



# THIAGARAJAR COLLEGE OF ENGINEERING

(A Government Aided Autonomous Institution Affiliated to Anna University)

Approved by AICTE, Ranked in NIRE, Programmes Accredited by NBA

Accredited with A+ Grade (3.47 out of 4) by NAAC in Cycle 1)

Madurai 625015, Tamil Nadu

**67**  
YEARS  
1957-2024  
Celebrating  
Academic Excellence

## Placement Details for the Academic Year 2021– 2022

Sl. No.	Reg. No.	Name of the Student	Department	Name of the Company	Annual CTC	Offer Letter Link
1.	17AR002	ABARNA M	ARCH	Werner Falasi Consulting Architects, Dubai, UAE	19,05,192	<a href="#">Offer Letter</a>
2.	17AR005	ABISHEKA R	ARCH	RM AM Architecture, Madurai	180,000	<a href="#">Offer Letter</a>
3.	17AR006	AGALYAH R D	ARCH	AskansAssociate, United Kingdom	180,000	<a href="#">Offer Letter</a>
4.	17AR010	Amrish R	ARCH	Design Integratus, Bengaluru	180,000	<a href="#">Offer Letter</a>
5.	17AR015	ARVINDH RAAJ S M	ARCH	Warp Architects, Coimbatore	192,000	<a href="#">Offer Letter</a>
6.	17AR016	ASHFAQ AHAMED K	ARCH	The Madras Office For Architects & Designers, Chennai.	216,000	<a href="#">Offer Letter</a>
7.	17AR017	ASWINEYEGAPPAN S P	ARCH	Unitary Design Studio , Auroville	300,000	<a href="#">Offer Letter</a>
8.	17AR018	BALASUNDAR C	ARCH	Bayhauz Design studio, Auroville	156,000	<a href="#">Offer Letter</a>
9.	17AR019	B.K. BHARATH ABINASH	ARCH	B Design Studios, Hyderabad.	216,000	<a href="#">Offer Letter</a>
10.	17AR028	HARISH M	ARCH	Architecture RED	267,900	<a href="#">Offer Letter</a>
11.	17AR029	HAZSANA BURVIN J	ARCH	Madras Terrace, Chennai	144,000	<a href="#">Offer Letter</a>
12.	17AR032	JAYA SUBHA V	ARCH	FRDC, Bangalore	260,000	<a href="#">Offer Letter</a>
13.	17AR040	KRISHNA S.A	ARCH	Pinnacle Infotech solutions, Jaipur	216,000	<a href="#">Offer Letter</a>
14.	17AR041	MADHURAVENI V	ARCH	Pinnacle Infotech solutions, Jaipur	216,000	<a href="#">Offer Letter</a>
15.	17AR042	Mansi J K	ARCH	Mancini architects and Landscape designers, Chennai	2,04,000	<a href="#">Offer Letter</a>



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**67** Go to Home  
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16.	17AR043	MEENAKSHIDEVI G	ARCH	Dyan Architects, Karaikudi	120,000	Offer Letter
17.	17AR044	MUGILA M	ARCH	RM AM Architecture, Madurai	180,000	Offer Letter
18.	17AR045	Mukhesh R	ARCH	Architecture Dialogue, Bengaluru.	180,000	Offer Letter
19.	17AR046	MUKILAN N	ARCH	Urban Workshop Chennai.	216,000	Offer Letter
20.	17AR047	NIKITA L V	ARCH	Pragrup Urbanism Bengaluru.	180,000	Offer Letter
21.	17AR052	Raja Kumar.P	ARCH	Mancini architects and Landscape designers, Chennai	204,000	Offer Letter
22.	17AR053	RAJENDRA RAO S	ARCH	Mancini architects and Landscape designers, Chennai	204,000	Offer Letter
23.	17AR055	Ramyalakshmi.K.S	ARCH	Vernekar Associates, Bengaluru,	240,000	Offer Letter
24.	17AR056	ROSHAL A	ARCH	FRDC, Bangalore	280,000	Offer Letter
25.	17AR058	SALIH MUSTAQ S A	ARCH	WITH-IN Architects, Chennai.	240,000	Offer Letter
26.	17AR059	SANJANA	ARCH	A Sketch Architecture+ Design,Bangalore	216,000	Offer Letter
27.	17AR060	SELVA STALIN W D	ARCH	B Design Studios, Hyderabad.	216,000	Offer Letter
28.	17AR069	SUBASHINI S	ARCH	Madras Terrace Architects	144,000	Offer Letter
29.	17AR077	VASANTH S	ARCH	LAD 360 , Hyderabad	216,000	Offer Letter
30.	17AR079	VINITHA M	ARCH	Carbon Craft Hubballi, Karnataka	240,000	Offer Letter

July 19<sup>th</sup>, 2022

Ms. Abarna Maniarasu  
 Dubai – UAE



Dr. G.K. Raajesh  
 Placement Officer  
 Thiagarajar College of Engineering  
 Madurai-625 015

## APPOINTMENT LETTER

Dear Ms. Abarna,

We are pleased to offer you in our Company the position of “Junior Architect” with effect from 01.08.2022, the salary will be **7,000.00 AED** per month.

Basic Salary:	AED 2,800.00
Housing Allowance:	AED 2,100.00
Transportation Allowance:	AED 1,400.00
Other Allowance:	AED 700.00
Total Salary + Allowances:	AED 7,000.00

### Terms and conditions of the Contract

As per changed government regulations, this contract will be “Limited Contract” for 2 years.

#### A. GENERAL CONDITIONS:

1. The normal working days in WFCA are from Monday to Friday from 8:30 am to 6:30 pm with one hour break. Working time on site may vary as per work progress requirements of the various projects and the employee shall attend as per management instruction.
2. Visa expenses for yourself will be borne by the company in full.
3. Comprehensive International Health Insurance cover for yourself in the UAE and in your country will be borne by the company in full as per authority requirements.
4. Local Holidays shall be as per UAE Government declarations and company policies.
5. The employee must follow up all the obligations described in the Labour law, among which are to maintain work tools and properties, not keep work documents and devices for personal use.
6. The employee shall not disclose any information or documents of any project or internal procedures of WFCA. The employee shall not sign any letter on behalf of WFCA or document using stamp of WFCA without prior authorisation of the Management.
7. The employee is obliged to immediately notify the office if he/she is ill. If the illness lasts more than two days, the employee must present a medical certificate. The days of sick leave will be governed by labour legislation.

#### B. EMPLOYMENT CONDITIONS (based on the new regulations dated 02.02.2022):

1. Either party must give 30 days’ notice for “release from employment” after the probation period.
2. If the employee decides to break the limited contract before it is completed to leave the country, the employee must compensate WFCA with the cost incurred for visa or any recruitment cost.
3. If the employee decides to break the limited contract before it is completed to work for another company in the UAE (which is not a direct competitor of WFCA), the employee

or his new employer must compensate WWFCA with the cost incurred for visa or any recruitment cost.

**C. LEAVE AND ADDITIONAL ALLOWANCES CONDITIONS**

1. Annual leave eligibility would be 1 Month / 22 working days for every 12 months. Within the first 6 Months, holiday can only be granted in special occasions.
2. If the exigencies of work necessitate that the employee works during his annual leave in whole or in parts (or the employee cannot take his annual leave due to the workload), the employees will have 4 more months of grace on and upon the reference employment period to request their vacation. If for any reason they can or do not take their annual leave in full or in parts, these remaining leave days may not be transferred to the next period of holidays. In this case, the employer will pay off the balance leave days based on the basic salary of the employee.
3. During annual leave or sick leave, the employee may not work under any circumstances for another Employer; however, if WFCFA has established that the employee has done this, WFCFA has the right to terminate the employment of the employee without notice, and to deprive the employee of his/her gratuity.
4. The company offers as an additional allowance after completing of every 12-month period to pay an allowance for the airfare ticket for your annual leave from Dubai to your home country. Please note, that this will be borne only in case of leaving for an annual leave and cannot be cashed.

We congratulate you on your appointment and wish you a further successful career in in our organization.

Kindly return one duly signed copy in token of your acceptance.

**WERNER FALASI**  
**CONSULTING ARCHITECTS**

  
Diana Werner  
Human Resource Manager

Ms. Abarna Maniarasu

Accepted: \_\_\_\_\_

Date: \_\_\_\_\_

Appointment letter

To,  
Ms. R. Abisheka  
8/10, 34/1 Sindhu Nadhi street,  
Mahatma Gandhi Nagar,  
Madurail-625014

Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

Dear Ms. R. Abisheka,  
*Welcome to r m a m architecture !*

We wish to inform you that you have been officially confirmed for the position of "Junior Architect" with effect from **4th July 2022** and your salary will be as discussed in the interview process.

The terms & conditions of your appointment are:

1. The salary details of each individual are strictly confidential, and any violation of this confidentiality will be viewed seriously.
2. Since you have demonstrated exceptional qualifications and experience during the interview process, probation is not applicable to your employment. Therefore, you will be directly confirmed in your position without a probationary period.
3. In the event that you wish to resign from the services of rm am architecture, you are required to provide a two-month notice period.
4. If you are absent from work without prior information for a continuous period of 10 days or more, it will be considered that you are no longer interested in continuing your employment with **rm am architecture**.
5. In addition to the above mentioned terms & conditions, those that are mentioned in the general declaration that you will be signing on joining are also binding.

Thanks & Best Wishes,

**ARUN MADHAV. M. M.Arch(U.D.),**  
Registered Architect  
CA /2010/ 47575  
**rm am architecture**  
73, Anna Nagar, MADURAI - 625 020

arun madhav mathan sankar

I agree to the conditions stated above and accept the appointment.

Signature of the applicant





Ref: JB/22/108

**Ms. Agalyah R Durai**  
Vellore,  
Tamil Nadu

**Dr. G.K. Raajesh**  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

31<sup>st</sup> October 2022

Sub: Letter of Appointment

Dear Agalyah,

We are pleased to appoint you to the services of **Askans Associates, Chennai** ("Company"). The company will take you on its roles subject to your unconditional acceptance and the Company's confirmation of the same. Your initial appointment shall be for the full-time position of '**Junior Architect**' and your employment will commence with effect from 8<sup>th</sup> November 2022. The proposed terms of your employment would be as follows,

**Duties:**

A flexible approach is required but duties are envisaged to be assisting with architectural & 3D visualization duties and may include some office administrative duties, liaising with the other team members as necessary, and reporting to the senior management.

