



SSM Institute of Engineering and Technology

Dindigul - 624 002

www.ssmiet.com

Ref: SSM IET / 003/ EST / English / 2013

01.03.2013

OFFER OF APPOINTMENT

- Sub: Establishment – Provisional Appointment as Assistant Professor in the English Department – orders issued – reg.


Ms.V.Sumithra is appointed as Assistant Professor in the Department of English with effect from 01st March 2013. You shall draw a salary of Rs.11,200 per month, HRA Rs. 1,400 includes.

You are required to report for duty to the Principal of the institution on 01.03.2013.

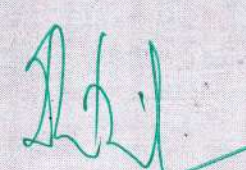
You shall be on probation for a period of one year, which can be extended further, or you may be terminated earlier at the discretion of the management. You shall, however, continue to be on probation till you are confirmed in writing by the management.

A notice of three months, on your side is required for relief / termination of service or on payment of three months salary in lieu thereof, and in case of failure on your part to do so, the management will be entitled to recover the requisite amount either by withholding your salary to that extent or otherwise, as may be necessary.

You shall be eligible for increment only on completion of probation and regular increment would be on appraisal of your performance by your superiors periodically. Other terms and conditions of employment will be as per the existing rules of the institution. A copy of the terms and conditions of employment is enclosed.


DIRECTOR / PRINCIPAL


CHAIRMAN


Dr.D.SENTHIL KUMARAN, M.E., Ph.D., (NUS)

Sindalagundu Post, Palani Road, Dindigul - 624 002.

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Palani Road, Dindigul - 624 002.



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1. Your continuation in the employment will always be subject to your physical and mental fitness and also performance.
2. You have to work and discharge your duties assigned to you from time to time by your superiors.
3. You are not permitted to engage any session or academic engagement in other institutions without prior permission of the head of the department and head of the institution. However, the institute will encourage the faculty to present papers, participation in seminars and other programs to enrich knowledge.
4. You shall not be permitted to leave the institution during the academic year/ semester.
5. Your services will be governed by the Standing Orders / Rules and Regulations of the Institution as well as regulatory bodies such as AICTE and Affiliating University.
6. You shall prepare session plan and course material well in advance and distribute to the students with the prior approval of the HoD or Principal. HoD and Principal have the discretion to allot subjects on careful evaluation of your background, ability and experience.
7. As a mentor, you are required to take care of fifteen to twenty students allotted by the Principal, monitor their progress on regular basis and maintain their database for their special grooming.
8. You shall be a part of either anti-ragging committee or anti-ragging squad or mentoring cell or grievance cell to prohibit, prevent and eliminate the scourge of ragging to comply with AICTE norms.
9. You shall involve yourself in any other task assigned to you by the head of the department and head of the institute beyond teaching as a part of institution building initiative.

In case the above terms and conditions are acceptable to you, please sign and acknowledge the same.

V. Srinivasan
(Signature of the Employee)

