you are required to give two months notice.
5. Kindly produce your original PG Degree and two attested copies of the same
6. Kindly give the acceptance letter and the joining report.

For the Malankara Syrian Catholic Trust

  
Secretary.

Principal  
MAR GREGORIOS COLLEGE  
CHENNAI - 600 037

Received the copy  
S. Shantha  
23/6/04  
(S. SHANTHA)



# Mar Gregorios College of Arts & Science

Approved by the Govt. of Tamil Nadu and Affiliated to the University of Madras  
ISO 9001 : 2015 Certified Institution

Fr. Philip Pulipra  
Secretary

05.12.2019

Ref.No.MGC/STAFFAPPOINT./2019-20/77

Ms. M. Sathiya  
16/49 Valluvar Road, Arumbakkam  
Chennai-600106

Dear Ms. M. Sathiya

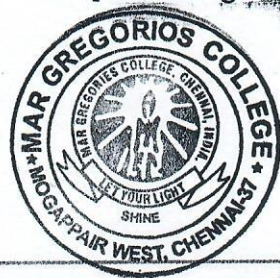
With reference to your application dated 20<sup>th</sup> November 2019, and the interview held on 22<sup>nd</sup> November 2019 Management is pleased to appoint you as an Assistant Professor in the Department of Electronics and Communication Science for the Academic Year 2019-2020 based on the recommendation of the Interview Board.

- You will be on probation for twelve months from the date of appointment. (During probation period May month Salary will not be sanctioned).
- You shall be considered for regular appointment only on satisfactory completion of the probation period. There will be an evaluation of the service during the probationary period for confirmation.
- On satisfactory completion of probationary period, confirmation of services will be given and annual increment will follow. During the period of employment, you shall diligently and faithfully carry out all instructions given to you by the superiors from time to time.
- You shall produce your original UG/PG/SET/NET/M. Phil/Ph.D certificates.
- Provident Fund (PF) & ESIC Accounts will be opened from the date of joining duty. The subscription will be deducted as per the government norms.
- You are required to carry out any additional responsibilities assigned by the management from time to time.
- Discipline and academic excellence are the two eyes of the College.
- You are expected to uphold all the traditions of the College.
- Your teaching position is subject to transfer between Shift I and Shift II depending upon need at any given point of time.
- Frequent late coming and or absenteeism with or without permission will be viewed seriously.
- You shall submit a letter of acceptance on receiving the appointment order and submit also a joining report at the time of joining the service of the College.
- You should serve in this College for a minimum of one academic year. In case you want to resign from service of the College, you are requested to give one month notice, to avoid academic disturbance.

For the Malankara Syrian Catholic Trust

  
Secretary

MAR GREGORIOS COLLEGE  
CHENNAI - 600 037



Received Appointment  
MS  
5/12

Block No.8, College Road, Mogappair West, Chennai - 600 037. Phone : +91-44-2653 3140, 2653 0978

Website : www.margregorioscollege.net E-mail : margregorioscollege@gmail.com

M.G. College



Phone : 044-6260178

# MAR GREGORIOS COLLEGE

Block No. 8, Mogappair West, Chennai-600 058, India.

Ref :

Date :

Mrs. T.N. Rekha  
D-1/5, Goodwill Apartments,  
Mogappair West, Chennai - 600 058.

11 July 2000

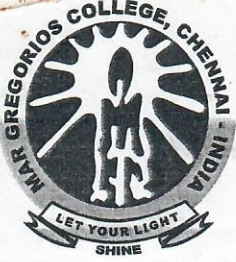
In continuation of your application dated 20-06-2000 and interview held by the Board on 09-07-2000. The Malankara Syrian Catholic Trust is pleased to appoint you as a Lecturer in the Department of Mathematics on the following terms and conditions.

1. You will be on probation for a period of one year from the date of appointment, which may be dispensed with or extended at the discretion of the Management.
2. You shall be considered for regular appointment on satisfactory completion of the probationary period.
3. During the period of employment you shall diligently and faithfully carryout all instructions given to you by the superiors from time to time.
4. In case you wish to resign from the service of the college, you are required to give one / two months notice, as the case may be.

For the Malankara Syrian Catholic Trust

SECRETARY

Please sign and return the copy of this letter, in token of your having accepted the above terms and conditions of appointment and you are required to submit two attested copies of your qualifying certificates - UG, PG and others.



# Mar Gregorios College of Arts & Science

(Approved by the GOVT. OF TAMIL NADU and affiliated to the UNIVERSITY OF MADRAS)

Block No.8, Mogappair West, Chennai - 600 037. India.

Phone : 044 - 2653 3140, 2653 0978

Home Page : [www.margregorioscollege.net](http://www.margregorioscollege.net)

05-10-2009

Ms. Arockiya Princey  
47/103, Venkatathiri Street  
Korapet  
Chennai – 600 012

Madam,

Sub: Establishment – Appointment of **Lecturer in Mathematics on Probationary basis** for the academic year **2009-2010** from 05-10-2009 to 30-04-2010 – order Issued.

In continuation of your application dated 01-10-2009, and the interview held by the Board constituted for the purpose on 01-10-2009, the Malankara Syrian Catholic Trust, a Christian Minority Institution is pleased to appoint you as **Lecturer in the Department of Mathematics in Mar Gregorios College, Mogappair West, Chennai – 37** on probationary basis for the academic year 2009-2010 on the following conditions:

1. You shall conform to all the Rules and Regulations, Code of Conduct & Leave Rules of the College and obey all lawful orders that you may receive from the College authorities and the Management from time to time.
2. You shall not resign / leave the service before the expiry of the appointed period, as otherwise you shall be liable up to two months' salary in cash to the Management and you will not be entitled to receive further any privileges. To ensure this, you have agreed to deposit all your Original Qualification Degree Certificates in our safe custody until the expiry of the appointed term.
3. You shall devote your entire time to the work of the College as assigned to you and shall not engage yourself in any other work in an honorary or remunerative kind including examinership or tuitions without the permission of the management. You would have to take extra interest for the weaker students by conducting special coaching classes and programmes and thereby consider yourself responsible for producing cent percent passes in the subject taught by you.





# Mar Gregorios College of Arts & Science

(Approved by the GOVT. OF TAMIL NADU and affiliated to the UNIVERSITY OF MADRAS)

Block No.8, Mogappair West, Chennai - 600 037, India.

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4. You shall maintain total discipline, co-ordination and harmonious relationship with one and all in the college campus.
5. You shall be present in the college during working hours of the college whether you have teaching work or not. You are expected to take full and effective part in such extracurricular activities of the college, as may be indicated by the management. Your Working Time will be **8.00 am to 1.30 pm**.
6. No member of the college staff shall address any communication to the college governing body or the University or any Media Organization except through the management.
7. You shall not work anywhere or even apply for any post without getting specific permission from the appointing authorities.
8. It may also be noted that availing of leave without proper sanction in advance, taking frequent or long leave or even late coming would be viewed seriously by the management. Two copies of appointment orders are enclosed herewith so as to enable you to resubmit the duplicate copy to the management after duly signed by you through the Principal of the college as token of your acceptance of the above said appointment.
9. You will be paid a consolidated salary of Rs. 7300/- per month.

For MAR GREGORIOS COLLEGE

Secretary.

Secretary  
MAR GREGORIOS COLLEGE  
Chennai - 600 037

Received the copy

5.10.09



# MAR GREGORIOS COLLEGE OF ARTS & SCIENCE

(Approved by the Govt. of Tamil Nadu and affiliated to University of Madras)

Block No.8, Mogappair West, Chennai-37

03-06-2010

Ms. R. Vasuki  
41/3, Everest Colony  
TNHB Flats, 10<sup>th</sup> Block,  
Mogappair East, Chennai - 37

Sir,

Sub: Establishment – Appointment of **Lecturer in Mathematics on Probationary basis** for the academic year **2010-2011** from 03-06-2010 to 30-04-2011– order Issued.

In continuation of your application dated NIL, and the interview held by the Board constituted for the purpose on 31-05-2010, the Malankara Syrian Catholic Trust, a Christian Minority Institution is pleased to appoint you as **Shift I Lecturer in the Department of Mathematics in Mar Gregorios College, Mogappair West, Chennai – 37** on probationary basis for the academic year 2010-2011 on the following conditions:

1. You shall conform to all the Rules and Regulations, Code of Conduct & Leave Rules of the College and obey all lawful orders that you may receive from the College authorities and the Management from time to time. You shall not resign / leave the service before the expiry of the appointed period. To ensure this, you have agreed to deposit all your Original Qualification Degree Certificates in our safe custody until the expiry of the appointed term.
2. You shall devote your entire time to the work of the College as assigned to you and shall not engage yourself in any other work in an honorary or remunerative kind including examinership or tuitions without the permission of the management. You would have to take extra interest for the weaker students by conducting special coaching classes and programmes and thereby consider yourself responsible for producing cent percent passes in the subject taught by you.
3. You shall maintain total discipline, co-ordination and harmonious relationship with one and all in the college campus.
4. In addition to the above duties you will have to undertake additional jobs if any assigned to you by the Management.



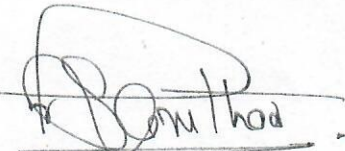
# MAR GREGORIOS COLLEGE OF ARTS & SCIENCE

(Approved by the Govt. of Tamil Nadu and affiliated to University of Madras)

Block No.8, Mogappair West, Chennai-37

5. You shall be present in the college during working hours of the college whether you have teaching work or not. You are expected to take full and effective part in such extracurricular activities of the college, as may be indicated by the management. Your Working Time will be **8.00 am to 1.30 pm**.
6. No member of the college staff shall address any communication to the college governing body or the University or any Media Organization except through the management.
7. You shall not work anywhere or even apply for any post without getting specific permission from the appointing authorities.
8. It may also be noted that availing of leave without proper sanction in advance, taking frequent or long leave or even late coming would be viewed seriously by the management. Two copies of appointment orders are enclosed herewith so as to enable you to resubmit the duplicate copy to the management after duly signed by you through the Principal of the college as token of your acceptance of the above said appointment.
9. You will be paid a consolidated salary of Rs. 10,000/- per month.

For MAR GREGORIOS COLLEGE

  
Secretary.

*Received appointment order  
copy.*

*R. Vasuki.*

*3/06/2010.*



# MAR GREGORIOS COLLEGE OF ARTS & SCIENCE

(Approved by the Govt. of Tamil Nadu and affiliated to University of Madras)

Block No.8, Mogappair West, Chennai-37

5-12-2011

PREMILA S.C  
No. 7/521,  
Mogappair West,  
Chennai - 37.

Madam,

Sub: Establishment - Appointment of Lecturer in department of MATHEMATICS on Probationary basis for one year from 5-12-2011 - order Issued.

In continuation of your application dated 20-11-2011, and the interview held by the Board constituted for the purpose on 01-12-2011, the Malankara Syrian Catholic Trust, a Christian Minority Institution is pleased to appoint you as **Shift-II Lecturer in the Department of MATHEMATICS in Mar Gregorios College, Mogappair West, Chennai - 37** on probationary basis for One Year from 5-12-2011 on the following conditions:

1. You shall conform to all the Rules and Regulations, Code of Conduct & Leave Rules of the College and obey all lawful orders that you may receive from the College authorities and the Management from time to time.
2. You shall not resign / leave the service before the expiry of the appointed period, as otherwise you shall be liable up to two months' salary in cash to the Management and you will not be entitled to receive further any privileges. To ensure this, you have agreed to deposit all your Original Qualification Degree Certificates in our safe custody until the expiry of the appointed term.
3. You shall devote your entire time to the work of the College as assigned to you and shall not engage yourself in any other work in an honorary or remunerative kind including examinership or tuitions without the permission of the management. You would have to take extra interest for the weaker students by conducting special coaching classes and programmes and thereby consider yourself responsible for producing cent percent result in the subject taught by you.
4. You shall maintain total discipline, co-ordination and harmonious relationship with one and all in the college campus.

*Received the order*

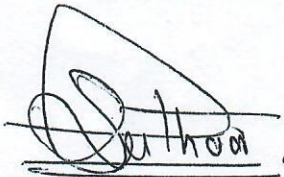
*A.C. Premila  
5/12/11*

Phone : +91-44-2653 3140, 2653 0978 Fax : +91-44-2653 0978

Website : <http://margregorioscollege.net> E-mail : [enquiry@margregorioscollege.net](mailto:enquiry@margregorioscollege.net), [margregorioscollege@gmail.com](mailto:margregorioscollege@gmail.com)

5. You shall be present in the college during working hours of the college whether you have teaching work or not. You are expected to take full and effective part in extracurricular activities of the college, as may be indicated by the management. Your Working Time will be 1.00 to 5.30 pm.
6. No member of the college staff shall address any communication to the college governing body or the University or any Media Organization except through the management.
7. You shall not work anywhere or even apply for any post without getting specific permission from the appointing authorities.
8. It may also be noted that availing of leave without proper sanction in advance, taking frequent or long leave or even late coming would be viewed seriously by the management. Two copies of appointment orders are enclosed herewith so as to enable you to resubmit the duplicate copy to the management after duly signed by you through the Principal of the college as token of your acceptance of the above said appointment.
9. You are requested to read & comply with the policies given in the manual & handbook.
10. You will be paid a consolidated salary of Rs. 10,000 /- Per month.

For MAR GREGORIOS COLLEGE

A handwritten signature in black ink, appearing to read 'Suthon', is written over a horizontal line. The signature is enclosed within a large, irregular, hand-drawn shape that resembles a triangle or a large 'A'.

Secretary.



# Mar Gregorios College of Arts & Science

(Approved by the Government of Tamil Nadu and affiliated to the University of Madras)

ISO 9001 : 2015 Certified Institution

**Fr. Mathew Pallikunnel**  
Secretary

06.10.2022

**Ref.No.MGC/STAFFAPPOINT./2022-23/21**

**Ms. S. Gunachitra,**  
No. 72/2B, Nehru Street,  
Srinivasa Nagar, Padi, Chennai – 600 050

**Dear Ms. S. Gunachitra,**

With reference to your application dated 25<sup>th</sup> September 2022, and the interview held on 26<sup>th</sup> September 2022, Management is pleased to appoint you as an Assistant Professor in the Department of Mathematics, Shift I and will join the duty on 6<sup>th</sup> October 2022 for the Academic Year 2022-2023 based on the recommendation of the Interview Board. Your Consolidated Gross Salary will be Rs. 25,000/-

- You will be on probation for eleven months from the date of appointment. (During probation period May month Salary will not be sanctioned).
- You shall be considered for regular appointment only on satisfactory completion of the probation period. There will be an evaluation of the service during the probationary period for confirmation.
- On satisfactory completion of probationary period, confirmation of services will be given and annual increment will follow. During the period of employment, you shall diligently and faithfully carry out all instructions given to you by the superiors from time to time.
- You shall produce your original UG/PG/SET/NET/M. Phil/Ph.D certificates.
- Provident Fund (PF) & ESIC Accounts will be opened from the date of joining duty. The subscription will be deducted as per the government norms.
- You are required to carry out any additional responsibilities assigned by the management from time to time.
- Discipline and academic excellence are the two eyes of the College.
- You are expected to uphold all the traditions of the College.

Conti.....



# Mar Gregorios College of Arts & Science

(Approved by the Government of Tamil Nadu and affiliated to the University of Madras)

ISO 9001 : 2015 Certified Institution

- Your teaching position is subject to transfer between Shift I and Shift II depending upon need at any given point of time.
- Frequent late coming and or absenteeism with or without permission will be viewed seriously.
- You shall submit a letter of acceptance on receiving the appointment order and submit also a joining report at the time of joining the service of the College.
- You should serve in this College for a minimum of one academic year. In case you want to resign from service of the College, you are requested to give one month notice, to avoid academic disturbance.
- You should serve in this College for a minimum of one academic year. In case you want to resign from service of the College, you are requested to give one month notice. Also if you resign without completing notice period, you need to pay two months salary to College to get back your original certificates/ service certificate/ relieving order to avoid academic disturbance.

For the Malankara Syrian Catholic Trust

Secretary

Secretary

Mar Gregorios College of Arts & Science  
Mogappair West, Chennai-37.

Received  
Appointment on 06.10.22  
yfrithna.s



# Mar Gregorios College of Arts & Science

Approved by the Govt. of Tamil Nadu and Affiliated to the University of Madras  
ISO 9001 : 2015 Certified Institution

10.05.2019

Fr. Philip Pulipra  
Secretary  
Ref.No.MGC/STAFFAPPOINT./2019-20/38

Mr. G. John Thomas  
10, Saraswathi st., Seetha Pattabhi Nagar, Ayappakkam, Ambattur, Chennai-600 077.

Dear Mr. G. John Thomas,

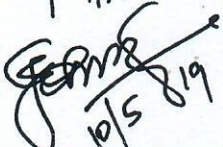
With reference to your application dated 16<sup>th</sup> April 2019, and the interview held on 22<sup>nd</sup> April 2019 Management is pleased to appoint you as an Assistant Professor in the Department of Visual Communication, for the Academic Year 2019-2020 based on the recommendation of the Interview Board.

- You will be on probation for twelve months from the date of appointment. (During probation period May month Salary will not be sanctioned).
- You shall be considered for regular appointment only on satisfactory completion of the probation period. There will be an evaluation of the service during the probationary period for confirmation.
- On satisfactory completion of probationary period, confirmation of services will be given and annual increment will follow. During the period of employment, you shall diligently and faithfully carry out all instructions given to you by the superiors from time to time.
- You shall produce your original UG/PG/SET/NET/M. Phil/Ph.D certificates.
- Provident Fund (PF) & ESIC Accounts will be opened from the date of joining duty. The subscription will be deducted as per the government norms.
- You are required to carry out any additional responsibilities assigned by the management from time to time.
- Discipline and academic excellence are the two eyes of the College.
- You are expected to uphold all the traditions of the College.
- Your teaching position is subject to transfer between Shift I and Shift II depending upon need at any given point of time.
- Frequent late coming and or absenteeism with or without permission will be viewed seriously.
- You shall submit a letter of acceptance on receiving the appointment order and submit also a joining report at the time of joining the service of the College.
- You should serve in this College for a minimum of one academic year. In case you want to resign from service of the College, you are requested to give one month notice, to avoid academic disturbance.

For the Malankara Syrian Catholic Trust

  
Secretary  
MAR GREGORIOS COLLEGE  
CHENNAI - 600 037



Receiving Appointment Letter  
  
10/5/19

Block No.8, College Road, Mogappair West, Chennai - 600 037. Phone : +91-44-2653 3140, 2653 0978  
Website : www.margregorioscollege.net E-mail : margregorioscollege@gmail.com





# Mar Gregorios College of Arts & Science

Approved by Govt. of Tamil Nadu and Affiliated to University of Madras  
ISO 9001 : 2008 Certified Institution

Fr.Sabu M. George Maruthoor  
Secretary  
Ref.No.MGC/STAFFAPPOINT./2017/33

05.06.2017

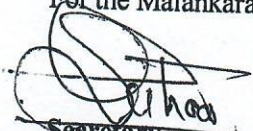
Ms.D.Kalaiyarasi  
C7 VJ Flat, Paari Nagar,  
1<sup>st</sup> Street, Ambattur, Chennai-600053.

Dear Ms.D.Kalaiyarasi

With reference to your application dated 31 March 2017, and the interview held on 05<sup>th</sup> June 2017 Malankara Syrian Catholic Trust is pleased to appoint you as an Assistant Professor in the Department of Visual Communication, Shift I based on the recommendation of the Interview Board, with effect from 17<sup>th</sup> June 2017 on the following conditions;

- You will be on probation for twelve months from the date of appointment. (During probation period May month Salary will not be sanctioned).
- You shall be considered for regular appointment only on satisfactory completion of the probation period. There will be an evaluation of the service during the probationary period for confirmation.
- On satisfactory completion of probationary period, confirmation of services will be given and annual increment will follow. During the period of employment, you shall diligently and faithfully carry out all instructions given to you by the superiors from time to time.
- You shall produce your original UG/PG/SET/NET/M. Phil/Ph.D certificates.
- Provident Fund (PF) & ESIC Accounts will be opened from the date of joining duty. The subscription will be deducted as per the government norms.
- You are required to carry out any additional responsibilities assigned by the management from time to time.
- Discipline and academic excellence are the two eyes of the College.
- You are expected to uphold all the traditions of the College.
- Your teaching position is subject to transfer between shift I and shift II depending upon need at any given point of time.
- Frequent late coming and or absenteeism with or without permission will be viewed seriously.
- You shall submit a letter of acceptance on receiving the appointment order and submit also a joining report at the time of joining the service of the College.

