



Declaration

Appointment of Psychological counselor

Ms. Deborah Deepa David has been appointed as a Psychological counselor for the benefit of students and staff to:

1. Promote Mental Health and Well-being
2. Manage Academic Stress and Anxiety
3. Facilitate Personal Development
4. Support Career Planning and Decision-making
5. Address Emotional and Behavioural Issues
6. Prevent Dropouts
7. Create a Safe and Supportive Environment
8. Enhance Academic Performance
9. Suicide Prevention and Crisis Intervention
10. Support Faculty and Administration
11. Promote Holistic Development

Dr. J. Venkatesan, M.E., Ph.D.
Dean (Student's Welfare)
Sri Venkateswara College of Engineering
Pennalur, Sriperumbudur Tk - 602 117
Tamil Nadu, India

Principal

Principal

Sri Venkateswara College of Engineering
Pennalur, Sriperumbudur Tk-602 117
Tamilnadu, India.

13/07/2024

Ms. Deborah Deepa David,
D31, Garden City Apartments,
318, Valluvar Kottam High Road,
Nungambakkam,
Chennai-600034.

Dear Ms. Deborah Deepa David,

“Welcome to the Apollo SHINE Foundation”

With reference to your application and your subsequent discussions with us, we are happy to inform you that you have been appointed as **“Student Counsellor”** in the Nursing at the **Apollo Shine Foundation** with effect from **15th June 2024** on the following terms:

Terms of Employment

- You will be placed at **SVCE College**. However, you might be required to serve the Apollo SHINE Foundation or any of its affiliates, subsidiaries or associated companies in any location as and when required. You shall also be required to travel during the course of your employment as directed by Apollo SHINE Foundation. You would be deputed from time to time to work in client locations also.
- During your period of employment, you may have to undergo training for different periods in any establishment / branch of the Apollo SHINE Foundation or in any of its associated group organizations or other such training forums as deemed fit by the Management.
- You will be on probation for a period of 6 months from your date of joining. The Apollo SHINE Foundation shall have the option to extend the period of probation by a further period of six months, without assigning any reason.
- You will be reporting to Dr. Indira Jayakumar – Medical Director

SALARY / EMOLUMENTS AND STATUTORY DUES

- You shall be compensated as per the enclosed Annexure. The remuneration is fixed for 8 Visits per month.
- You shall be covered under the Employees Provident Fund, Employee State Insurance Act and all other applicable laws, if/as applicable.
- You shall be covered under the Apollo SHINE Foundation’s Group Personal Accident Insurance Scheme and Medical Insurance Scheme as applicable.
- Your salary/earnings will be subject to tax laws and any other statutory deductions under applicable laws as applicable from time to time.

DUTIES AND RESPONSIBILITIES

You shall perform your duties and responsibilities as **Student Counsellor** within the framework of the vision, mission, and core values of the Apollo SHINE Foundation. In such capacity, you shall perform such other duties commensurate with the position as may reasonably be assigned to you from time to time by the management as may be required.

HOURS OF WORK

You will observe the timings and the weekly holidays applicable to you as followed in your place of posting.

TERMINATION

Your employment may be terminated by the Apollo SHINE Foundation, by giving one month's written notice or one month's remuneration in lieu of notice without assigning reasons whatsoever.

If you decide to leave the employment during either the probation or after confirmation you shall give sixty days' notice or payment of one month gross salary based on last drawn salary in lieu thereof.

MISCELLANEOUS

- You will maintain **total confidentiality** of all processes and know-how, security arrangements, administrative and /or organizational matters of a confidential / secret nature, all company-related information /documents/ files, etc. to which you may have access to directly or indirectly.
- If and when information furnished by you in your application regarding your experience, qualification etc. is found to be incorrect, you will be liable for termination or such other action as the management deems fit.
- You will be governed by the rules and regulations of the company in force from time to time.
- Any change of your residential address should be conveyed to us in writing within one month of such change.
- Retirement from work will be on completion of 58 years of age.

With warmest wishes, I welcome you on board this noble initiative to serve the student community and Keep India Healthy.

For Apollo SHINE Foundation,



Dr. Indira Jayakumar
Medical Director

By the Employee:

I have read and understood the above terms & conditions and hereby signify my acceptance of the same
Signature: