



SHRI SHANKARLAL SUNDARBAI
SHASUN
JAIN COLLEGE FOR WOMEN

A Unit of Sri S.S.Jain Educational Society | Reaccredited by NAAC
Affiliated to University of Madras | An ISO 9001 : 2015 Certified Institution

04th June, 2024

SERVICE CERTIFICATE

This is to certify that Ms. M. Agnus Jemeema, has worked as an Assistant Professor (Consolidated) in the Department of Visual Communication, from 16.10.2023 to 31.05.2024 at Shri Shankarlal Sundarbai Shasun Jain College for Women, Chennai. Her services were found to be satisfactory.

We wish her the best in all her future endeavors.

S. Padmavathi
4/6/24
Dr. S. Padmavathi
Principal

No.3, Madley Road, T. Nagar, Chennai - 600 017, India. Tel : 044 2432 8506 / 8507 Fax : 044 2435 0863
Email: info@shasuncollege.edu.in Website: www.shasuncollege.edu.in



SAI INSTITUTIONS

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S I N C E 2 0 0 4

Revised Offer Letter

Date: 10th March 2023

Dear AGNUS JEMEEMA.M

Further to our recent discussions, we are pleased to offer you the position of **Faculty** at our Sai Institutions, in accordance to the following terms and conditions

Job Role: Faculty

Joining Date: 19th December 2022

Basic Salary: Rs. 15000

Your work timings will be: 1) 8.45 to 6.00 (Female) 2) 8.45 to 7.00 (Male)

2 Lates coming allowed, 5 lates will be treated as half a day leave.

As a Staff Member of the Sai Institutions, you would be committed to perform your job role as per specified in the annexed Job Description along with the Rules and Regulations. We expect you working with enthusiasm, attentiveness and performance at the work harnessing your abilities, so as to meet and exceed our expectations. We will provide you a conducive atmosphere to work in our premises. We would also be equally committed to provide you good opportunities to grow and sustain in your career path. We have utmost confidence on you.

Salary will be revised based on your performance only. Performance will be tracked to get your appraisal or promotions.

Be punctual to work and arrive at the Institute place before time. Any leave of absence has to be intimated prior to 24 hours to the assigned superior. During the period of your employment you will not take up any other employment or assignment or work in any other office for honorarium or for any other consideration, in cash or in kind or otherwise, without the prior written permission of the institution.

You will be entitled to reimbursement of expenses as approved by your designated authority. Actual expenses supported by receipt/invoices will be reimbursed covering such items as travel, and other reasonable costs incurred for the performance of your duties.

You should keep the management informed of any change in your residential address. In case of your inability to do so, any communication sent at the available address will be deemed to have been served on you.

Holidays will be given as per management rules, Weekly once off will be offered as per management policy.

Any data/systems/ideas/activities shall be maintained strictly confidential. Any violation to this will prompt the management to initiate an appropriate action against the erring staff.

Approved Institution of Alagappa University; Karaikudi, An ISO 9001:2015 Certified Institution, Affiliated to भारत सेवा समाज; Govt of India.
Accredited by American Global Standards, USA; Affiliated with City Metropolitan College, Singapore.

Address: #27, NRS Building, Velachery Road - Little Mount, Saidapet, Chennai-600015. Tamilnadu, INDIA
Ph: 044 42867313 / +91 98846 14599 E-Mail : saiinstitutes2004@gmail.com www.SaiInstitutes.in



Any loss/damage/misuse of the property of institution in your assigned department will be at your sole responsibility.

Employee should be directly responsible and report to the Senior Management, you shall perform such duties, observe and conform to such directions and instructions as may be assigned or communicated to you by the institute or by such officers who are placed in authority over you. You will be responsible for the control and supervision of the employees working under your charge.

Do not disclose personal contact number or email address to the students. Employees should report or submit EOD by mail without fail.

The employees should adhere the formal dress code on every day basis.

Your Salary will be credited in your bank account which you have provided on 10th of the following month.

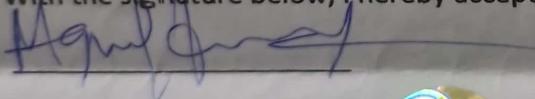
We look forward to the opportunity to work with you in an atmosphere that is successful and rewarding. In case of discontinuation from the service in your probation or post probation period, you are required to give 1 month notice period or one month gross salary. Experience Letter (or) Relieving Letter will be given only for longer period of service (minimum 1 Year). Salary will be on hold in your notice period, it will be automatically credited on your completion of handover.

We are providing you the Offer Letter in duplicate. We request you to hand over one copy duly signed by you to us (as an indication of your acceptance) and the other one retain with you for your reference.

Welcome Onboard,

With Best Wishes,

With the signature below, I hereby accept this offer for employment.



Name: Agnus Jemeena

Date: 10-3-23

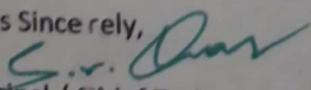
Mobile Number: 9176874117

Emergency Contact Number: 95



May we take this opportunity to wish you a long, happy and successful career with SAI INSTITUTIONS, Chennai

Yours Sincerely,


Principal / Chief Trainer