For the Malankara Syrian Catholic Trust

  
Secretary

MAR GREGORIOS COLLEGE  
CHENNAI - 600 037

*I've received my appointment order  
- D. Kalaiyarasi*



# Mar Gregorios College of Arts & Science

(Approved by the Government of Tamil Nadu and affiliated to the University of Madras)

ISO 9001 : 2015 Certified Institution

**Fr. Philip Pulipra**  
Secretary

02.05.2022

**Ref.No.MGC/STAFFAPPOINT./2021-22/28**

**Mr. SIVARAJAN. M,**  
72, G1, Saravana Apartments,  
Kumaran Colony, Vadapalani,  
Chennai-600 036.

**Dear Ms. Sivarajan. M,**

With reference to your application dated 19<sup>th</sup> April 2022, and the interview held on 27<sup>th</sup> April 2022, Management is pleased to appoint you as an Assistant Professor in the Department of (Visual Communication) and will join the duty on 2<sup>nd</sup> May 2022 for the Academic Year 2021-2022 based on the recommendation of the Interview Board.

- You will be on probation for eleven months from the date of appointment. (During probation period May month Salary will not be sanctioned).
- You shall be considered for regular appointment only on satisfactory completion of the probation period. There will be an evaluation of the service during the probationary period for confirmation.
- On satisfactory completion of probationary period, confirmation of services will be given and annual increment will follow. During the period of employment, you shall diligently and faithfully carry out all instructions given to you by the superiors from time to time.
- You shall produce your original UG/PG/SET/NET/M. Phil/Ph.D certificates.
- Provident Fund (PF) & ESIC Accounts will be opened from the date of joining duty. The subscription will be deducted as per the government norms.
- You are required to carry out any additional responsibilities assigned by the management from time to time.
- Discipline and academic excellence are the two eyes of the College.
- You are expected to uphold all the traditions of the College.

Conti.....



# Mar Gregorios College of Arts & Science

(Approved by the Government of Tamil Nadu and affiliated to the University of Madras)

ISO 9001 : 2015 Certified Institution

- Your teaching position is subject to transfer between Shift I and Shift II depending upon need at any given point of time.
- Frequent late coming and or absenteeism with or without permission will be viewed seriously.
- You shall submit a letter of acceptance on receiving the appointment order and submit also a joining report at the time of joining the service of the College.
- You should serve in this College for a minimum of one academic year. In case you want to resign from service of the College, you are requested to give one month notice, to avoid academic disturbance.
- You should serve in this College for a minimum of one academic year. In case you want to resign from service of the College, you are requested to give one month notice. Also if you resign without completing notice period, you need to pay two months salary to College to get back your original certificates/ service certificate/ relieving order to avoid academic disturbance.

For the Malankara Syrian Catholic Trust

  
Secretary

Secretary  
Mar Gregorios College of Arts & Science  
Mogappair West, Chennai-37.

Block No.8, College Road, Mogappair West, Chennai - 600 037. Phone : +91-44-2653 0978, 2653 3140, 9176734020  
Website : [www.mgcchennai.ac.in](http://www.mgcchennai.ac.in) e-mail : [mail@mgcchennai.ac.in](mailto:mail@mgcchennai.ac.in)



# Mar Gregorios College of Arts & Science

(Approved by the Government of Tamil Nadu and affiliated to the University of Madras)

ISO 9001:2015 Certified Institution

Fr. Philip Pulipra  
Secretary  
Ref.No.MGC/STAFFAPPOINT./2020-21/12

10.11.2020

Ms. J. Subashree  
No. 10/48, Annamalai nagar, 3rd street, West Mambalam, Chennai-600 033.

Dear Ms. J. Subashree,

With reference to your application dated 21<sup>st</sup> September 2020, and the interview held on 22<sup>nd</sup> September 2020 Management is pleased to appoint you as an Assistant Professor in the Department of Visual Communication and will join the duty on 10<sup>th</sup> November 2020 for the Academic Year 2020-2021 based on the recommendation of the Interview Board.

- You will be on probation for eleven months from the date of appointment. (During probation period May month Salary will not be sanctioned).
- You shall be considered for regular appointment only on satisfactory completion of the probation period. There will be an evaluation of the service during the probationary period for confirmation.
- On satisfactory completion of probationary period, confirmation of services will be given and annual increment will follow. During the period of employment, you shall diligently and faithfully carry out all instructions given to you by the superiors from time to time.
- You shall produce your original UG/PG/SET/NET/M. Phil/Ph.D certificates.
- Provident Fund (PF) & ESIC Accounts will be opened from the date of joining duty. The subscription will be deducted as per the government norms.
- You are required to carry out any additional responsibilities assigned by the management from time to time.
- Discipline and academic excellence are the two eyes of the College.
- You are expected to uphold all the traditions of the College.
- Your teaching position is subject to transfer between Shift I and Shift II depending upon need at any given point of time.
- Frequent late coming and or absenteeism with or without permission will be viewed seriously.
- You shall submit a letter of acceptance on receiving the appointment order and submit also a joining report at the time of joining the service of the College.
- You should serve in this College for a minimum of one academic year. In case you want to resign from service of the College, you are requested to give one month notice, to avoid academic disturbance.

For the Malankara Syrian Catholic Trust

  
Secretary



Received  
Appointment letter  
J. Subashree  
10/11/2020

Secretary  
MAR GREGORIOS COLLEGE  
CHENNAI-600 033

Block No. 8, College Road, Mogappair West, Chennai - 600 037. Phone: +91-44-2653 0978, 2653 3140, 9176734020

Website : www.mgcochennai.ac.in e-mail : mail@mgcochennai.ac.in

MGC

Let Your Light Shine



# Mar Gregorios College

(Approved by the Govt. of Tamil Nadu and affiliated to the University of Madras)  
Block No. 8, Mogappair West - J.J. Nagar West, Chennai-600 037. India.  
Phone : 044-26533140, 2653 0978.  
Home Page : [www.margregorioscollege.net](http://www.margregorioscollege.net)

22-06-2007

Mrs. Indumathy Srinivasan  
A-7, II Floor,  
Aishwaryam, Phase - III  
4<sup>th</sup> Main Road, Nolambur  
Mogappair West  
Chennai - 600 095

Dear Mrs. Indumathy Srinivasan,

In continuation of your application dated 04-06-2007, and the interview held by the Board constituted for the purpose on 21-06-07, the Malankara Syrian Catholic Trust is pleased to appoint you as a Lecturer in the Department of English in the College on the following conditions.

1. You will be on probation up to the end of one full academic year from the date of appointment.
2. You shall be considered for regular appointment on satisfactory completion of the probation period.
3. During the period of employment you shall diligently and faithfully carryout all instructions given to you by the superiors from time to time.
4. You should promise that you will not leave the service within the academic year.
5. Kindly produce your original PG Degree and two attested copies of the same.
6. Kindly give the acceptance letter and the joining report.
7. In case you wish to resign from the service of the College, You are required to give two months notice.

For the Malankara Syrian Catholic Trust

Secretary.

Received the Copy.  
J. H. S.  
2/9/07



# MAR GREGORIOS COLLEGE OF ARTS & SCIENCES

(Approved by the Govt. of Tamil Nadu and affiliated to University of Madras)

Block No.8, Mogappair West, Chennai-37

03-06-2010

Ms. Fennila James  
C1-H Block  
Sri Devi Appartments  
364/1 Church Road  
Mogappair East, Chennai - 37

Madam,

Sub: Establishment – Appointment of **Lecturer in English on Probationary basis** for the academic year **2010-2011** from 03-06-2010 to 30-04-2011– order Issued.

In continuation of your application dated 31-05-2010, and the interview held by the Board constituted for the purpose on 31-05-2010, the Malankara Syrian Catholic Trust, a Christian Minority Institution is pleased to appoint you as **Shift II Lecturer in the Department of English in Mar Gregorios College, Mogappair West, Chennai – 37** on probationary basis for the academic year 2010-2011 on the following conditions:

1. You shall conform to all the Rules and Regulations, Code of Conduct & Leave Rules of the College and obey all lawful orders that you may receive from the College authorities and the Management from time to time. You shall not resign / leave the service before the expiry of the appointed period. To ensure this, you have agreed to deposit all your Original Qualification Degree Certificates in our safe custody until the expiry of the appointed term.
2. You shall devote your entire time to the work of the College as assigned to you and shall not engage yourself in any other work in an honorary or remunerative kind including examinership or tuitions without the permission of the management. You would have to take extra interest for the weaker students by conducting special coaching classes and programmes and thereby consider yourself responsible for producing cent percent passes in the subject taught by you.
3. You shall maintain total discipline, co-ordination and harmonious relationship with one and all in the college campus.
4. In addition to the above duties you will have to undertake additional jobs if any assigned to you by the Management.

Phone : +91-44-2653 3140, 2653 0978 Fax : +91-44-2653 0978

Website : <http://margregorioscollege.net> E-mail : [enquiry@margregorioscollege.net](mailto:enquiry@margregorioscollege.net), [margregorioscollege@gmail.com](mailto:margregorioscollege@gmail.com)



# Mar Gregorios College of Arts & Science

(Approved by the Govt. of Tamil Nadu and affiliated to University of Madras)  
Block No. B, Mogappair West, Chennai - 600 037.

Fr. Sabu M. George Maruthoor,  
Secretary

16.06.2014

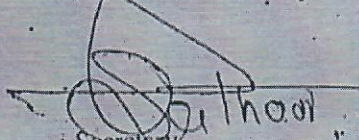
Mrs. G. PRADHA  
No. 93A G1, VGN Platina,  
Thiruverkadu Main Road,  
Ayapakkam, Ambattur, Ch-77.

Dear Mrs. G. PRADHA

In continuation of your application dated 14.06.2014, and the interview held by the Board constituted for the purpose on 14.05.2014, the Malankara Syrian Catholic Trust is pleased to appoint you as Assistant Professor in the Department of English, with effect from 16<sup>th</sup> June 2014 on the following conditions;

- 1 You will be on probation for Twelve months from the date of appointment. (During probation period May month Salary will not be sanctioned).
- 2 You shall be considered for regular appointment on satisfactory completion of the probation period.
- 3 During the period of employment, you shall diligently and faithfully carry out all instructions given to you by the superiors from time to time.
- 4 Kindly produce your original PG certificates and two attested copies of the same.
- 5 Provident Fund (PF) & ESIC Account will be open from the date of joining in duty. The subscription will be deducted as per the government norms.
- 6 Kindly give the acceptance letter and the joining report.
- 7 You should serve in this college for a minimum of one academic year. In case you want to resign from service of the College, you are requested to give three months notice or three months pay to avoid academic disturbance during that semester.

For the Malankara Syrian Catholic Trust

  
Secretary  
MARGREGORIOS COLLEGE  
CHENNAI - 600 037

Received original  
G. Pradha  
23/6/14

Phone : +91-44-2653 3140, 2653 0978 Fax : +91-44-2653 0978 Website : <http://margregorioscollege.net>  
E-mail : [enquiry@margregorioscollege.net](mailto:enquiry@margregorioscollege.net), [margregorioscollege@gmail.com](mailto:margregorioscollege@gmail.com)





# Mar Gregorios College of Arts & Science

(Approved by the Govt. of Tamil Nadu and affiliated to University of Madras)  
Block No. 8, Mogappair West, Chennai - 600 037.

Fr. Sabu M. George Maruthoor,

28.03.2015

Secretary

Ms. R. UMAMAHESWARI

21, 11<sup>th</sup> Street, Padi Pudur Nagar,  
Mogappair East, Chennai -37.

Dear Ms. R. UMAMAHESWARI

In continuation of your application dated 13.03.2015, and the interview held by the Board constituted for the purpose on 27.03.2015, the Malankara Syrian Catholic Trust is pleased to appoint you as Assistant Professor in the Department of English, with effect from 2<sup>nd</sup> June 2015 on the following conditions;

- 1 You will be on probation for Twelve months from the date of appointment. (During probation period May month Salary will not be sanctioned).
- 2 You shall be considered for regular appointment on satisfactory completion of the probation period.
- 3 During the period of employment, you shall diligently and faithfully carry out all instructions given to you by the superiors from time to time.
- 4 Kindly produce your original PG certificates and two attested copies of the same.
- 5 Provident Fund (PF) & ESIC Account will be open from the date of joining in duty. The subscription will be deducted as per the government norms.
- 6 Kindly give the acceptance letter and the joining report.
- 7 You should serve in this college for a minimum of one academic year. In case you want to resign from service of the College, you are requested to give three months notice or three months pay to avoid academic disturbance during that semester.

For the Malankara Syrian Catholic Trust

Secretary,

Secretary  
MAR GREGORIOS COLLEGE  
CHENNAI - 600 037





# Mar Gregorios College of Arts & Science

(Approved by the Govt. of Tamil Nadu and affiliated to University of Madras)  
Block No. 8, Mogappair West, Chennai - 600 037.

Fr. Sabu M. George Maruthoor,  
Secretary

18.12.2015

Ms. Janani.J

Vani Veni Women's Hostel

Varadharajapuram

Ambattur

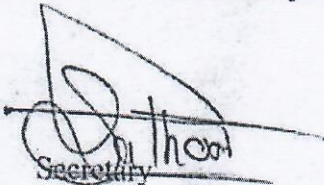
Chennai - 600053.

Dear Ms. Janani,

In continuation of your application dated 16.12.2015, and the interview held by the Board constituted for the purpose on 17.12.2015, the Malankara Syrian Catholic Trust is pleased to appoint you as Assistant Professor in the Department of English, with effect from 04<sup>th</sup> January 2016 on the following conditions;

- 1 You will be on probation for twelve months from the date of appointment. (During probation period May month Salary will not be sanctioned).
- 2 You shall be considered for regular appointment on satisfactory completion of the probation period.
- 3 During the period of employment, you shall diligently and faithfully carry out all instructions given to you by the superiors from time to time.
- 4 Kindly produce your original UG/PG/SET certificates.
- 5 Provident Fund (PF) & ESIC Accounts will be opened from the date of joining duty. The subscription will be deducted as per the government norms.
- 6 Kindly give the acceptance letter and the joining report.
- 7 You are required to carry out any additional responsibilities assigned by the management from time to time.

For the Malankara Syrian Catholic Trust

  
Secretary

Secretary  
MARGREGORIOS COLLEGE  
CHENNAI - 600037

Phone : +91-44-2653 3140, 2653 0978 Fax : +91-44-2653 0978 Website : <http://margregorioscollege.net>  
E-mail : [enquiry@margregorioscollege.net](mailto:enquiry@margregorioscollege.net), [margregorioscollege@gmail.com](mailto:margregorioscollege@gmail.com)



Scanned with  
M.G. College



# Mar Gregorios College of Arts & Science

(Approved by the Government of Tamil Nadu and affiliated to the University of Madras)  
ISO 9001 : 2015 Certified Institution

Fr. Philip Pulipra  
Secretary  
Ref.No.MGC/STAFFAPPOINT./2020-21/13

15.10.2020

Ms. Britto Jenobia  
2/594, Main Road, Kovandakurichy,  
Lalgudi (TK), Trichy-621711.

Dear Ms. Britto Jenobia,

With reference to your application dated 25<sup>th</sup> September 2020, and the interview held on 09<sup>th</sup> October 2020 Management is pleased to appoint you as an Assistant Professor in the Department of English and will join the duty on 9<sup>th</sup> November 2020 for the Academic Year 2020-2021 based on the recommendation of the Interview Board.

- You will be on probation for eleven months from the date of appointment. (During probation period May month Salary will not be sanctioned).
- You shall be considered for regular appointment only on satisfactory completion of the probation period. There will be an evaluation of the service during the probationary period for confirmation.
- On satisfactory completion of probationary period, confirmation of services will be given and annual increment will follow. During the period of employment, you shall diligently and faithfully carry out all instructions given to you by the superiors from time to time.
- You shall produce your original UG/PG/SET/NET/M. Phil/Ph.D certificates.
- Provident Fund (PF) & ESIC Accounts will be opened from the date of joining duty. The subscription will be deducted as per the government norms.
- You are required to carry out any additional responsibilities assigned by the management from time to time.
- Discipline and academic excellence are the two eyes of the College.
- You are expected to uphold all the traditions of the College.
- Your teaching position is subject to transfer between Shift I and Shift II depending upon need at any given point of time.
- Frequent late coming and or absenteeism with or without permission will be viewed seriously.
- You shall submit a letter of acceptance on receiving the appointment order and submit also a joining report at the time of joining the service of the College.
- You should serve in this College for a minimum of one academic year. In case you want to resign from service of the College, you are requested to give one month notice, to avoid academic disturbance.

For the Malankara Syrian Catholic Trust

  
Secretary

Secretary  
MAR GREGORIOS COLLEGE  
CHENNAI - 600 037

Block No.8, College Road, Mogappair West, Chennai - 600 037. Phone : +91-44-2653 0978, 2653 3140, 9176734020

Website : www.mgcchennai.ac.in e-mail : mail@mgcchennai.ac.in





# Mar Gregorios College of Arts & Science

Approved by the Govt. of Tamil Nadu and Affiliated to the University of Madras  
ISO 9001 : 2015 Certified Institution

Fr. Philip Pulipra  
Secretary  
Ref.No.MGC/STAFFAPPOINT./2020-21/17

25.01.2021


Ms. Sandhya. M  
No: 97/120, Bajanai Kovil Street, Padi, Chennai 600050

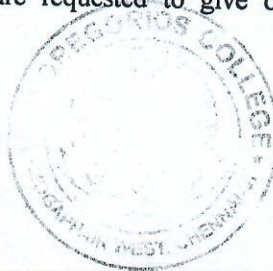
Ms. Sandhya. M,

With reference to your application dated 6<sup>th</sup> January 2021, and the interview held on 11<sup>th</sup> January 2021 Management is pleased to appoint you as an Assistant Professor in the Department of English and will join the duty on 25.01.2021 for the Academic Year 2020-2021 based on the recommendation of the Interview Board.

- You will be on probation for eleven months from the date of appointment. (During probation period May month Salary will not be sanctioned).
- You shall be considered for regular appointment only on satisfactory completion of the probation period. There will be an evaluation of the service during the probationary period for confirmation.
- On satisfactory completion of probationary period, confirmation of services will be given and annual increment will follow. During the period of employment, you shall diligently and faithfully carry out all instructions given to you by the superiors from time to time.
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For the Malankara Syrian Catholic Trust

  
Secretary



Received appointment  
letter

M. Sandhya  
25/01/2021.

Secretary  
MAR GREGORIOS COLLEGE  
CHENNAI - 600 037

Block No.8, College Road, Mogappair West, Chennai - 600 037. Phone : +91-44-2653 3140, 2653 0978

Website : www.margregorioscollege.net E-mail : margregorioscollege@gmail.com

M G College



# Mar Gregorios College of Arts & Science

(Approved by the Government of Tamil Nadu and affiliated to the University of Madras)  
ISO 9001 : 2015 Certified Institution

Fr. Philip Pulipra  
Secretary

25.04.2022

Ref.No.MGC/STAFFAPPOINT./2021-22/26

Ms. ASHMI. A,  
No.59, Kurinji street, Kumaran nagar ext.2, Padi,  
Chennai-600 050

Dear Ms. Ashmi. A,

With reference to your application dated 18<sup>th</sup> April 2022, and the interview held on 21<sup>st</sup> April 2022, Management is pleased to appoint you as an Assistant Professor in the Department of English and will join the duty on 25<sup>th</sup> April 2022 for the Academic Year 2021-2022 based on the recommendation of the Interview Board.

- You will be on probation for eleven months from the date of appointment. (During probation period May month Salary will not be sanctioned).
- You shall be considered for regular appointment only on satisfactory completion of the probation period. There will be an evaluation of the service during the probationary period for confirmation.
- On satisfactory completion of probationary period, confirmation of services will be given and annual increment will follow. During the period of employment, you shall diligently and faithfully carry out all instructions given to you by the superiors from time to time.
- You shall produce your original UG/PG/SET/NET/M. Phil/Ph.D certificates.
- Provident Fund (PF) & ESIC Accounts will be opened from the date of joining duty. The subscription will be deducted as per the government norms.
- You are required to carry out any additional responsibilities assigned by the management from time to time.
- Discipline and academic excellence are the two eyes of the College.
- You are expected to uphold all the traditions of the College.

Conti.....



# Mar Gregorios College of Arts & Science

(Approved by the Government of Tamil Nadu and affiliated to the University of Madras)  
ISO 9001 : 2015 Certified Institution

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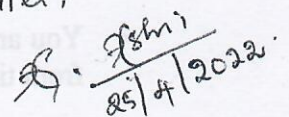
For the Malankara Syrian Catholic Trust

  
Secretary

Secretary  
Mar Gregorios College of Arts & Science  
Mogappair West, Chennai-37.



Received the Appoint  
Letter,

  
25/4/2022



# Mar Gregorios College of Arts & Science

(Approved by the Government of Tamil Nadu and affiliated to the University of Madras)

ISO 9001 : 2015 Certified Institution

**Fr. Philip Pulipra**  
Secretary

05.07.2022

**Ref.No.MGC/STAFFAPPOINT./2022-23/03**

**Ms. SUMAIYA SULTHANA S,**  
No.21, Block D2, 2<sup>nd</sup> Floor,  
Thirukural Apartments,  
Mugappair Eri Scheme, Chennai-600 037.