**Working Days & Hours:**

Our standard working days are Monday to Saturday. Our standard office hours are from 10:00am to 6:30pm, with an hour of lunch break. You will be entitled to have time flexibility (7.5 working hours per working day mandatory) with prior information to your reporting authority subject to the assignment of works and submissions.

**Location:**

Our office is headquartered in London, United Kingdom, and our branch office is based in Chennai, India. Your working location will be at our branch office located in T.Nagar, Chennai, and may require occasional travel to various other locations for site visits/ meetings/ conferences.

**Salary Compensation:**

- Your monthly salary will be a gross amount of **Rs. 15,000/-** for the probation period of 3 months. After successful completion of the 3-month probationary period, your employment will be confirmed, and thereafter your monthly salary will be revised to a gross amount of **Rs. 18,000/-** depending on your performance review and relationship with the company.
- In addition to the above, you will be provided with incentives occasionally which will be carefully considered by the company management based on the completion of projects.
- The salary will be paid monthly via bank transfer.

- d. You shall not reveal any fact concerning your remuneration to any third party, either within or outside the company.
- e. The payment of salary will be on the 5<sup>th</sup> of every month for the number of days worked.
- f. Any expenses being incurred for official purposes may require approval from the CEO or COO for reimbursements upon presentation of a receipt at the end of each month.

**Company Policies:**

- a. The first 3 months will be considered a probationary period during which the company can terminate your service with a one-week notice.
- b. You shall always maintain a presentable appearance and shall wear clothing appropriate to your duties. Attention to good grooming and neatness is mandatory.
- c. You may have to travel from time to time to various places wherever our clients exist. During such travel, all your expenses will be borne by the company. Further, you are expected to have a valid passport.
- d. During any pandemic like COVID, you will be advised to stay safe and work from home until further instructions from the company.
- e. Except when the company chooses to terminate your services forthwith due to any misconduct, the company may terminate your services by prior notice of thirty days. If you wish to terminate your services to the company voluntarily, you may do so upon providing written notice to the company by a minimum notice period of thirty days.
- f. Regarding sickness & absence, you are required to advise the company as soon as practical of sickness and absence by providing an appropriate statutory medical leave certificate including supporting documents to obtain any statutory sick leave entitlement.
- g. At the time of signing this letter of appointment, you will submit a scanned copy of your Degree Certificate, Aadhaar Card, and Passport to the company.

During your employment, you are hereby advised to bring your own laptop with basic architectural and 3D visualization software installed. After a considerable period, the company may provide PCs to the employees subject to the project load and requirements.

Thank you for choosing us to enhance your work experience. We would like to take this opportunity to welcome you to Askans Associates and look forward to a mutually beneficial association and a rewarding career with us.

For **ASKANS ASSOCIATES,**



I confirm that I do offer my service to the Company, I have read and understood the contents of this letter and accept the same without any reservations, whatsoever.

**Date:**

Employee Signature:

**Place:**

**(AGALYAH R DURAI)**

## DESIGN INTEGRATUS

2nd floor, 142 Infantry Road - Bangalore -01

ph 9986074972 mail designintegratus@gmail.com

05-JANUARY-2023

From

Design Integratus,  
2<sup>nd</sup> floor,  
142, Infantry Road,  
Bangalore- 536001,  
Karnataka,  
India



Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

To

Amrish.R,  
Dindigul,  
Tamilnadu

Dear Amrish,

This is to inform you, that we would like to give you the opportunity to work as a junior architect at **Design Integratus**.

Please find our **General Terms and conditions mentioned as follows.**

• **SALARY :**

- We would like to offer you a salary of **Rs 15,000/-** ( Rupees Fifteen Thousand only) per month.

• **PROBATION PERIOD:**

- There will be a probation period of **3 months**, from the date of joining. After which your permanent post as an architect would be confirmed at our studio.

• **ROLE OF A JUNIOR ARCHITECT :**

1. You are expected to handle projects independently, under the guidance of the principal architect.



2. Interacting / coordinating with all the teams and consultants involved with the respective projects, be it architecture or interiors.
3. Making working drawings / diagrams / perspective / 3d view and renderings / physical models etc... fit for design development / client presentations and execution stage.
4. Making site visits independently or along with the Principal architect
5. Handling more than one project, be it interiors or Architecture.

• **GENERAL INFORMATION:**

1. Paid leaves per year - 12 nos.
2. Office timings : Week days - 10 am to 7pm / Saturdays - 10 am to 1:30 pm.
3. Your official year will begin only after the probation period is over. The 3 months of probation will be excluded from the yearly cycle.
4. Salary hike will be given either in 12 months or 18 months ( excluding probation). Based on the performance of the previous year.
5. A minimum commitment, to work as a junior architect at Design Integratus, for 1 year after the probation period.
6. Notice period - 30 days.

Overall, we believe in making good architecture and always welcome new ideas. We expect your holistic contribution for the role at the office and respective projects.

For  
design  
**INTEGRATUS**  
principal architect  
Harish Kumar

Regards,  
Harish Kumar.  
Principal Architect

| Coimbatore | March 25, 2023 |

**| LETTER OF APPOINTMENT |**

To

**Mr. Arvindh Raaj S M**

**Madurai.**

Dear Candidate,



Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

**Subject: Appointment Order for the post of "Project Architect".**

With reference to your application and subsequent interview had with us, we are pleased to appoint you as **"Project Architect"**.

You will be on a Probation period for the **6 Months** and during this period you will be paid a consolidated pay as detailed in the annexure.

Your letter of appointment is based on the terms of service detailed in the annexure which is appended below.

Please sign and return to the undersigned the duplicate copy of this letter signifying your acceptance.

We welcome you to our team and look forward to a fruitful collaboration.

**With best wishes,**

**Offer Accepted**



**PRADEEP ARUMUGAM M**

**Arvindh Raaj S M**

**Founder & CEO**

**Wallsmith Architectural Research & Practice**

**REG NUMBER: [CA/2013/59945]**



## ANNEXURE

Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

**1. Commencement of Employment.**

Your employment will be effective, as of from **29<sup>th</sup> March 2023**.

**2. Job Title.**

Your job title will be a "**Project Architect**" and you will report to the **Senior Architect**.

**3. Probation.**

The initial period of probation will be for the period of **6 months**. At the end of probation period if you found suitable your appointment will be confirmed by us and your salary will be revised as per the employment standards.

**4. Salary.**

You will receive a Salary as mentioned below.

✓ <b>Basic Salary</b>	-	<b>Rs. 9,600.00</b>
✓ <b>HRA</b>	-	<b>Rs. 3,200.00</b>
✓ <b>Allowance</b>	-	<b>Rs. 3,200.00</b>
		-----
<b>Total</b>	-	<b>Rs. 16,000.00</b>
		-----

**5. Work Contract**

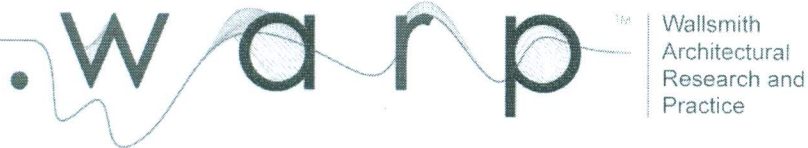
Management expects assurance to guarantee minimum work period of **2 Years** and candidate should ensure such guarantee in true letter and spirit.

**6. Place of posting Management**

You will be posted at Coimbatore. You may however be required to visit project sites at any place of business which the Company has project interest.

**7. Hours of Work**

- The normal working days are Monday to Saturday / **1<sup>st</sup> and 3<sup>rd</sup> Saturday** considered as holiday. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company.
- The normal working hours are from **09:30 am to 06.30 pm** and you are expected to work not less than **09:00 hrs** each day and if necessary for additional hours depending on your responsibilities.



**8. Leave / Holiday.**

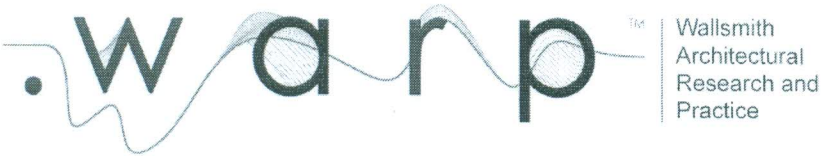
- a. You are entitled to Medical/Casual leave of **6 days** during the year and additional leave will attract loss of pay.
- b. The company shall notify a list of declared holidays in the beginning of each year.

**9. Nature of duties.**

- a. You will perform to the best of your ability all the duties as are inherent in your post and such additional duties as the company may call upon you to perform, from time to time.
- b. Borrowing / Accepting gifts.
- c. You will not borrow or accept any money, gift, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person / client with whom you may be having official dealings.

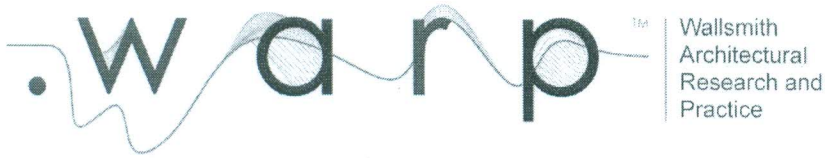
**10. Termination.**

- a. Your appointment can be terminated by the Company, without any reason, by giving you not less than **2 months** prior notice in writing.
- b. You may terminate your employment with the Company, without any cause, by giving not less than **3 months** prior notice.
- c. The Company reserves the right to terminate your employment summarily without any notice period or termination payment, if it has reasonable ground to believe you are guilty of misconduct or negligence, or have committed any fundamental breach of contract or caused any loss to the Company.
- d. On termination of your employment for whatever reason, you will return to the Company all property, documents and paper, both original and copies thereof including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like; and Confidential information, in your possession or under your control relating to your employment or to clients' business affairs.



## 11. Confidential Information.

- a. During your employment with the Company you will devote your whole time, attention and skill to the best of your ability for its business. You shall not, directly or indirectly engage or associate yourself with, be connected with, concerned, employed or engaged in any other business or activities or any other post or work part time or pursue any course of study whatsoever, without the prior permission of the Company.
- b. You must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Company which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Company. For the purposes of this clause "**Confidential Information**" means information about the Company's business and that of its customers which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to information relating to the organization, its customer lists, employment policies personnel and information about the Company's service, processes including ideas, concepts, projections, technology, manuals drawing, designs, specifications and all papers, resumes, records and other documents containing such Confidential Information.
- c. At no time, will you remove any Confidential Information from the office without permission.
- d. Your duty to safeguard and not disclose Confidential Information will survive the expiration or termination of this Agreement and / or your employment with the Company.
- e. Breach of the conditions of this clause will render you liable to summary dismissal under clause above in addition to any other remedy the Company may have against you in law.



