



Dr. S. Ponnusamy, Ph.D.  
Registrar

SRMIST/Reg./Estt./Appt. 8726.26 [Vol. 142]/2024/ 1723

Date: 07.06.2024

**PROCEEDINGS**

**Sub: SRMIST - Establishment - Ms. Sangeetha Rajeev, appointed as Assistant Professor [French] in the Dept. of English and Foreign Languages, College of Engineering and Technology, Kattankulathur campus - Orders issued**

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**ORDER:**

We are pleased to offer you an appointment as **Assistant Professor [French]** in the **Department of English and Foreign Languages** at the College of Engineering and Technology, Kattankulathur campus on the following terms and conditions.

You have to join duty within ten days from the date of the order. If you fail to join within ten days, this order will stand cancelled.

**1. Reporting**

You have to report to the **Dean**, College of Engineering and Technology, Kattankulathur campus.

**2. Salary**

You will be paid with a consolidated pay of Rs. 59,375/- [Rupees Fifty nine thousand three hundred and seventy five only]

**3. Place of Posting**

A] Your place of posting will be at the **Department of English and Foreign Languages**. You are liable for transfer in the corresponding post within the jurisdiction of SRMIST.

B] The institution may also depute you to work or assign your services to any associate institution, subsidiary or other institution with whom the institution may make such arrangements.

C] You may be required by the institution to make such tours whenever necessary in the interest of the institution's development. The institution shall reimburse the TA/DA as per the eligibility in accordance with the Rules of the SRMIST.

**4. Terms of Employment & Hours of Work**

You will adhere to the working hours of the institution.



## **5. Probation**

A] You will be on probation for a period of one year from the date of joining and your service will be confirmed on successful completion of your probation period.

B] The period of probation may be extended for a period of one more year if your service is not found to be satisfactory.

C] Your services are liable to be terminated without any notice during the period of probation.

D] This order does not imply any commitment to your continued employment beyond the specified probation date and supersede any other agreements, written or oral, with regard to your employment in this institution.

## **6. Nature of Duties**

A] You have to perform to the best of your ability in all the duties connected with your Post and such additional duties assigned, from time to time. Your specific duties will be set out by your superior and the detailed job description will be given to you.

B] In case of an exigency, you will be called to perform duties as per the requirements of the institution.

## **7. Leave/Holiday**

You will be eligible for various kinds of leave and other holidays as per the Leave Rules/Policy of the institution.

## **8. Institution Property**

A] You should maintain all properties entrusted to you for official use in good condition during the course of your employment.

B] You shall return all such property to the institution on relinquishment of your charge, failing which the cost of the same will be recovered from you.

## **9. Borrowings/Accepting Gifts**

You will not borrow or accept any money, gift, rewards or compensation for your personal gains from the employees of SRMIST and outsiders with whom you may be having official dealings.



#### **10. Notice Period:**

A] In case of termination from service after confirmation by either party, 3 months' notice shall be given or salary paid in lieu thereof by either party.

B] You must serve the institution during the notice period in full, without availing any kind of leave.

C] Resignation in the middle of the academic year shall not be accepted.

#### **11. Termination**

The institution has the right to terminate your employment summarily without any notice period, if it has reasonable ground to believe that you are guilty of misconduct or negligence, or have committed any fundamental breach of contract, or caused any loss to the institution.

#### **12. Absence without prior permission**

If you remain absent without prior permission or overstay, disciplinary action will be initiated against you.

#### **13. Confidential Information**

A] You should not directly communicate any personal issues with regard to your employment to the higher authorities.

B] You must always maintain the highest degree of confidentiality of records, documents and other confidential information relating to the institution.

C] Breach of the above conditions will entail disciplinary action.

#### **14. Increments**

The increment of salary will purely be based on your performance report obtained from your concerned head/ superiors of the institution.

#### **15. Retirement on Superannuation**

You shall be retired on the attainment of the age of 65 [Sixty-five] years unless specifically communicated by the institution in writing to continue your service.





## 16. Applicability of Institution Policy

The institution shall be entitled to make policy declarations from time to time pertaining to matters like leave policy, maternity leave, employee benefits, working hours, transfer policy, TA/DA policy, etc., and may alter the same from time to time at its sole discretion.

## 17. Correctness of Information

- A] You have to produce original certificates at the time of joining duty for verification.
- B] You have to produce the copies of Aadhar and PAN cards with self-attestation immediately after joining duty and if you are not having one, you have to apply for it and submit a Xerox copy.
- C] Your monthly salary shall be credited to your bank account for which you have to open an account immediately with City Union Bank / HDFC Bank, if you are not having already.
- D] If it is found at any time that the information given by you is false /incorrect/ incomplete, you will be terminated from service without any prior notice.

To  
Ms. Sangeetha Rajeev  
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Grande, Indira Nagar,  
Selaiyur, Chennai  
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Registrar  
Registrar  
SRM Institute of Science and Technology  
SRM Nagar, Kattankulathur - 603 203  
Chengalpattu Dist, Tamilnadu, India.  
12/6/24

Copy to:  
The Dean [CET] - with a request to forward the joining report of the individual  
The Dean [Sciences]  
The HoD - EFL  
The Deputy Registrar / KTR  
The Deputy Registrar

### Copy submitted to:

The Chancellor - for kind information  
The Pro Chancellor [Administration] - for kind information  
The Pro Chancellor [Academics] - for kind information  
The Chairman, Trichy & Ramapuram Campuses - for kind information  
The President - for kind information  
The Vice Chancellor - for kind information  
The Pro Vice Chancellor [Medical] - for kind information