**Dear Ms. Sumaiya Sulthana. S,**

With reference to your application dated 10<sup>th</sup> June 2022, and the interview held on 24<sup>th</sup> June 2022, Management is pleased to appoint you as an Assistant Professor in the Department of English, Shift I and will join the duty on 5<sup>th</sup> July 2022 for the Academic Year 2022-2023 based on the recommendation of the Interview Board.

- You will be on probation for eleven months from the date of appointment. (During probation period May month Salary will not be sanctioned).
- You shall be considered for regular appointment only on satisfactory completion of the probation period. There will be an evaluation of the service during the probationary period for confirmation.
- On satisfactory completion of probationary period, confirmation of services will be given and annual increment will follow. During the period of employment, you shall diligently and faithfully carry out all instructions given to you by the superiors from time to time.
- You shall produce your original UG/PG/SET/NET/M. Phil/Ph.D certificates.
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Conti.....



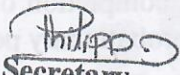
# Mar Gregorios College of Arts & Science

(Approved by the Government of Tamil Nadu and affiliated to the University of Madras)

ISO 9001 : 2015 Certified Institution

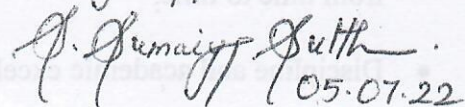
- Your teaching position is subject to transfer between Shift I and Shift II depending upon need at any given point of time.
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For the Malankara Syrian Catholic Trust

  
Secretary

Secretary  
Mar Gregorios College of Arts & Science  
Mogappair West, Chennai-37.

I have received my appointment order

  
05.07.22



# Mar Gregorios College of Arts & Science

(Approved by the Government of Tamil Nadu and affiliated to the University of Madras)

ISO 9001 : 2015 Certified Institution

Fr. Philip Pulipra  
Secretary

10.08.2022

Ref.No.MGC/STAFFAPPOINT./2022-23/12

Ms. CHANDRAVADHANA. S,  
No. 9/32 Udaya Nagar, Main Road,  
Porur, Chennai – 116

Dear Ms. CHANDRAVADHANA. S,

With reference to your application dated 05<sup>th</sup> August 2022, and the interview held on 5<sup>th</sup> August 2022, Management is pleased to appoint you as an Assistant Professor in the Department of English, Shift I and will join the duty on 10<sup>th</sup> August 2022, for the Academic Year 2022-2023 based on the recommendation of the Interview Board. Your Consolidated Gross Salary will be Rs. 17,000/-

- You will be on probation for eleven months from the date of appointment. (During probation period May month Salary will not be sanctioned).
- You shall be considered for regular appointment only on satisfactory completion of the probation period. There will be an evaluation of the service during the probationary period for confirmation.
- On satisfactory completion of probationary period, confirmation of services will be given and annual increment will follow. During the period of employment, you shall diligently and faithfully carry out all instructions given to you by the superiors from time to time.
- You shall produce your original UG/PG/SET/NET/M. Phil/Ph.D certificates.
- Provident Fund (PF) & ESIC Accounts will be opened from the date of joining duty. The subscription will be deducted as per the government norms.
- You are required to carry out any additional responsibilities assigned by the management from time to time.
- Discipline and academic excellence are the two eyes of the College.
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Conti.....





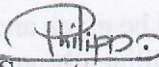
# Mar Gregorios College of Arts & Science

(Approved by the Government of Tamil Nadu and affiliated to the University of Madras)

ISO 9001 : 2015 Certified Institution

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For the Malankara Syrian Catholic Trust

  
Secretary

Secretary  
Mar Gregorios College of Arts & Science  
Mogappair West, Chennai-37.

Received appointment  
order  
Bandana Kona. 10/11/14



# Mar Gregorios College of Arts & Science

(Approved by the GOVT. OF TAMIL NADU and affiliated to the UNIVERSITY OF MADRAS)

Block No.8, Mogappair West, Chennai - 600 037. India.

Phone : 044 - 2653 3140, 2653 0978

Home Page : [www.margregorioscollege.net](http://www.margregorioscollege.net)

06-04-2009

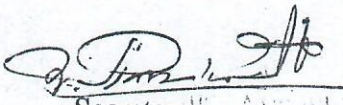
Ms. K. Subashini  
A3/4, Tri Star Residency  
Eri Scheme, Mogappair West  
Chennai - 600 037

Dear Ms. K. Subashini,

In continuation of your application dated NIL, and the interview held by the Board constituted for the purpose on 01-04-2009, the Malankara Syrian Catholic Trust is pleased to appoint you as a Lecturer in the Department of English in the College on the following conditions.

1. You will be on probation up to the end of one full academic year from the date of appointment.
2. You shall be considered for regular appointment on satisfactory completion of the probation period.
3. During the period of employment you shall diligently and faithfully carryout all instructions given to you by the superiors from time to time.
4. In case you wish to resign from the service of the College, You are required to give two months notice.
5. Kindly produce your original PG Degree, all your Higher Degree Certificates and two attested copies of the same.
6. Kindly give the acceptance letter and the joining report.

For the Malankara Syrian Catholic Trust

  
Secretary.

Received a copy of  
appointment order

K. Subashini  
6/4/09



# Mar Gregorios College of Arts & Science

Approved by the Govt. of Tamil Nadu and Affiliated to the University of Madras  
ISO 9001 : 2015 Certified Institution

Fr. Philip Pulipra  
Secretary

23.02.2018

Ref.No.MGC/STAFFAPPOINT./2018-19/8

Ms. Habeebunisa Begum.S  
No: 426/3, 11<sup>th</sup> Street, South Colony,  
I.C.F., Chennai -600038.

Dear Ms. Habeebunisa Begum.S,

With reference to your application dated 17<sup>th</sup> February 2018, and the interview held on 23<sup>rd</sup> February 2018 Malankara Syrian Catholic Trust is pleased to appoint you as an Assistant Professor in the Department of English, for the Academic Year 2018-2019 based on the recommendation of the Interview Board.

- You will be on probation for twelve months from the date of appointment. (During probation period May month Salary will not be sanctioned).
- You shall be considered for regular appointment only on satisfactory completion of the probation period. There will be an evaluation of the service during the probationary period for confirmation.
- On satisfactory completion of probationary period, confirmation of services will be given and annual increment will follow. During the period of employment, you shall diligently and faithfully carry out all instructions given to you by the superiors from time to time.
- You shall produce your original UG/PG/SET/NET/M. Phil/Ph.D certificates.
- Provident Fund (PF) & ESIC Accounts will be opened from the date of joining duty. The subscription will be deducted as per the government norms.
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- You are expected to uphold all the traditions of the College.
- Your teaching position is subject to transfer between Shift I and Shift II depending upon need at any given point of time.
- Frequent late coming and or absenteeism with or without permission will be viewed seriously.
- You shall submit a letter of acceptance on receiving the appointment order and submit also a joining report at the time of joining the service of the College.

For the Malankara Syrian Catholic Trust

23-02-2018

  
Secretary

Secretary  
MAR GREGORIOS COLLEGE  
CHENNAI - 600 037



I received my  
appointment order  
and enclosed TNSET,  
Provisional of M.A.,  
Certificate and 4  
Semester mark sheets of  
M.A. (Originals)

Block No.8, College Road, Mogappair West, Chennai - 600 037. Phone : +91-44-2653 3140, 2653 0978  
Website : www.margregorioscollege.net E-mail : margregorioscollege@gmail.com

M.G. College

S. Habeebunisa Begum



# Mar Gregorios College of Arts & Science

(Approved by the Government of Tamil Nadu and affiliated to the University of Madras)  
ISO 9001 : 2015 Certified Institution

**Fr. Philip Pulipra**  
Secretary

04.04.2022

**Ref.No.MGC/STAFFAPPOINT./2021-22/22**

**Ms. PRIYAKUMARI. S,**  
No.1/155, JJ Nagar,  
Mogappair West,  
Chennai-37.

**Dear Ms. Priyakumari. S,**

With reference to your application dated 7<sup>th</sup> March 2022, and the interview held on 28<sup>th</sup> March 2022, Management is pleased to appoint you as an Assistant Professor in the Department of English and will join the duty on 4<sup>th</sup> April 2022 for the Academic Year 2021-2022 based on the recommendation of the Interview Board.

- You will be on probation for eleven months from the date of appointment. (During probation period May month Salary will not be sanctioned).
- You shall be considered for regular appointment only on satisfactory completion of the probation period. There will be an evaluation of the service during the probationary period for confirmation.
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Conti.....

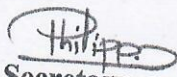


# Mar Gregorios College of Arts & Science

(Approved by the Government of Tamil Nadu and affiliated to the University of Madras)  
ISO 9001 : 2015 Certified Institution

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For the Malankara Syrian Catholic Trust



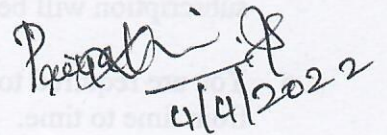
Secretary

Secretary

Mar Gregorios College of Arts & Science  
Mogappair West, Chennai-37.



Received the appointment  
letter.

  
4/4/2022



# Mar Gregorios College

Block No.8, Mogappair West, Madras - 600 058. India.  
Phone : 044-6258178

Date :

Ref :

June 24, 1998

From  
The Secretary  
Mar Gregorios College.

Ms. Prema,

The Malankara Syrian Catholic Trust is pleased with, in selecting you as a lecturer in the Department of Tamil, from the interview conducted by an expert panel at 3 pm on Tuesday 23rd June 1998. You are hereby appointed as a lecturer in the Tamil Department of Mar Gregorios College, Mogappair, Chennai - 600 058 on a probation for a period of one year. Please submit your willingness to join the college when the classes begin for the first year, submitting your original certificates.

  
Fr. George Charuvilla

SECRETARY

To  
Ms. Prema  
1st Street  
Karambakkam, Porur  
Chennai - 600 116.

Received the copy  
T. Prema



# Mar Gregorios College

(Approved by the Govt. of Tamil Nadu and affiliated to the University of Madras)

Block No. 8, Mogappair West - J.J. Nagar West, Chennai-600 037. India.

Phone : 044-26533140, 2653 0978.

Home Page : [www.margregorioscollege.net](http://www.margregorioscollege.net)

09-06-2008

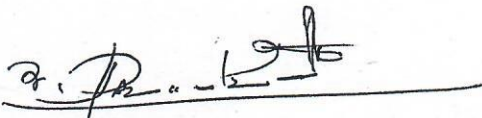
Ms. D. Jemila  
7B, Pink Avenue  
Officers Colony  
Mogappair  
Chennai


Dear Ms. D. Jemila,

In continuation of your application dated 16-04-2008, and the interview held by the Board constituted for the purpose on 05-06-2008, the Malankara Syrian Catholic Trust is pleased to appoint you as a Lecturer in the Department of Tamil in the College on the following conditions:

1. You will be on probation up to the end of one full academic year from the date of appointment.
2. You shall be considered for regular appointment on satisfactory completion of the probation period.
3. During the period of employment you shall diligently and faithfully carryout all instructions given to you by the superiors from time to time.
4. Kindly produce your original PG certificates and two attested copies of the same.
5. Kindly give the acceptance letter and the joining report.
6. In case you wish to resign from service of the College, you are required to give two months notice

For the Malankara Syrian Catholic Trust

  
Secretary.

Received the copy.  
  
10/06/08.

10.06.08



# Mar Gregorios College of Arts & Science

(Approved by the GOVT. OF TAMIL NADU and affiliated to the UNIVERSITY OF MADRAS)

Block No.8, Mogappair West, Chennai - 600 037. India.

Phone : 044 - 2653 3140, 2653 0978

Home Page : [www.margregorioscollege.net](http://www.margregorioscollege.net)

06-04-2009

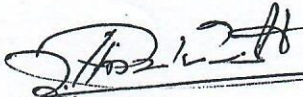
Mr. V. Iyappan  
No. 3/790, Bajanai Koil Street  
Madhanandapuram  
Porur, Chennai - 600 116

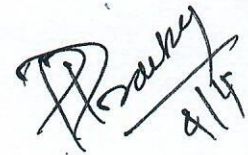
Dear Mr. V. Iyappan,

In continuation of your application dated 01-04-2009, and the interview held by the Board constituted for the purpose on 01-04-2009, the Malankara Syrian Catholic Trust is pleased to appoint you as a Lecturer in the Department of Tamil in the College on the following conditions.

1. You will be on probation up to the end of one full academic year from the date of appointment.
2. You shall be considered for regular appointment on satisfactory completion of the probation period.
3. During the period of employment you shall diligently and faithfully carryout all instructions given to you by the superiors from time to time.
4. In case you wish to resign from the service of the College, You are required to give two months notice.
5. Kindly produce your original PG Degree, all your Higher Degree Certificates and two attested copies of the same.
6. Kindly give the acceptance letter and the joining report.

For the Malankara Syrian Catholic Trust

  
Secretary..

  
9/15





# Mar Gregorios College of Arts & Science

(Approved by the GOVT. OF TAMIL NADU and affiliated to the UNIVERSITY OF MADRAS)

Block No.8, Mogappair West, Chennai - 600 037. India.

Phone : 044 - 2653 3140, 2653 0978

Home Page : [www.margregorioscollege.net](http://www.margregorioscollege.net)

Mr. C.Devaraj  
No.17, Kambar Street,  
Old Pallavaram,  
Chennai - 600 117.

06-04-2009

Dear Mr. C.Devaraj,

In continuation of your application dated 01-04-2009, and the interview held by the Board constituted for the purpose on 01-04-2009, the Malankara Syrian Catholic Trust is pleased to appoint you as a Lecturer in the Department of Tamil in the College on the following conditions.

1. You will be on probation up to the end of one full academic year from the date of appointment.
2. You shall be considered for regular appointment on satisfactory completion of the probation period.
3. During the period of employment you shall diligently and faithfully carryout all instructions given to you by the superiors from time to time.
4. In case you wish to resign from the service of the College, You are required to give two months notice.
5. Kindly produce your original PG Degree, all your Higher Degree Certificates and two attested copies of the same.
6. Kindly give the acceptance letter and the joining report.

For the Malankara Syrian Catholic Trust

  
Principal

Dr. R. AMIRTHAM M.A., M.Phil., Ph. D.,  
Principal  
MAR GREGORIOS COLLEGE,  
Mogappair West, Chennai - 600 037

Received The Appoinment order



6-04-09.



# Mar Gregorios College of Arts & Science

(Approved by the Govt. of Tamil Nadu and affiliated to University of Madras)

Block No. 8, Mogappair West, Chennai - 600 037.

Fr. Sabu M. George Maruthoor,  
Secretary

16.04.2014

Dr. A. KANNAKI

No. 2, G:2, Swatham Flats,

Jothi Nagar Vaigai Street,

Annanur, Chennai - 62.

Dear Dr. A. KANNAKI

Your application in response to our advertisement in The Hindu on 2<sup>nd</sup> March 2014, and the interview held by the Board constituted for the purpose on 10.04.2014, the Malankara Syrian Catholic Trust is pleased to appoint you as Assistant Professor in the Department of Tamil, (Shift - I) with effect from 02<sup>nd</sup> June 2014 on the following conditions;

- 1 You will be on probation for Twelve months from the date of appointment. (During probation period May month Salary will not be sanctioned).
- 2 You shall be considered for regular appointment on satisfactory completion of the probation period.
- 3 During the period of employment, you shall diligently and faithfully carry out all instructions given to you by the superiors from time to time.
- 4 Kindly produce your original PG certificates and two attested copies of the same.
- 5 Provident Fund (PF) & ESIC Account will be open from the date of joining in duty. The subscription will be deducted as per the government norms.
- 6 Kindly give the acceptance letter and the joining report.
- 7 You should serve in this college for a minimum of one academic year. In case you want to resign from service of the College, you are requested to give three months notice or three months pay to avoid academic disturbance during that semester.

For the Malankara Syrian Catholic Trust

Secretary,

Through Principal

*[Signature]*  
Principal  
22/4/2014

MAR GREGORIOS COLLEGE  
Chennai - 600 037.

Received original  
copy  
*[Signature]*  
22/4/14



# Mar Gregorios College of Arts & Sciences

(Approved by the Govt. of Tamil Nadu and affiliated to University of Madras)  
Block No. 8, Mogappair West, Chennai - 600 037. Annexure

Fr. Sabu M. George Maruthoor,

Secretary

28.03.2015

Dr. M. C. ELUMALAI

5/340.A. Ganapathy Street,  
Prakash Nagar, 1st Cross Street,  
Thiruninravur, 602024.

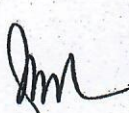
Dear Dr. M. C. ELUMALAI

In continuation of your application dated 13.03.2015, and the interview held by the Board constituted for the purpose on 27.03.2015, the Malankara Syrian Catholic Trust is pleased to appoint you as Assistant Professor in the Department of Tamil, with effect from 1<sup>st</sup> June 2015 on the following conditions:

- 1 You will be on probation for Twelve months from the date of appointment. (During probation period, your May month Salary will not be sanctioned).
- 2 You shall be considered for regular appointment on satisfactory completion of the probation period.
- 3 During the period of employment, you shall diligently and faithfully carry out all instructions given to you by the superiors from time to time.
- 4 Kindly produce your original PG certificates and two attested copies of the same.
- 5 Provident Fund (PF) & ESIC Account will be open from the date of joining in duty. The subscription will be deducted as per the government norms.
- 6 Kindly give the acceptance letter and the joining report.
- 7 You should serve in this college for a minimum of one academic year. In case you want to resign from service of the College, you are requested to give three months notice or three months pay in lieu of notice to avoid academic disturbance during that semester.

For the Malankara Syrian Catholic Trust

  
Secretary,

  
Received  
1/6/2015

Principal

MAR GREGORIOS COLLEGE

Chennai - 600 037.  
Phone : +91-44-2653 3140, 2653 0978 Fax : +91-44-2653 0978 Website : <http://margregorioscollege.net>  
E-mail : [enquiry@margregorioscollege.net](mailto:enquiry@margregorioscollege.net), [margregorioscollege@gmail.com](mailto:margregorioscollege@gmail.com)





# Mar Gregorios College of Arts & Science

(Approved by the Govt. of Tamil Nadu and affiliated to University of Madras)  
Block No. 8, Mogappair West, Chennai - 600 037.

Fr.Sabu M. George Maruthoor,

Secretary

28.03.2015

Mr.C.MAGENDIRAN

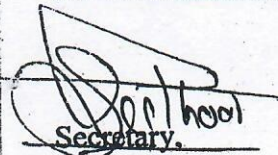
No.20/58, Abirami Nagar,  
1<sup>st</sup> Street, Thiruverkadu,  
Chennai - 600 077.

Dear Mr.C.MAGENDIRAN

In continuation of your application dated 19.03.2015, and the interview held by the Board constituted for the purpose on 27.03.2015, the Malankara Syrian Catholic Trust is pleased to appoint you as Assistant Professor in the Department of Tamil, with effect from 1<sup>st</sup> June 2015 on the following conditions;

- 1 You will be on probation for Twelve months from the date of appointment. (During probation period May month Salary will not be sanctioned).
- 2 You shall be considered for regular appointment on satisfactory completion of the probation period.
- 3 During the period of employment, you shall diligently and faithfully carry out all instructions given to you by the superiors from time to time.
- 4 Kindly produce your original PG certificates and two attested copies of the same.
- 5 Provident Fund (PF) & ESIC Account will be open from the date of joining in duty. The subscription will be deducted as per the government norms.
- 6 Kindly give the acceptance letter and the joining report.
- 7 You should serve in this college for a minimum of one academic year. In case you want to resign from service of the College, you are requested to give three months notice or three months pay to avoid academic disturbance during that semester.

For the Malankara Syrian Catholic Trust

  
Secretary.

