

# 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)

Ms. A. Hency Juliet  
No. HIG-89, 1<sup>st</sup> Floor  
7<sup>th</sup> Cross Street  
Nolampur Phase II  
Mogappair West Garden  
Chennai - 600 037.

31-05-2006

Dear Ms. A. Hency Juliet

In continuation of your application dated 09-05-2006, and the interview held by the Board constituted for the purpose on 27-05-2006, the Malankara Syrian Catholic Trust is pleased to appoint you as a Lecturer in the Department of Information Technology 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 appointment order.

Shayleent  
01/06/06



# 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.**

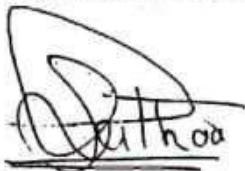
In continuation of your application dated 28-06-2011, and the interview held by the Board constituted for the purpose on 08-08-2011, the Malankara Syrian Catholic Trust, a Christian Minority Institution is pleased to appoint you as **Shift I Lecturer in the Department of Computer Application in Mar Gregorios 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.



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



Secretary.



# 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. Sabū 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 - 600037

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)

Mg 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

02.05.2019

Ref.No.MGC/STAFFAPPOINT./2019-20/43

Ms. P. Preema

Golden Fortune Southern Enclave, Block A1, Door No.A2, No.1, Nolambur Main Rd., Nolambur,  
Chennai-600107.

Dear Ms. P. Preema,

With reference to your application dated 23<sup>rd</sup> February 2019, and the interview held on 2<sup>nd</sup> May 2019 Management is pleased to appoint you as an Assistant Professor in the Department of Computer Application, 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

*I have received my Appointment -  
Letter Preema*

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

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

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ISO 9001 : 2015 Certified Institution

Fr. Philip Pulipra  
Secretary

27.03.2018

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

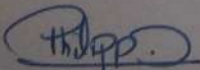
Ms. Anita. S  
No:S4, Shilpa Enclave, No:29&30,  
Suriyaprakasam Street, Krishnapuram,  
Ambattur OT, Chennai – 600 053.

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 the University of Madras  
ISO 9001 : 2015 Certified Institution

Fr. Philip Pulipra  
Secretary

06.04.2018

Ref.No.MGC/STAFFAPPOINT-/2018-19/17

Ms. Sumithra Devi. J  
7/101, Mugappair West,  
Chennai - 600 037.

Dear Ms. Sumithra Devi. J.

With reference to your application dated 26<sup>th</sup> March 2018, and the interview held on 6<sup>th</sup> April 2018 Malankara Syrian Catholic Trust is pleased to appoint you as an Assistant Professor in the Department of Computer Science, 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



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# 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.

Mr.S.Ranganathan

03.06.2010


Flat No.T-53, Malligai Appartments,  
71-77, Orgadam Road,  
Ambattur, Chennai - 600 053.

Dear Mr.S.Ranganathan

In continuation of your application dated 02.06.2010, and the interview held by the Board constituted for the purpose on 03.06.2010, the Malankara Syrian Catholic Trust is pleased to appoint you as a Lecturer in the Department of Computer Application 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,  
SECRETARY  
MARGREGORIOS 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,

02.01.2015

Secretary

Ms.DHANALAKSHMI.C

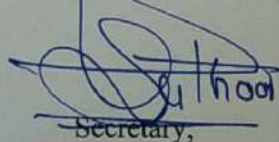
10/2B, Padmavathi Street,  
EVP Santhosh Nagar (Exnt),  
Madhanandhapuram, Porur, Ch-125

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 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

25

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 - 600 037.

Ms .N.VAISHALI

02.12.2013

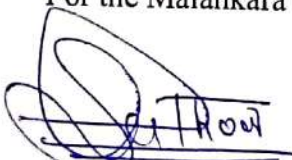
425, Co-operative Nagar,  
Madhiravedu, Thiruverkadu,  
Chennai-77.

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,



# 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.

02.06.2014

Fr.Sabu M. George Maruthoor,  
Secretary


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.
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- 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 University of Madras)  
Block No. 8, Mogappair West, Chennai - 600 037.

Mr .A.Jerome Robinson

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

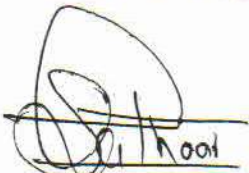
10.11.2012

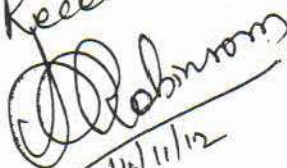
Dear Mr. A.Jerome Robinson

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, your 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-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.

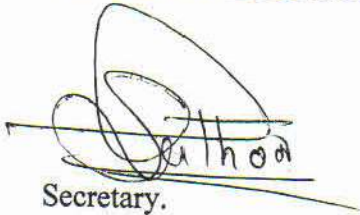
Phone : +91-44-2653 3140, 2653 0978 Fax : +91-44-2653 0978

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.

Mrs.S.Karthika

02.12.2013

B1/7, Moon Enclave Apts.,

6<sup>th</sup> Main Road, Mugappair Eri Scheme,

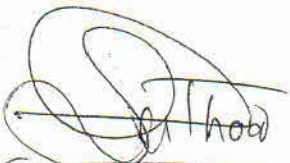
Chennai - 600 037.

