



SSM Institute of Engineering and Technology

Dindigul - 624 002

www.ssmlot.ac.in

Ref: SSM IET /139/ EST /Mech/2016

24.06.2016

To

Dr.M.Saravanan
Plot.No:15A, SPR Nagar
Collectrate byepass, Collectorate(PO)
Dindigul.

Dear Sir,

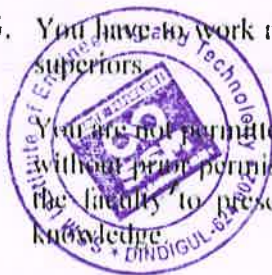
Sub: Appointment order

With reference to your application and subsequent interview on 24.06.2016 we are pleased to appoint you as Professor in the Department of Mechanical Engineering with the following salary per month.

Basic pay	: Rs. 41703
Grade pay	: Rs. 10000
D.A.	: Rs. 46897
HRA	: Rs. 1400
Total	: Rs.100000

You are required to follow the terms and conditions during your association with SSM Institute of Engineering and Technology.

1. 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.
2. 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.
3. 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.
4. Your continuation in the employment will always be subject to your physical and mental fitness.
5. You have to work and discharge your duties assigned to you from time to time by your superiors.
6. You are not permitted to engage any session or academic engagement in other institutions without prior permission of head of the institution. However, the institute will encourage the faculty to present papers, participation in seminars and other programs to enrich knowledge.



[Handwritten signature]

Dindigul - Palani Highway, Dindigul - 624 002.

Ph: 0451 - 2448800-2448899 (100 lines) Fax: 0451-2448855 E-mail: ssmlotdgl@gmail.com

Dr.D.SENTHIL KUMARAN, M.B., Ph.D., (MUS)
Principal
SSM Institute of Engineering and Technology
Kuttathupatti Village, Sindalagundu (Po),
Palani Road, Dindigul - 624 002.



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7. You are not permitted to engage any session or academic engagement in other institutions without prior permission of head of the institution. However, the institute will encourage the faculty to present papers, participation in seminars and other programs to enrich knowledge.
8. You shall not be permitted to leave the institution during the academic year/ semester.
9. 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.
10. You shall prepare session plan and course material well in advance and distribute to the students with the prior approval of the Principal. As a HoD you have the discretion to allot subjects on careful evaluation of the background, ability and experience of other faculty in your team.
11. As a mentor, you are required to take care of faculty and students and monitor their progress on regular basis. You are required to ensure a proper discipline is maintained in your department.
12. You shall involve yourself in any other task assigned to you by the 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.



PRINCIPAL / DIRECTOR


CHAIRMAN & MANAGING TRUSTEE

DECLARATION

I have read and understood the above terms and conditions of employment and accept the same, and further undertake to abide by them.




(Signature of the Employee)
Dr. D. SENTHIL KUMAR, M.B., Ph.D., (MUS)
Principal
SSM Institute of Engineering and Technology
Kutlathupatti Village, Sindalaganadu (P.O.)
Dindigul - 624 002

Original received