



**SSM Institute of Engineering and Technology**  
**Dindigul - 624 002**

www.ssmiet.ac.in

Ref: SSM IET /104/ EST /ECE/2015

15.6.2015

To

Ms.M.Jeyalakshmi  
3.1.64 TVK Nagar  
Chinnalapatti  
Dindigul – 624301.

Dear Madam,

**Sub: Appointment order**

We are pleased to appoint you as Assistant Professor in the department of Electronics and Communication Engineering from the academic year 2015 – 2016.


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

1. You shall draw a consolidated salary of Rs.29000/- per month, HRA Rs. 1,400 includes.
2. 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.
3. 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.
4. 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.
5. Your continuation in the employment will always be subject to your physical and mental fitness.
6. You have to work and discharge your duties assigned to you from time to time by your superiors.



Dindigul - Palani Highway, Dindigul - 624 002.

Ph: 0451 - 2448800-2448899 (100 lines) Fax: 0451-2448855 E-mail: info@ssmiet.ac.in

  
Dr.D.SENTHIL KUMARAN, M.E., Ph.D., (NUS)  
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 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.
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 HOD or Principal. HOD and Principal have the discretion to allot subjects on careful evaluation of your background, ability and experience.
11. As a mentor, you are required to take care of fifteen students allotted by the Principal, monitor their progress on regular basis and maintain their database for their special grooming.
12. 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.


  
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)

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