**Dear Mrs.S.Karthika**

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 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,

Received a Copy  
Q. Karthika



# 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./2017/37

12.05.2017

Ms. M. Daisyrani  
No.15/42, 8<sup>th</sup> Street, 3rd Sector,  
Samathamman Nagar, Koyambedu,  
Chennai-600107

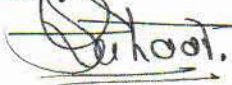
Dear Ms. M.Daisyrani

With reference to your application dated 31 March 2017, and the interview held on 10<sup>th</sup> April 2017 Malankara Syrian Catholic Trust is pleased to appoint you as an Assistant Professor in the Department of Computer Science, Shift II 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

*I Received the appointment order*

*M. Daisyrani*  
16/5/2017

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)



# 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

02.05.2019

Ref.No.MGC/STAFFAPPOINT./2019-20/37

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 E-mail : 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

02.05.2019

Ref.No.MGC/STAFFAPPOINT./2019-20/46

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

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.



# 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

05.12.2019

Fr. Philip Pulipra  
Secretary

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

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

Dear Ms. M. Sathiya

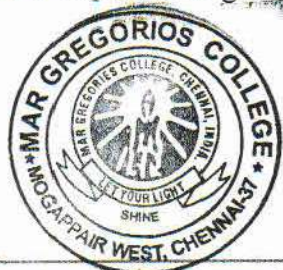
With reference to your application dated 20<sup>th</sup> November 2019, and the interview held on 22<sup>nd</sup> November 2019 Management is pleased to appoint you as an Assistant Professor in the Department of Electronics and Communication Science for the Academic Year 2019-2020 based on the recommendation 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 letter  
M. Sathiya  
5/12/2019

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 : 044-6258178

# MAR GREGORIOS COLLEGE

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

Ref :

Date :

Mrs. T.N. Rckha  
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.

Phone : 044 - 2653 3140, 2653 0978

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

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. 7500/- per month.

For **MAR GREGORIOS COLLEGE**

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-37

03-06-2010

Ms. R. Vasuki  
41/3, Everest Colony  
TNIB 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.

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

04-07-2011

S.Kavitha  
No.53, Metha Nagar  
Aminjikarai  
Chennai-49

Madam,

Sub: Establishment – Appointment of **Lecturer in Maths on Probationary** basis for the academic year **2011-2012** from 04-07-2011 to 30-04-2012 – order Issued.

In continuation of your application dated 27-04-2011, and the interview held by the Board constituted for the purpose on 01-07-2011, 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 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 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.

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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

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 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 are requested to read & comply with the policies 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 - 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-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*

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



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 'Sathya', is written over a horizontal line. The signature is stylized and somewhat cursive.

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

10.05.2019

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

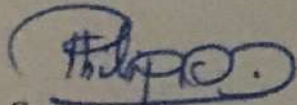
Mr. G. John Thomas  
10, Saraswathi st., Seetha Pattabhi Nagar, Ayappakkam, Ambattur, Chennai-600 077.

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



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)



# 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

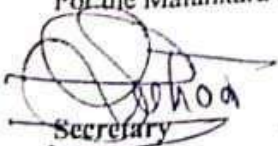
Ms.D.Kalaiyarasi  
C7 VJ Flat, Paari Nagar,  
1<sup>st</sup> Street, Ambattur, Chennai-600053.

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

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)



# 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./2020-21/03

03.09.2020

Mr. Akshay Sidharth  
C/O A.S. Chandrika, Andezhath House, Hashmi Nagar, Thalikulam,  
Thrissur District, Kerala-680 569

Dear Mr. Akshay Sidharth,

With reference to your application dated 10<sup>th</sup> August 2020, and the interview held on 26<sup>th</sup> August 2020 Management is pleased to appoint you as an Assistant Professor in the Department of Visual Communication and will join the duty on 3<sup>rd</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.
- 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 letter  
3/09/2020



# 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 OF ARTS & SCIENCE  
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

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.



# 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. 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. 8, Mogappair West, Chennai - 600,037.

16.06.2014

Fr.Sabu M. George Maruthoor,  
Secretary

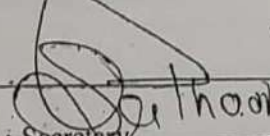
Mrs.G.PRADHA  
No.93A G1, VGN Platina,  
Thiruverkadu Main Road,  
Ayapakkam, Ambattur, Ch-77.

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

Secretary  
MARGREGORIOS COLLEGE  
CHENNAI - 600 037

Received original  
Mrs. 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)

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,

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

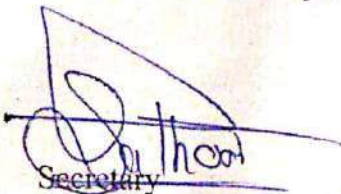
Chennai - 600053.

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  
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)



Scanned with  
M. G. College



# 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

19.06.2017

Ref.No.MGC/STAFFAPPOINT./2017/47


Ms. E.Felicit Beneta  
5/53, Mogappair west,  
Chennai-600 037.

**Dear Ms. E.Felicit Beneta**

With reference to your application dated 19 June 2017, and the interview held on 19<sup>th</sup> June 2017 Malankara Syrian Catholic Trust is pleased to appoint you as an Assistant Professor in the Department of English, Shift I based on the recommendation of the Interview Board, with effect from 20<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.
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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.
- 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

*Received the appointment order.*

  
19/6/2017

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)



# 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./2018-19/8

23.02.2018

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.

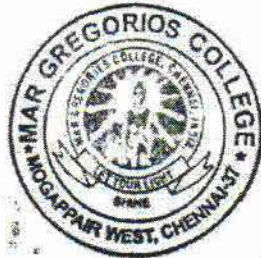
- You will be on probation for twelve months from the date of appointment. (During probation period May month Salary will not be sanctioned).
- You shall be considered for regular appointment only on satisfactory completion of the probation period. There will be an evaluation of the service during the probationary period for confirmation.
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- You shall produce your original UG/PG/SET/NET/M. Phil/Ph.D certificates.
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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.