**12. Notices.**

Notices may be given by you to the Company's office address. Notices may be given by the Company to you at the address intimated by you in the official records.

**13. Applicability of Company Policy.**

The Company shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies, etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Company shall be binding on you and shall override this Agreement to the extent.

**14. Government Law / Jurisdiction.**

Your employment with the Company is subject to Indian Laws. All disputes shall be subject to Coimbatore jurisdiction only.

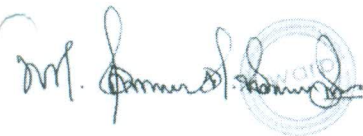
**15. Acceptance of our offer.**

Please confirm your acceptance of this Contract of Employment by signing and returning the duplicate copy.

We welcome you, and look forward to receiving your acceptance and to working with you.

With best wishes,

**Offer Accepted**



**Arvindh Raaj S M**

**PRADEEP ARUMUGAM M**

**Founder & CEO**

**Wallsmith Architectural Research & Practice**

**REG NUMBER: [CA/2013/59945]**



## Letter of Appointment for Architect

Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

Date: 02<sup>th</sup> August 2022

Attention: **Mr. Ashfaq Ahamed K**

It is our pleasure to confirm that you have been appointed as an Architect from Aug 2022

Detailed below are the terms and conditions

- Salary:** Rs.18,000/- for a period of 1 year from 1st June 2022 Payment will be made in the first 10 days of the month. There will be a review of your work in the first six months of you joining and an annual appraisal to decide on the raise
- Inclusions:** It is expected that you will be provided with materials and equipment normally required for completion of assigned works.  
The employee will be responsible for a high standard of professionalism in terms of work quality and timely completion of assigned tasks commensurate with the tasks undertaken.
- Termination:** This contract includes probation of 2 months. 50% payment for these 2 months will be held and paid at the end of 3<sup>rd</sup> & 4<sup>th</sup> month. Following this, termination may be given by either party with minimum eight (8) week notice.
- Hours of Work:** Office hours are between 9.30am and 6.30pm Monday to Saturday, with one (1) hour break for lunch. Normal office working week is min 48hours.
- Holidays:** You can choose any 10 Holidays from the list of government holidays for a year. If the intern stays only for shorter duration the holidays will be calculated on pro rata basis.  
Sick leave a day a month is allotted which can be accumulated for long vacation.
- Attendance:** Leave of absence should take into account the role of the architect in the project and should be informed a week in advance during *Monday Meetings*. Any leave of absence (for one day) without notice other than sick leave will have to be compensated. If this leave of absence exceeds more than 1 day. Twice the time need to be compensated.
- Working for other Employers:** The organization expects its architects to give undivided attention to their work. For this reason, you may not hold any outside jobs that may be a conflict of interest with your responsibilities and commitments to MOAD. MOAD office space, equipment, and materials are not to be used for outside activities.
- Confidentiality:** All discussions and information revealed in negotiation of projects during your stay are confidential.
- Non-Compete & Non-Disclosure:** This contract is subject to your agreement that should the contract be terminated by either party, you will not disclose or compete either

independently or as part of any other group against MOAD for any projects similar in nature and/or confirmed or proposed, that you have worked on or had access to during your contract period with MOAD for a period of one year after expiry of your contract.


Office: The Company maintains a non-smoking office environment policy. Use of internet for personal use is restricted to lunch and before or after the stipulated hours of work. Use of mobile phones for personal use (except emergency) is restricted during work hours.

Quality: The employee shall be advised of the firm's quality system and will be required to comply with its requirements.

Copyright: Copyright in all concepts, files, documents and drawings prepared by the employee and in any works executed from those files, documents and drawings shall remain the property of MOAD. Should the employee wish to take a copy of the work in form of files, drawings done by him/her during the tenure at MOAD, he/she is required to submit a list of such files to the employer for approval before doing so.

Terms of Agreement: MOAD reserves the right to change the terms and conditions of this agreement with written prior notification.

We trust these conditions are acceptable and hope you enjoy your time with MOAD  
Please sign, date and return a copy of this letter confirming acceptance of this contract



Mahesh Radhakrishnan  
Principal Architect MOAD

**Acceptance:**

I accept the contract outlined herein and acknowledge that I have read and understood the conditions set out above

Accepted by (print name):

Signature:  
Date:

The Madras Office for Architects and Designers  
94 Kamaraj Avenue 2<sup>nd</sup> Street Adyar Chennai 600020 India  
+91 44 24454827 | info@moad.in



# Unitary Design Studio

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To,  
Aswin Yegappan,

Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

Subject: Confirmation of the appointment as Junior Architect

Dear Aswin,

This is to inform you that your application to join our team as Junior Architect at Unitary Design Studio, Auroville has been accepted for 1 year. Your joining date would be 5th July, 2023

Thank you

Auroville, 01/07/2023

Arch.Omar Rabie



Unitary Principle SMArchS-MIT, MSc-AA

Professional Architect

Body: Egyptian Syndicate of Engineers, Architecture Section.

Number: 15/03699



Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

# BAYHAUZ

DESIGN STUDIO PRIVATE LIMITED

CIN NO. - U74999MH2020PTC347606

Date: 27<sup>th</sup> August, 2022

## APPOINTMENT LETTER

Dear Bala,

We are pleased to inform you that you have been appointed in our firm as an architect. We are glad to have you as a part of our team at Bayhauz. You can join the studio in a full time position on 1<sup>st</sup> August

Please note the following points-

Your work will be evaluated after a period of 3 months and further engagement will be finalized.

You will be receiving a sum of Rs 8,000/- per month and an additional allowance for accommodation as per your expenditure up to Rs 5,000/-, totaling up to Rs. 13,000/- during these 3 months.

The working hours are 9.00 am – 5.00 pm, 6 days a week.

You are entitled to 30 days leaves in a year additional to all the national holidays.

Your Roles and responsibilities will include-

1. Understand the office systems.
2. Be an active participant in work as well as management
3. Take up leadership roles and guide the juniors in work and discipline
4. Site visits and site coordination

We hope to see a positive engagement in the coming time.

Anant Mairal  
Director

  
Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

30 JUNE 2023

**BHARATH ABINASH B K**  
S/o Balakrishnan, 325, C/A,  
Rajaji 1<sup>st</sup> street, Thirumangalam, Madurai,  
Tamilnadu-625706.

**Sub: Appointment Letter, BHARATH ABINASH B K**

Dear , **BHARATH ABINASH B K**

1. We are pleased to offer you an appointment in our organization with designation as an **Junior Architect** , subject to your compliance with our terms and conditions.
2. Your *monthly salary*, along with break up, is attached herewith as in Annexure-A and your employment with us will be governed by terms and conditions referred in Annexure-B.
3. We are sure, you will have a rewarding and exciting career with B DESIGN STUDIOS., and look forward to a long and mutually beneficial association.
4. You are requested to report on or before 7<sup>th</sup> ,july,2023, during working Hrs to complete the joining formalities at our office in 3rd Floor, KNR Gamut Square Plot No. 5/B, 100' Road, Jai hind Enclave, Madhapur, Hyderabad, Telangana 500081
5. Please acknowledge your acceptance of the offer by returning a signed copy of this letter.

Thanking you in anticipation.

Sincerely yours,

For B DESIGN STUDIOS



Authorized signatory

I hereby accept the above Offer of Appointment and will report on: \_\_\_\_\_

**BHARATH ABINASH B K**



Date: 05/09/22

To,

Mr. Harish Murugan I,  
103, New Colony, Kunjandiyur,  
Mettur Dam, Salem – 636 404.

**Dr. G.K. Raajesh**  
**Placement Officer**  
**Thiagarajar College of Engineering**  
**Madurai-625 015**

Subject: Offer Letter of Appointment as Junior Architect at architectureRED, Chennai.

Dear Mr. Harish Murugan I,

With reference to your application and our subsequent discussions; we are pleased to appoint you as an Architect in our organization.

Your probation period will be for three months starting from the date of joining 05.09.2022. However, this period can be cut short or extended based on your performance and at the discretion of the management.

Your Remuneration as discussed shall be Rs.20,000/- per month. (Rupees Twenty Thousand only).

Particulars	Amount
<b>Gross Salary (A)</b>	<b>20,000.00</b>
<b>ADD: (B)</b>	
Employer Contribution	PF 1,680.00
	ESI 650.00
<b>(C) CTC (monthly)</b>	<b>22,330.00</b>
<b>LESS: (D)</b>	
Employer & Employee Contribution	PF (1680+1680) 3,360.00
	ESI (650+150) 800.00
<b>Net Pay (Take Home Pay) (C-D)</b>	<b>18,170.00</b>

**Nature of Work:**

The nature of work assigned to you shall be in line with the nature of business practiced by the firm. This shall include though not be restricted to, planning, urban design, architecture design, interior design, landscape and any other allied discipline as may be required by the firm to conduct its business satisfactorily.

**Work Timings:**

The firm shall observe standard working timings from 10.00 am to 7.00 pm, Monday to Fridays on all weeks. Alternative Saturdays of the month are non-working. Other holidays shall be as per the standard list of holidays issued by the firm. Casual and sick leave shall be as per the standard Leave policy of the firm mentioned below.

**Two year work commitment:**

By accepting this offer, you are agreeing to work with the firm for a minimum period of 2 years, as has been personally discussed with you. In case you wish to terminate your employment earlier, the firm reserves its rights to make a mention of the same in the letter of experience issued to you at the end of your employment.

**Leave Policy**

Employees are eligible for sick leave of upto 14 days in a year. For any leave taken in addition to this shall be a proportional deduction in salary on a pro-rata basis.

**Confidentiality**

You shall not, either during your engagement with the firm or thereafter divulge to any person whatsoever formulae, processes, methods, techniques, computer code, data or any other information concerning the business and affairs which come to your knowledge during the course of your employment or use any of the same for your own benefit.

**Proprietary Rights**

Any invention, improvement or design conceived by you while in our employment which is within the existing or contemplated scope of the business of the Firm shall become the Firm's exclusive property for all countries.

**Conflicts of Interest & Integrity :**

During employment with the firm you must not be engaged, concerned or interested in any other parallel design practice, business, trade or occupation. You must always as an employee of the firm, act in full integrity honesty to the best of your abilities. You must not act contrary to the interest of the Company or any relationship with another person or accepting gifts or benefits which would put you in a position where you may be tempted to act for personal gain.. Any violation of this policy shall lead to an immediate termination of employment.