Secretary  
MARGREGORIOS COLLEGE  
CHENNAI - 600 037

Received  
C. [Signature] 2/6/15



# Mar Gregorios College of Arts & Science

Approved by Govt. of Tamil Nadu and Affiliated to University of Madras  
ISO 9001 : 2008 Certified Institution

Fr.Sabu M. George Maruthoor  
Secretary  
Ref.No.MGC/STAFFAPPOINT./2017/35

12.05.2017

Mr. K. Rajavelu  
7/15 Purasaiwalkam,  
Parathasarthy street,  
Chennai-600007

Dear Mr.K.Rajavelu

With reference to your application dated 31 March 2017, and the interview held on 11<sup>th</sup> April 2017 Malankara Syrian Catholic Trust is pleased to appoint you as an Assistant Professor in the Department of Tamil, Shift I based on the recommendation of the Interview Board, with effect from 17<sup>th</sup> June 2017 on the following conditions;

- You will be on probation for twelve months from the date of appointment. (During probation period May month Salary will not be sanctioned).
- You shall be considered for regular appointment only on satisfactory completion of the probation period. There will be an evaluation of the service during the probationary period for confirmation.
- On satisfactory completion of probationary period, confirmation of services will be given and annual increment will follow. During the period of employment, you shall diligently and faithfully carry out all instructions given to you by the superiors from time to time.
- You shall produce your original UG/PG/SET/NET/M. Phil/Ph.D certificates.
- Provident Fund (PF) & ESIC Accounts will be opened from the date of joining duty. The subscription will be deducted as per the government norms.
- You are required to carry out any additional responsibilities assigned by the management from time to time.
- Discipline and academic excellence are the two eyes of the College.
- You are expected to uphold all the traditions of the College.
- Your teaching position is subject to transfer between shift I and shift II depending upon need at any given point of time.
- Frequent late coming and or absenteeism with or without permission will be viewed seriously.
- You shall submit a letter of acceptance on receiving the appointment order and submit also a joining report at the time of joining the service of the College.

For the Malankara Syrian Catholic Trust

Secretary

Secretary  
MAR GREGORIOS COLLEGE  
CHENNAI - 600 037

*I have receiving appointment order*

*K. Rajavelu [K. RAJAVELU]*  
15/5/17

Block No. 8, Mogappair West, Chennai - 600 037. Phone : +91-44-2653 3140, 2653 0978

Website : <http://margregorioscollege.net> E-mail : [margregorioscollege@gmail.com](mailto:margregorioscollege@gmail.com)

*M.G. College*



# Mar Gregorios College of Arts & Science

(Approved by the Government of Tamil Nadu and affiliated to the University of Madras)

ISO 9001 : 2015 Certified Institution

**Fr.Philip Pulipra**  
**Secretary**

**11.07.2022**

**Ref.No.MGC/STAFFAPPOINT./2022-23/05**

**Mr. BHARATHKUMAR. A,**  
18/6, Kamarajar Street,  
Chelliamman Nagar Extn.,  
Athipet, Chennai-600 058.

**Dear Mr. Bharathkumar. A,**

With reference to your application dated 28<sup>th</sup> June 2022, and the interview held on 6<sup>th</sup> July 2022, Management is pleased to appoint you as an Assistant Professor in the Department of Tamil, Shift I and will join the duty on 11<sup>th</sup> July 2022 for the Academic Year 2022-2023 based on the recommendation of the Interview Board.

- You will be on probation for eleven months from the date of appointment. (During probation period May month Salary will not be sanctioned).
- You shall be considered for regular appointment only on satisfactory completion of the probation period. There will be an evaluation of the service during the probationary period for confirmation.
- On satisfactory completion of probationary period, confirmation of services will be given and annual increment will follow. During the period of employment, you shall diligently and faithfully carry out all instructions given to you by the superiors from time to time.
- You shall produce your original UG/PG/SET/NET/M. Phil/Ph.D certificates.
- Provident Fund (PF) & ESIC Accounts will be opened from the date of joining duty. The subscription will be deducted as per the government norms.
- You are required to carry out any additional responsibilities assigned by the management from time to time.
- Discipline and academic excellence are the two eyes of the College.
- You are expected to uphold all the traditions of the College.

Conti.....

Block No.8, College Road, Mogappair West, Chennai - 600 037. Phone : +91-44-2653 0978, 2653 3140, 9176734020

Website : [www.mgcchennai.ac.in](http://www.mgcchennai.ac.in) e-mail : [mail@mgcchennai.ac.in](mailto:mail@mgcchennai.ac.in)

**MGC**

*Let Your Light Shine*



# Mar Gregorios College of Arts & Science

(Approved by the Government of Tamil Nadu and affiliated to the University of Madras)

ISO 9001 : 2015 Certified Institution


- Your teaching position is subject to transfer between Shift I and Shift II depending upon need at any given point of time.
- Frequent late coming and or absenteeism with or without permission will be viewed seriously.
- You shall submit a letter of acceptance on receiving the appointment order and submit also a joining report at the time of joining the service of the College.
- You should serve in this College for a minimum of one academic year. In case you want to resign from service of the College, you are requested to give one month notice, to avoid academic disturbance.
- You should serve in this College for a minimum of one academic year. In case you want to resign from service of the College, you are requested to give one month notice. Also if you resign without completing notice period, you need to pay two months salary to College to get back your original certificates/ service certificate/ relieving order to avoid academic disturbance.

For the Malankara Syrian Catholic Trust

  
Secretary

Secretary  
Mar Gregorios College of Arts & Science  
Mogappair West, Chennai-37.

I have received my appointment order.

  
11/10/2022



# Mar Gregorios College of Arts & Science

(Approved by the Govt. of Tamil Nadu and affiliated to University of Madras)

Block No. 8, Mogappair West, Chennai - 600 037.

Fr.Sabtu M. George Maruthoor  
Secretary

Ref.No.MGC/STAFFAPPOINT./2016/20

Mr. M. Arunagiri  
152, Mowlana Illam, Poniamman Koil Street,  
Kuntrathur  
Chennai - 600 069.

08.07.2016

Dear Mr. M. Arunagiri,

With reference to the interview held on 05.07.2016, the Malankara Syrian Catholic Trust is pleased to appoint you as Assistant Professor in the Department of Tamil, based on the recommendation of the Interview Board, with effect from 11<sup>th</sup> July 2016 on the following conditions;

- 1 You will be on probation for twelve months from the date of appointment. (During probation period May month Salary will not be sanctioned).
- 2 You shall be considered for regular appointment only on satisfactory completion of the probation period. There will be an evaluation of the service during the probationary period for confirmation.
- 3 During the period of employment, you shall diligently and faithfully carry out all instructions given to you by the superiors from time to time.
- 4 You shall produce your original UG/PG/SET/NET/M. Phil/Ph. D certificates.
- 5 Provident Fund (PF) & ESIC Accounts will be opened from the date of joining duty. The subscription will be deducted as per the government norms.
- 6 You shall submit a letter of acceptance and submit also a joining report at the time of joining the service of the College.
- 7 You are required to carry out any additional responsibilities assigned by the management from time to time.
- 8 Discipline and academic excellence are the two eyes of the College.

For the Malankara Syrian Catholic Trust

Secretary

Secretary  
MAR GREGORIOS COLLEGE  
CHENNAI - 600 037

Phone : +91-44-2653 3140, 2653 0978 Fax : +91-44-2653 0978 Website : <http://margregorioscollege.net>  
E-mail : [enquiry@margregorioscollege.net](mailto:enquiry@margregorioscollege.net), [margregorioscollege@gmail.com](mailto:margregorioscollege@gmail.com)





# Mar Gregorios College of Arts & Science

Approved by the Govt. of Tamil Nadu and Affiliated to the University of Madras  
ISO 9001 : 2015 Certified Institution

Fr. Philip Pulipra  
Secretary

Ref.No.MGC/STAFFAPPOINT./2019-20/36

12.04.2019

Dr. N. Kalaiyarasi  
No. 20/34, 13<sup>th</sup> Street, Padi Puthunagar,  
Anna Nagar West Extn., Chennai - 600 101.

Dear Dr. N. Kalaiyarasi,

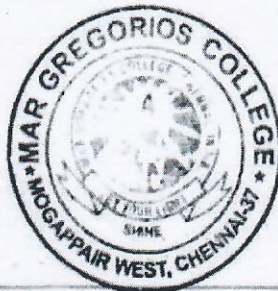
With reference to your application dated 19<sup>th</sup> February 2019, and the interview held on 12<sup>th</sup> April 2019 Management is pleased to appoint you as an Assistant Professor in the Department of Tamil, for the Academic Year 2019-2020 based on the recommendation of the Interview Board.

- You will be on probation for twelve months from the date of appointment. (During probation period May month Salary will not be sanctioned).
- You shall be considered for regular appointment only on satisfactory completion of the probation period. There will be an evaluation of the service during the probationary period for confirmation.
- On satisfactory completion of probationary period, confirmation of services will be given and annual increment will follow. During the period of employment, you shall diligently and faithfully carry out all instructions given to you by the superiors from time to time.
- You shall produce your original UG/PG/SET/NET/M. Phil/Ph.D certificates.
- Provident Fund (PF) & ESIC Accounts will be opened from the date of joining duty. The subscription will be deducted as per the government norms.
- You are required to carry out any additional responsibilities assigned by the management from time to time.
- Discipline and academic excellence are the two eyes of the College.
- You are expected to uphold all the traditions of the College.
- Your teaching position is subject to transfer between Shift I and Shift II depending upon need at any given point of time.
- Frequent late coming and or absenteeism with or without permission will be viewed seriously.
- You shall submit a letter of acceptance on receiving the appointment order and submit also a joining report at the time of joining the service of the College.

For the Malankara Syrian Catholic Trust

Secretary

Secretary  
MAR GREGORIOS COLLEGE  
CHENNAI - 600 037



Block No.8, College Road, Mogappair West, Chennai - 600 037. Phone : +91-44-2653 3140, 2653 0978

Website : [www.margregorioscollege.net](http://www.margregorioscollege.net) E-mail : [margregorioscollege@gmail.com](mailto:margregorioscollege@gmail.com)

*M G College*



# Mar Gregorios College of Arts & Science

Approved by the Govt. of Tamil Nadu and Affiliated to the University of Madras  
ISO 9001 : 2015 Certified Institution

Fr. Philip Pulipra  
Secretary  
Ref.No.MGC/STAFFAPPOINT./2019-20/42

12.04.2019

Dr. S. Ambigavathy  
17/1A, Pullani Amman Kovil Street, Lakshmapuram, Kenikarai (via), Ramanathapuram.

Dear Dr. S. Ambigavathy,

With reference to your application dated 21<sup>st</sup> February 2019, and the interview held on 12<sup>th</sup> April 2019 Management is pleased to appoint you as an Assistant Professor in the Department of Tamil, for the Academic Year 2019-2020 based on the recommendation of the Interview Board.

- You will be on probation for twelve months from the date of appointment. (During probation period May month Salary will not be sanctioned).
- You shall be considered for regular appointment only on satisfactory completion of the probation period. There will be an evaluation of the service during the probationary period for confirmation.
- On satisfactory completion of probationary period, confirmation of services will be given and annual increment will follow. During the period of employment, you shall diligently and faithfully carry out all instructions given to you by the superiors from time to time.
- You shall produce your original UG/PG/SET/NET/M. Phil/Ph.D certificates.
- Provident Fund (PF) & ESIC Accounts will be opened from the date of joining duty. The subscription will be deducted as per the government norms.
- You are required to carry out any additional responsibilities assigned by the management from time to time.
- Discipline and academic excellence are the two eyes of the College.
- You are expected to uphold all the traditions of the College.
- Your teaching position is subject to transfer between Shift I and Shift II depending upon need at any given point of time.
- Frequent late coming and or absenteeism with or without permission will be viewed seriously.
- You shall submit a letter of acceptance on receiving the appointment order and submit also a joining report at the time of joining the service of the College.
- You should serve in this College for a minimum of one academic year. In case you want to resign from service of the College, you are requested to give one month notice, to avoid academic disturbance.

For the Malankara Syrian Catholic Trust

  
Secretary  
MAR GREGORIOS COLLEGE  
CHENNAI - 600 037



Block No.8, College Road, Mogappair West, Chennai - 600 037. Phone : +91-44-2653 3140, 2653 0978  
Website : [www.margregorioscollege.net](http://www.margregorioscollege.net) E-mail : [margregorioscollege@gmail.com](mailto:margregorioscollege@gmail.com)

*M.G. College*



# MAR GREGORIOS COLLEGE OF ARTS & SCIENCE

(Approved by the Govt. of Tamil Nadu and affiliated to University of Madras)

Block No.8, Mogappair West, Chennai-37

06-01-2011

Mr. R. Leonard Solomon  
17/9, Palani Andavar Kovil Lane  
Ayanavaram, Chennai - 600 023

Sir,

Sub: Establishment - Appointment of Lecturer in Commerce on Probationary basis for the academic year 2010-2011 from 06-01-2011 to 30-04-2011- order issued.

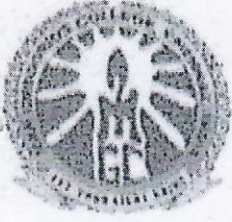
In continuation of your application dated NIL, and the interview held by the Board constituted for the purpose on 05-01-2011, the Malankara Syrian Catholic Trust, a Christian Minority Institution is pleased to appoint you as Shift I Lecturer in the Department of Commerce in Mar Gregorios College, Mogappair West, Chennai - 37 on probationary basis for the academic year 2010-2011 on the following conditions:

1. You shall conform to all the Rules and Regulations, Code of Conduct & Leave Rules of the College and obey all lawful orders that you may receive from the College authorities and the Management from time to time.
2. You shall not resign / leave the service before the expiry of the appointed period, as otherwise you shall be liable up to two months' salary in cash to the Management and you will not be entitled to receive further any privileges. To ensure this, you have agreed to deposit all your Original Qualification Degree Certificates in our safe custody until the expiry of the appointed term.
3. You shall devote your entire time to the work of the College as assigned to you and shall not engage yourself in any other work in an honorary or remunerative kind including examinership or tuitions without the permission of the management. You would have to take extra interest for the weaker students by conducting special coaching classes and programmes and thereby consider yourself responsible for producing cert percent passes in the subject taught by you.
4. You shall maintain total discipline, co-ordination and harmonious relationship with one and all in the college campus.
5. In addition to the above duties you will have to undertake additional jobs if any assigned to you by the Management.

pg. 1

Phone : +91-44-2653 3140, 2653 0778 Fax : +91-44-2653 0978

Website : <http://margregorioscollege.net> E-mail : [enquiry@margregorioscollege.net](mailto:enquiry@margregorioscollege.net), [margregorioscollege@gmail.com](mailto:margregorioscollege@gmail.com)



# Mar Gregorios College of Arts & Science

(Approved by the Govt. of Tamil Nadu and affiliated to University of Madras)

Block No. 8, Mogappair West, Chennai - 600 037.

Fr. Sabu M. George Maruthoor,

Secretary

28.03.2015

Dr. BABITA PREM

F.No.A-10, Metro castle,

No.10, Jayam Street, Pameer Nagar,

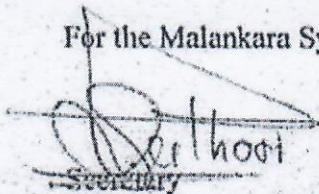
Mogappair, Chennai - 600 037.

Dear Dr. BABITA PREM

In continuation of your application dated 18.03.2015, and the interview held by the Board constituted for the purpose on 27.03.2015, the Malankara Syrian Catholic Trust is pleased to appoint you as Assistant Professor in the Department of Business Administration, with effect from 2<sup>nd</sup> June 2015 on the following conditions;

- 1 You will be on probation for Twelve months from the date of appointment. (During probation period May month Salary will not be sanctioned).
- 2 You shall be considered for regular appointment on satisfactory completion of the probation period.
- 3 During the period of employment, you shall diligently and faithfully carry out all instructions given to you by the superiors from time to time.
- 4 Kindly produce your original PG certificates and two attested copies of the same.
- 5 Provident Fund (PF) & ESIC Account will be open from the date of joining in duty. The subscription will be deducted as per the government norms.
- 6 Kindly give the acceptance letter and the joining report.
- 7 You should serve in this college for a minimum of one academic year. In case you want to resign from service of the College, you are requested to give three months notice or three months pay to avoid academic disturbance during that semester.

For the Malankara Syrian Catholic Trust

  
Secretary

Secretary  
MAR GREGORIOS COLLEGE  
CHENNAI - 600 037



# Mar Gregorios College of Arts & Science

(Approved by the Government of Tamil Nadu and affiliated to the University of Madras)

ISO 9001 : 2015 Certified Institution

**Fr. Philip Pulipra**  
**Secretary**

**23.09.2021**

**Ref.No.MGC/STAFFAPPOINT./2021-22/12**

**Ms. Gabriyala Gladys. P**

No.27, 7th street, Kamaraj Nagar, Avadi, Chennai - 600 071.

**Dear Ms. Gabriyala Gladys. P,**

With reference to your application dated 15<sup>th</sup> September 2021, and the interview held on 17<sup>th</sup> September 2021 Management is pleased to appoint you as an Assistant Professor in the Department of Business Administration and will join the duty on 23<sup>rd</sup> September 2021 for the Academic Year 2021-2022 based on the recommendation of the Interview Board.

- You will be on probation for eleven months from the date of appointment. (During probation period May month Salary will not be sanctioned).
- You shall be considered for regular appointment only on satisfactory completion of the probation period. There will be an evaluation of the service during the probationary period for confirmation.
- On satisfactory completion of probationary period, confirmation of services will be given and annual increment will follow. During the period of employment, you shall diligently and faithfully carry out all instructions given to you by the superiors from time to time.
- You shall produce your original UG/PG/SET/NET/M. Phil/Ph.D certificates.
- Provident Fund (PF) & ESIC Accounts will be opened from the date of joining duty. The subscription will be deducted as per the government norms.
- You are required to carry out any additional responsibilities assigned by the management from time to time.
- Discipline and academic excellence are the two eyes of the College.
- You are expected to uphold all the traditions of the College.

Conti.....



# Mar Gregorios College of Arts & Science

(Approved by the Government of Tamil Nadu and affiliated to the University of Madras)  
ISO 9001 : 2015 Certified Institution

- Your teaching position is subject to transfer between Shift I and Shift II depending upon need at any given point of time.
- Frequent late coming and or absenteeism with or without permission will be viewed seriously.
- You shall submit a letter of acceptance on receiving the appointment order and submit also a joining report at the time of joining the service of the College.
- You should serve in this College for a minimum of one academic year. In case you want to resign from service of the College, you are requested to give one month notice, to avoid academic disturbance.
- You should serve in this College for a minimum of one academic year. In case you want to resign from service of the College, you are requested to give one month notice. Also if you resign without completing notice period, you need to pay one month salary to College to get back your original certificates/ service certificate/ relieving order to avoid academic disturbance.

For the Malankara Syrian Catholic Trust

*Philipp*  
Secretary

SECRETARY  
MALANKARA SYRIAN  
CATHOLIC TRUST



I have received my original  
Appointment order

*P. Gabriyala Gracy*  
23/9/2021

Block No.8, College Road, Mogappair West, Chennai - 600 037. Phone : +91-44-2653 0978, 2653 3140, 9176734020  
Website : [www.mgcchennai.ac.in](http://www.mgcchennai.ac.in) e-mail : [mail@mgcchennai.ac.in](mailto:mail@mgcchennai.ac.in)

MGC

Let Your Light Shine



# Mar Gregorios College of Arts & Science

(Approved by the Government of Tamil Nadu and affiliated to the University of Madras)

ISO 9001 : 2015 Certified Institution

Fr.Philip Pulipra  
Secretary

12.09.2022

Ref.No.MGC/STAFFAPPOINT./2022-23/18

Ms.M. Suganya,  
No. 25A, Santhosh Nagar,  
Ayapakkam, Chennai – 600 077

Dear Ms. M. Suganya,

With reference to your application dated 29<sup>th</sup> August 2022, and the interview held on 30<sup>th</sup> August 2022, Management is pleased to appoint you as an Assistant Professor in the Department of Business Administration, Shift I and will join the duty on 12<sup>th</sup> September 2022 for the Academic Year 2022-2023 based on the recommendation of the Interview Board. Your Consolidated Gross Salary will be Rs. 23,000/-

- You will be on probation for eleven months from the date of appointment. (During probation period May month Salary will not be sanctioned).
- You shall be considered for regular appointment only on satisfactory completion of the probation period. There will be an evaluation of the service during the probationary period for confirmation.
- On satisfactory completion of probationary period, confirmation of services will be given and annual increment will follow. During the period of employment, you shall diligently and faithfully carry out all instructions given to you by the superiors from time to time.
- You shall produce your original UG/PG/SET/NET/M. Phil/Ph.D certificates.
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- You are required to carry out any additional responsibilities assigned by the management from time to time.
- Discipline and academic excellence are the two eyes of the College.
- You are expected to uphold all the traditions of the College.

Conti.....



# Mar Gregorios College of Arts & Science

(Approved by the Government of Tamil Nadu and affiliated to the University of Madras)

ISO 9001 : 2015 Certified Institution

- Your teaching position is subject to transfer between Shift I and Shift II depending upon need at any given point of time.
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- You should serve in this College for a minimum of one academic year. In case you want to resign from service of the College, you are requested to give one month notice. Also if you resign without completing notice period, you need to pay two months salary to College to get back your original certificates/ service certificate/ relieving order to avoid academic disturbance.

For the Malankara Syrian Catholic Trust

  
Secretary

Secretary  
Mar Gregorios College of Arts & Science  
Mogappair West, Chennai-37.