23-02-2018

For the Malankara Syrian Catholic Trust

  
Secretary

Secretary  
MAR GREGORIOS COLLEGE  
CHENNAI - 600 037



I received my  
appointment order  
and enclosed TNSET,  
Provisional of M.A.,  
certificate and 4  
Semester marksheets 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

15.10.2020

Secretary

Ref.No.MGC/STAFFAPPOINT./2020-21/13

**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, 91 76734020

Website : www.mgchennai.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

23.02.2018

Ref.No.MGC/STAFFAPPOINT./2018-19/9

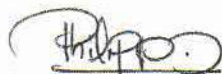
Ms. Lekha.P  
House No: 31,  
37<sup>th</sup> Street, GKM Colony  
Chennai -600082

Dear Ms. Lekha.P,

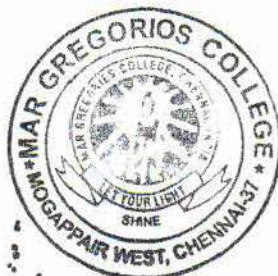
With reference to your application dated 17<sup>th</sup> February 2018, and the interview held on 23<sup>rd</sup> February 2018 Malankara Syrian Catholic Trust is pleased to appoint you as an Assistant Professor in the Department of English, for the Academic Year 2018-2019 based on the recommendation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

  
Secretary

Secretary  
MAR GREGORIOS COLLEGE  
CHENNAI - 600 037



I reviewed my  
appointment order  
on 23/02/2018  
P. Lekha.P



# 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

17.06.2019

Fr. Philip Pulipra  
Secretary

Ref.No.MGC/STAFFAPPOINT./2019-20/66

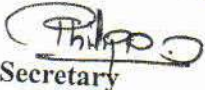
Ms. M. Vijaya Nanthini  
105, 1B, Optima Upgrade Apartments, Palaripattu,  
Ashok Niranjan Nagar, Avadi, Chennai - 600071.

Dear Ms. M. Vijaya Nanthini,

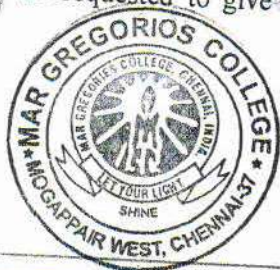
With reference to your application dated 10<sup>th</sup> June 2019, and the interview held on 17<sup>th</sup> June 2019 Management is pleased to appoint you as an Assistant Professor in the Department of English, for the Academic Year 2019-2020 based on the recommendation of the Interview Board.

- 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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- 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  
MARGREGORIOS COLLEGE



Received  
Appointment letter  
17/6/19

Service

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 the University of Madras  
ISO 9001 : 2015 Certified Institution

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

25.01.2021

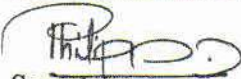
Ms. Sandhya. M  
No: 97/120, Bajana Kovil Street, Padi, Chennai 600050

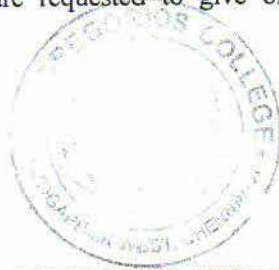
Ms. Sandhya. M,

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





# 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

19.06.2019

Fr. Philip Pulipra  
Secretary

Ref.No.MGC/STAFFAPPOINT./2019-20/65

Mr. K. Prabu  
No.45, Pandiyan Nagar, Kovarthinagiri,  
Avadi, Chennai -71.

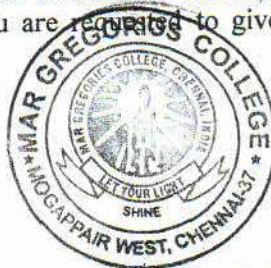
Dear Mr. K. Prabu,

With reference to your application dated 05<sup>th</sup> June 2019, and the interview held on 19<sup>th</sup> June 2019 Management is pleased to appoint you as an Assistant Professor in the Department of English, 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



Received appointment  
letter  
K. J. P.  
19/6/19

MAR GREGORIOS COLLEGE  
CHENNAI

Block No. 67, 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 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

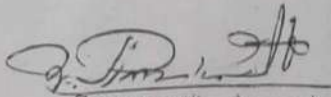
Ms. K. Subashini  
A3/4, Tri Star Residency  
Eri Scheme, Mogappair West  
Chennai - 600 037

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 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./2017/38

12.05.2017

Ms. P. Femina  
I S1 VGN Platina Ambigai Nagar  
Ayappakkam,  
Chennai-600077

Dear Ms. P.Femina

With reference to your application dated 31 March 2017, and the interview held on 10<sup>th</sup> April 2017 Malankara Syrian Catholic Trust is pleased to appoint you as an Assistant Professor in the Department of English, Shift II 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.
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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.
- 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)

*I have received my appointment order.*  
*pf*  
*29/5/17*



# 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  
Karamambakkam, Porur  
Chennai - 600 118.

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)

02-01-2008

Ms. D. Jemila  
7B, Pink Avenue  
Officer's Colony  
Mogappair, Chennai

Dear Ms. D. Jemila,

In continuation of your application dated 04-12-2008, and the interview held by the Board constituted for the purpose on 02-01-2008, 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. 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.



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

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



# 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  
MAR GREGORIOS COLLEGE  
Chennai - 600 037.  
23/4/14

Received original  
copies  
*[Signature]*  
23/4/14



# 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.

Annexure IV

Fr. Sabu M. George Maruthoor,

Secretary

28.03.2015

Dr. M.C. ELUMALAI

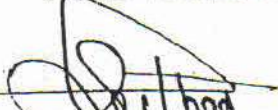
5/340.A. Ganapathy Street,  
Prakash Nagar, 1st Cross Street,  
Thiruninravur, 602024.

