

Reference No: URBX/COA/HR/001**Date: 1st August 2025**

To

Dr. Sheena T C
8/344G, Ayilyam Palace Square,
Eruveli Chottanikara (P.O) Kochi
Pincode: 682312

Subject: Appointment letter for the position of Principal

Dear Sheena T C,

Subject: **Appointment for the Position of Principal**

Dear Sheena T C,

We are pleased to offer you the position of **Principal** at **URBX College of Aviation**, effective from **1st September 2025**. This appointment is based on the terms and conditions set forth in this letter.

1. Position and Reporting

You will be designated as Principal and will report to **Chairman** or any person authorized by the management.

2. Place of Posting

Your initial place of work will be at **Kochi**. However, you may be transferred to any other location or office of the company as and when required.

3. Working Hours

Your normal working hours will be from **08:30 am to 04:30 PM, Monday to Saturday**, subject to company policies.

4. Salary and Benefits

You will receive a gross salary of **70,000 per Month**, as detailed in the annexure enclosed. All statutory deductions like PF, ESI, etc., will be applicable as per law.

5. Probation Period

You will be on probation for a period of **1 year**, during which your performance will be reviewed. Upon successful completion, you may be confirmed in the position in writing.

6. Termination

During the probationary period, either party may terminate this agreement by giving 1 week of notice period or salary in lieu thereof. After confirmation, the notice period will be 30 days.

7. Confidentiality

You shall maintain strict confidentiality of the company's data, documents, and processes during and after your tenure with us.

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URBX Knowledge Park, Pipeline Junction, Thrikkakara, Pukkattupady - Edappally Road, Kochi - 682021

 9539 239 888 corpexecutive@urbxgroup.com

8. Company Policies

You are required to abide by the rules, regulations, and policies of the company as amended from time to time.

Please sign and return a copy of this letter as a token of your acceptance.

We look forward to a mutually beneficial relationship and wish you a successful career with us.

Warm Regards,
Fayaz T T
Chairman & Managing Trustee
URBX Educational Trust

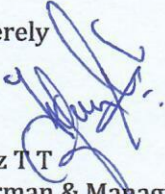
Acknowledgement and Acceptance

I, **Dr. Sheena T C**, accept the terms and conditions mentioned above and confirm my joining on **1st September 2025**.

Signature: _____

Date: _____

Sincerely



Fayaz T T
Chairman & Managing Trustee
URBX Educational Trust



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Reference No: URBX/COA/HR/011**Date: 1st August 2025**

To

Jeena Jose
Maruttill (H) East kaloor
Kumaramangalam Thodupuzha
Idukki Dist 685608

Subject: Appointment letter for the position of Assistant Professor

Dear Jeena Jose,

Subject: Appointment for the Position of Assistant Professor

We are pleased to offer you the position of **Assistant professor** at **URBX College of Aviation**, effective from **1st September 2025**. This appointment is based on the terms and conditions set forth in this letter.

1. Position and Reporting

You will be designated as **Assistant Professor** and will report to **Chairman** or any person authorized by the management.

2. Place of Posting

Your initial place of work will be at **Kochi**. However, you may be transferred to any other location or office of the company as and when required.

3. Working Hours

Your normal working hours will be from **08:30 am to 04:30 PM, Monday to Saturday**, subject to company policies.

4. Salary and Benefits

You will receive a gross salary of **40,000 per Month**, as detailed in the annexure enclosed. All statutory deductions like PF, ESI, etc., will be applicable as per law.

5. Probation Period

You will be on probation for a period of **1 year**, during which your performance will be reviewed. Upon successful completion, you may be confirmed in the position in writing.

6. Termination

During the probationary period, either party may terminate this agreement by giving 1 week of notice period or salary in lieu thereof. After confirmation, the notice period will be 30 days.

7. Confidentiality

You shall maintain strict confidentiality of the company's data, documents, and processes during and after your tenure with us.

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8. Company Policies

You are required to abide by the rules, regulations, and policies of the company as amended from time to time.

Please sign and return a copy of this letter as a token of your acceptance.

We look forward to a mutually beneficial relationship and wish you a successful career with us.

Warm Regards,

Fayaz T T
Chairman & Managing Trustee
URBX Educational Trust

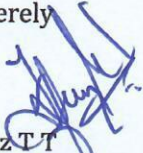
Acknowledgement and Acceptance

I, **Jeena Jose**, accept the terms and conditions mentioned above and confirm my joining on **1st September 2025**.