Appointment received  
on 12/09/2022

M. Suganya.





# Mar Gregorios College of Arts & Science

Approved by the Govt. of Tamil Nadu and Affiliated to the University of Madras  
ISO 9001 : 2015 Certified Institution

Fr. Philip Pulipra  
Secretary

12.06.2018

Ref.No.MGC/STAFFAPPOINT./2018-19/27


Ms. Christina Febiula I M  
Flat No. 211, II Floor, VNR Milford,  
Millenium Town, Adayalampattu, Vanagaram,  
Ambattur (post), Chennai – 600 095.

Dear Ms. Christina Febiula I M,

With reference to your application dated 16<sup>th</sup> February 2018, and the interview held on 12<sup>th</sup> June 2018 Malankara Syrian Catholic Trust is pleased to appoint you as an Assistant Professor in the Department of Business Administration, for the Academic Year 2018-2019 based on the recommendation of the interview Board.

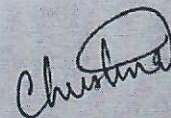
- You will be on probation for twelve months from the date of appointment. (During probation period May month Salary will not be sanctioned).
- You shall be considered for regular appointment only on satisfactory completion of the probation period. There will be an evaluation of the service during the probationary period for confirmation.
- On satisfactory completion of probationary period, confirmation of services will be given and annual increment will follow. During the period of employment, you shall diligently and faithfully carry out all instructions given to you by the superiors from time to time.
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- Frequent late coming and or absenteeism with or without permission will be viewed seriously.
- You shall submit a letter of acceptance on receiving the appointment order and submit also a joining report at the time of joining the service of the College.

For the Malankara Syrian Catholic Trust

  
Secretary

Secretary  
MAR GREGORIOS COLLEGE  
CHENNAI - 600 097







# Mar Gregorios College of Arts & Science

(Approved by the Government of Tamil Nadu and affiliated to the University of Madras)  
ISO 9001 - 2015 Certified Institution

Fr. Philip Pulipra  
Secretary  
Ref.No.MGC/STAFFAPPOINT./2020-21/04

04.09.2020

Mr. Senthil Murugan. V  
171/2, Golden Jubilee flats, Padi kuppam roads, Chennai-600 040.

Dear Mr. Senthil Murugan. V,

With reference to your application dated 10<sup>th</sup> August 2020, and the interview held on 21<sup>st</sup> August 2020 Management is pleased to appoint you as an Assistant Professor in the Department of Business Administration and will join the duty on 4<sup>th</sup> September 2020 for the Academic Year 2020-2021 based on the recommendation of the Interview Board.

- You will be on probation for eleven months from the date of appointment. (During probation period May month Salary will not be sanctioned).
- You shall be considered for regular appointment only on satisfactory completion of the probation period. There will be an evaluation of the service during the probationary period for confirmation.
- On satisfactory completion of probationary period, confirmation of services will be given and annual increment will follow. During the period of employment, you shall diligently and faithfully carry out all instructions given to you by the superiors from time to time.
- You shall produce your original UG/PG/SET/NET/M. Phil/Ph.D certificates.
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- You should serve in this College for a minimum of one academic year. In case you want to resign from service of the College, you are requested to give one month notice, to avoid academic disturbance.

For the Malankara Syrian Catholic Trust

Secretary  
Secretary

MAR GREGORIOS COLLEGE  
CHENNAI - 600 037



Received Appointment Order  
04/09/2020  
V. Senthil Murugan

Block No.8, College Road, Mogappair West, Chennai - 600 037. Phone : +91-44-2653 0978, 2653 3140, 91 76734020

Website : www.mgcochennai.ac.in e-mail : mail@mgcochennai.ac.in

MGC

Let Your Light Shine



# Mar Gregorios College of Arts & Science

(Approved by the Government of Tamil Nadu and affiliated to the University of Madras)

ISO 9001 : 2015 Certified Institution

Fr. Philip Pulipra  
Secretary  
Ref.No.MGC/STAFFAPPOINT./2021-22/05

02.08.2021

Ms. Rajalakshmi. A

1A, Brindavan Avenue, Srinagar colony Thirumullaivoyal, Chennai – 600062.

Dear Ms. Rajalakshmi. A,

With reference to your application dated 8<sup>th</sup> July 2021, and the interview held on 12<sup>th</sup> July 2021 Management is pleased to appoint you as an Assistant Professor in the Department of Business Administration and will join the duty on 2<sup>nd</sup> August 2021 for the Academic Year 2021-2022 based on the recommendation of the Interview Board.

- You will be on probation for eleven months from the date of appointment. (During probation period May month Salary will not be sanctioned).
- You shall be considered for regular appointment only on satisfactory completion of the probation period. There will be an evaluation of the service during the probationary period for confirmation.
- On satisfactory completion of probationary period, confirmation of services will be given and annual increment will follow. During the period of employment, you shall diligently and faithfully carry out all instructions given to you by the superiors from time to time.
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- You should serve in this College for a minimum of one academic year. In case you want to resign from service of the College, you are requested to give one month notice, to avoid academic disturbance.

For the Malankara Syrian Catholic Trust

  
Secretary

Secretary

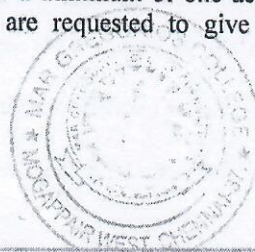
MAR GREGORIOS COLLEGE  
CHENNAI

Block No.80 College Road, Mogappair West, Chennai - 600 037. Phone : +91-44-2653 0978, 2653 3140, 9176734020

Website : www.mgcchennai.ac.in e-mail : mail@mgcchennai.ac.in

MGC

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Received Appointment  
letter.   
2/8/21.



# Mar Gregorios College of Arts & Science

(Approved by the Government of Tamil Nadu and affiliated to the University of Madras)  
ISO 9001 : 2015 Certified Institution

Fr. Philip Pulipra  
Secretary  
Ref.No.MGC/STAFFAPPOINT./2021-22/25

23.08.2021

Mr. M. Ramu  
No. 20, Bajanai koil Street, Nagavedu, Arakkonam T.K. 631002

Dear Mr. M. Ramu,

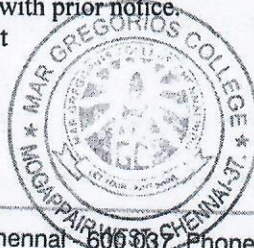
With reference to your application dated 4<sup>th</sup> August 2021, and the interview held on 18<sup>th</sup> August 2021 Management is pleased to appoint you as Assistant Professor in the Department of Business Administration and will join the duty on 23<sup>rd</sup> August 2021 for the Academic Year 2021-2022 based on the recommendation of the Interview Board.

- You will be on probation for eleven months from the date of appointment. (During probation period May month Salary will not be sanctioned).
- You shall be considered for regular appointment only on satisfactory completion of the probation period. There will be an evaluation of the service during the probationary period for confirmation.
- On satisfactory completion of probationary period, confirmation of services will be given and annual increment will follow. During the period of employment, you shall diligently and faithfully carry out all instructions given to you by the superiors from time to time.
- You shall produce your original UG/PG/SET/NET/M. Phil/Ph.D certificates.
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- Frequent late coming and or absenteeism with or without permission will be viewed seriously.
- You shall submit a letter of acceptance on receiving the appointment order and submit also a joining report at the time of joining the service of the College.
- You should serve in this College for a minimum of one academic year. In case you want to resign from service of the College, you are requested to give one month notice, to avoid academic disturbance.
- During or after probation period if your service is found not satisfactory by the management, you will be terminated from the service with prior notice.

For the Malankara Syrian Catholic Trust

  
Secretary

Secretary  
MAR GREGORIOS COLLEGE  
CHENNAI - 600 037



Received Appointment  
letter

23-8-2021

Block No.8, College Road, Mogappair West, Chennai - 600 037 Phone : +91-44-2653 0978, 2653 3140, 9176734020

Website : www.mgcchennai.ac.in e-mail : mail@mgcchennai.ac.in

MGC

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# Mar Gregorios College

(Approved by the Govt. of Tamil Nadu and affiliated to the University of Madras)

Block No. 8, Mogappair West - J.J. Nagar West, Chennai-600 037. India.

Phone : 044-26533140, 2653 0978.

Home Page : [www.margregorioscollege.net](http://www.margregorioscollege.net)

09-06-2008

Ms. Selvi Johnson  
No. 30, Mogappair West  
3<sup>rd</sup> Block, Mogappair West  
Chennai - 600 037.

Dear Ms. Selvi Johnson,

In continuation of your application dated 07-02-2008, and the interview held by the Board constituted for the purpose on 05-06-2008, the Malankara Syrian Catholic Trust is pleased to appoint you as a Lecturer in the Department of Corporate Secretaryship in the College on the following conditions:

1. You will be on probation up to the end of one full academic year from the date of appointment.
2. You shall be considered for regular appointment on satisfactory completion of the probation period.
3. During the period of employment you shall diligently and faithfully carryout all instructions given to you by the superiors from time to time.
4. Kindly produce your original PG certificates and two attested copies of the same.
5. Kindly give the acceptance letter and the joining report.
6. In case you wish to resign from service of the College, your are required to give two months notice

For the Malankara Syrian Catholic Trust

Secretary.

Received the copy

(Ms. Johnson)



# Mar Gregorios College of Arts & Science

Approved by Govt. of Tamil Nadu and Affiliated to University of Madras  
ISO 9001 : 2008 Certified Institution

17.07.2017

Fr.Sabu M. George Maruthoor  
Secretary  
Ref.No.MGC/STAFFAPPOINT./2017/51

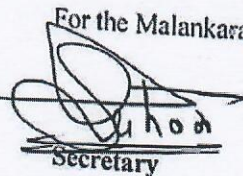
Mr.Parthiban.M  
No.3/65, Perumal kovil Street, Vanagram,  
Mettukuppam, Chennai-600095.

Dear Mr. Parthiban.M

With reference to your application dated 14<sup>th</sup> July 2017, and the interview held on 17<sup>th</sup> July 2017 Malankara Syrian Catholic Trust is pleased to appoint you as an Assistant Professor in the Department of Corporate Secretaryship, Shift II based on the recommendation of the Interview Board, with effect from 17<sup>th</sup> July 2017 on the following conditions;

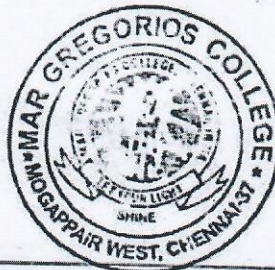
- You will be on probation for twelve months from the date of appointment. (During probation period May month Salary will not be sanctioned).
- You shall be considered for regular appointment only on satisfactory completion of the probation period. There will be an evaluation of the service during the probationary period for confirmation.
- On satisfactory completion of probationary period, confirmation of services will be given and annual increment will follow. During the period of employment, you shall diligently and faithfully carry out all instructions given to you by the superiors from time to time.
- You shall produce your original UG/PG/SET/NET/M. Phil/Ph.D certificates.
- Provident Fund (PF) & ESIC Accounts will be opened from the date of joining duty. The subscription will be deducted as per the government norms.
- You are required to carry out any additional responsibilities assigned by the management from time to time.
- Discipline and academic excellence are the two eyes of the College.
- You are expected to uphold all the traditions of the College.
- Your teaching position is subject to transfer between Shift I and Shift II depending upon need at any given point of time.
- Frequent late coming and or absenteeism with or without permission will be viewed seriously.
- You shall submit a letter of acceptance on receiving the appointment order and submit also a joining report at the time of joining the service of the College.

For the Malankara Syrian Catholic Trust



Secretary

Secretary  
MAR GREGORIOS COLLEGE  
CHENNAI - 600 037



Block No. 8, Mogappair West, Chennai - 600 037. Phone : +91-44-2653 3140, 2653 0978

Website : <http://margregorioscollege.net> E-mail : [margregorioscollege@gmail.com](mailto:margregorioscollege@gmail.com)

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# Mar Gregorios College of Arts & Science

(Approved by the Government of Tamil Nadu and affiliated to the University of Madras)  
ISO 9001 : 2015 Certified Institution

**Fr. Philip Pulipra**

**Secretary**

**Ref.No.MGC/STAFFAPPOINT./2020-21/20**

**01.03.2021**

**Ms. Prema. M**

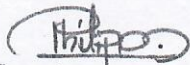
No. 53, Presan Cottage, Air Force Nagar, Morai, Avadi, Chennai- 600 055.

Dear Ms. Prema. M,

With reference to your application dated 25<sup>th</sup> January 2021, and the interview held on 15<sup>th</sup> February 2021 Management is pleased to appoint you as an Assistant Professor in the Department of Commerce (Accounting & Finance) and will join the duty on 1<sup>st</sup> March 2021 for the Academic Year 2020-2021 based on the recommendation of the Interview Board.

- You will be on probation for eleven months from the date of appointment. (During probation period May month Salary will not be sanctioned).
- You shall be considered for regular appointment only on satisfactory completion of the probation period. There will be an evaluation of the service during the probationary period for confirmation.
- On satisfactory completion of probationary period, confirmation of services will be given and annual increment will follow. During the period of employment, you shall diligently and faithfully carry out all instructions given to you by the superiors from time to time.
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- You should serve in this College for a minimum of one academic year. In case you want to resign from service of the College, you are requested to give one month notice, to avoid academic disturbance.

For the Malankara Syrian Catholic Trust



**Secretary**  
**Secretary**

**R GREGORIOS COLLEGE**  
**CHENNAI - 600 037**



*Received appointment  
letter on 01.03.2021*

*M. Prema M  
11/3/2021*

Block No.8, College Road, Mogappair West, Chennai - 600 037. Phone : +91-44-2653 0978, 2653 3140, 9176734020  
Website : www.mgcchennai.ac.in e-mail : mail@mgcchennai.ac.in

**MGC**

*Let Your Light Shine*



# Mar Gregorios College of Arts & Science

(Approved by the Government of Tamil Nadu and affiliated to the University of Madras)

ISO 9001 : 2015 Certified Institution

**Fr. Philip Pulipra**  
Secretary

04.07.2022

**Ref.No.MGC/STAFFAPPOINT./2022-23/01**

**Ms. LEENA THOMAS,**  
No.9, 2<sup>nd</sup> Cross Street,  
Ganesh Nagar,  
Thirumullaivoyal, Chennai-600 062.

**Dear Ms. Leena Thomas,**

With reference to your application dated 3<sup>rd</sup> February 2022, and the interview held on 17<sup>th</sup> February 2022, Management is pleased to appoint you as an Assistant Professor in the Department of Commerce (Accounting & Finance), Shift I and will join the duty on 4<sup>th</sup> July 2022 for the Academic Year 2022-2023 based on the recommendation of the Interview Board.

- You will be on probation for eleven months from the date of appointment. (During probation period May month Salary will not be sanctioned).
- You shall be considered for regular appointment only on satisfactory completion of the probation period. There will be an evaluation of the service during the probationary period for confirmation.
- On satisfactory completion of probationary period, confirmation of services will be given and annual increment will follow. During the period of employment, you shall diligently and faithfully carry out all instructions given to you by the superiors from time to time.
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- You are expected to uphold all the traditions of the College.

Conti.....






# Mar Gregorios College of Arts & Science

(Approved by the Government of Tamil Nadu and affiliated to the University of Madras)

ISO 9001 : 2015 Certified Institution


- Your teaching position is subject to transfer between Shift I and Shift II depending upon need at any given point of time.
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- You should serve in this College for a minimum of one academic year. In case you want to resign from service of the College, you are requested to give one month notice. Also if you resign without completing notice period, you need to pay two months salary to College to get back your original certificates/ service certificate/ relieving order to avoid academic disturbance.

For the Malankara Syrian Catholic Trust

  
Secretary

Secretary  
Mar Gregorios College of Arts & Science  
Mogappair West, Chennai-37.

I received my appointment order  
on 4/7/2022





# MAR GREGORIOS COLLEGE OF ARTS & SCIENCE

Approved by the Board of Higher Secondary and Higher Education, Government of Madras

Block No. 8, Mogappair West, Chennai-37

04-07-2011

P. Lavanya  
No 24, Narasimhan Naidu St,  
Ayyavari Colony  
Ammahalli,  
Chennai - 600 029

Madam,

Sub: Establishment - Appointment of Lecturer in Corporate Secretaryship on Probationary Basis for the academic year 2011-2012 from 18-07-2011 to 30-04-2012 - order invited.

In continuation of your application dated 28-06-2011, and the interview held by the Board constituted for the purpose on 12-07-2011, the Malankara Syrian Catholic Trust, a Christian Minority Institution is pleased to appoint you as Lecturer in the Department of Corporate Secretaryship in Mar Gregorios College, Mogappair West, Chennai - 37 on probationary basis for the academic year 2011-2012 on the following conditions

1. You shall conform to all the Rules and Regulations, Code of Conduct & Leave Rules of the College and obey all lawful orders that you may receive from the College authorities and the Management from time to time.
2. You shall not resign / leave the service before the expiry of the appointed period, as otherwise you shall be liable up to two months' salary in cash to the Management and you will not be entitled to receive further any privileges. To ensure this, you have agreed to deposit all your Original Qualification Degree Certificates in our safe custody until the expiry of the appointed term.
3. You shall devote your entire time to the work of the College as assigned to you and shall not engage yourself in any other work in an honorary or remunerative kind including examination or tuitions without the permission of the Management. You would have to take extra interest for the weaker students by conducting special teaching classes and programmes and thereby consider yourself responsible for producing cent percent result in the subject taught by you.

# MAR GREGORIOS COLLEGE OF ARTS & SCIENCE

(Approved by the Govt. of Tamil Nadu and affiliated to University of Madras)

Block No. 8, Mogappair West, Chennai-37

4. You shall maintain total discipline, co-ordination and harmonious relationship with one and all in the college campus.
5. You shall be present in the college during working hours of the college, whether you have teaching work or not. You are expected to take full and effective part in extra-curricular activities of the college, as may be indicated by the management. Your Working Time will be 8.00 am to 1.30 pm.
6. No member of the college staff shall address any communication to the college governing body or the University or any Media Organization except through the management.
7. You shall not work anywhere or even apply for any post without getting specific permission from the appointing authorities.
8. It may also be noted that availing of leave without proper sanction in advance, taking frequent or long leave or even late coming would be viewed seriously by the management. Two copies of appointment orders are enclosed herewith so as to enable you to resubmit the duplicate copy to the management after duly signed by you through the Principal of the college as token of your acceptance of the above said appointment.
9. You are requested to read & comply with the policy given in the manual & handbook.
10. You will be paid a consolidated salary of Rs. 9,000/- Per month.

For MAR GREGORIOS COLLEGE



Secretary

Secretary  
MAR GREGORIOS COLLEGE  
CHENNAI - 37

**MGC**

Phone: 2653 0978



# Mar Gregorios College of Arts & Science

Approved by the Govt. of Tamil Nadu and Affiliated to the University of Madras  
ISO 9001 - 2015 Certified Institution

15.06.2019

Fr. Philip Pulipra  
Secretary  
Ref.No.MGC-STAFFAPPOINT./2019-20/71

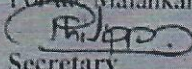
Ms. V. Rajalakshmi  
No: 1010, 47<sup>th</sup> Street,  
TNHB, Avadi Chennai\_54

Dear Ms. V. Rajalakshmi,

With reference to your application dated 10<sup>th</sup> June 2019, and the interview held on 15<sup>th</sup> June 2019 Management is pleased to appoint you as an Assistant Professor in the Department of Commerce (Corporate Secretaryship), for the Academic Year 2019-2020 based on the recommendation of the Interview Board.

- You will be on probation for twelve months from the date of appointment. (During probation period May month Salary will not be sanctioned).
- You shall be considered for regular appointment only on satisfactory completion of the probation period. There will be an evaluation of the service during the probationary period for confirmation.
- On satisfactory completion of probationary period, confirmation of services will be given and annual increment will follow. During the period of employment, you shall diligently and faithfully carry out all instructions given to you by the superiors from time to time.
- You shall produce your original UG/PG/SET/NET/M. Phil/Ph.D certificates.
- Provident Fund (PF) & ESIC Accounts will be opened from the date of joining duty. The subscription will be deducted as per the government norms.
- You are required to carry out any additional responsibilities assigned by the management from time to time.
- Discipline and academic excellence are the two eyes of the College.
- You are expected to uphold all the traditions of the College.
- Your teaching position is subject to transfer between Shift I and Shift II depending upon need at any given point of time.
- Frequent late coming and or absenteeism with or without permission will be viewed seriously.
- You shall submit a letter of acceptance on receiving the appointment order and submit also a joining report at the time of joining the service of the College.
- You should serve in this College for a minimum of one academic year. In case you want to resign from service of the College, you are requested to give one month notice, to avoid academic disturbance.