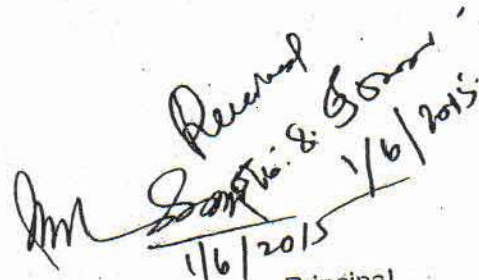
Dear Dr. M.C. ELUMALAI

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 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,

  
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)

**Mg 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

28.03.2015

Mr.C.MAGENDIRAN

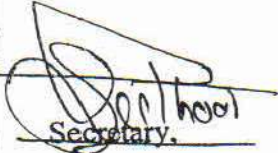
No.20/58, Abirami Nagar,  
1<sup>st</sup> Street, Thiruverkadu,  
Chennai - 600 077.

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.
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For the Malankara Syrian Catholic Trust

  
Secretary.

Secretary  
MAR GREGORIOS COLLEGE  
MOGAPPAIR WEST - 600 037

Received  
c. [Signature] 2/6/15



# Mar Gregorios College of Arts & Science

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

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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.

Received the appointment  
order

  
08/14/09.



# 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)



# 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./2018-19/5

19.03.2018

**Ms. Frieda M**  
No. 920, 25<sup>th</sup> Cross Street,  
T.P. Chathiram, Shenoy Nagar,  
Chennai – 600 030.

**Dear Ms. Frieda M,**

With reference to your application dated 13<sup>th</sup> February 2018, and the interview held on 19<sup>th</sup> March 2018 Malankara Syrian Catholic Trust is pleased to appoint you as an Assistant Professor in the Department of Tamil, Shift I 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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- 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





# 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./2019-20/68

24.06.2019

Mr. E. Gopal

No.9, Mettu Street, Pathirapuliyur,  
Villuppuram-604 304.

Dear Mr. E. Gopal,

With reference to your application dated 10<sup>th</sup> June 2019, and the interview held on 24<sup>th</sup> June 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.

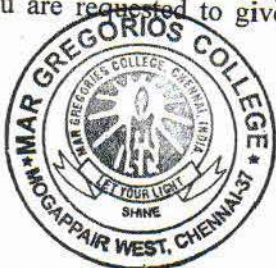
- You will be on probation for twelve months from the date of appointment. (During probation period May month Salary will not be sanctioned).
- You shall be considered for regular appointment only on satisfactory completion of the probation period. There will be an evaluation of the service during the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

For the Malankara Syrian Catholic Trust



Secretary

Secretary



I Received

the Appointment Letter

24/06/19



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 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./2016/20

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.
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- 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

12.04.2019

Fr. Philip Pulipra

Secretary

Ref.No.MGC/STAFFAPPOINT./2019-20/42

Dr. S. Ambigavathy

17/1A, Pullani Amman Kovil Street, Lakshmipuram, 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.
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- You are expected to uphold all the traditions of the College.
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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.

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 E-mail : 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 Pudhunagar,  
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.
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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](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./2020-21/02

01.09.2020

Mr. Chinna Srinivasan  
Plot No.11 & 12, Sarva Ishwarayam Flats, F4 First Floor, Sai Ram Avenue 1st Street,  
Valasaravakkam, Chennai – 600 087..

Dear Mr. Chinna Srinivasan,  
With reference to your application dated 31<sup>st</sup> July 2020, and the interview held on 12<sup>th</sup> August 2020 Management is pleased to appoint you as an Assistant Professor in the Department of Tourism and Travel Management and will join the duty on 1<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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- 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 on 1/9/2020  
Ch. Srinivasan

Secretary  
MAR GREGORIOS COLLEGE  
Biosoft No.8, College Road, Mogappair West, Chennai - 600 037. Phone : +91-44-2653 0978, 2653 3140, 9176734020  
CHENNAI - 600 037

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



# 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 cent 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 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

6. 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.
7. 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.
8. You shall not work anywhere or even apply for any post without getting specific permission from the appointing authorities.
9. 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.
10. You will be paid a consolidated salary of Rs. 8,500/- per month.

For MAR GREGORIOS COLLEGE

Secretary  
MAR GREGORIOS COLLEGE  
Chennai - 600 037

pg-2

Phone : +91-44-2653 3340, 2653 0978 Fax : +91-44-2653 0978

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# 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 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./2016/03

30.04.2016


**Mr. Josiah. H**  
86/145, Vellalar Street,  
Mugappair West,  
Chennai - 600037

Dear Mr. Josiah. H,

With reference to your application dated 30.03.2016, 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 Business Administration, 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 Government of Tamil Nadu and affiliated to the University of Madras)  
ISO 9001 : 2015 Certified Institution

Fr. Philip Pulipra  
Secretary  
Ref.No.MGC/STAFFAPPOINT./2020-21/01

02.09.2020

Dr. Onyx Nathanael Nirmal Raj, S. S.  
No.1 A, 8<sup>th</sup> street, Vaishnavi Nagar, Thirumullaivoyal, Chennai – 600 062.

Dear Dr. Onyx Nathanael Nirmal Raj, S. S.,  
With reference to your application dated 31<sup>st</sup> July 2020, and the interview held on 10<sup>th</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 2<sup>nd</sup> September 2020 for the Academic Year 2020-2021 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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- 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



I received the appointment  
letter

  
21/9/2020



# 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

08.12.2014

**Mr.D.KALAIARASAN**


New No.13, Old No.6,  
Shenoy Nagar,  
First Park Main Road, Ch-30.