Signature: _____

Date: _____

Sincerely



Fayaz T T
Chairman & Managing Trustee
URBX Educational Trust



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Reference No: URBX/COA/HR/002

Date: 1st August 2025

To

Don George C.D
Kunnath House Palat Road
Ottapalam Palakkad Kerala
Pincode 679101

Subject: Appointment letter for the position of Head of Academics

Dear Don George C D,

We are pleased to offer you the position of **Head Of Academics** at **URBX College of Aviation**, effective from **1st September 2025**. This appointment is based on the terms and conditions set forth in this letter.

1. Position and Reporting

You will be designated as a **Head Of Academics** and will report to **Chairman** or any person authorized by the management.

2. Place of Posting

Your initial place of work will be at **Kochi**. However, you may be transferred to any other location or office of the company as and when required.

3. Working Hours

Your normal working hours will be from **08:30 AM to 04:30 PM, Monday to Saturday**, subject to company policies.

4. Salary and Benefits

You will receive a gross salary of **60,000 per Month**, as detailed in the annexure enclosed. All statutory deductions like PF, ESI, etc., will be applicable as per law.

5. Probation Period

You will be on a probation period of **1 year**, during which your performance will be reviewed. Upon successful completion, you may be confirmed in the position in writing.

6. Termination

During the probationary period, either party may terminate this agreement by giving **1 week** notice or salary in lieu thereof. After confirmation, the notice period will be **30 days**.

7. Confidentiality

You shall maintain strict confidentiality of the company's data, documents, and processes during and after your tenure with us.

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corpexecutive@urbxgroup.com

8. Company Policies

You are required to abide by the rules, regulations, and policies of the company as amended from time to time.

Please sign and return a copy of this letter as a token of your acceptance.
We look forward to a mutually beneficial relationship and wish you a successful career with us.

Warm Regards,
Fayaz T T
Chairman & Managing Trustee
URBX Educational Trust

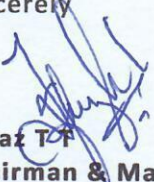
Acknowledgement and Acceptance

I, **Don George C D**, accept the terms and conditions mentioned above and confirm my joining on **1st September 2025**.

Signature: _____

Date: _____

Sincerely


Fayaz T T
Chairman & Managing Trustee
URBX Educational Trust



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URBX

COLLEGE OF AVIATION

Reference No: URBX/COA/HR/009

Date: 26th November 2025

To

Thanzeer Mohammed
Cochin, India - 682006

Subject: Offer of Employment for the position of Assistant Professor

Dear Thanzeer Mohammed,

We are pleased to extend this formal offer for the position of **Assistant Professor** in the **Department of Logistics** at **URBX College of Aviation**. Based on your qualifications and experience, the selection committee is confident you will make a valuable contribution to our institution.

Position Details:

- Appointment Type: **Full-Time**
- Reporting To: **Principal**
- Start Date: **1st December 2025**
- Expected Working Hours: **08:30 AM -04:30 PM**
- Work Location: **URBX Knowledge**

Compensation & Benefits:

- Monthly Gross Salary: ₹ 40000 (Forty thousand Only)
- Benefits: Paid Leave, Other Benefits if applicable

The terms and conditions of employment, including your job responsibilities and institutional policies, are outlined in your detailed appointment letter and the College's HR handbook. Employment is contingent upon successful completion of pre-employment requirements (submission of necessary documents, verification of credentials, and onboarding formalities as per college policy).

Acceptance:

Kindly sign and return a copy of this letter by Offer Expiry Date: **12-12-2025** to confirm your acceptance. You may do so via email or directly to the Human Resources Office.

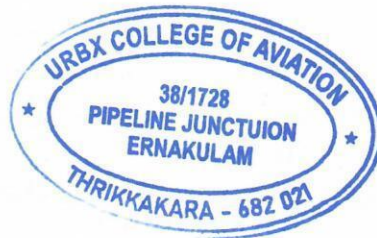
We look forward to welcoming you to the URBX College of Aviation community.

Sincerely,

For URBX EDUCATIONAL TRUST


Chairman & Managing Trustee

Fayaz T I
Chairman & Managing Trustee
URBX Educational Trust



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URBX

COLLEGE OF AVIATION

Reference No: URBX/COA/HR/010

Date: 26th November 2025

To

Mariya Joseph
Kottayam, Kerala
India - 682006

Subject: Offer of Employment for the position of Assistant Professor

Dear Mariya Joseph,

We are pleased to extend this formal offer for the position of **Assistant Professor** in the **Department of Logistics** at **URBX College of Aviation**. Based on your qualifications and experience, the selection committee is confident you will make a valuable contribution to our institution.