For the Malankara Syrian Catholic Trust

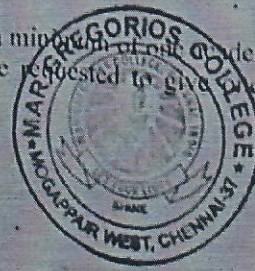
  
Secretary

Secretary  
MAR GREGORIOS COLLEGE  
CHENNAI - 600 037

Block No.8, College Road, Mogappair West, Chennai - 600 037. Phone : +91-44-2653 3140, 2653 0978

Website : [www.margregorioscollege.net](http://www.margregorioscollege.net) E-mail : [margregorioscollege@gmail.com](mailto:margregorioscollege@gmail.com)

*M.G. College*





# Mar Gregorios College of Arts & Science

(Approved by the Government of Tamil Nadu and affiliated to the University of Madras)  
ISO 9001 : 2015 Certified Institution

Fr. Philip Pulipra  
Secretary  
Ref.No.MGC/STAFFAPPOINT./2020-21/07

21.09.2020

Mr. Selvakumar. A  
Manamadurai - 630 606, Sivagangai District, Tamil Nadu.

Dear Mr. Selvakumar. A,

With reference to your application dated 31<sup>st</sup> August 2020, and the interview held on 16<sup>th</sup> September 2020 Management is pleased to appoint you as an Assistant Professor in the Department of Commerce (Corporate Secretaryship) and will join the duty on 21<sup>st</sup> September 2020 for the Academic Year 2020-2021 based on the recommendation of the Interview Board.

- You will be on probation for eleven months from the date of appointment. (During probation period May month Salary will not be sanctioned).
- You shall be considered for regular appointment only on satisfactory completion of the probation period. There will be an evaluation of the service during the probationary period for confirmation.
- On satisfactory completion of probationary period, confirmation of services will be given and annual increment will follow. During the period of employment, you shall diligently and faithfully carry out all instructions given to you by the superiors from time to time.
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For the Malankara Syrian Catholic Trust



Secretary  
MAR GREGORIOS COLLEGE  
CHENNAI - 600 037



Received Appointment letter  
at 21.09.2020



Block No.8, College Road, Mogappair West, Chennai - 600 037. Phone: +91-44-2653 0976, 2653 3140, 9176734020

Website: www.mgcochennai.ac.in e-mail: mail@mgcochennai.ac.in

MGC

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# Mar Gregorios College of Arts & Science

(Approved by the Government of Tamil Nadu and affiliated to the University of Madras)  
ISO 9001 : 2015 Certified Institution

**Fr.Philip Pulipra**  
Secretary

16.12.2021

**Ref.No.MGC/STAFFAPPOINT./2021-22/18**

**Ms. Nalini. S**

No.73, Vijaya Nagar, Balaji Main Road, Mel Ayanambakkam, Chennai - 600 095.

**Dear Ms. Nalini. S,**

With reference to your application dated 9<sup>th</sup> December 2021, and the interview held on 15<sup>th</sup> December 2021, Management is pleased to appoint you as an Assistant Professor in the Department of Commerce (Corporate Secretaryship) and will join the duty on 16<sup>th</sup> December 2021 for the Academic Year 2021-2022 based on the recommendation of the Interview Board.

- You will be on probation for eleven months from the date of appointment. (During probation period May month Salary will not be sanctioned).
- You shall be considered for regular appointment only on satisfactory completion of the probation period. There will be an evaluation of the service during the probationary period for confirmation.
- On satisfactory completion of probationary period, confirmation of services will be given and annual increment will follow. During the period of employment, you shall diligently and faithfully carry out all instructions given to you by the superiors from time to time.
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Conti.....



# Mar Gregorios College of Arts & Science

(Approved by the Government of Tamil Nadu and affiliated to the University of Madras)

ISO 9001 : 2015 Certified Institution

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For the Malankara Syrian Catholic Trust

Secretary

Secretary

Mar Gregorios College of Arts & Science  
Mogappair West, Chennai-37.



Received appointment  
letter

Smt. ...  
16/12/22

Block No.8, College Road, Mogappair West, Chennai - 600 037. Phone : +91-44-2653 0978, 2653 3140, 9176734020

Website : [www.mgcchennai.ac.in](http://www.mgcchennai.ac.in) e-mail : [mail@mgcchennai.ac.in](mailto:mail@mgcchennai.ac.in)

MGC

Let Your Light Shine



# Mar Gregorios College of Arts & Science

(Approved by the Government of Tamil Nadu and affiliated to the University of Madras)

ISO 9001 : 2015 Certified Institution

**Fr. Philip Pulipra**  
Secretary

01.06.2022

**Ref.No.MGC/STAFFAPPOINT./2021-22/29**

**Ms. MALATHI. A,**  
Plot No.5514, TNHB,  
Near Krishnaswamy School,  
Ayapakkam, Chennai-600 077.

**Dear Ms. Malathi. A,**

With reference to your application dated 10<sup>th</sup> May 2022, and the interview held on 23<sup>rd</sup> May 2022, Management is pleased to appoint you as an Assistant Professor in the Department of Commerce (Corporate Secretaryship) and will join the duty on 1<sup>st</sup> June 2022 for the Academic Year 2021-2022 based on the recommendation of the Interview Board.

- You will be on probation for eleven months from the date of appointment. (During probation period May month Salary will not be sanctioned).
- You shall be considered for regular appointment only on satisfactory completion of the probation period. There will be an evaluation of the service during the probationary period for confirmation.
- On satisfactory completion of probationary period, confirmation of services will be given and annual increment will follow. During the period of employment, you shall diligently and faithfully carry out all instructions given to you by the superiors from time to time.
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Conti.....





# Mar Gregorios College of Arts & Science

(Approved by the Government of Tamil Nadu and affiliated to the University of Madras)

ISO 9001 : 2015 Certified Institution

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For the Malankara Syrian Catholic Trust

Secretary

Secretary

Mar Gregorios College of Arts & Science  
Mogappair West, Chennai-37.

Received Appointment Ord  
A. Sathya  
01/06/22



# Mar Gregorios College of Arts & Science

(Approved by the Government of Tamil Nadu and affiliated to the University of Madras)

ISO 9001 : 2015 Certified Institution

**Fr. Philip Pulipra**  
Secretary

04.07.2022

**Ref.No.MGC/STAFFAPPOINT./2022-23/02**

**Mr. SEBASTIAN. A. P,**  
80/26, New Amaranjipuram,  
Tondiarpet, Chennai-600 081.

**Dear Mr. Sebastian. A. P,**

With reference to your application dated 9<sup>th</sup> June 2022, and the interview held on 25<sup>th</sup> June 2022, Management is pleased to appoint you as an Assistant Professor in the Department of Commerce (Corporate Secretaryship), Shift I and will join the duty on 4<sup>th</sup> July 2022 for the Academic Year 2022-2023 based on the recommendation of the Interview Board.

- You will be on probation for eleven months from the date of appointment. (During probation period May month Salary will not be sanctioned).
- You shall be considered for regular appointment only on satisfactory completion of the probation period. There will be an evaluation of the service during the probationary period for confirmation.
- On satisfactory completion of probationary period, confirmation of services will be given and annual increment will follow. During the period of employment, you shall diligently and faithfully carry out all instructions given to you by the superiors from time to time.
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Conti.....



# Mar Gregorios College of Arts & Science

(Approved by the Government of Tamil Nadu and affiliated to the University of Madras)

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For the Malankara Syrian Catholic Trust

Secretary

Secretary

Mar Gregorios College of Arts & Science  
Mogappair West, Chennai-37.

Received appointment  
letter

Letting 14/7.



# Mar Gregorios College of Arts & Science

(Approved by the Government of Tamil Nadu and affiliated to the University of Madras)

ISO 9001 : 2015 Certified Institution

Fr.Philip Pulipra  
Secretary

12.08.2022

Ref.No.MGC/STAFFAPPOINT./2022-23/16

Ms. J. DIKSHITA,  
23-26, Kuppaih Street, West Mambalam, Chennai – 600 033

Dear Ms. J. DIKSHITA,

With reference to your application dated 10<sup>th</sup> August 2022, and the interview held on 11<sup>th</sup> August 2022, Management is pleased to appoint you as an Assistant Professor in the Department of Commerce (Corporate Secretaryship), Shift II and will join the duty on 12<sup>th</sup> August 2022 for the Academic Year 2022-2023 based on the recommendation of the Interview Board. Your Consolidated Gross Salary will be Rs. 15,000/-

- You will be on probation for eleven months from the date of appointment. (During probation period May month Salary will not be sanctioned).
- You shall be considered for regular appointment only on satisfactory completion of the probation period. There will be an evaluation of the service during the probationary period for confirmation.
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Conti.....



# Mar Gregorios College of Arts & Science

(Approved by the Government of Tamil Nadu and affiliated to the University of Madras)

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For the Malankara Syrian Catholic Trust

Secretary  
Secretary

Mar Gregorios College of Arts & Science  
Mogappair West, Chennai-37.

Received Appointment  
Letter on  
12/08/2022



# Mar Gregorios College of Arts & Science

(Approved by the Government of Tamil Nadu and affiliated to the University of Madras)  
ISO 9001:2015 Certified Institution

Fr. Philip Pulipra  
Secretary  
Ref.No.MGC/STAFFAPPOINT./2020-21/05

07.09.2020

Ms. Aruna. S  
Flat No. C3/14, Aishwaryam-1, DABC Avenue,  
4<sup>th</sup> main road, Nolambur, Mogappair West, Chennai-600 095

Dear Ms. Aruna. S,

With reference to your application dated 19<sup>th</sup> August 2020, and the interview held on 3<sup>rd</sup> September 2020 Management is pleased to appoint you as an Assistant Professor in the Department of Economics and will join the duty on 7<sup>th</sup> September 2020 for the Academic Year 2020-2021 based on the recommendation of the Interview Board.

- You will be on probation for eleven months from the date of appointment. (During probation period May month Salary will not be sanctioned).
- You shall be considered for regular appointment only on satisfactory completion of the probation period. There will be an evaluation of the service during the probationary period for confirmation.
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For the Malankara Syrian Catholic Trust

  
Secretary

MAR GREGORIOS COLLEGE  
CHENNAI - 600 037



Received Appointment letter  
SA  
07/09/20

Block No.8, College Road, Mogappair West, Chennai - 600 037. Phone: +91-44-2653 0978, 2653 3140, 9178734020

Website: www.mgcochennai.ac.in e-mail: mail@mgcochennai.ac.in

MGC

Let Your Light Shine



# MAR GREGORIOS COLLEGE OF ARTS & SCIENCE

(Approved by the Govt. of Tamil Nadu and affiliated to University of Madras)

Block No.8, Mogappair West, Chennai-37

03-06-2010

Ms. Shalini Maher,  
No.731, 4<sup>th</sup> Street, W- Block,  
Annanagar West Extn,  
Chennai - 600101

Madam,

Sub: Establishment – Appointment of **Lecturer in Corporate Secretaryship on Probationary basis** for the academic year **2010-2011** from 03-06-2010 to 30-04-2011– order Issued.

In continuation of your application dated 05-04-2010, and the interview held by the Board constituted for the purpose on 31-05-2010, the Malankara Syrian Catholic Trust, a Christian Minority Institution is pleased to appoint you as **Shift II Lecturer in the Department of Corporate Secretaryship in Mar Gregorios College, Mogappair West, Chennai – 37** on probationary basis for the academic year 2010-2011 on the following conditions:

1. You shall conform to all the Rules and Regulations, Code of Conduct & Leave Rules of the College and obey all lawful orders that you may receive from the College authorities and the Management from time to time. You shall not resign / leave the service before the expiry of the appointed period. To ensure this, you have agreed to deposit all your Original Qualification Degree Certificates in our safe custody until the expiry of the appointed term.
2. You shall devote your entire time to the work of the College as assigned to you and shall not engage yourself in any other work in an honorary or remunerative kind including examinership or tuitions without the permission of the management. You would have to take extra interest for the weaker students by conducting special coaching classes and programmes and thereby consider yourself responsible for producing cent percent passes in the subject taught by you.
3. You shall maintain total discipline, co-ordination and harmonious relationship with one and all in the college campus.
4. In addition to the above duties you will have to undertake additional jobs if any assigned to you by the Management.

Phone : +91-44-2653 3140, 2653 0978 Fax : +91-44-2653 0978

Website : <http://margregorioscollege.net> E-mail : [enquiry@margregorioscollege.net](mailto:enquiry@margregorioscollege.net), [margregorioscollege@gmail.com](mailto:margregorioscollege@gmail.com)

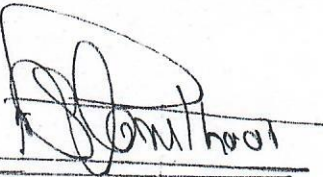
# MAR GREGORIOS COLLEGE OF ARTS & SCIENC

(Approved by the Govt. of Tamil Nadu and affiliated to University of Madras)

Block No.8, Mogappair West, Chennai-37

5. You shall be present in the college during working hours of the college whether you have teaching work or not. You are expected to take full and effective part in such extracurricular activities of the college, as may be indicated by the management. Your Working Time will be 1.00 am to 6.00 pm.
6. No member of the college staff shall address any communication to the college governing body or the University or any Media Organization except through the management.
7. You shall not work anywhere or even apply for any post without getting specific permission from the appointing authorities.
8. It may also be noted that availing of leave without proper sanction in advance, taking frequent or long leave or even late coming would be viewed seriously by the management. Two copies of appointment orders are enclosed herewith so as to enable you to resubmit the duplicate copy to the management after duly signed by you through the Principal of the college as token of your acceptance of the above said appointment.
9. You will be paid a consolidated salary of Rs. 9,000/- per month.

For MAR GREGORIOS COLLEGE



Secretary.

Received Appointment order.  
S. Kalini yakes.  
4/6/2010.

Phone : +91-44-2653 3140, 2653 0978 Fax : +91-44-2653 0978

Website : <http://margregorioscollege.net> E-mail : [enquiry@margregorioscollege.net](mailto:enquiry@margregorioscollege.net), [margregorioscollege@gmail.com](mailto:margregorioscollege@gmail.com)





# Mar Gregorios College of Arts & Science

Approved by the Govt. of Tamil Nadu and Affiliated to the University of Madras  
ISO 9001 : 2015 Certified Institution

Fr. Philip Pulipra  
Secretary

27.05.2019

Ref.No.MGC/STAFFAPPOINT./2019-20/55

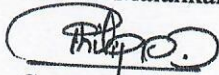
Ms. Aswini. K  
#50, II Floor, Kumaraswamy Nagar, C/o. Manju chemicals, Villivakkam, Chennai-600 049.

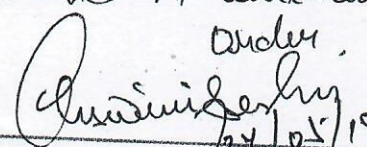
Dear Ms. Aswini. K

With reference to your application dated 29<sup>th</sup> April 2019, and the interview held on 27<sup>th</sup> May 2019 Management is pleased to appoint you as an Assistant Professor in the Department of Corporate Secretaryship, for the Academic Year 2019-2020 based on the recommendation of the Interview Board.

- You will be on probation for twelve months from the date of appointment. (During probation period May month Salary will not be sanctioned).
- You shall be considered for regular appointment only on satisfactory completion of the probation period. There will be an evaluation of the service during the probationary period for confirmation.
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For the Malankara Syrian Catholic Trust

  
Secretary

Received Appointment  
order  
-   
27/05/19

Secretary  
MAR GREGORIOS COLLEGE  
CHENNAI - 600 037  
Road, Mogappair West, Chennai - 600 037. Phone : +91-44-2653 3140, 2653 0978  
Website : www.margregorioscollege.net E-mail : margregorioscollege@gmail.com

MGC College



# Mar Gregorios College of Arts & Science

(Approved by the Government of Tamil Nadu and affiliated to the University of Madras)

ISO 9001 : 2015 Certified Institution

Fr. Philip Pulipra  
Secretary

11.08.2022

Ref.No.MGC/STAFFAPPOINT./2022-23/14

Ms. RESHMA MARY RANJIT,  
Flat No. 2A, 2<sup>nd</sup> Floor, Sanskriti New No. 13,  
Old No. 364 Belly Area, Anna nagar,  
Chennai – 600 040

Dear Ms. RESHMA MARY RANJIT,

With reference to your application dated 09<sup>th</sup> August 2022, and the interview held on 10<sup>th</sup> August 2022, Management is pleased to appoint you as an Assistant Professor in the Department of Commerce (Corporate Secretaryship), Shift II and will join the duty on 11<sup>th</sup> August 2022 for the Academic Year 2022-2023 based on the recommendation of the Interview Board. Your Consolidated Gross Salary will be Rs. 15,000/-

- You will be on probation for eleven months from the date of appointment. (During probation period May month Salary will not be sanctioned).
- You shall be considered for regular appointment only on satisfactory completion of the probation period. There will be an evaluation of the service during the probationary period for confirmation.
- On satisfactory completion of probationary period, confirmation of services will be given and annual increment will follow. During the period of employment, you shall diligently and faithfully carry out all instructions given to you by the superiors from time to time.
- You shall produce your original UG/PG/SET/NET/M. Phil/Ph.D certificates.
- Provident Fund (PF) & ESIC Accounts will be opened from the date of joining duty. The subscription will be deducted as per the government norms.
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- Discipline and academic excellence are the two eyes of the College.
- You are expected to uphold all the traditions of the College.

Conti.....



# Mar Gregorios College of Arts & Science

(Approved by the Government of Tamil Nadu and affiliated to the University of Madras)

ISO 9001 : 2015 Certified Institution

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- You should serve in this College for a minimum of one academic year. In case you want to resign from service of the College, you are requested to give one month notice. Also if you resign without completing notice period, you need to pay two months salary to College to get back your original certificates/ service certificate/ relieving order to avoid academic disturbance.

For the Malankara Syrian Catholic Trust

*Philip*  
Secretary

Secretary  
Mar Gregorios College of Arts & Science  
Mogappair West, Chennai-37.

Received appointment  
letter on 11/08/22

*Roshan*



# Mar Gregorios College of Arts & Science

(Approved by the Government of Tamil Nadu and affiliated to the University of Madras)

ISO 9001 : 2015 Certified Institution

Fr. Philip Pulipra  
Secretary

11.08.2022

Ref.No.MGC/STAFFAPPOINT./2022-23/15

Mr. S. LATHEEP,  
No. 319A, Anna 3<sup>rd</sup> Cross St, TV Nagar,  
Ayanavaram, Chennai - 23

Dear Mr. S. LATHEEP,

With reference to your application dated 09<sup>th</sup> August 2022, and the interview held on 10<sup>th</sup> August 2022, Management is pleased to appoint you as an Assistant Professor in the Department of Commerce (Corporate Secretaryship), Shift II and will join the duty on 11<sup>th</sup> August 2022 for the Academic Year 2022-2023 based on the recommendation of the Interview Board. Your Consolidated Gross Salary will be Rs. 15,000/-

- You will be on probation for eleven months from the date of appointment. (During probation period May month Salary will not be sanctioned).
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ISO 9001 : 2015 Certified Institution

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For the Malankara Syrian Catholic Trust

  
Secretary

Secretary  
Mar Gregorios College of Arts & Science  
Mogappair West, Chennai-37.

Received appointment  
Letter on 11-08-2022.

S. Lathup.

Block No.8, College Road, Mogappair West, Chennai - 600 037. Phone : +91-44-2653 0978, 2653 3140, 9176734020  
Website : [www.mgcchennai.ac.in](http://www.mgcchennai.ac.in) e-mail : [mail@mgcchennai.ac.in](mailto:mail@mgcchennai.ac.in)

MGC

Let Your Light Shine

Mr. T. BALACHANDAR  
No. 88, Pudupet Street,  
Alandur, Chennai - 600 016.

May 5, 2000

In continuation of your application dated 27-04-2000 and the interview held by the Board on 05-05-2000, the Malankara Syrian Catholic Trust is pleased to appoint you as a Lecturer in the Department of Commerce on the following terms and conditions.

1. You will be on probation for a period of one year from the date of appointment, which may be dispensed with or extended at the discretion of the Management.
2. You shall be considered for regular appointment on satisfactory completion of the probationary period.
3. During the period of employment you shall diligently and faithfully carryout all instructions given to you by the superiors from time to time.
4. In case you wish to resign from the service of the College, you are required to give one / two months notice, as the case may be.

For the Malankara Syrian Catholic Trust



SECRETARY.

Please sign and return the copy of this letter, in token of your having accepted the above terms and conditions of appointment and you are required to submit two attested copies of your qualifying certificates - UG, PG and others, by 3:00 pm Saturday, 13-05-2000.

