

Absence for a continuous period of three days without prior approval (including overstay on leave / training) would result in you losing your lien on the service and the same shall automatically come to an end without any notice or intimation.

Leave:

During the period of your internship, you will devote full time to the work of the Organization. Further, you will not be entitled for any special leaves other than public holidays and weekends. Prior Permission must be obtained from the HR / Reporting Manager for attending Project Presentations and any other College related work.

Key Guidelines:

1. You will not publish any article or statement, deliver any lecture, or broadcast or make any communication to the press, including magazine publication relating to the Company's products or to any matter with which the Company may be concerned, unless you have previously applied to obtain the written permission from the Company. This includes the project presentations and reports that might be submitted to the College.
2. You will be required to maintain utmost secrecy in respect of Project documents, commercial offer, design documents, Project cost & Estimation, Technology, Software packages license, Company policies, Company Patents and Trademark and Organization's employee, hardware, and software assets profile.
3. You will be required to comply with all rules and regulations as the Company frame from time to time.
4. Any of our technical / other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged, or made public by you even thereafter.
5. If at any time in our opinion, which is final in this matter you are found non- performer or guilty of fraud, dishonest, disobedience, disorderly behaviour, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you.
6. You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or Company having a relationship with the company and if you are offered any, you should immediately report the same to the Management.

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