Position Details:

- Appointment Type: **Full-Time**
- Reporting To: **Principal**
- Start Date: **1st December 2025**
- Expected Working Hours: **08:30 AM -04:30 PM**
- Work Location: **URBX Knowledge**

Compensation & Benefits:

- Monthly Gross Salary: ₹ 40000 (Forty thousand Only)
- Benefits: Paid Leave, Other Benefits if applicable

The terms and conditions of employment, including your job responsibilities and institutional policies, are outlined in your detailed appointment letter and the College's HR handbook. Employment is contingent upon successful completion of pre-employment requirements (submission of necessary documents, verification of credentials, and onboarding formalities as per college policy).

Acceptance:

Kindly sign and return a copy of this letter by Offer Expiry Date: **12-12-2025** to confirm your acceptance. You may do so via email or directly to the Human Resources Office.

We look forward to welcoming you to the URBX College of Aviation community.

Sincerely,
For URBX EDUCATIONAL TRUST


Chairman & Managing Trustee

Fayaz T T
Chairman & Managing Trustee
URBX Educational Trust



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URBX

COLLEGE OF AVIATION

Reference No: URBX/COA/HR/011

Date: 26th November 2025

To

Hiran V S
Thrissur Kerala
India - 682006

Subject: Offer of Employment for the position of Assistant Professor

Dear Hiran V S,

We are pleased to extend this formal offer for the position of **Assistant Professor** in the **Department of Aviation Management** at **URBX College of Aviation**. Based on your qualifications and experience, the selection committee is confident you will make a valuable contribution to our institution.

Position Details:

- Appointment Type: **Full-Time**
- Reporting To: **Principal**
- Start Date: **1st December 2025**
- Expected Working Hours: **08:30 AM -04:30 PM**
- Work Location: **URBX Knowledge**

Compensation & Benefits:

- Monthly Gross Salary: ₹ 40000 (Forty thousand Only)
- Benefits: Paid Leave, Other Benefits if applicable

The terms and conditions of employment, including your job responsibilities and institutional policies, are outlined in your detailed appointment letter and the College's HR handbook. Employment is contingent upon successful completion of pre-employment requirements (submission of necessary documents, verification of credentials, and onboarding formalities as per college policy).

Acceptance:

Kindly sign and return a copy of this letter by Offer Expiry Date: **12-12-2025** to confirm your acceptance. You may do so via email or directly to the Human Resources Office.

We look forward to welcoming you to the URBX College of Aviation community.

Sincerely,
For URBX EDUCATIONAL TRUST


Chairman & Managing Trustee
Fayaz T T
Chairman & Managing Trustee
URBX Educational Trust



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Reference No: URBX/COA/HR/013**Date: 26th November 2025**

To

Raveena K
Shoranur, Palakkad
Kerala, India - 682006

Subject: Offer of Employment for the position of Assistant Professor

Dear Raveena K,

We are pleased to extend this formal offer for the position of **Assistant Professor** in the **Department of Logistics Management** at **URBX College of Aviation**. Based on your qualifications and experience, the selection committee is confident you will make a valuable contribution to our institution.

Position Details:

- Appointment Type: **Full-Time**
- Reporting To: **Principal**
- Start Date: **1st December 2025**
- Expected Working Hours: **08:30 AM -04:30 PM**
- Work Location: **URBX Knowledge**

Compensation & Benefits:

- Monthly Gross Salary: ₹ 40000 (Forty thousand Only)
- Benefits: Paid Leave, Other Benefits if applicable


The terms and conditions of employment, including your job responsibilities and institutional policies, are outlined in your detailed appointment letter and the College's HR handbook. Employment is contingent upon successful completion of pre-employment requirements (submission of necessary documents, verification of credentials, and onboarding formalities as per college policy).

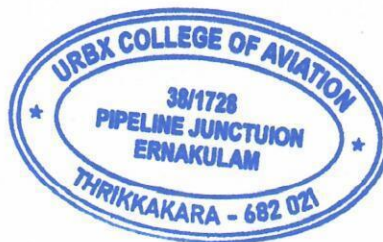
Acceptance:

Kindly sign and return a copy of this letter by Offer Expiry Date: **12-12-2025** to confirm your acceptance. You may do so via email or directly to the Human Resources Office.

We look forward to welcoming you to the URBX College of Aviation community.

Sincerely,
For URBX EDUCATIONAL TRUST


Chairman & Managing Trustee
Fayaz T T
Chairman & Managing Trustee
URBX Educational Trust





URBX

COLLEGE OF AVIATION

Reference No: URBX/COA/HR/014

Date: 26th November 2025

To

Jins Kunjumon
#1524, 2nd Main, 2nd Cross
Arekere, Bangalore
India - 560076

Subject: Offer of Employment for the position of Assistant Professor

Dear Jins Kunjumon,

We are pleased to extend this formal offer for the position of **Assistant Professor** in the **Department of Aviation Management** at **URBX College of Aviation**. Based on your qualifications and experience, the selection committee is confident you will make a valuable contribution to our institution.