Dear Mr.D.KALAIARASAN

In continuation of your application dated 13.11.2014, and the interview held by the Board constituted for the purpose on 05.12.2014, the Malankara Syrian Catholic Trust is pleased to appoint you as Assistant Professor in the Department of Business Administration, with effect from 8<sup>th</sup> December 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.
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- 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

Received original copy  
D. Kalog  
10-12-2014



# 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./2018-19/27

12.06.2018

**Ms. Christina Febiula I M**

Flat No. 211, II Floor, VNR Milford,  
Millenium Town, Adyalampattu, 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.
- 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 - 600 097





# 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

07.05.2019

Ref.No.MGC/STAFFAPPOINT./2019-20/45

Ms. K. Roselinmary  
No. 18/22, Sundarar street, TMP nagar, Padi, Chennai-600050.

Dear Ms. K. Roselinmary,

With reference to your application dated 18<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 Business Administration, 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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- 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 E-mail : margregorioscollege@gmail.com



# 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.
- 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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- 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 Order  
04/09/2020  
V. S. R. 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 - 600 037.

Fr.Sabu M. George Maruthoor,

07.05.2015

Secretary

Mr.A.SAHAYA NIXON

29, Middle Street, Burkitmanagaram (post)

Palayamchethikulam,

Tirunelveli-627351.

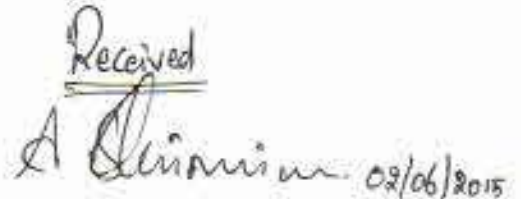
Dear Mr.A.SAHAYA NIXON

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 02/06/2015



# 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

10.12.2018

Fr. Philip Pulipra  
Secretary

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.
- 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  
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)



# 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

14.06.2019

Fr. Philip Pulipra  
Secretary

Ref.No.MGC/STAFFAPPOINT./2019-20/56

Ms. Umaeswari. P

No2/22, Anna Street, Teachers Colony, Ambattur, Chennai-600 053.

Dear Ms. Umaeswari. P

With reference to your application dated 29<sup>th</sup> May 2019, and the interview held on 13<sup>th</sup> June 2019 Management is pleased to appoint you as an Assistant Professor in the Department of Commerce (Computer Application), 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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- 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

*I have received the  
appointment order  
Pd. 14/6/19.*

Secretary  
MAR GREGORIOS COLLEGE

CHENNAI - 600 087  
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 the University of Madras

ISO 9001 : 2015 Certified Institution

02.07.2019

Fr. Philip Pulipra

Secretary

Ref.No.MGC/STAFFAPPOINT./2019-20/72

Ms. E.Teanmozhi

101 Gangai Amman Koil Street,

Vadapalani Chennai-26

Dear Ms. E.Teanmozhi,

With reference to your application dated 28<sup>th</sup> June 2019, and the interview held on 2<sup>nd</sup> July 2019 Management is pleased to appoint you as an Assistant Professor in the Department of Commerce (Computer Application), 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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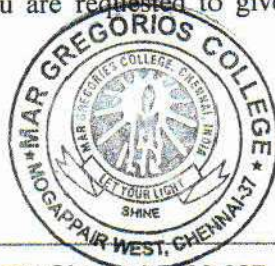
For the Malankara Syrian Catholic Trust

  
Secretary

Secretary

MAR GREGORIOS COLLEGE

CHENNAI - 600 037



Received appointment letter  
Fr. Teanmozhi  
27/7/19

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

12.05.2017

Fr.Sabu M. George Maruthoor  
Secretary  
Ref.No.MGC/STAFFAPPOINT./2017/29

Ms. S. Ananthi  
No.1/97 P.H.Road,  
Nerkundram,  
Chennai-107

Dear Ms. S. Ananthi

With reference to your application dated 31 March 2017, and the interview held on 06<sup>th</sup> April 2017 Malankara Syrian Catholic Trust is pleased to appoint you as an Assistant Professor in the Department of Commerce, 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.
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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)

*I received my appointment letter  
Ananthi.S  
13/05/2017*

# 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>nd</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.
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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



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Scanned with CamScanner





# 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./2020-21/10

09.11.2020

Dr. M. Sumathy  
F2nd Floor, Anugraha Apartments,  
No.34 (113/114) PS Sivasamy Salai, Mylapore, Chennai 600004, Tamilnadu.

Dear Dr. M. Sumathy,

With reference to your application dated 23<sup>rd</sup> October 2020, and the interview held on 30<sup>th</sup> October 2020 Management is pleased to appoint you as an Assistant Professor in the Department of Commerce 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.
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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

MAR GREGORIOS COLLEGE  
CHENNAI - 600 037



Dr. M. Sumathy -  
Received against letter  
9/11/20

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

(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, you are required to give two months notice

For the Malankara Syrian Catholic Trust

Secretary.

Received the copy

*(Selvi Johnson)*



# 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

20.06.2019

Fr. Philip Pulipra

Secretary

Ref.No.MGC/STAFFAPPOINT./2019-20/67

**Ms. P. Dora Junita Ratnapriya**

3/6C, Dora Illam, Dharma Nagar,

Ayappakkam, Chennai-600077.