**Health and Medical pre-conditions**

In case you suffer from any existing medical condition, which may in any way affect your ability to discharge your duties at the firm, you are obliged to inform the firm of the same prior to joining. If any medical certificate of letter from a doctor is available to corroborate the condition, kindly share a copy with the firm.

In case you do not fit the criteria above, you will be governed by all the rules and regulations of the company which are generally applicable to the employees of your category / grade and which are current or which may come into force from time to time.

In case you wish to resign, you are requested to give a minimum 2months notice. At the end of your professional tenure with the firm, the firm shall issue an experience certificate reflecting the duration of employment.

We welcome you to architecture RED and wish you all the very best.

Sincerely,

For architecture RED



Mr.Kishore Panikkar / Mr.Biju Kuriakose  
Partner

I note, understand and accept the above firm's regulations and other terms and conditions and hereby agree to abide by them.

Signature N. Sankar

Date: 27-09-2022 Joining Date: 05-09-2022



Aug 19, 2022

To

**Hazsana Burvin J**  
47/9A-5A, First North Cross Street,  
Burma Colony,  
VirudhuNagar - 626001

**Dr. G.K. Raajesh**  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

**Subject: Employment Letter**

Dear **Hazsana**,

This refers to your application and our subsequent discussions; we are pleased to provide you an Employment to be a **Junior Architect** in our organization.

These are the terms and conditions of the employment:

**Nature of Work:**

The nature of work assigned to you shall be within the boundaries of Architecture. This shall mainly include, but not restricted to Architecture & Design Drawings and may require to do additional work as required by our organization to conduct its business satisfactorily.

**Emoluments:**

Your Consolidated Salary will be Rs.12,000/- per month which will be deposited into your bank account.

Your Mobile/Internet / Site Travel expenses will be reimbursed or prepaid by the organization as the situation warrants.

Based on your performance and contribution to the organization, your Salary will be revised appropriately.

**Work Timings:**

The organization shall observe standard working timings from 9.00am to 6.30pm, Monday to Fridays or as the work demands you may flex your timings as long as the required work gets done and your deliverables are up to date. Saturdays are typically half days and we expect you to spend some time that day on training and getting yourself grounded well in Architecture.

Sundays are typically rest days and we expect you to spend this time to rejuvenate yourselves so that you will be fresh for the next week. If you happen to stretch your work timings on any given day or on Sundays, we expect you to plan and take off to appropriately compensate for the stretched timing.

There could be lean periods between work which we expect you to spend in training and learning the fundamentals of Architecture. Holidays shall be as per the standard list of holidays. In case of Leave, you shall inform the concerned senior personnel in the office, the moment you plan your Leave.

## **Intellectual Property, Confidentiality and Rights:**

You shall not, either during your engagement with the organization or thereafter divulge to any person whatsoever information concerning the business which come to your knowledge during the course of your employment or use any of the same for your own benefit.

Any invention, improvement or design conceived by you while in your employment is within the existing or contemplated scope of the business of the organization and shall become the organization's exclusive property.

During your employment you must not be engaged, concerned or interested in any other business, trade or occupation which would or might in any way be in competition with the organization's business.

You must not act contrary to the interest of the organization or any relationship with another person or accepting gifts or benefits which would put you in a position where you may be tempted to act for personal gain, to the detriment of the organization.

## **Use of software for official use:**

As an organization we use only licensed or open source. Licensed software will be used for some specific use such as CAD and 3D Modeling. You will also need to follow the same policy. The organization is not responsible for use of any other unauthorized or unlicensed software available with you, or for any deviation from this policy by you on your personal accord.

## **Philosophy at Work:**

As an organization we believe in a meritocratic approach to work and nothing else is above the ethics of the profession. Our focus on quality, innovation and customer satisfaction is paramount and we expect you to align yourself with the organization philosophy. Nevertheless your contribution in this direction will always be valued.

Unless specified contrary to the above, you will be governed by all the rules and regulations of the organization which are generally applicable to all employees which are current or which may come into force from time to time.

Kindly reply this letter as a token of your acceptance (with your joining date).

Congratulations and wishing you all the very best!

For Madras Terrace Architects


Principal Architect | Managing Partner



Ref No: FRDC/2022-23/08-22/074

04<sup>th</sup> August, 2022

Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

Letter of Offer

Dear Ms. Jayasubha V,

Referring to your application and subsequent discussion held thereafter, we are pleased to offer you a position in our company as "**Assistant Architect**". The final designation will be intimated to you in due course of time.

You will be on probation for the first six months from the date of joining. Under this term your employment will be governed by Company's policy and your leaves will be restricted to one leave per calendar month. Upon successful completion of this term, you will be confirmed on regular payrolls of the company, subject to performance.

The actual KRA (Key Result Areas) will be shared with you in the due course of time.

Your current location will be in the Head office at Bangalore. Your joining date is 16<sup>th</sup> August 2022.

You will receive remuneration as mentioned below-

**Your CTC would be INR 2.6Lacs /annum, subject to TDS, etc.**

Other details and Terms and conditions forming your Letter of Appointment will be shared with you after confirmation of this LOI.

Hope this offer is in line with your expectations. Please do call for any further clarifications.

You are requested to acknowledge a copy of this and send it back to us for confirmation.



Sanjay Agarwal  
Managing Partner  
FRDC, Bangalore







# Pinnacle Infotech Solutions

IT-A-016-E, MAHINDRA SEZ, RAJASTHAN, JAIPUR - 302037  
www.pinnaclecad.com | Global BIM Leader

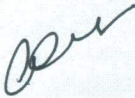
Go to Home

Krishna S.A

Date: 19/10/2022

Candidate ID: 34035461

**Subject: Offer for Apprenticeship**

  
Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

Dear Krishna S.A,

Further to your application for Apprenticeship/ Training with us and the subsequent selection process, we are happy to induct you in our Company as Apprentice / Trainee.

Date of your joining would be 8<sup>th</sup> of December 2022. You will be entitled for a monthly stipend of Rs. 18000/- (Eighteen Thousand only). Upon your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your Apprenticeship/Training, wherein the necessary training and the contractual obligation will be with Pinnacle Infotech Solutions. On successful completion of your Apprenticeship of One year with the company you will be absorbed as a permanent employee with Pinnacle Infotech Solutions subject to the terms and conditions as per Company policies.

Company solely reserves the right to make any further changes to the date of joining.

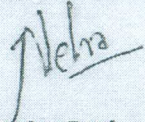
Your Apprenticeship with us will be governed by the rules, regulations and policies of the Company and as contemplated in the Apprenticeship Act 1961.

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

**We request you to please sign this letter as acceptance of the offer and mail the signed scanned copy to us within 15 days. Also, please carry a signed copy of the offer letter on the day of your joining as an authenticating identity document.**

Welcome to Pinnacle Infotech Solutions.

Yours sincerely,




Neha Goel

AGM - Human Resources

Annexure to the offer (as applicable to you).

I have read, understood and agree to the terms and conditions as set forth in this offer letter and the annexure to the same.

 . KRISHNA S.A

Your name in capital letters Your Signature

Date: 22.10.2022

Location: MADURAI



# Pinnacle Infotech Solutions

IT-A-016-E, MAHINDRA SEZ, RAJASTHAN, JAIPUR - 302037  
www.pinnaclecad.com | Global BIM Leader

Go to Home

Madhuraveni.V

Date: 19/10/2022

Candidate ID: 34035316

**Subject: Offer for Apprenticeship**

Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

Dear Madhuraveni.V,

Further to your application for Apprenticeship/ Training with us and the subsequent selection process, we are happy to induct you in our Company as Apprentice / Trainee.

Date of your joining would be 8<sup>th</sup> of December 2022. You will be entitled for a monthly stipend of Rs. 18000/- (Eighteen Thousand only). Upon your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your Apprenticeship/Training, wherein the necessary training and the contractual obligation will be with Pinnacle Infotech Solutions. On successful completion of your Apprenticeship of One year with the company you will be absorbed as a permanent employee with Pinnacle Infotech Solutions subject to the terms and conditions as per Company policies.

Company solely reserves the right to make any further changes to the date of joining.

Your Apprenticeship with us will be governed by the rules, regulations and policies of the Company and as contemplated in the Apprenticeship Act 1961.

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

**We request you to please sign this letter as acceptance of the offer and mail the signed scanned copy to us within 15 days. Also, please carry a signed copy of the offer letter on the day of your joining as an authenticating identity document.**

Welcome to Pinnacle Infotech Solutions.

Yours sincerely,

Neha Goel

**AGM - Human Resources**

Annexure to the offer (as applicable to you).

I have read, understood and agree to the terms and conditions as set forth in this offer letter and the annexure to the same.

V. Madhuraveni

(V. MADHURAVENI)

Your name in capital letters Your Signature

Date: 27.10.2022

Location: MADURAI



Mancini Enterprises Pvt. Ltd.  
17 Crescent Avenue  
Opp Greenways Road MRTS Station  
Kosuvaperumalpuram  
Chennai 600 028, India

Phone: +91 4424614000  
Fax: +91 4424614047  
Email: architect@ Mancini-design.com  
Web: www.mancini-design.com

  
Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

To

Date: 09/21/2022

Mansi J K,  
Chennai.  
mansijk28@gmail.com  
Mobile: .

Dear Mansi J K,

We are pleased to offer you a position on the following terms and conditions.

<b>Designation</b>	: Junior Architect
<b>Monthly Compensation</b>	: ₹ 17,000.00/Month
<b>Date of Joining</b>	: 09/29/2022

1. You will be on probation for a period of three months. On completion of the probation period, your services may be confirmed or your probation period may be extended for an additional period of three months as decided by the company. During this period, you will be required to adhere to company norms related to work, conduct and performance, failing which, your probation is liable to be discontinued at any time without any notice and without assigning any reason thereof.
2. The designation and compensation mentioned above are for the period in which you will be in probation. This may be revised based on the performance during confirmation of employment.
3. Your services are liable to be transferred to any of our divisions anywhere in India.
4. Your initial place of posting will be at Architect.
5. This letter of offer is subject to your being found medically fit by the Company's medical authorities.
6. You will commence your job as mentioned in this offer, failing which this offer shall stand withdrawn.

As token of your acceptance of the terms and conditions mentioned therein , please click on **"ACCEPT OFFER"** in the form attached. All further communications can be addressed via email to [hr@mancini-design.com](mailto:hr@mancini-design.com)

We request you to kindly bring the following documents on the day of joining. The same letter can be signed in hard copy on the day of joining.

1. Your relieving letter from your present employer
2. Your educational certificates
3. A salary certificate from your present employers
4. 4 passport size photographs
5. Copy of Aadhar card
6. Copy of PAN Card

We look forward to having you amongst us as a part of the Mancini Family!

With Best Wishes




Authorised Signatory  
Mancini Enterprises

OFFER ACCEPTED  
Mansi J K



A R C H I T E C T S

No. 4/7, MUGAMBIGA ILLAM,  
SUBRAMANIYA PURAM 10<sup>TH</sup>  
STREET SOUTH EXT  
KARAIKUDI-630003  
CALL: 00919159888111,  
E.MAIL: arkumarang369@gmail.com

  
Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

September 02, 2022

### Joining letter

Dear Meenakshidevi G,

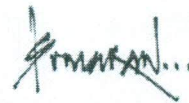
With reference to the interview, we are pleased to appoint you in our firm with the following terms and conditions:

Designation : Junior Architect

Monthly Salary: Rs. 10,000/Month

Date of Joining: 15.09.2022.

We believe that your knowledge and skills would be an ideal fit for our team. We hope you will enjoy your role and make a significant contribution to the firm.



For DYAN ARCHITECTS,

ARCHITECT  
**G. KUMARAN**  
CA/2004/33685  
4/7, Mookambika Illam  
Subramaniyapuram 10th St. South Ext.  
Karaikudi - 630 002

Ar. KUMARAN GANESAN  
MANAGING DIRECTOR

## Appointment letter

To,  
 Ms. M. Mugila  
 D/O K. Murugavel,  
 27, Bharathi street, K K Nagar,  
 Madurai - 625020.

  
 Dr. G.K. Raajesh  
 Placement Officer  
 Thiagarajar College of Engineering  
 Madurai-625 015

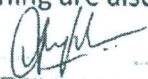
Dear Ms. M. Mugila,  
 Welcome to **rm am architecture** !

We wish to inform you that you have been officially confirmed for the position of "Trainee Architect" with effect from **1st March 2023** and your salary will be as discussed in the interview process.

The terms & conditions of your appointment are:

1. The salary details of each individual are strictly confidential, and any violation of this confidentiality will be viewed seriously.
2. Since you have demonstrated exceptional qualifications and experience during the interview process, probation is not applicable to your employment. Therefore, you will be directly confirmed in your position without a probationary period.
3. In the event that you wish to resign from the services of **rm am architecture**, you are required to provide a two-month notice period.
4. If you are absent from work without prior information for a continuous period of 10 days or more, it will be considered that you are no longer interested in continuing your employment with **rm am architecture**.
5. In addition to the above mentioned terms & conditions, those that are mentioned in the general declaration that you will be signing on joining are also binding.

Thanks & Best Wishes,

  
**ARUN MADHAV. M. M.Arch(U.D.),**  
 Registered Architect  
 CA/2010/ 47575  
**rm am architecture**  
 73, Anna Nagar, MADURAI - 625 020

**arun madhav mathan sankar**

I agree to the conditions stated above and accept the appointment.



Signature of the applicant

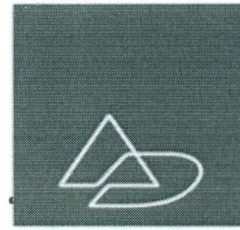
rm am architecture

arun madhav mathan sankar  
 M.Arch. U.D. (UJ)

73, anna nagar, madurai, 625020 | email: arunamarchitecture@gmail.com | +91 894 033 0019



architecture -  
 interior design  
 urban design



SENT VIA EMAIL

Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

Date: 16.05.2022

**Mukhesh R**  
Bangalore Office

Dear Mukhesh,

With reference to the interview, you had with us, we are pleased to offer you the post of a Junior Architect in Architecture Dialogue, based on the following terms and conditions:

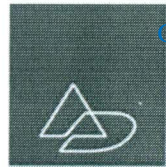
1. Your appointment is effective from 16<sup>th</sup> May 2022 and you will be on probation for a period of three months.
2. Your gross salary will be INR 15,000 per month
3. You will be eligible for leave as per the company's rules (copy enclosed).
4. Your services are terminable with one month's notice on either side, as per the enclosed copy of the Rules of the Company.
7. Every employee is bound to abide by Architecture Dialogue policy against sexual harassment – A copy of this policy is attached.

In order to confirm your acceptance of this offer, kindly sign and return the duplicate copy of this letter. We look forward to your positive participation in Architecture Dialogue.

Yours sincerely,  
for Architecture Dialogue,

Sreenath Vinayakumar  
Principal Architect

Encl: Office Rules



*DR*

SENT VIA EMAIL

Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

## ARCHITECTURE DIALOGUE

### WORKING CONDITIONS AND STAFF BENEFITS

#### 1. GENERAL RULES

##### 1.1. Probation

All new staff shall go through a period of three months' probation, at the end of which, confirmation shall be given by both sides.

##### 1.2. Notice

The service of a staff member can be terminated by either side after giving notice of one months.

##### 1.3. Failure to Give Notice

If a staff member fails to give the required period of notice, then the salary for the notice period not served will be adjusted against dues. In addition, no experience letter will be given, and the staff member will not be allowed to take out copies of work product.

##### 1.4. Prohibition of Private Practice

Under no circumstances may any member of the staff carry on private practice as an architect or engineer. Any enquiries should be channelled through the firm, and if any member of the staff is successful in introducing works to the firm, he/she will be entitled to a commission, to be mutually agreed upon.

##### 1.5. Information to be Provided

Copies of degree certificates must be provided to the office. All architects are required to register with Council of Architecture and provide a copy of the registration certificate. Every time the registration is renewed, the up to date certificate copy should be provided to the office.

##### 1.6. Information for Emergencies

For use in emergencies, every staff member should provide their blood group, and in addition provide the name and telephone number (preferably mobile number) of a person who can be contacted in case of emergency.

#### 2. WORK TIMINGS

##### 2.1. Work Timings

- a. All staff members are expected to work a forty-hour week.
- b. Working hours shall be 9.00 a.m. to 6.00 p.m. with a lunch break from 1.00 p.m. to 2.00 p.m.
- c. On a regular basis, it is expected that all staff members will be at work by 9:30 am at the latest.
- d. The only exception that shall be allowed as delayed arrival without being marked as leave is if the staff member has worked very late the previous day. In such case, the staff member must keep the concerned Studio Head or Team Head informed.
- e. Saturdays and Sundays are not working days.

#### 3. LEAVE RULES

##### 3.1 Leave Rules

- a. All confirmed staff are eligible for earned leave.



## SENT VIA EMAIL

- b. 24 working days of leave shall be allowed in one year. Week-ends and holidays shall not be counted as leave. The year shall be taken as beginning on April 1<sup>st</sup> and ending on March 31<sup>st</sup>.
- c. Staff members who have joined in the middle of the year shall be eligible for leave for that year, on a pro-rata basis of the number of months worked.
- d. A maximum of 15 days leave can be taken in a single stretch.
- e. Except in the case of illness or emergency, approval for leave should be obtained in advance.
- f. Leave shall be approved by the Partner, Principal or Associate. Approval shall be obtained by advance duration equal to the leave period; e.g. an application for 10 days leave should be approved at least 10 working days before the leave begins. Failure to give notice may lead to the leave being construed as being without pay.
- g. Excess leave taken in a year will be treated as leave without pay, and adjusted against salary payments. Excess leave due to illness will be evaluated on a case-by-case basis.
- h. Leave shall not be granted for a period of less than one day.
- i. The application for leave should contain the number of days already availed and the balance leave available.
- j. All leave should be taken during the year in question and cannot be carried over to the next year or en-cashed.
- k. Staff are requested to plan their leave in advance to avoid the rush of simultaneous leave applications at the end of the year.
- l. Staff on probation are eligible for two days leave per month, and shall be allowed to avail of more than five days at a stretch only after six months of service.
- m. Trainees are allowed two days leave per month.
- n. Maternity leave will be given to confirmed lady employees for a maximum of six months from the date of the delivery, with no salary deduction.
- o. Paternity leave up to a maximum of 10 days will be granted to new fathers. 10 days will include weekends and all holidays and can be taken only at the time of birth of a child. This will be fully paid leave and cannot be carried forward in any way.

## 4. CONVEYANCE REIMBURSEMENT

### 4.1. Reimbursement of Conveyance Costs

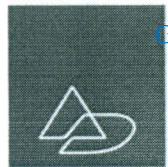
If staff members use their personal vehicles for official work, then the same shall be reimbursed. Reimbursement rate shall be separate for cars and two-wheelers, and will be based on the actual cost of petrol incurred as per average mileage that could be expected plus a factor for maintenance and repair. Updated rates based on the prevailing rate of petrol shall be communicated from time to time.

## 5. SECURITY AND CONFIDENTIALITY OF PROJECTS

### 5.1. Security Rules

- a. Unless specifically stated to the contrary, it should be assumed that all information on a project is highly confidential and should not be circulated to anybody outside the office. Many of our clients insist





## SENT VIA EMAIL

on specific clauses to this effect in our contracts, and the firm can be legally liable if it is shown the confidential information has been leaked through a member of Architecture Dialogue.

b. No information about a project should be disclosed to anyone outside the office other than consultants who are a part of the project. No files or document should be handed over other than what is required as a part of project work.

c. Trainees and staff who are leaving who wish to take a record of their work to incorporate into their portfolio should first submit a letter indicating what documents they wish to take. All records, even of drawings, can be taken only in jpg or pdf formats. On no account can a complete CAD model be taken out. Permission will be granted by signing a copy of the letter. Signature should be obtained from either a Partner, Principal or Associate. No documents other than those listed in the permission letter should be taken.

d. Visits to one of our projects by anyone who is not a member of Architecture Dialogue or the project team must not be arranged without prior permission of the client.

e. Staff who do not follow this policy jeopardize their position in Architecture Dialogue, and the recommendation letters that may be issued from Architecture Dialogue.

## 9.0 POLICY AGAINST SEXUAL HARRASMENT

Every employee is bound to abide by Architecture Dialogue's policy against sexual harassment – A copy of this policy is attached, please go through in detail. Staff members will be required to formally acknowledge receipt of this policy document and that they understand its contents and will abide by its prescriptions.

## 10.0 NO SMOKING POLICY

Architecture Dialogue, which covers the entire office as well as the open space, is declared a "no-smoking zone". This is done to protect the rights of non-smokers from feeling the effects of passive smoking.

-----  
*Sreenath Vinayakumar*  
*Principal Architect*

-----  
*Accepted*  
*Mukhesh R*

# Urban Workshop

May 26, 2023

Mr. Mukilan Nagarajan,  
Madurai, Tamil Nadu



Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

Dear Mukilan Nagarajan,

## Sub: Appointment Letter for the role of Junior Architect

Thank you for your interest in choosing to work at Urban Workshop. As we believe your passion for Design and your values match those of our company, we are pleased to offer you the position of Junior Architect from 17, April 2023.

The remuneration for the role will be Rs 18,000 (Eighteen thousand only). Your probationary period will 4 months starting on 17, April 2023 .

You will be involved in Research and Design in Interiors, Architecture & Urbanism and other work necessary in achieving your goals. We encourage you to consistently set your own goals and drive your ideas and projects.

## TERMS & CONDITIONS

### Working Hours

Working hours : 9.30 a.m. to 6.00 p.m.  
Lunch Break : 1.00 p.m. to 1.30 p.m.  
Weekly Holiday : All Saturdays & Sundays.

### Confidentiality

We hold confidentiality in the highest regard. You shall not disclose to anyone, during the period of your employment and even afterwards by word of mouth or otherwise, particulars or details of the intellectual property and business information, technical know-how, security arrangements, administrative and/or organizational matter.

You shall keep confidential all the information and materials provided to you by or on behalf of the management or by its clients concerning their affairs to enable the Management to perform the service. This excludes only such material as is already known to the public which also you will not release, use or disclose except with prior written permission of the Management. Your obligation to keep such information confidential shall survive even after completion of your Internship period.

### Safe keeping of Properties

You will be responsible for the safe keeping and return in good condition and order of all the properties of the Company which may be in your use, custody, care or charge. For the loss of any

1

# Urban Workshop

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property of the Management in your possession, the Management will have the right to assess on its own basis and recover the damages of all such material from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

## Termination Clause

In the event you feel you cannot be part of our work culture or environment, kindly communicate your desire to depart at least 1 month in advance.

In the event we find you have not abided by the rules and regulations of Urban Workshop, we will communicate our discontinuance of this employment, 1 month in advance.

We look forward to having you in our team.

Yours Sincerely,

For Urban Workshop



**Solachi Ramanathan,**  
Principal Architect



Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

January 2, 2023

**Joining Letter**

We are pleased to appoint you, Ms. Nikita as **Junior Architect** with the following terms and conditions:

1. Job Title and Description - The Employee will be employed in the position of **Architect – Bangalore division of Pragrup.**
2. Joining Date - The expected joining date of commencement of this employment is **04.01.2023**
3. Salary Break up- The Employee shall be paid a monthly remuneration of **Rs. 15,000 permonth.**

The employee will serve a probation period of 3 months, there after the performance will be reviewed for employee confirmation.

For Pragrup,



Ravindra Kumar  
Principal Architect  
Pragrup



Mancini Enterprises Pvt. Ltd  
No 15 & 16, S M Tech Park  
Dr VSI Estate Phase II, Taramani Link Road  
Thiruvanniyur,  
Chennai 600 041, India

Phone +91 4424614000  
Fax +91 4424614047  
Email : architects@mancini-design.com  
Web : www.mancini-design.com

  
Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

To

Date: 02/14/2023

RAJA KUMAR PARTHIBAN,  
Chennai.  
rktnpraja@gmail.com  
Mobile: .

Dear RAJA KUMAR PARTHIBAN,

We are pleased to offer you a position on the following terms and conditions.

**Designation** : Architect  
**Monthly Gross Compensation** : ₹ 17,000.00/Month  
**Date of Joining** : 02/21/2023

1. You will be on probation for a period of three months. On completion of the probation period, your services may be confirmed or your probation period may be extended for an additional period of three months as decided by the company. During this period, you will be required to adhere to company norms related to work, conduct and performance, failing which, your probation is liable to be discontinued at any time without any notice and without assigning any reason thereof.
2. The designation and compensation mentioned above are for the period in which you will be in probation. This may be revised based on the performance during confirmation of employment.
3. Your services are liable to be transferred to any of our divisions anywhere in India.
4. Your initial place of posting will be at Architect.
5. This letter of offer is subject to your being found medically fit by the Company's medical authorities.
6. You will commence your job as mentioned in this offer, failing which this offer shall stand withdrawn.
7. The Compensation mentioned is the Gross value and is liable to all statutory deductions that is necessary like PF,ESI,Professional tax Etc.As mandated by LAW.

As token of your acceptance of the terms and conditions mentioned therein , please click on **"ACCEPT OFFER"** in the form attached. All further communications can be addressed via email to **hr@mancini-design.com**

We request you to kindly bring the following documents on the day of joining. The same letter can be signed in hard copy on the day of joining.

1. Your relieving letter from your present employer
2. Your educational certificates
3. A salary certificate from your present employers
4. 4 passport size photographs
5. Copy of Aadhar card
6. Copy of PAN Card

We look forward to having you amongst us as a part of the Mancini Family!

With Best Wishes

  
Authorised Signatory  
Mancini Enterprises

OFFER ACCEPTED  
RAJA KUMAR PARTHIBAN



ARCHITECTURE INTERIOR LANDSCAPE DESIGN

Mancini Enterprises Pvt Ltd  
No TS & T6, S M Tech Park  
DIVSI Estate Phase II, Taramani Link Road  
Thiruvananthapuram,  
Chennai 600 041, India

Phone: +91 4424614000  
Fax: +91 4424614047  
Email: [architects@mancini-design.com](mailto:architects@mancini-design.com)  
Web: [www.mancini-design.com](http://www.mancini-design.com)



Mancini Enterprises Pvt. Ltd.  
17, Crescent Avenue  
Opp Greenways Road, MPIS Station  
Keshavapuram  
Chennai 600 028, India

Phone: +91 4424614000  
Fax: +91 4424614047  
Email: architects@mancini-design.com  
Web: www.mancini-design.com

Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

To

Date: 10/03/2022

Rajendra Rao,  
Chennai.  
ar.rajendrarao@gmail.com  
Mobile: .

Dear Rajendra Rao,

We are pleased to offer you a position on the following terms and conditions.

**Designation** : Junior Architect  
**Monthly Gross Compensation** : ₹ 17,000.00/Month  
**Date of Joining** : 10/11/2022

1. You will be on probation for a period of three months. On completion of the probation period, your services may be confirmed or your probation period may be extended for an additional period of three months as decided by the company. During this period, you will be required to adhere to company norms related to work, conduct and performance, failing which, your probation is liable to be discontinued at any time without any notice and without assigning any reason thereof.
2. The designation and compensation mentioned above are for the period in which you will be in probation. This may be revised based on the performance during confirmation of employment.
3. Your services are liable to be transferred to any of our divisions anywhere in India.
4. Your initial place of posting will be at Architect.
5. This letter of offer is subject to your being found medically fit by the Company's medical authorities.
6. You will commence your job as mentioned in this offer, failing which this offer shall stand withdrawn.
7. The Compensation mentioned is the Gross value and is liable to all statutory deductions that is necessary like PF,ESI,Professional tax Etc.As mandated by LAW.

As token of your acceptance of the terms and conditions mentioned therein , please click on **"ACCEPT OFFER"** in the form attached. All further communications can be addressed via email to [hr@mancini-design.com](mailto:hr@mancini-design.com)

We request you to kindly bring the following documents on the day of joining. The same letter can be signed in hard copy on the day of joining.

1. Your relieving letter from your present employer
2. Your educational certificates
3. A salary certificate from your present employers
4. 4 passport size photographs
5. Copy of Aadhar card
6. Copy of PAN Card

We look forward to having you amongst us as a part of the Mancini Family!

With Best Wishes

Authorised Signatory  
Mancini Enterprises

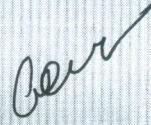
OFFER ACCEPTED  
Rajendra Rao



Mancini Enterprises Pvt. Ltd.  
17, Crescent Avenue  
Opp Greenways Road MRTS Station  
Kesavaperumalpuram  
Chennai 600 028, India

Phone: +91 4424614000  
Fax: +91 4424614047  
Email: [architects@mancini-design.com](mailto:architects@mancini-design.com)  
Web: [www.mancini-design.com](http://www.mancini-design.com)





January 4<sup>th</sup>, 2023

**Ramya Lakshmi K S**  
#1489, Mullai Street, Thasildhar Nagar,  
Anna nagar, Madurai.  
Tamil Nadu

**Dr. G.K. Raajesh**  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

Dear Ms. Ramya Lakshmi,

We are pleased to offer you the position of **Jr. Architect** with Vernekar Associates Pvt. Ltd.

This letter serves to confirm the terms and conditions for your position. Your employment with the Company is conditional upon, and subject to, your execution of the Company's Non-Disclosure, Confidentiality and other agreements, and applicable reference and background checks. Any inconsistency in the information may lead to termination of your employment with Vernekar Associates Pvt. Ltd.

<b>Direct Supervisor</b>	Mr. Jovee N. Varughese, Sr. Associate & Director
<b>Salary</b>	Your gross salary will be INR.2,40,000/- on an annual basis. You will be paid your monthly salary on the Fifth (5 <sup>th</sup> ) of each month. Please see Appendix I for the Salary break-up.
<b>Working Hours</b>	Standard work hours from Monday to Friday are from 9.30 a.m. to 6.30 p.m. Every alternate Saturday will be a working day from 9.30 a.m. to 6.30 p.m.
<b>Duties and Responsibilities</b>	Please refer to the Employee Handbook for details on your Duties and Responsibilities.
<b>Rules and Regulations</b>	You will, in addition to the terms and conditions of employment specifically stated here, be governed by the rules, regulations and such other practices, systems, procedures and policies framed, amended, modified by the company from time to time, and as indicated in the Employee Handbook.
<b>Non-Disclosure of Confidential Information</b>	As an employee, you will, directly or indirectly, gain access to confidential information about the company, its clients and its operations. Any information, notes, memoranda, etc. received, produced or otherwise made available to you during, or in connection, with your appointment and which has not been made available to the public by the company, must not be released or disclosed to any other person without the prior written authorization of the company to promote company's business or as required by law. Any violation of this policy will lead to disciplinary action, up to and including termination, as per applicable Indian laws.