Respected sir,

For giving this opportunity

I am very grateful to you --

- SIGN -

T. Balachandran  
4-5-2000

[T. BALACHANDAR]



# Mar Gregorios College

(Approved by the Govt. of Tamil Nadu and affiliated to the University of Madras)  
Block No. 8, Mogappair West - J.J. Nagar West, Chennai-600 037. India.  
Phone : 044-26533140, 2653 0978.  
Home Page : [www.margregorioscollege.net](http://www.margregorioscollege.net)

07-08-2007

Mr. R. Chandra Sekaran  
33, A.P, 1230, 12<sup>th</sup> Sector  
77<sup>th</sup> Street, K. K. Nagar.,  
Chennai - 600 078.

Dear Mr. R. Chandra Sekaran,

In continuation of your application dated 02-08-07, and the interview held by the Board constituted for the purpose on 06-08-07, the Malankara Syrian Catholic Trust is pleased to appoint you as a Lecturer in the Department of Commerce in the College on the following conditions.

1. You will be on probation up to the end of one full academic year from the date of appointment.
2. You shall be considered for regular appointment on satisfactory completion of the probation period.
3. During the period of employment you shall diligently and faithfully carryout all instructions given to you by the superiors from time to time.
4. You should promise that you will not leave the service within the academic year.
5. Kindly produce your original PG Degree and two attested copies of the same.
6. Kindly give the acceptance letter and the joining report.
7. In case you wish to resign from the service of the College, You are required to give two months notice.

For the Malankara Syrian Catholic Trust

Secretary.

Received the copy.

R. / Chandra Sekaran.

8-8-2007. A.N.



# MAR GREGORIOS COLLEGE OF ARTS & SCIENCE

(Approved by the Govt. of Tamil Nadu and affiliated to University of Madras)

Block No.8, Mogappair West, Chennai-37

03-01-2011

Ms. Leena Rani  
No.7b, 31<sup>st</sup> Street, C-Sector  
Power Line Road  
Siva Sakthi Nagar  
Carshed Complex Post  
Chennai - 6000 109

Madam,

Sub: Establishment - Appointment of Lecturer in Commerce on Probationary basis for the academic year 2010-2011 from 03-01-2011 to 30-04-2011 - order Issued.

In continuation of your application dated 30-12-2010, and the interview held by the Board constituted for the purpose on 30-12-2010, the Malankara Syrian Catholic Trust, a Christian Minority Institution is pleased to appoint you as Shift I Lecturer in the Department of Commerce in Mar Gregorios College, Mogappair West, Chennai - 37 on probationary basis for the academic year 2010-2011 on the following conditions:

1. You shall conform to all the Rules and Regulations, Code of Conduct & Leave Rules of the College and obey all lawful orders that you may receive from the College authorities and the Management from time to time. You shall not resign / leave the service before the expiry of the appointed period. To ensure this, you have agreed to deposit all your Original Qualification Degree Certificates in our safe custody until the expiry of the appointed term.
2. You shall devote your entire time to the work of the College as assigned to you and shall not engage yourself in any other work in an honorary or remunerative kind including examinership or tuitions without the permission of the management. You would have to take extra interest for the weaker students by conducting special coaching classes and programmes and thereby consider yourself responsible for producing cent percent passes in the subject taught by you.
3. You shall maintain total discipline, co-ordination and harmonious relationship with one and all in the college campus.

- 2 -





# Mar Gregorios College of Arts & Science

(Approved by the Govt. of Tamil Nadu and affiliated to University of Madras)

Block No. 8, Mogappair West, Chennai - 600 037.

Fr.Sabu M. George Maruthoor,

16.04.2014

Secretary

Mr.B.HARISWARAN

No.2, Vinayagar Koil Street,  
Srimushnara Post, Cuddalore Dist.,  
Kattumannar Koil TK, Pin:608703

Dear Mr.B.HARISWARAN

Your application in response to our advertisement in The Hindu on 2<sup>nd</sup> March 2014, and the interview held by the Board constituted for the purpose on 10.04.2014, the Malankara Syrian Catholic Trust is pleased to appoint you as Assistant Professor in the Department of Commerce, (Shift - I) with effect from 02<sup>nd</sup> June 2014 on the following conditions;

- 1 You will be on probation for Twelve months from the date of appointment. (During probation period May month Salary will not be sanctioned).
- 2 You shall be considered for regular appointment on satisfactory completion of the probation period.
- 3 During the period of employment, you shall diligently and faithfully carry out all instructions given to you by the superiors from time to time.
- 4 Kindly produce your original PG certificates and two attested copies of the same.
- 5 Provident Fund (PF) & ESIC Account will be open from the date of joining in duty. The subscription will be deducted as per the government norms.
- 6 Kindly give the acceptance letter and the joining report.
- 7 You should serve in this college for a minimum of one academic year. In case you want to resign from service of the College, you are requested to give three months notice or three months pay to avoid academic disturbance during that semester.

For the Malankara Syrian Catholic Trust

Secretary,  
MAR GREGORIOS COLLEGE  
CHENNAI - 600 037

Through Principal

Received

16/4/2014

16/4/2014



# Mar Gregorios College of Arts & Science

(Approved by the Govt. of Tamil Nadu and affiliated to University of Madras)  
Block No. 8, Mogappair West, Chennai - 600 037.

Fr.Sabu M. George Maruthoor,

Secretary

28.03.2015

Ms.T.PAPITHA

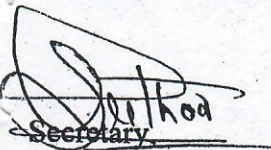
No.1, Zion Nagar,  
Chelliamman Nagar Extn, Athipet,  
Chennai -58.

Dear Ms.T.PAPITHA

In continuation of your application dated 25.03.2015, and the interview held by the Board constituted for the purpose on 27.03.2015, the Malankara Syrian Catholic Trust is pleased to appoint you as Assistant Professor in the Department of Commerce, with effect from 2<sup>nd</sup> June 2015 on the following conditions;

- 1 You will be on probation for Twelve months from the date of appointment. (During probation period May month Salary will not be sanctioned).
- 2 You shall be considered for regular appointment on satisfactory completion of the probation period.
- 3 During the period of employment, you shall diligently and faithfully carry out all instructions given to you by the superiors from time to time.
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For the Malankara Syrian Catholic Trust

  
Secretary

Received the copy

T. Papitha



# Mar Gregorios College of Arts & Science

Approved by the Govt. of Tamil Nadu and Affiliated to the University of Madras  
ISO 9001 : 2015 Certified Institution

Fr. Philip Pulipra  
Secretary  
Ref.No.MGC/STAFFAPPOINT./2019-20/73

26.06.2019

Mr. M. Venkatesan  
74/164, Lakeview Road, A7, Arun Flat,  
West Mambalam, Chennai-33

Dear Mr. M. Venkatesan,

With reference to your application dated 10<sup>th</sup> June 2019, and the interview held on 26<sup>th</sup> June 2019 Management is pleased to appoint you as an Assistant Professor in the Department of Commerce, for the Academic Year 2019-2020 based on the recommendation of the Interview Board.

- You will be on probation for twelve months from the date of appointment. (During probation period May month Salary will not be sanctioned).
- You shall be considered for regular appointment only on satisfactory completion of the probation period. There will be an evaluation of the service during the probationary period for confirmation.
- On satisfactory completion of probationary period, confirmation of services will be given and annual increment will follow. During the period of employment, you shall diligently and faithfully carry out all instructions given to you by the superiors from time to time.
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- Discipline and academic excellence are the two eyes of the College.
- You are expected to uphold all the traditions of the College.
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For the Malankara Syrian Catholic Trust



Secretary

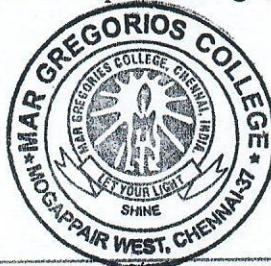
Secretary

MAR GREGORIOS COLLEGE

CHENNAI - 600 037

Block No.8, College Road, Mogappair West, Chennai - 600 037. Phone : +91-44-2653 3140, 2653 0978

Website : www.margregorioscollege.net E-mail : margregorioscollege@gmail.com



*Received original*  
*M. M. Venkatesan*  
*26/6/2019*



# Mar Gregorios College of Arts & Science

(Approved by the Government of Tamil Nadu and affiliated to the University of Madras)  
ISO 9001 : 2015 Certified Institution

**Fr. Philip Pulipra**  
**Secretary**  
**Ref.No.MGC/STAFFAPPOINT./2021-22/07**

**16.09.2021**

**Ms. M. Elakkiya**

No. 71/1 (A), Anna Street, Near Library, Vakkanampatti (Post), Jolarpettai, Thirupattur (D.T.).

**Dear Ms. M. Elakkiya,**

With reference to your application dated 8<sup>th</sup> September 2021, and the interview held on 15<sup>th</sup> September 2021 Management is pleased to appoint you as an Assistant Professor in the Department of Commerce and will join the duty on 16<sup>th</sup> September 2021 for the Academic Year 2021-2022 based on the recommendation of the Interview Board.

- You will be on probation for eleven months from the date of appointment. (During probation period May month Salary will not be sanctioned).
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For the Malankara Syrian Catholic Trust

  
Secretary

SECRETARY  
MALANKARA SYRIAN  
CATHOLIC TRUST



Received  
Appointment  
Letter  
16.09.2021  




# Mar Gregorios College of Arts & Science

(Approved by the Government of Tamil Nadu and affiliated to the University of Madras)  
ISO 9001 : 2015 Certified Institution

Fr. Philip Pulipra  
Secretary  
Ref.No.MGC/STAFFAPPOINT./2021-22/13

22.09.2021

Ms. D. Mythily

No.21/19, Appar Street, TMP Nagar, Padi, Chennai - 600 050.

Dear Ms. D. Mythily,

With reference to your application dated 8<sup>th</sup> September 2021, and the interview held on 15<sup>th</sup> September 2021 Management is pleased to appoint you as an Assistant Professor in the Department of Commerce and will join the duty on 22<sup>nd</sup> September 2021 for the Academic Year 2021-2022 based on the recommendation of the Interview Board.

- You will be on probation for eleven months from the date of appointment. (During probation period May month Salary will not be sanctioned).
- You shall be considered for regular appointment only on satisfactory completion of the probation period. There will be an evaluation of the service during the probationary period for confirmation.
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For the Malankara Syrian Catholic Trust

  
Secretary

SECRETARY  
MALANKARA SYRIAN  
CATHOLIC TRUST



Received  
appointment Letter on  
22/9/21

  
22/9/21



# Mar Gregorios College of Arts & Science

(Approved by the Government of Tamil Nadu and affiliated to the University of Madras)  
ISO 9001 : 2015 Certified Institution

**Fr. Philip Pulipra**  
Secretary

01.10.2021

Ref.No.MGC/STAFFAPPOINT./2021-22/15

**Ms. S. Bhavani**

No.1/1, Pari street, Gandhi nagar, Virugambakkam, Chennai - 600 092.

Dear Ms. S. Bhavani,

With reference to your application dated 8<sup>th</sup> September 2021, and the interview held on 15<sup>th</sup> September 2021 Management is pleased to appoint you as an Assistant Professor in the Department of Commerce and will join the duty on 1<sup>st</sup> October 2021 for the Academic Year 2021-2022 based on the recommendation of the Interview Board.

- You will be on probation for eleven months from the date of appointment. (During probation period May month Salary will not be sanctioned).
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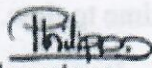


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For the Malankara Syrian Catholic Trust

  
Secretary

SECRETARY  
MALANKARA SYRIAN  
CATHOLIC TRUST





# Mar Gregorios College of Arts & Science

(Approved by the Government of Tamil Nadu and affiliated to the University of Madras)

ISO 9001 : 2015 Certified Institution

Fr. Philip Pulipra  
Secretary

11.07.2022

Ref.No.MGC/STAFFAPPOINT./2022-23/06

Ms. SARANYA. T,  
JKB Royal Garden, Block-2, F. No. S1,  
Throwbathi Amman Nagar, Kolapakkam, Chennai-600 125.

Dear Ms. Saranya. T,

With reference to your application dated 15<sup>th</sup> June 2022, and the interview held on 24<sup>th</sup> June 2022, Management is pleased to appoint you as an Assistant Professor in the Department of Commerce, Shift I and will join the duty on 11<sup>th</sup> July 2022 for the Academic Year 2022-2023 based on the recommendation of the Interview Board.

- You will be on probation for eleven months from the date of appointment. (During probation period May month Salary will not be sanctioned).
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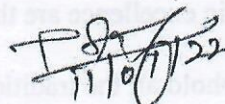
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For the Malankara Syrian Catholic Trust

  
Secretary

Secretary  
Mar Gregorios College of Arts & Science  
Mogappair West, Chennai-37.

I have received my Appointment order.

  
11/10/22





# Mar Gregorios College of Arts & Science

(Approved by the Government of Tamil Nadu and affiliated to the University of Madras)

ISO 9001 : 2015 Certified Institution

Fr. Philip Pulipra  
Secretary

18.07.2022

Ref.No.MGC/STAFFAPPOINT./2022-23/07

Ms. GEETHA. G,  
No. 1B/9B, Veeraragavalu Nagar Extension,  
Little Avenue, Kolathur, Chennai-600.090.

Dear Ms. Geetha. G,

With reference to your application dated 15<sup>th</sup> June 2022, and the interview held on 24<sup>th</sup> June 2022, Management is pleased to appoint you as an Assistant Professor in the Department of Commerce, Shift I and will join the duty on 18<sup>th</sup> July 2022 for the Academic Year 2022-2023 based on the recommendation of the Interview Board.

- You will be on probation for eleven months from the date of appointment. (During probation period May month Salary will not be sanctioned).
- You shall be considered for regular appointment only on satisfactory completion of the probation period. There will be an evaluation of the service during the probationary period for confirmation.
- On satisfactory completion of probationary period, confirmation of services will be given and annual increment will follow. During the period of employment, you shall diligently and faithfully carry out all instructions given to you by the superiors from time to time.
- You shall produce your original UG/PG/SET/NET/M. Phil/Ph.D certificates.
- Provident Fund (PF) & ESIC Accounts will be opened from the date of joining duty. The subscription will be deducted as per the government norms.
- You are required to carry out any additional responsibilities assigned by the management from time to time.
- Discipline and academic excellence are the two eyes of the College.
- You are expected to uphold all the traditions of the College.

Conti.....

Block No.8, College Road, Mogappair West, Chennai - 600 037. Phone : +91-44-2653 0978, 2653 3140, 9176734020  
Website : [www.mgcchennai.ac.in](http://www.mgcchennai.ac.in) e-mail : [mail@mgcchennai.ac.in](mailto:mail@mgcchennai.ac.in)

MGC

*Let Your Light Shine*




# Mar Gregorios College of Arts & Science

(Approved by the Government of Tamil Nadu and affiliated to the University of Madras)

ISO 9001 : 2015 Certified Institution

- Your teaching position is subject to transfer between Shift I and Shift II depending upon need at any given point of time.
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For the Malankara Syrian Catholic Trust

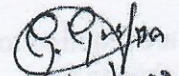


Secretary

Secretary

Mar Gregorios College of Arts & Science  
Mogappair West, Chennai-37.

I have received my Appointment Order.

  
18/07/2022



Block No.8, College Road, Mogappair West, Chennai - 600 037. Phone : +91-44-2653 0978, 2653 3140, 9176734020  
Website : [www.mgcchennai.ac.in](http://www.mgcchennai.ac.in) e-mail : [mail@mgcchennai.ac.in](mailto:mail@mgcchennai.ac.in)

MGC

Let Your Light Shine



# MAR GREGORIOS COLLEGE OF ARTS & SCIENCE

(Approved by the Govt. of Tamil Nadu and affiliated to University of Madras)

Block No.8, Mogappair West, Chennai-37

03-06-2010

Mrs. S. Prasanna  
L56,27<sup>th</sup> Street  
Anna Nagar East,  
Chennai - 102

Madam,

Sub: Establishment – Appointment of Lecturer in Commerce on Probationary basis for the academic year 2010-2011 from 03-06-2010 to 30-04-2011– order Issued.

In continuation of your application dated NIL, and the interview held by the Board constituted for the purpose on 31-05-2010, the Malankara Syrian Catholic Trust, a Christian Minority Institution is pleased to appoint you as **Shift II Lecturer in the Department of Commerce in Mar Gregorios College, Mogappair West, Chennai – 37** on probationary basis for the academic year 2010-2011 on the following conditions:

1. You shall conform to all the Rules and Regulations, Code of Conduct & Leave Rules of the College and obey all lawful orders that you may receive from the College authorities and the Management from time to time. You shall not resign / leave the service before the expiry of the appointed period. To ensure this, you have agreed to deposit all your Original Qualification Degree Certificates in our safe custody until the expiry of the appointed term.
2. You shall devote your entire time to the work of the College as assigned to you and shall not engage yourself in any other work in an honorary or remunerative kind including examinership or tuitions without the permission of the management. You would have to take extra interest for the weaker students by conducting special coaching classes and programmes and thereby consider yourself responsible for producing cent percent passes in the subject taught by you.
3. You shall maintain total discipline, co-ordination and harmonious relationship with one and all in the college campus.
4. In addition to the above duties you will have to undertake additional jobs if any assigned to you by the Management.

Phone : +91-44-2653 3140, 2653 0978 Fax : +91-44-2653 0978

Website : <http://margregorioscollege.net> E-mail : [enquiry@margregorioscollege.net](mailto:enquiry@margregorioscollege.net), [margregorioscollege@gmail.com](mailto:margregorioscollege@gmail.com)



# MAR GREGORIOS COLLEGE OF ARTS & SCIENCE

(Approved by the Govt. of Tamil Nadu and affiliated to University of Madras)

Block No.8, Mogappair West, Chennai-37

5. You shall be present in the college during working hours of the college whether you have teaching work or not. You are expected to take full and effective part in such extracurricular activities of the college, as may be indicated by the management. Your Working Time will be 1.00 to 6.00 pm.
6. No member of the college staff shall address any communication to the college governing body or the University or any Media Organization except through the management.
7. You shall not work anywhere or even apply for any post without getting specific permission from the appointing authorities.
8. It may also be noted that availing of leave without proper sanction in advance, taking frequent or long leave or even late coming would be viewed seriously by the management. Two copies of appointment orders are enclosed herewith so as to enable you to resubmit the duplicate copy to the management after duly signed by you through the Principal of the college as token of your acceptance of the above said appointment.
9. You will be paid a consolidated salary of Rs. 10,000/- per month.

For MAR GREGORIOS COLLEGE

Secretary.

Phone : +91-44-2653 3140, 2653 0978 Fax : +91-44-2653 0978

Website : <http://margregorioscollege.net> E-mail : [enquiry@margregorioscollege.net](mailto:enquiry@margregorioscollege.net), [margregorioscollege@gmail.com](mailto:margregorioscollege@gmail.com)



# Mar Gregorios College of Arts & Science

Approved by the Govt. of Tamil Nadu and Affiliated to the University of Madras  
ISO 9001 : 2015 Certified Institution

Fr. Phillip Pullara  
Secretary

Ref.No.MGC/STAFFAPPOINT/2018-19/16

20.02.2018

Ms.S. Anusha Banu,  
No.60, PILLAYAR KOIL STREET,  
MANNURPET, CHENNAI 600 050

Dear Ms.S. Anusha Banu,

With reference to your application dated 19<sup>th</sup> February 2018, and the interview held on 16<sup>th</sup> February 2018 Malankara Syrian Catholic Trust is pleased to appoint you as an Assistant Professor in the Department of Commerce (General), Shift II for the Academic Year 2018-2019 based on the recommendation of the Interview Board.

- During the period of employment, you shall diligently and faithfully carry out all instructions given to you by the superiors from time to time.
- You shall produce your original UG/PG/SET/NET/M. Phil/Ph.D certificates.
- Provident Fund (PF) & ESIC Accounts will be opened from the date of joining duty. The subscription will be deducted as per the government norms.
- You are required to carry out any additional responsibilities assigned by the management from time to time.
- Discipline and academic excellence are the two eyes of the College.
- You are expected to uphold all the traditions of the College.
- Your teaching position is subject to transfer between Shift I and Shift II depending upon need at any given point of time.
- Frequent late coming and or absenteeism with or without permission will be viewed seriously.
- You shall submit a letter of acceptance on receiving the appointment order and submit also a joining report at the time of joining the service of the College.