**Dear Ms. P. Dora Junita Ratnapriya,**

With reference to your application dated 10<sup>th</sup> June 2019, and the interview held on 20<sup>th</sup> June 2019 Management is pleased to appoint you as an Assistant Professor in the Department of Commerce (Computer Application), 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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- 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



*Received Appointment  
letter on 20.6.19  
Dora*

MAR GREGORIOS COLLEGE OF ARTS & SCIENCE, Mogappair West, Chennai - 600 037. Phone : +91-44-2653 3140, 2653 0978  
CHENNAI - 600 037

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 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,

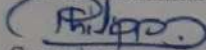
TNHB, Avadi Chennai\_54

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.
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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

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

08.06.2019

Fr. Philip Pulipra  
Secretary

Ref.No.MGC/STAFFAPPOINT./2019-20/52

Mr. Gunasekaran. V  
No.51, Viivasayee Street, Thandurai, Pattabiram, Chennai-600 072.

Dear Mr. Gunasekaran. V,

With reference to your application dated 3<sup>rd</sup> June 2019, and the interview held on 8<sup>th</sup> June 2019 Management is pleased to appoint you as an Assistant Professor in the Department of Commerce (Accounting & Finance), 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.
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For the Malankara Syrian Catholic Trust

  
Secretary



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

M & 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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- 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  
at 21.09.2020





# 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

04-07-2011

P.Lavanya  
No.2/4, Narasimhan Naidu St,  
Ayyavoo Colony,  
Aminjikarai,  
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 issued.

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 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.

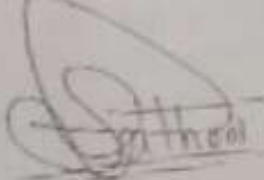
# MAR GREGORIOS COLLEGE OF ARTS & SCIENCE

(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 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 are requested to read & comply with the policies 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 - 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-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 & 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 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.



# 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

27.04.2018

Ref.No.MGC/STAFFAPPOINT./2018-19/21

Ms. Subiksha Prahlad  
27/10, New Colony, 1<sup>st</sup> Street,  
Adhambakkam,  
Chennai – 600 088.

Dear Ms. Subiksha Prahlad,

With reference to your application dated 26<sup>th</sup> April 2018, and the interview held on 27<sup>th</sup> April 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.

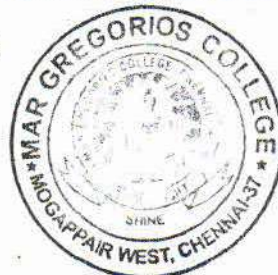
- You will be on probation for twelve months from the date of appointment. (During probation period May month Salary will not be sanctioned).
- You shall be considered for regular appointment only on satisfactory completion of the probation period. There will be an evaluation of the service during the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



Secretary

Secretary  
MAR GREGORIOS COLLEGE  
CHENNAI - 600 037



I have hereby received  
my appointment letter.

P. Subiksha  
27/04/2018



# 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./2019-20/55

27.05.2019

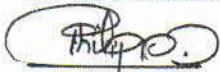
Ms. Aswini. K  
#50, II Floor, Kumaraswamy Nagar, C/o. Manju chemicals, Villivakkam, Chennai-600 049.

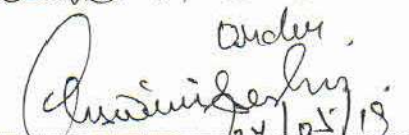
Dear Ms. Aswini. K

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).
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For the Malankara Syrian Catholic Trust

  
Secretary

Received Appointment  
order  
-   
27/05/19

Secretary

MAR GREGORIOS COLLEGE  
Block No. 8, College Road, Mogappair West, Chennai - 600 037. Phone : +91-44-2653 3140, 2653 0978  
CHENNAI - 600 037  
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 the University of Madras

ISO 9001 : 2015 Certified Institution

17.06.2019

Fr. Philip Pulipra

Secretary

Ref.No.MGC/STAFFAPPOINT./2019-20/58

Ms. S. Aiywarya

New No.6, Old No.12, Pallam Street, Secretariat Colony, Ambattur O.T., Chennai-600 053.

Dear Ms. S. Aiywarya

With reference to your application dated 15<sup>th</sup> June 2019, and the interview held on 17<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.
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For the Malankara Syrian Catholic Trust

Secretary

Secretary

MAR GREGORIOS COLLEGE

BROTHERNAAB, 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  
Ref.No.MGC/STAFFAPPOINT./2020-21/23

18.01.2021

Ms. Rathika. H  
No. 2/1084, Plot No.45, Rajarajeshwari Nagar, 1<sup>st</sup> Main Road, Madipakkam Chennai- 600 091.

Dear Ms. Rathika. H,

With reference to your application dated 9<sup>th</sup> December 2020, and the interview held on 4<sup>th</sup> January 2021 Management is pleased to appoint you as an Assistant Professor in the Department of Commerce (Corporate Secretaryship) 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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For the Malankara Syrian Catholic Trust

  
Secretary



Received Appointment Letter  
R. Rathika  
18/01/2021



# 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 Pulpra**  
Secretary  
Ref.No.MGC/STAFFAPPOINT./2020-21/18

25.01.2021

**Ms. Shilpa S Nair**  
Vaishah Home, Second Cross Street, School Street, Pallavan Nagar, Nerukundram, Chennai.

Dear Ms. Shilpa S Nair,

With reference to your application dated 30<sup>th</sup> December 2020, and the interview held on 4<sup>th</sup> January 2021 Management is pleased to appoint you as an Assistant Professor in the Department of Commerce (Corporate Secretaryship) and will join the duty on 25<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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For the Malankara Syrian Catholic Trust

*Philip*  
Secretary

Secretary  
MAR GREGORIOS COLLEGE  
CHENNAI - 600 037



*Received appointment letter  
Shilpa  
25/1/2021*

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. Balachandar  
9-5-2k

[T. BALACHANDAR]





# 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

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

-2-

4. In addition to the above duties you will have to undertake additional jobs if any assigned to you by the Management
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. (but appt in shifts)
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. 8,500/- per month.