**Non-Competition**

You shall not (without prior written consent of the company) during the continuance of your Employment hereunder, accept any office or employment in any other business or occupation except those which you were already involved with before and shall not hold an investment in any company(s) which is engaged in a business similar to or competitive with the business of any Group company except those made prior to joining the Company and also any company which is a public company whose shares are listed on recognized Stock Exchanges. You shall devote your full energies, abilities and productive business time to the performance of your assigned duties. You shall not at any time during your Employment and for a period of one year after its termination entice away or endeavour to entice away from the company or from any Group company any director, employee, agent or consultant thereof.

**Leave Entitlement**

You shall be entitled to leave as per the rules of the Company. Please refer to the Employee Handbook for details.

**Termination of Employment**

While we hope and expect that this will be the beginning of a long and rewarding employment relationship, this letter is not to be construed as a guarantee of employment by the Company, or for any specified period or length of time.

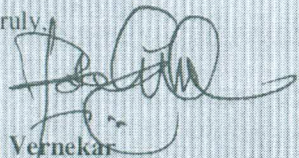
Both you and the Company may terminate your employment at any time by giving the other party written notice, subject to a notice period of one (1) month. Payment in lieu of notice will be at Company discretion only.

The Company may terminate your employment without notice or payment in lieu if any provision and standards of the company policies, and/or the Company Code of Business Conduct and Ethics are violated, or your conduct according to applicable Indian law would justify instant termination.

Please sign and return the second copy of this Letter of Employment, within three (3) days, to indicate your acceptance of this appointment under the above mentioned terms and conditions.

I am pleased to welcome you to Vernekar Associates Pvt. Ltd. and am looking forward to your becoming an integral and valued part of our Company.

Yours truly,



**Pankaj Vernekar**  
President & Chief Executive Officer

### Appendix 1: Salary Structure

Salary Component	Monthly	Annually
<b>CTC (Gross + Variable)</b>	<b>INR 20,000.00</b>	<b>INR 2,40,000.00</b>
Basic	INR 5,000.00	INR 60,000.00
DA	INR 5,000.00	INR 60,000.00
<b>Flexible Benefits Pay:</b>		
House Rent Allowance *	INR 4,000.00	INR 48,000.00
Conveyance Allowance	INR 4,000.00	INR 40,000.00
Other Allowances	INR 2,000.00	INR 24,000.00
<b>Deductions:</b>		
Medical	NA	NA
Professional Tax	INR 200.00	INR 2,400.00
Income Tax		As Applicable
<b>Salary Payable</b>	<b>INR 19,800.00</b>	<b>INR 2,37,600.00</b>

**Note:** Your individual compensation is purely a matter between yourself and the Company and has been arrived at on the basis of your specific background and professional merit. We expect you to maintain this information and any changes made there from time to time as Personal and Confidential.

\* House Rent Allowance and Medical Reimbursement will require submission of original bills/receipts/etc. to obtain tax exemption, as applicable.

#### Employee's Provident Fund Scheme (EPF)

Employee's Provident Fund Scheme is a contributory fund created for an employee's welfare after his/her retirement. Employee Provident Fund will be deducted as applicable.

#### Medical Allowance

Medical expenses up to sanctioned value per annum incurred by an employee are exempted from income tax subject to certain terms and conditions.

5% of the gross salary for all employees will be deducted by the Company towards the Medical Allowance Fund. This deducted amount will be reimbursed to the employee at the end of the financial year, with applicable tax deductions.



The tax exemption is based on the actual expense incurred and can be obtained for the following expenses:

- Medical expenses incurred in a (government or private) hospital, clinic, dispensary, or nursing home
- Medical insurance premium paid by employee
- Purchase of medicines
- Consultation fees paid to the doctor
- Any clinical tests done
- Any hospitalization expenses

To claim Medical reimbursement, an employee is required to submit original bills, along with a copy of the doctor's prescription.

#### **Performance Linked Incentive/Bonus**

The Performance Linked Incentive/Bonus is part of the Performance Review program and provided to an employee as a reward for his/her performance. Based on annually set Performance goals and an ongoing review of the same, the performance bonus is a discretionary amount that is provided to an employee on an annual basis. The bonus amount that will be decided by the Company can be up to 8% of the employee's gross salary. The amount is determined at the management's discretion using the employee's performance as an indicator and also taking into account the profit/turnover of the Company for the current Financial Year.

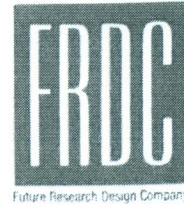
Income tax will be deducted as applicable. All tax exemptions are subject to production of required documentation as per the provisions of the Indian Income Tax Act, 1961 as amended from time to time and the prevailing Rules.

## Appendix 2: Joining Formalities

Please bring along the following documents as indicated. These are essential for our internal process compliance.

### List of Items needed prior to your start date

1. Signed second copy of Letter of Employment
2. Original copy of your Degree/ Diploma Certificate (This will be returned to you at the end of the probation period)
3. Copy of PAN Card



Ref No: FRDC/2022-23/11-22/097

23<sup>rd</sup> November, 2022

Letter of Offer

Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

Dear Ms.Roshal Antonyraj ,

Referring to your application and subsequent discussion held thereafter, we are pleased to offer you a position in our company as "**Assistant Architect**". The final designation will be intimated to you in due course of time.

You will be on probation for the first six months from the date of joining. Under this term your employment will be governed by Company's policy and your leaves will be restricted to one leave per calendar month. Upon successful completion of this term, you will be confirmed on regular payrolls of the company, subject to performance.

The actual KRA (Key Result Areas) will be shared with you in the due course of time.

Your current location will be in the Head office at Bangalore. Your joining date is 1<sup>st</sup> December 2022.

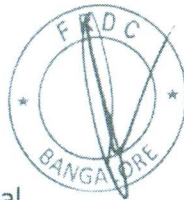
You will receive remuneration as mentioned below-

**Your CTC would be INR 2.8 Lacs /annum, subject to TDS, etc. (Refer salary Structure)**

Other details and Terms and conditions forming your Letter of Appointment will be shared with you after confirmation of this LOI.

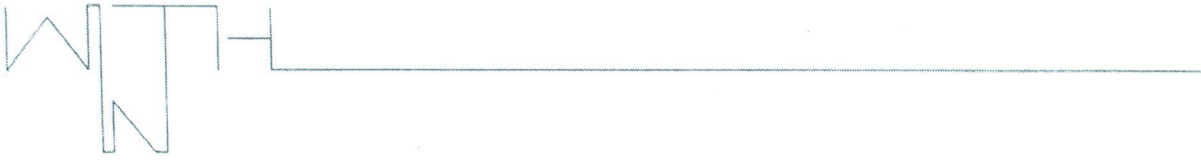
Hope this offer is in line with your expectations. Please do call for any further clarifications.

You are requested to acknowledge a copy of this and send it back to us for confirmation.



Sanjay Agarwal  
Managing Partner  
FRDC, Bangalore





Date: 05/12/2022

To:

Mr. Salih Mustaq  
B.Arch,  
Chennai,

A handwritten signature in black ink, appearing to be 'Dr. G.K. Raajesh'.

Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

Subject - Appointment letter for Architect

This is in reference to your application and interview held on 03<sup>rd</sup> December 2022. Thank you for taking the time to meet with us here at WITH-IN Associates. We have carefully reviewed your application and would like to formally offer you the position of **Architect**.

We believe that your knowledge and skills would be an ideal fit for our team. We hope you will enjoy your role and make a significant contribution to the overall success of With-In Associates.

The awarded salary will be **Rs.20,000** for the first year.  
The probation period will be for 3 months with a salary of **Rs.16,000** for the period.  
The office timings are 9:30 am - 6:30 pm.

P.L.K.G

Prashanth Ganesh

Principal Architect

(COA No: CA/2010/49971)

WITH-IN Associates

## With-In Architecture and Interior design

📍 78, 5th floor, Golden Tower, EVR Periyar Salai, Periamet, Chennai - 600 003

☎ 91 9841725679 / 044-2561 2277 ✉ withinarchitecture@gmail.com 🌐 www.withinarchitecture.in

  
**JOB OFFER LETTER**

Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 009  
20 September-2022

To,  
**Ms. Sanjana Balasubramanian,**  
Bangalore, KA,  
India

Dear **Ms. Sanjana Balasubramanian,**

Further to your application and the subsequent interview for the position of Junior Architect for **A Sketch.**

We have the pleasure in setting out the terms of offer relating to this position as given below:

- 1. Employment status** : Permanent
- 2. Probationary Period** : You will service a probationary period of six months.  
: Your confirmation is a subject of completion of probation period.

**3. Salary and Beniffits**

- 3.1 Basic salary : INR 15000/-  
3.2 Other allowance : INR 3000/-
- Total Salary : **INR 18,000/-**

Transportation fare related to office work will be borne by the company

You will also be granted a total 20 days paid leave, annually. which will be remitted at the end of every year you complete with the company.

**4. Scope of Work**

The employee will take care of the assigned work under the direction of company and its authorized seniors.

**5. Notice Period.** This contract may be terminated without notice during the probationary period. After confirmation, the contract may also be terminated by the company at any time without notice on the grounds of misconduct, breach of confidentiality, incompetence, negligence, breach of contractual terms.



## 6. Starting Date

The employer and employee will mutually agree for a date of commencement. Failure of the employee to meet the mutually agreed date of commencement may result in termination of this agreement and its benefits. However, maximum will not exceed more than 35 days from the date of issue of this letter.

### 6.1 Hours of Work:

Your work hours will normally be a minimum of forty eight hours in each week at a specified work location. Time taken to and from your place will not be counted as working time.

The second Saturday and the last Saturday of the month will be observed as holiday.

## Validity of contract

This contract is effective from the date of your joining with the company. If the terms and conditions of the above offer are acceptable to you, please sign both copies.

We are looking forward for your joining to our company.

Yours Sincerely,

**Ms. Maya Nair**

Prinipal Architect / Proprietor

I, **Ms. Sanjana Balasubramanian** state that the terms and conditions contained in the above offer are acceptable to me and sign in witness thereof.