Position Details:

- Appointment Type: **Full-Time**
- Reporting To: **Principal**
- Start Date: **1st December 2025**
- Expected Working Hours: **08:30 AM -04:30 PM**
- Work Location: **URBX Knowledge**

Compensation & Benefits:

- Monthly Gross Salary: ₹ 50000 (Fifty thousand Only)
- Benefits: Paid Leave, Other Benefits if applicable

The terms and conditions of employment, including your job responsibilities and institutional policies, are outlined in your detailed appointment letter and the College's HR handbook. Employment is contingent upon successful completion of pre-employment requirements (submission of necessary documents, verification of credentials, and onboarding formalities as per college policy).

Acceptance:

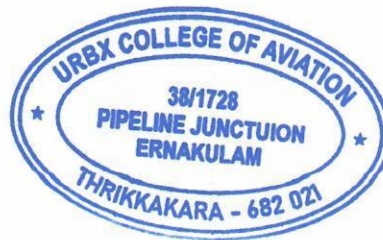
Kindly sign and return a copy of this letter by Offer Expiry Date: **12-12-2025** to confirm your acceptance. You may do so via email or directly to the Human Resources Office.

We look forward to welcoming you to the URBX College of Aviation community.

Sincerely,
For URBX EDUCATIONAL TRUST

Chairman & Managing Trustee

Fayaz T T
Chairman & Managing Trustee
URBX Educational Trust



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Reference No: URBX/COA/HR/016
Date: 26th November 2025

To

Jeevan G
Vijaya Nivas, Polleathai
Alappuzha, Kerala
India - 679122

Subject: Offer of Employment for the position of Assistant Professor

Dear Jeevan G,

We are pleased to extend this formal offer for the position of **Assistant Professor** in the **Department of Logistics Management** at **URBX College of Aviation**. Based on your qualifications and experience, the selection committee is confident you will make a valuable contribution to our institution.

Position Details:

- Appointment Type: **Full-Time**
- Reporting To: **Principal**
- Start Date: **1st December 2025**
- Expected Working Hours: **08:30 AM -04:30 PM**
- Work Location: **URBX Knowledge**

Compensation & Benefits:

- Monthly Gross Salary: ₹ 45000 (Forty Five thousand Only)
- Benefits: Paid Leave, Other Benefits if applicable


The terms and conditions of employment, including your job responsibilities and institutional policies, are outlined in your detailed appointment letter and the College's HR handbook. Employment is contingent upon successful completion of pre-employment requirements (submission of necessary documents, verification of credentials, and onboarding formalities as per college policy).

Acceptance:

Kindly sign and return a copy of this letter by Offer Expiry Date: **12-12-2025** to confirm your acceptance. You may do so via email or directly to the Human Resources Office.

We look forward to welcoming you to the URBX College of Aviation community.

Sincerely,
URBX EDUCATIONAL TRUST


Fayaz P I
Chairman & Managing Trustee
URBX Educational Trust



Reference No: URBX/COA/HR/017**Date: 26th November 2025**

To

Durga Sasidharan
Kochi, Kerala
India - 682312

Subject: Offer of Employment for the position of Assistant Professor

Dear Durga Sasidharan,

We are pleased to extend this formal offer for the position of **Assistant Professor** in the **Department of Logistics Management** at **URBX College of Aviation**. Based on your qualifications and experience, the selection committee is confident you will make a valuable contribution to our institution.

Position Details:

- Appointment Type: **Full-Time**
- Reporting To: **Principal**
- Start Date: **1st December 2025**
- Expected Working Hours: **08:30 AM -04:30 PM**
- Work Location: **URBX Knowledge**

Compensation & Benefits:

- Monthly Gross Salary: ₹ 40000 (Forty thousand Only)
- Benefits: Paid Leave, Other Benefits if applicable

The terms and conditions of employment, including your job responsibilities and institutional policies, are outlined in your detailed appointment letter and the College's HR handbook. Employment is contingent upon successful completion of pre-employment requirements (submission of necessary documents, verification of credentials, and onboarding formalities as per college policy).

Acceptance:

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We look forward to welcoming you to the URBX College of Aviation community.

Sincerely,

For URBX EDUCATIONAL TRUST


Chairman & Managing Trustee

Fayaz T T
Chairman & Managing Trustee
URBX Educational Trust