For the Malankara Syrian Catholic Trust



Secretary

Secretary  
MAR GREGORIOS COLLEGE  
CHENNAI - 600 037



ST Decided to appoint  
order on 20.02.2018  
S. J. [Signature]





# Mar Gregorios College of Arts & Science

Approved by Govt. of Tamil Nadu and Affiliated to University of Madras  
ISO 9001 : 2008 Certified Institution

Fr.Sabu M. George Maruthoor  
Secretary

Ref.No.MGC/STAFFAPPOINT./2017/52

05.07.2017

Ms.Nandhini.S  
No.3773 3<sup>rd</sup> cross street,  
TNHB Ayapakkam  
Chennai-6000077

Dear Ms.Nandhini.S

With reference to your application dated 3<sup>rd</sup> July 2017, and the interview held on 5<sup>th</sup> July 2017 Malankara Syrian Catholic Trust is pleased to appoint you as an Assistant Professor in the Department of Commerce, Shift II based on the recommendation of the Interview Board, with effect from 5<sup>th</sup> July 2017 on the following conditions;

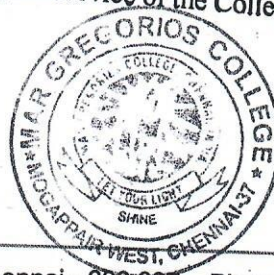
- You will be on probation for twelve months from the date of appointment. (During probation period May month Salary will not be sanctioned).
- You shall be considered for regular appointment only on satisfactory completion of the probation period. There will be an evaluation of the service during the probationary period for confirmation.
- On satisfactory completion of probationary period, confirmation of services will be given and annual increment will follow. During the period of employment, you shall diligently and faithfully carry out all instructions given to you by the superiors from time to time.
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- You shall submit a letter of acceptance on receiving the appointment order and submit also a joining report at the time of joining the service of the College.

For the Malankara Syrian Catholic Trust

Secretary

Secretary

MAR GREGORIOS COLLEGE  
CHENNAI - 600 037



I have received  
the appointment  
letter. A.N.H.L.  
5.7.2017

Block No. 8, Mogappair West, Chennai - 600 037. Phone : +91-44-2653 3140, 2653 0978

Website : <http://margregorioscollege.net> E-mail : [margregorioscollege@gmail.com](mailto:margregorioscollege@gmail.com)

M G College



# Mar Gregorios College of Arts & Science

(Approved by the Government of Tamil Nadu and affiliated to the University of Madras)  
ISO 9001 : 2015 Certified Institution

18.01.2021

Fr. Philip Pulipra  
Secretary  
Ref.No.MGC/STAFFAPPOINT./2020-21/14

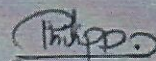
Mr. Ranjith. S  
No.54, Prakasam Street, Gangai Karai Puram T.Nagar, Chennai 600017.

Dear Mr. Ranjith. S,

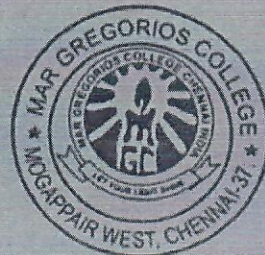
With reference to your application dated 10<sup>th</sup> December 2020, and the interview held on 11<sup>th</sup> December 2020 Management is pleased to appoint you as an Assistant Professor in the Department of Commerce and will join the duty on 18<sup>th</sup> January 2021 for the Academic Year 2020-2021 based on the recommendation of the Interview Board.

- You will be on probation for eleven months from the date of appointment. (During probation period May month Salary will not be sanctioned).
- You shall be considered for regular appointment only on satisfactory completion of the probation period. There will be an evaluation of the service during the probationary period for confirmation.
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- You shall submit a letter of acceptance on receiving the appointment order and submit also a joining report at the time of joining the service of the College.
- You should serve in this College for a minimum of one academic year. In case you want to resign from service of the College, you are requested to give one month notice, to avoid academic disturbance.

For the Malankara Syrian Catholic Trust

  
Secretary

MAR GREGORIOS COLLEGE  
CHENNAI - 600 037



Block No.8, College Road, Mogappair West, Chennai - 600 037. Phone : +91-44-2653 0978, 2653 3140, 9176734020

Website : [www.mgcccennai.ac.in](http://www.mgcccennai.ac.in) e-mail : [mail@mgcccennai.ac.in](mailto:mail@mgcccennai.ac.in)

MGC

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# Mar Gregorios College of Arts & Science

Approved by the Govt. of Tamil Nadu and Affiliated to the University of Madras  
ISO 9001 : 2015 Certified Institution

Fr. Philip Pulipra  
Secretary  
Ref.No.MGC/STAFFAPPOINT./2018-19/34

10.12.2018

Ms. Annaline. C. S  
1/449, Mugappair West,  
Chennai - 600 037.

Dear Ms. Annaline. C. S,

With reference to your application dated 23<sup>rd</sup> November 2018, and the interview held on 10<sup>th</sup> December 2018 Malankara Syrian Catholic Trust is pleased to appoint you as an Assistant Professor in the Department of Commerce, for the Academic Year 2018-2019 based on the recommendation of the Interview Board.

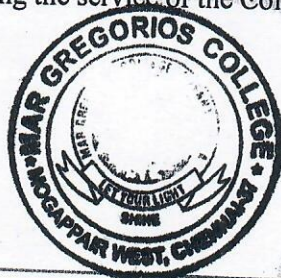
- You will be on probation for twelve months from the date of appointment. (During probation period May month Salary will not be sanctioned).
- You shall be considered for regular appointment only on satisfactory completion of the probation period. There will be an evaluation of the service during the probationary period for confirmation.
- On satisfactory completion of probationary period, confirmation of services will be given and annual increment will follow. During the period of employment, you shall diligently and faithfully carry out all instructions given to you by the superiors from time to time.
- You shall produce your original UG/PG/SET/NET/M. Phil/Ph.D certificates.
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- Frequent late coming and or absenteeism with or without permission will be viewed seriously.
- You shall submit a letter of acceptance on receiving the appointment order and submit also a joining report at the time of joining the service of the College.

For the Malankara Syrian Catholic Trust



Secretary

MAR GREGORIOS COLLEGE  
CHENNAI - 600 037



Received my  
appointment order.  
IS. Anile  
10/12/18.

Block No.8, College Road, Mogappair West, Chennai - 600 037. Phone : +91-44-2653 3140, 2653 0978  
Website : www.margregorioscollege.net E-mail : margregorioscollege@gmail.com

M G College



# Mar Gregorios College of Arts & Science

(Approved by the Govt. of Tamil Nadu and affiliated to University of Madras)  
Block No. 8, Mogappair West, Chennai - 600 037.

Fr.Sabu M. George Maruthoor,

Secretary

07.05.2015

Mr.A.SAHAYA NIXON

29, Middle Street, Burkitmanagaram (post)

Palayamchethikulam,


Tirunelveli-627351.

Dear Mr.A.SAHAYA NIXON

In continuation of your application dated 18.03.2015, and the interview held by the Board constituted for the purpose on 27.03.2015, the Malankara Syrian Catholic Trust is pleased to appoint you as Assistant Professor in the Department of Business Administration, with effect from 1<sup>st</sup> June 2015 on the following conditions;

- 1 You will be on probation for Twelve months from the date of appointment. (During probation period May month Salary will not be sanctioned).
- 2 You shall be considered for regular appointment on satisfactory completion of the probation period.
- 3 During the period of employment, you shall diligently and faithfully carry out all instructions given to you by the superiors from time to time.
- 4 Kindly produce your original PG certificates and two attested copies of the same.
- 5 Provident Fund (PF) & ESIC Account will be open from the date of joining in duty. The subscription will be deducted as per the government norms.
- 6 Kindly give the acceptance letter and the joining report.
- 7 You should serve in this college for a minimum of one academic year. In case you want to resign from service of the College, you are requested to give three months notice or three months pay to avoid academic disturbance during that semester.

For the Malankara Syrian Catholic Trust

  
Secretary

Received  
A. S. Nixon  
09/06/2015



# Mar Gregorios College of Arts & Science

Approved by the Govt. of Tamil Nadu and Affiliated to the University of Madras  
ISO 9001 : 2015 Certified Institution

Fr. Philip Pulipra  
Secretary

10.12.2018

Ref.No.MGC/STAFFAPPOINT./2018-19/35


Mr. Lakshmanan, D  
Kottur (Village), Ankinayanapalli (post),  
Bargur (Via), Krishnagiri (TK & DT),  
Pin- 635104.

Dear Mr. Lakshmanan, D,

With reference to your application dated 19<sup>th</sup> November 2018, and the interview held on 10<sup>th</sup> December 2018 Malankara Syrian Catholic Trust is pleased to appoint you as an Assistant Professor in the Department of Commerce (Computer Application), for the Academic Year 2018-2019 based on the recommendation of the Interview Board.

- You will be on probation for twelve months from the date of appointment. (During probation period May month Salary will not be sanctioned).
- You shall be considered for regular appointment only on satisfactory completion of the probation period. There will be an evaluation of the service during the probationary period for confirmation.
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- Your teaching position is subject to transfer between Shift I and Shift II depending upon need at any given point of time.
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- You shall submit a letter of acceptance on receiving the appointment order and submit also a joining report at the time of joining the service of the College.

For the Malankara Syrian Catholic Trust

  
Secretary  
MAR GREGORIOS COLLEGE  
CHENNAI - 600 037





# Mar Gregorios College of Arts & Science

(Approved by the Government of Tamil Nadu and affiliated to the University of Madras)  
ISO 9001 : 2015 Certified Institution

**Fr. Philip Pulipra**  
Secretary

01.11.2021

Ref.No.MGC/STAFFAPPOINT./2021-22/17

**Ms. C. V. Maria Gloria**

No.32, CYS road, Shastri Nagar, Perambur, Chennai - 600 012.

**Dear Ms. C. V. Maria Gloria,**

With reference to your application dated 15<sup>th</sup> September 2021, and the interview held on 29<sup>th</sup> September 2021 Management is pleased to appoint you as an Assistant Professor in the Department of Commerce (Computer Application) and will join the duty on 1<sup>st</sup> November 2021 for the Academic Year 2021-2022 based on the recommendation of the Interview Board.

- You will be on probation for eleven months from the date of appointment. (During probation period May month Salary will not be sanctioned).
- You shall be considered for regular appointment only on satisfactory completion of the probation period. There will be an evaluation of the service during the probationary period for confirmation.
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Conti.....




# Mar Gregorios College of Arts & Science

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For the Malankara Syrian Catholic Trust

  
**Secretary**  
Secretary  
MAR GREGORIOS COLLEGE  
CHENNAI - 600 037



Received  
Appointment letter  
Morieghn 1.11.2022

Block No.8, College Road, Mogappair West, Chennai - 600 037. Phone : +91-44-2653 0978, 2653 3140, 9176734020  
Website : [www.mgcchennai.ac.in](http://www.mgcchennai.ac.in) e-mail : [mail@mgcchennai.ac.in](mailto:mail@mgcchennai.ac.in)

MGC

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# Mar Gregorios College of Arts & Science

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ISO 9001 : 2015 Certified Institution

Fr. Philip Pulipra  
Secretary

Ref.No.MGC/STAFFAPPOINT./2019-20/54

12.06.2019

Mr. D. Moieson Thairiyam

No.7/1, Sebasithyar Street Ayandur Post Kandachipuram (T4), Villupuram (DT) 605755.

Dear Mr. D. Moieson Thairiyam

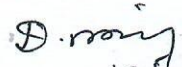
With reference to your application dated 28<sup>th</sup> May 2019, and the interview held on 11<sup>th</sup> June 2019 Management is pleased to appoint you as an Assistant Professor in the PG Department of Social Work, for the Academic Year 2019-2020 based on the recommendation of the Interview Board.

- You will be on probation for twelve months from the date of appointment. (During probation period May month Salary will not be sanctioned).
- You shall be considered for regular appointment only on satisfactory completion of the probation period. There will be an evaluation of the service during the probationary period for confirmation.
- On satisfactory completion of probationary period, confirmation of services will be given and annual increment will follow. During the period of employment, you shall diligently and faithfully carry out all instructions given to you by the superiors from time to time.
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For the Malankara Syrian Catholic Trust

  
Secretary

I have received the appointment  
order

  
12/06/19

Secretary  
MAR GREGORIOS COLLEGE  
CHENNAI - 600 037

Block No.8, College Road, Mogappair West, Chennai - 600 037. Phone : +91-44-2653 3140, 2653 0978

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M G College





# Mar Gregorios College of Arts & Science

(Approved by the Government of Tamil Nadu and affiliated to the University of Madras)  
ISO 9001 : 2015 Certified Institution

Fr.Philip Pulipra  
Secretary

22.03.2022

Ref.No.MGC/STAFFAPPOINT./2021-22/21

Mr. SAM SANGEETH. G,  
Plot No. 26, Ebenezar Apartment,  
Seneerkuppam,  
Poonamallee Post,  
Chennai - 600 056.

Dear Mr. Sam Sangeeth. G,

With reference to your application dated 4<sup>th</sup> March 2022, and the interview held on 15<sup>th</sup> March 2022, Management is pleased to appoint you as an Assistant Professor in the PG Department of Social work and will join the duty on 22<sup>nd</sup> March 2022 for the Academic Year 2021-2022 based on the recommendation of the Interview Board.

- You will be on probation for eleven months from the date of appointment. (During probation period May month Salary will not be sanctioned).
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Conti.....



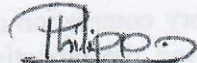
# Mar Gregorios College of Arts & Science

(Approved by the Government of Tamil Nadu and affiliated to the University of Madras)

ISO 9001 : 2015 Certified Institution

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For the Malankara Syrian Catholic Trust

  
Secretary

Secretary  
Mar Gregorios College of Arts & Science  
Mogappair West, Chennai-37.



*Am Aweh-4*  
*22nd March 2021*  
Received the Appointment Letter

Block No.8, College Road, Mogappair West, Chennai - 600 037. Phone : +91-44-2653 0978, 2653 3140, 9176734020

Website : [www.mgcchennai.ac.in](http://www.mgcchennai.ac.in) e-mail : [mail@mgcchennai.ac.in](mailto:mail@mgcchennai.ac.in)

MGC

Let Your Light Shine



# Mar Gregorios College of Arts & Science

(Approved by the Government of Tamil Nadu and affiliated to the University of Madras)

ISO 9001 : 2015 Certified Institution

**Fr. Philip Pulipra**  
Secretary

06.07.2022

**Ref.No.MGC/STAFFAPPOINT./2022-23/04**

**Ms. FLOWRENCE FRANCINA. A,**  
3/688, Sathyavani Muthu St.,  
Gerungambakkam, Chennai-600 122.

**Dear Ms. Flowrence Francina. A,**

With reference to your application dated 18<sup>th</sup> May 2022, and the interview held on 23<sup>rd</sup> May 2022, Management is pleased to appoint you as an Assistant Professor in the PG Department of Social Work, Shift I and will join the duty on 6<sup>th</sup> July 2022 for the Academic Year 2022-2023 based on the recommendation of the Interview Board.

- You will be on probation for eleven months from the date of appointment. (During probation period May month Salary will not be sanctioned).
- You shall be considered for regular appointment only on satisfactory completion of the probation period. There will be an evaluation of the service during the probationary period for confirmation.
- On satisfactory completion of probationary period, confirmation of services will be given and annual increment will follow. During the period of employment, you shall diligently and faithfully carry out all instructions given to you by the superiors from time to time.
- You shall produce your original UG/PG/SET/NET/M. Phil/Ph.D certificates.
- Provident Fund (PF) & ESIC Accounts will be opened from the date of joining duty. The subscription will be deducted as per the government norms.
- You are required to carry out any additional responsibilities assigned by the management from time to time.
- Discipline and academic excellence are the two eyes of the College.
- You are expected to uphold all the traditions of the College.

Conti.....



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For the Malankara Syrian Catholic Trust

  
Secretary

Secretary

Mar Gregorios College of Arts & Science  
Mogappair West, Chennai-37.

I have received the appointment order.

  
06/07/22



# Mar Gregorios College of Arts & Science

(Approved by the Government of Tamil Nadu and affiliated to the University of Madras)

ISO 9001 : 2015 Certified Institution

Fr. Philip Pulipra  
Secretary

12.09.2022

Ref.No.MGC/STAFFAPPOINT./2022-23/17

Dr. M. Sudha,  
Prince Residenza, Davinci B Block,  
B302, National Highway4, 310, Nemili,  
Sriperumbudur Taluk, 29, Pennalur - 602105

Dear Dr. M. Sudha,

With reference to your application dated 29<sup>th</sup> August 2022, and the interview held on 30<sup>th</sup> August 2022, Management is pleased to appoint you as an Assistant Professor in the PG Department of Social Work, Shift I and will join the duty on 12<sup>th</sup> September 2022 for the Academic Year 2022-2023 based on the recommendation of the Interview Board. Your Consolidated Gross Salary will be Rs. 28,000/-

- You will be on probation for eleven months from the date of appointment. (During probation period May month Salary will not be sanctioned).
- You shall be considered for regular appointment only on satisfactory completion of the probation period. There will be an evaluation of the service during the probationary period for confirmation.
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For the Malankara Syrian Catholic Trust

*Philip*  
Secretary

Secretary  
Mar Gregorios College of Arts & Science  
Mogappair West, Chennai-37.

Received appointment letter  
on 12/9/2022.

M. Sudha  
(M. Sudha)



# Mar Gregorios College of Arts & Science

(Approved by the Government of Tamil Nadu and affiliated to the University of Madras)  
ISO 9001 : 2015 Certified Institution

Fr. Philip Pulipra  
Secretary  
Ref.No.MGC/STAFFAPPOINT./2020-21/21

04.01.2021

Rev. Dr. John Peter. P  
19, Chetty Street Main Road, Mel Ayanambakkam Chennai-600095.

Dear Rev. Dr. John Peter. P,

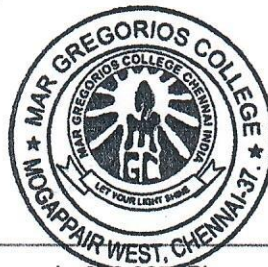
With reference to your application dated 9<sup>th</sup> December 2020, and the interview held on 4th January 2021 Management is pleased to appoint you as an Assistant Professor in the Department of Social Work and will join the duty on 4th January 2021 for the Academic Year 2020-2021 based on the recommendation of the Interview Board.

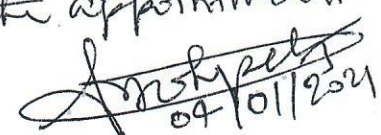
- You will be on probation for eleven months from the date of appointment. (During probation period May month Salary will not be sanctioned).
- You shall be considered for regular appointment only on satisfactory completion of the probation period. There will be an evaluation of the service during the probationary period for confirmation.
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For the Malankara Syrian Catholic Trust

  
Secretary

Secretary  
MAR GREGORIOS COLLEGE  
CHENNAI - 600 037



Received with than  
the appointment letter  
  
04/01/2021

Block No.8, College Road, Mogappair West, Chennai - 600 037. Phone : +91-44-2653 0978, 2653 3140, 9176734020

Website : www.mgcchennai.ac.in e-mail : mail@mgcchennai.ac.in

MGC

Let Your Light Shine

June 1, 1999

From

The Secretary,  
Malankara Syrian Catholic Trust,  
Maria Nagar, Padi,  
Chennai - 600 050.

To

Ms. s. Ann Hepzibah Niraja  
Plot No. 10, 8th Avenue,  
I Main Road, Banu Nagar,  
Ambattur, Chennai - 600 053.

Dear Ms. s. Ann Hepzibah Niraja,

Sub: Appointment order - Reg.  
Ref: 1. Your application dated 25/04/1999.  
2. Interview held on 02/06/1999.

The Malankara Syrian Catholic Trust is very much pleased in appointing you as a Lecturer in the Department of Hindi in Mar Gregorios College, for a probation period of one year from the date of your joining the duty. Kindly give your letter of consent with attested copies of all the original credentials as early as possible for University verification.

You will have to join the college when the first year classes begin, most probably on 28<sup>th</sup> June 1999.

Yours faithfully,

  
Fr. George Charuvila  
SECRETARY

Received  
Anil  
04/06/99.





# Mar Gregorios College of Arts & Science

(Approved by the Government of Tamil Nadu and affiliated to the University of Madras)

ISO 9001 : 2015 Certified Institution

Fr.Philip Pulipra  
Secretary

11.07.2022

Ref.No.MGC/STAFFAPPOINT./2022-23/08

Mr. DEVA PRASHANT. S,  
No.23, Lakeview street, Nesapakkam,  
Chennai-600 078.

Dear Mr. Deva Prashant. S,

With reference to your application dated 2<sup>nd</sup> June 2022, and the interview held on 9<sup>th</sup> June 2022, Management is pleased to appoint you as an Assistant Professor in the Department of Other Selected Language in French and will join the duty on 11<sup>th</sup> July 2022 for the Academic Year 2022-2023 based on the recommendation of the Interview Board.

- You will be on probation for eleven months from the date of appointment. (During probation period May month Salary will not be sanctioned).
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Website : [www.mgcchennai.ac.in](http://www.mgcchennai.ac.in) e-mail : [mail@mgcchennai.ac.in](mailto:mail@mgcchennai.ac.in)

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For the Malankara Syrian Catholic Trust

  
Secretary

Secretary  
Mar Gregorios College of Arts & Science  
Mogappair West, Chennai-37.

I have received the  
original copy

 11/7/22