Signed as accepted:

Date:



Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015



17th, April, 2023

Selva Stalin W,D  
S/o Sri a x William Douglas,  
2H/529/1 Kathirvel Nagar,  
4<sup>th</sup> Street, Tuticorin, TN-628008

Sub: Appointment Letter, Selva Stalin W,D

Dear , Selva Stalin W,D

1. We are pleased to offer you an appointment in our organization with designation as an **Junior Architect** , subject to your compliance with our terms and conditions.
2. Your *monthly salary*, along with break up, is attached herewith as in Annexure-A and your employment with us will be governed by terms and conditions referred in Annexure-B.
3. We are sure, you will have a rewarding and exciting career with B DESIGN STUDIOS, and look forward to a long and mutually beneficial association.
4. You are requested to report on or before 15<sup>TH</sup> ,May,2023, during working Hrs to complete the joining formalities at our office in 3rd Floor, KNR Gamut Square Plot No. 5/B, 100' Road, Jaihind Enclave, Madhapur, Hyderabad, Telangana 500081
5. Please acknowledge your acceptance of the offer by returning a signed copy of this letter.

Thanking you in anticipation.

Sincerely yours,

For B DESIGN STUDIOS



Authorized signatory

I hereby accept the above Offer of Appointment and will report on: 15-05-2023



Selva Stalin W,D

Page 1 of 4

Apr 3, 2023

To

**Subashini Sudalaiyandi**  
3GF, Varun block, Parsn apartment,  
Opposite to Fatima college,  
Madurai-625018

  
Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

**Subject: Employment Letter**

Dear **Subashini**,

This refers to your application and our subsequent discussions; we are pleased to provide you an Employment to be a **Junior Architect** in our organization.

These are the terms and conditions of the employment:

**Nature of Work:**

The nature of work assigned to you shall be within the boundaries of Architecture. This shall mainly include, but not restricted to Architecture & Design Drawings and may require to do additional work as required by our organization to conduct its business satisfactorily.

**Emoluments:**

Your Consolidated Salary will be Rs.12,000/- per month which will be deposited into your bank account.

Your Mobile/Internet / Site Travel expenses will be reimbursed or prepaid by the organization as the situation warrants.

Based on your performance and contribution to the organization, your Salary will be revised appropriately.

**Work Timings:**

The organization shall observe standard working timings from 9.00am to 6.30pm, Monday to Fridays or as the work demands you may flex your timings and location, as long as the required work gets done and you provide an update on your work progress at the end of the work day.

Saturdays are typically half working days and we expect you to spend the rest of the time that day on training/site visits and getting yourself grounded well in Architecture.

Sundays are typically rest days and we expect you to spend this time to rejuvenate yourselves so that you will be fresh for the next week. If you happen to stretch your work timings on any given day or on Sundays, we expect you to plan and take off to appropriately compensate for the stretched timing.

There could be lean periods between work which we expect you to spend in training and learning the fundamentals of Architecture. Holidays shall be as per the agreed list of holidays. In case of Leave, you shall inform the

concerned senior personnel in the office the moment you are sick or as soon as you plan your Leave.

### **Intellectual Property, Confidentiality and Rights:**

You shall not, either during your engagement with the organization or thereafter divulge to any person whatsoever information concerning the business which come to your knowledge during the course of your employment or use any of the same for your own benefit.

Any invention, improvement or design conceived by you while in your employment is within the existing or contemplated scope of the business of the organization and shall become the organization's exclusive property.

During your employment you must not be engaged, concerned or interested in any other business, trade or occupation which would or might in any way be in competition with the organization's business.

You must not act contrary to the interest of the organization or any relationship with another person or accepting gifts or benefits which would put you in a position where you may be tempted to act for personal gain, to the detriment of the organization.

### **Use of software for official use:**

As an organization we use only licensed or open source. Licensed software will be used for some specific use such as CAD and 3D Modeling. You will also need to follow the same policy. The organization is not responsible for use of any other unauthorized or unlicensed software available with you, or for any deviation from this policy by you on your personal accord.

### **Philosophy at Work:**



As an organization we believe in a meritocratic approach to work and nothing else is above the ethics of the profession. Our focus on quality, innovation and customer satisfaction is paramount and we expect you to align yourself with the organization philosophy. Nevertheless your contribution in this direction will always be valued.

Unless specified contrary to the above, you will be governed by all the rules and regulations of the organization which are generally applicable to all employees which are current or which may come into force from time to time.

Kindly reply this letter as a token of your acceptance (with your joining date).

Congratulations and wishing you all the very best!

For Madras Terrace Architects

Principal Architect | Managing Partner



## APPOINTMENT LETTER

Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

To: Mr. Vasanth Subbu  
As Junior Architect,  
Lean Architecture @ 360 deg  
Date 02/09/2022  
Ref#LAD 27/2022/0209

Dear Mr. Vasanth

We are pleased to offer you a position with Lean Architecture @ 360 deg, at Hyderabad. You will be paid **16,500rs** per month under probation period of 2 months and after which it will be considered you as be considered you as permanent employee and for which consolidated amount of **Rs.2,16,000 per Annum (Annum divided into 12+1 month, 13<sup>TH</sup> month salary will be deposited without any deductions in 12<sup>th</sup> month of the employee as longevity bonus)**. We request you to join by 15/09/2022 for this offer to be valid, thereafter it has to be re-approved further as per situations. The Company will be deducting tax at source as per the income tax laws if applicable.

We are confident that you will find LAD360 a better place to work at. We are looking forward in having a mutually beneficial association. Please confirm your acceptance of this contingent offer by signing and forwarding us back the duplicate copy of this offer letter. Also, please email us back when would you like to start working.

Enclosed Annexure will indicate the general rules and working conditions.

With regards,  
For Lean Architecture@360 deg.

K.Shobha

Human Resources Manager  
Encl:As above,

I,

**AcceptanceD/O**

Accept this offer and all the terms and conditions as mentioned in this offer letter.

S/d:

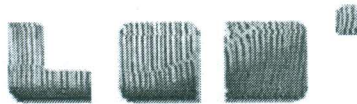
02/09/2022

Date: 02 / 09 / 2022

**LEAN ARCHITECTURE @ 360DEG**

Architecture Interiors Landscape Productdesign

Studio:302, Siri Sampadha Arcade-3, P.No:18/1, S.No.40, Behind Union bank, Khajaguda, Hyd-32,Telangana. Contact No: 8555004399.



## Conditions and Staff Benefits Part 1: Conditions of Employment

### General Rules

- All new staff shall go through a period of two months' probation, at the end of which conformation will be given by both sides.
- The Service of a staff member can be terminated by either side after giving a notice of about a month in the case of confirmed staff and 3 days in the case of staff under probation.
- All work has to be done only at the office premises and cannot be duplicated in any media form to work away from office.
- If the Staff member is visiting for Office purposes, he/she can carry required preapproved information.
- If a staff member opts to terminate his/her service with LAD360/KMGD, only pre-approved projects/BIM projects can be added to the individual's portfolio/experience documents.
- For Confirmed Employees 30 days' notice period is mandatory for Release/termination of employment from either party. If same is not followed employee would not be allotted releasing letter.

### WORK HOURS:

Working hours shall be with grace period - 09:30 am to 10:00am. - 06:30pm to 7:00pm.  
Lunch break from 1:30 pm - 2:15 pm. Every Third Saturday is a Holiday.  
Any Employee working After regular office hours and for the minimum of one hour and above is considered eligible for O.T based on below conditions..

#### Note:

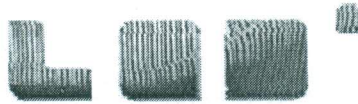
Overtime is considered only if it is defined by management. for Specific/ urgent submissions works . Whoever works for OT have to inform / message to HR. (i.e. Name - Project Name - Date -Hours). Any employee coming late after 10:00 am will be marked as a 1/2 day leave prior intimation atleast on earlier day need to be taken for same to be exempted The same would be deducted from their Salary.

( O.T is not applicable for trainees and architects in probation period ).

**LEAN ARCHITECTURE @ 360DEG**

Architecture Interiors Landscape Productdesign

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## **Part II: Benefits Earned Leave**

- All confirmed staffs are eligible for earned leaves.
- 12 working days of earned leave shall be allowed in one year. Weekends and holidays shall not be counted as leave.
- Staff members who have joined in the middle of the year shall be eligible for leave for that year on a pro-rata basis of the number of months worked.
- Leaves shall not be granted for a period of less than one full day.
- All leaves should be taken during the year and cannot be carried over to the next year or encashed. Only 5 days of leave can be encashed and this will be cleared before the end of the same financial year.
- Staffs on probation are not eligible for paid leaves.
- Leaves before and after Sunday/holiday without intimation as said above, Count as a 2 day leave which includes holiday and leave together.
- Any employee coming late (after grace period) will be marked as a half day Absence/leave. The same would be deducted from their Salary.
- A maximum of 3 days leave can be taken in a single Stretch.
- Except in the case of illness or emergency, approval for leave should be obtained in advance. Leave approval shall be obtained by advance duration thrice to the leave period,  
e.g. an application for 3 days leave should be approved at least 9 working days before the leave begins. Failure to give notice may lead to the leave being construed as being with- out pay.

### **General Holidays:**

- A list of general government holidays is issued at the start of a financial year.

### **Reimbursement of Travel expenses:**

- Staff members who use their personal vehicles for office site work shall be reimbursed.
- Reimbursement for use of two wheelers will be Rs.3.00 per KM.

**LEAN ARCHITECTURE @ 360DEG**

Architecture Interiors Landscape Product design

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Date: 25th March, 2022.

  
Dr. G.K. Raajesh  
Placement Officer  
Thiagarajar College of Engineering  
Madurai-625 015

**OFFER LETTER**

Dear Vinitha Manoharan,

Ref: Offer letter | Junior Architect

With reference to your telephonic interview dated 25.03.2022, we are pleased to make you an offer of employment as an "Junior Architect". We hope your new position will be enjoyable and you will receive both the support and challenges you are seeking for.

The general terms and conditions of your employment are outlined as follows:

- Start Date: Thursday, 6<sup>th</sup> June, 2022.
- Regular office hours: Monday to Saturday, from 09 am to 06 pm.
- 2 year commitment for the role assigned.
- Salary during the period (1st year ): INR 20,000 per month.
- Business related travel expenses will be reimbursed except the journey to and from work.

Should the above meet your expectations, please sign and date below as acceptance of the offer and return a copy for our records.

Regards,

Signed:



Tejas Sidnal  
Founder  
CarbonCraft  
Licence No. CA/2011/54109

Vinitha Manoharan

Date: 28.03.22

Pavani Plaza, Old Income Tax Road,  
Vidya Nagar, Hubli - 580021

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info@carboncraftdesign.com  
(91) 99203 80340