For MAR GREGORIOS COLLEGE

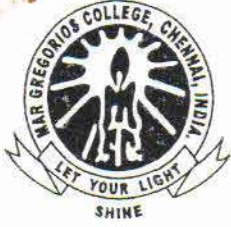


Secretary.

Secretary  
MAR GREGORIOS COLLEGE  
Chennai - 600 037

Received the appointment order.

S. L. Prasad  
3/11/2011



# 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 - 600 037.

Fr.Sabu M. George Maruthoor,

16.04.2014

Secretary

Mr.B.HARISWARAN

No.2, Vinayagar Koil Street,  
Srimushnam 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  
Bany

Princy  
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,

28.03.2015

Secretary

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.
- 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)

Mg 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./2016/08

Mr. Balakrishnan R.  
No. 52, 1st Cross Street,  
Thiruthanigai Nagar,  
Pudur,  
Ambattur  
Chennai - 600053.

12.05.2016

Dear Mr. Balakrishnan R,

With reference to your application dated 02.05.2016, and the interview held on 03.05.2016, the Malankara Syrian Catholic Trust is pleased to appoint you as Assistant Professor in the Department of Commerce, 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

Received the appointment order  
of Balakrishnan  
18/5/16.



# 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./2016/16

16.06.2016

Mr. M. Nishanth  
No. 131, Mogappair East,  
Chennai - 600037

Dear Mr. M. Nishanth,

With reference to your application dated 13.06.2016, and the interview held on 16.06.2016, the Malankara Syrian Catholic Trust is pleased to appoint you as Assistant Professor in the Department of Commerce, based on the recommendation of the Interview Board, with effect from 17<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

Secretary  
MAR GREGORIOS COLLEGE



# 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./2017/32

12.05.2017

Mr. S. Martin Prasad  
#22/53, 86<sup>th</sup> Street,  
Ashok Nagar,  
Chennai-600083

Dear Mr. S. Martin Prasad

With reference to your application dated 31 March 2017, and the interview held on 06<sup>th</sup> April 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 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

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)

I have received the appointment order.  
Fr. Sabu M. George Maruthoor  
13/05/2017

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./2019-20/73

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.
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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

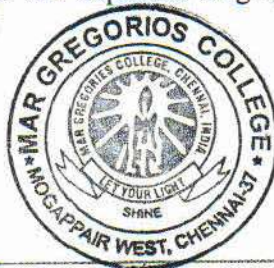
Secretary

MAR GREGORIOS COLLEGE

CHENNAI - 600 037

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  
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 Pulpra  
Secretary  
Ref.No.MGC/STAFFAPPOINT./2020-21/06

15.09.2020

Dr. Prabhu Paul Dayanithi  
35, Gotham Nagar, Tirumullaivoyal, Chennai- 601 203.

Dear Dr. Prabhu Paul Dayanithi,

With reference to your application dated 26<sup>th</sup> August 2020, and the interview held on 9<sup>th</sup> September 2020 Management is pleased to appoint you as an Assistant Professor in the Department of Commerce and will join the duty on 15<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.
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For the Malankara Syrian Catholic Trust

  
Secretary

MAR GREGORIOS COLLEGE  
CHENNAI - 600 037



Recd and Appointment  
letter  
15/09/2020  


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 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

09.11.2020

**Dr. T. Rani**  
12/54 Kasi Sagar apartments, West Vannier Street,  
Nesapakkam, Chennai-600078 Tamil Nadu.

Dear Dr. T. Rani,

With reference to your application dated 8<sup>th</sup> October 2020, and the interview held on 23<sup>rd</sup> October 2020 Management is pleased to appoint you as an Assistant Professor in the Department of Commerce 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.
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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

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

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



*Received appointment letter*

*Rani T 9/11/2020*



# 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./2020-21/09

09.11.2020

Ms. M. Jayashree  
No. 22, Thiruvengadam Street,  
S V Nagar, Perambur, Chennai-600039.

Dear Ms. M. Jayashree,

With reference to your application dated 21<sup>st</sup> October 2020, and the interview held on 23<sup>rd</sup> October 2020 Management is pleased to appoint you as an Assistant Professor in the Department of Commerce 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.
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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

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



Received  
Appointment letter  
M. S.  
9/11/20



# 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.
- 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

MAR GREGORIOS COLLEGE  
CHENNAI - 600 037



*Received Appointment letter  
S.A.  
07/09/20*

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



# 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

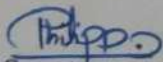
Mr. Ranjith. S  
No.54, Prakasam Street, Gangai Karai Puram T.Nagar, Chennai 600017.

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.
- 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



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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./2020-21/15

18.01.2021

Ms. Manju Bharkavi. D  
# 23, East Coovam River, River Road,  
Chintradripet, Chennai - 600002.

