



SSM Institute of Engineering and Technology

Dindigul - 624 002

www.ssmiet.ac.in

Ref: SSMIET /009/ EST /EEE/2019

24.06.2019

To

Dr.K.Vijayakumar
No.4, 25th Cross Street
Avvai Nagar, Lawspet
Pondicherry – 605008.

Dear Sir,

Sub: Appointment order

With reference to your application and subsequent interview on 22.06.2019 we are pleased to appoint you as Professor & HoD in the Department of Electrical and Electronics Engineering from 24th June 2019 with the following scale of pay per month.

Basic pay	: Rs.37400
AGP	: Rs. 8000
Allowances	: Rs. 5300
Total	: Rs.50700

You are required to follow the following 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.

Dr.D.SENTHIL KUMARAN, M.E., P.D., (MUS)

Principal

SSM Institute of Engineering and Techno
Kuttathupatti Village, Sindalagundu (Po



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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.
7. You shall not be permitted to leave the institution during the academic year/ semester.
8. 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.
9. 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.
10. 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.
11. 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.


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

(Signature of the Employee)