Dear Ms. Manju Bharkavi. D,

With reference to your application dated 31<sup>st</sup> December 2020, and the interview held on 2<sup>nd</sup> January 2021 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).
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For the Malankara Syrian Catholic Trust

  
Secretary

MAR GREGORIOS COLLEGE  
CHENNAI - 600 037



Received  
Appointment letter  
18.01.2021  
D. George Bhoi

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 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. Philip Pullara  
Secretary

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

19/02/2018

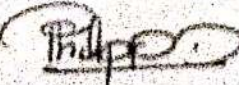
Ms.S. Anusha Banu,  
No.69, PILLAYAR KOIL STREET,  
MANNURPET, CHENNAI 600 050

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
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For the Malankara Syrian Catholic Trust

  
Secretary

Secretary  
MAR GREGORIOS COLLEGE  
CHENNAI - 600 037



*Approved & appointed  
Order on 20.02.2018  
S. S. S. S.*



# 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

05.07.2017

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

Ms.Nandhini.S

No.3773 3<sup>rd</sup> cross street,  
TNHB Ayapakkam  
Chennai-600077

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 Maiankara 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.
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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 the University of Madras  
ISO 9001 - 2015 Certified Institution

10.12.2018

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

Ms. Annaline. C. S.  
1/449, Mogappair 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)
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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](http://www.margregorioscollege.net) E-mail : [margregorioscollege@gmail.com](mailto:margregorioscollege@gmail.com)

M G College

V. VIJAYAKUMAR  
Chairman of Examinations

T/C



# 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

31.05.2019

Fr. Philip Pulipra

Secretary

Ref.No.MGC/STAFFAPPOINT./2019-20/53

Ms. Yamini Rajagopal

No.62, Lloyds Roads, Royapettah, Chennai-600 014.

Dear Ms. Yamini . R

With reference to your application dated 13<sup>th</sup> February 2019, and the interview held on 8<sup>th</sup> April 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).
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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

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

12.06.2019

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

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).
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For the Malankara Syrian Catholic Trust

Secretary



I have received the appointment order

D. Moieson Thairiyam

Secretary  
MAR GREGORIOS 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./2019-20/77

22.11.2019

**Mr. D. ARUNKUMAR**  
No: B2, E-BLOCK, 2<sup>nd</sup> Floor, Iyyan's Nakshathra Apartments,  
Gnananandha nagar, Madambakkam, Chennai-600126

**Mr. D. ARUNKUMAR**

With reference to your application dated 29<sup>th</sup> October 2019, and the interview held on 01<sup>st</sup> November 2019 Management is pleased to appoint you as an Assistant Professor in the 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).
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For the Malankara Syrian Catholic Trust

  
Secretary





# Mar Gregorios College of Arts & Science

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ISO 9001 : 2015 Certified Institution

Fr. Philip Pulipra  
Secretary  
Ref.No.MGC/STAFFAPPOINT./2020-21/08

05.10.2020

**Mrs. Kavitha Rani**  
No.14 A, Vivekananda 1<sup>st</sup> street, Chozhan Nagar,  
Maduravoyal, Chennai-600 095.

Dear Mrs. Kavitha Rani,

With reference to your application dated 16<sup>th</sup> September 2020, and the interview held on 30<sup>th</sup> September 2020 Management is pleased to appoint you as an Assistant Professor in the PG Department of Social Work and will join the duty on 5<sup>th</sup> October 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).
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For the Malankara Syrian Catholic Trust

  
Secretary

Secretary



Received Appointment  
Letter

D. K. S. 5/10/2020

MAR GREGORIOS COLLEGE

CH. Block No. 8, College Road, Mogappair West, Chennai - 600 037, Phone: 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  
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.

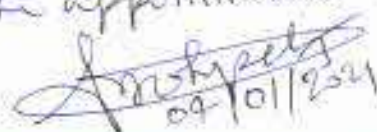
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For the Malankara Syrian Catholic Trust

  
Secretary

Secretary  
MAR GREGORIOS COLLEGE  
CHENNAI - 600 037



Received with thanks  
the appointment letter  
  
09/01/2021

Block No.B, 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.



Phone : 044-6258178

# MAR GREGORIOS COLLEGE

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

Ref :

Date :

June 4, 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





# 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./2020-21/17

04.01.2021

Mr. Mithun Raj. T  
No.23, Jawahar Nagar, Tirumangalam, Madurai-625 706, Tamilnadu, India.

Dear Mr. Mithun Raj. T,

With reference to your application dated 9<sup>th</sup> December 2020, and the interview held on 19<sup>th</sup> December 2020 Management is pleased to appoint you as an Assistant Professor in the Department of Other Selective Language (French) and will join the duty on 4<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).
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For the Malankara Syrian Catholic Trust

  
Secretary

Secretary  
MAR GREGORIOS COLLEGE  
CHENNAI - 600 037



Received  
  
+ITANKR1

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

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

Ref :

Date :

June 24, 1998

From  
The Secretary  
Mar Gregorios College.

Mr. T. Christopher Nallarasu,

The Malankara Syrian Catholic Trust is pleased with, in selecting you as a Physical Director in the Department of Physical Education, from the interview conducted by an expert panel at 4 pm on Wednesday 24<sup>th</sup> June 1998. You are hereby appointed as a Physical Director in the Physical Education 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

Mr. T. Christopher Nallarasu  
No. 399, TVS Avenue,  
Anna Nagar West Extn,  
Chennai - 600 101.

*Received H. copy*

*JS*  
*24/6/98*



# 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

01-11-2010

Mrs. K. Philomina  
No. 5/97, Kamarajar Salai  
Mogappair West  
Chennai - 600 037

Sir,

Sub: Establishment - Appointment of **Librarian on Probationary** basis for one full academic year from 01-11-2010 - order Issued.

In continuation of your application dated 19-10-2010, and the interview held by the Board constituted for the purpose on 20-10-2010, the Malankara Syrian Catholic Trust, a Christian Minority Institution is pleased to appoint you as **Librarian 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.
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. 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 8.30 am 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 should follow the rules and regulations given in the manual and the specific job responsibilities assigned to you.
10. You will be paid a consolidated salary of Rs. 9,000/- per month

For MAR GREGORIOS COLLEGE

Secretary.

Secretary  
MAR GREGORIOS COLLEGE  
Chennai - 600 037

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