



VEL TECH[®]

Dr.RR & Dr.SR

TECHNICAL UNIVERSITY

University u/s 3 of UGC Act, 1956

VEL TECH RANGARAJAN Dr.SAGUNTHALA R&D INSTITUTE OF SCIENCE AND TECHNOLOGY



19-MAR-2010

TTS 1435

Ref : 1 Pro.No.1/S VT / 6361 / A

The Board of Management, of this institute is pleased to appoint

KAVITHA. R

(D.O.B : 19-AUG-1984)

M.E(SW ENGG)

as **ASSISTANT PROFESSOR**

based on performance / personal interview held on

19-MAR-2010

For the above post the terms and conditions are detailed below:

1. This appointment as **ASSISTANT PROFESSOR**
in **CSE**

department will be effective from the date of joining duty.

2. You shall be on probation for a minimum period of one year.

3. The management has the right to extend the period of probation for a further period of one year or a part thereof at its discretion. You should produce satisfactory documentary evidence in proof of proper relief from present employment, if any.

4. You shall be liable to be terminated at the discretion of Management in the event of your performance and conduct being unsatisfactory giving a two month notice in case for the faculty whose services are confirmed and those on probation, no notice will be served.

5. You shall not leave the Institution in the middle of the Academic Year.

6. In the event of resignation from this post during or after probation period, but before the end of the academic year, you shall remit two months salary.

7. You shall perform any task that may be assigned to you by the Management from time to time.

8. You shall be governed by the rules and regulations of the Institution that are in force from time to time.

9. You should not try for employment elsewhere without the knowledge of the Management.

10. You shall not allow any malpractice in exam or in tests or in attendance procedure, and if found guilty you will be terminated without any notice.

Prepared by:

(*B.R. Pruthi*)

Accepted by:

Pruthi

AUTHORIZED SIGNATORY

19/03/2010

Contd...



VEL TECH[®]

Dr. RR & Dr. SR

TECHNICAL UNIVERSITY



University u/s 3 of UGC Act, 1956
VEL TECH RANGARAJAN Dr.SAGUNTHALA R&D INSTITUTE OF SCIENCE AND TECHNOLOGY

11. The Institution follow well framed service rules. The service rules have been laid down taking into account all the interests of the student community. Any violation in the service rules, faculty will be issued a show cause notice and will have to appear before the enquiry committee. Based on the severity of violation and explanation given by the faculty, the enquiry committee may even recommend to relieve the faculty immediately from his / her position. In all such cases 'two month notice' clause will be superseded. Further the nature of violation will be noted in the service register as well as in the experience / relieving certificate.

12. This appointment letter has been issued with the approval of Competent Authority.

13. You will be paid **Rs. 25812** (Rs. Twenty Five Thousand Eight Hundred Twelve Only) per month.

Scale:- 15600 - 39100

Basic	15600
Academic Grade Pay	6000
Dearness Allowance (22%)	3432
Travelling Allowance	0
Continuing Education Allowance	0
HRA (5%)	780
Personal Pay	0
Total	25812

14. Income Tax will be deducted at sources as per IT Provisions.

15. To comply with the institute's mandate, it is essential that you should coordinate with one or two industries for strengthening industry - academia interaction. However, incase of female faculty, the industry identified can be within the institute's vicinity or near to their native place, while the male faculty should take up units away from Chennai.

16. For all Official Correspondences you should use only the Institutional e-mail ID. Using personal email-ID for such purposes is banned.

17. You must ensure that you will take all possible steps for prevention of ragging on the premises of the educational institution and you will be liable for action in case of non-compliance.

18. You should Publish one Publication every Semester in any Scopus indexed Journals and show proof of submission / involvement in R&D Projects and Funded projects as per UGC guidelines, Otherwise your appointment will be terminated at the end of the semester.

19. In the event of yourself being Principal Investigator or Co- PI or forming a part of any project work, you should not leave the institution for any reason whatsoever till such project is completed and final report is filed. If you stop attending the institution in the midst of any on-going project work, you shall be liable to pay 20% of the total cost of the project and such other loss that may be incurred by the institution in view of the non-completion of the project. In case of any violation, you will be subjected to suitable legal action. However it is made clear that the management is entitled to terminate the service if you are found involved in any malpractice or any other misconduct at any point of time and in any event. In any case, the project is to be discontinued, you shall be liable to compensate the losses incurred by the institution.

Prepared by:

B.K. Sankar

Accepted by:

R. Sankar

AUTHORIZED SIGNATORY

19/03/2018



VEL TECH[®]

Dr. RR & Dr. SR

TECHNICAL UNIVERSITY



University u/s 3 of UGC Act, 1956

VEL TECH RANGARAJAN Dr.SAGUNTHALA R&D INSTITUTE OF SCIENCE AND TECHNOLOGY

Page 3

Along with joining report, staff induction form should be submitted to Registrar.
The duplicate copy of this appointment order may be signed and returned for having accepted the offer.
You should follow the following guidelines.

Note :

- 1.6 working days in a week, needs to be followed by both academic and non-academic staff.
2. Smoking is strictly prohibited inside the campus.
3. Original appointment order will be with S-HRD.
4. You should put in all efforts to achieve at least 90% result in the Institute Exams by the students.
5. You should practice and maintain ISO 9001-2008 standards.
6. You should involve in any one Extra Curricular activity every month.
7. Union and Political activities are prohibited. If anybody involves in any union /association /politics/groups (Caste wise, Community wise or in any other manner), their services will be terminated without notice.
8. In the event of your leaving employment by whatever mode, you shall ensure that you collect all documents Including certificates, if any, deposited with the management, and acknowledge the same to an appropriate authority as a part of your final settlement.
9. In the event you abscond from duties for whatever reason with or without notice to management, you do realize and fully understand that documents relating to you including certificates, if any, may be available with the management fully at your risk, for a maximum period of 60 days from your last working day at the institution.
10. You do undertake to compensate the management a deposit fee of Rupees one thousand per month beyond a period of 60 days from the date of your working day at the institution before your final settlement. Till you submit your Original degree certificates 75% of salary only will be paid

For Vel Tech Rangarajan Dr. Sagunthala R&D Institute of Science and Technology

AUTHORIZED SIGNATORY

Faculty Address for Communication:

KAVITHA. R
NO. 43, 18TH STREET,
R.K. RESIDENCY,
KORATTUR - 80

Tel No : 9663373530

Prepared by:

(B.K. Suleja)

Faculty Permanent Address:

Same as communication
address

Mail:

Accepted by:

(KAVITHA. R)



VEL TECH[®]

Dr.RR & Dr.SR

TECHNICAL UNIVERSITY

University u/s 3 of UGC Act, 1956

VEL TECH RANGARAJAN Dr.SAGUNTHALA R&D INSTITUTE OF SCIENCE AND TECHNOLOGY



Ref 1 Pro.No.1/S VT / 6361 / A

TTS 1435

19-MAR-2010

To

Address: Communication:

KAVITHA. R

NO. 43, 18TH STREET,

R.K. RESIDENCY,

KORATTUR - 80

Tel No : 9663373530

Permanent Address:

Same as communication
address

Tel No :

Mail:

Sub : Administration-Appointment as a ASSISTANT PROFESSOR
in CSE

DEPT.Reg.,

Sir / Madam,

We hereby acknowledge the receipt of the following certificates for verification:

Nil

Nil

- Note :
1. This appointment will be effective from the date of joining duty.
 2. Weekly 6 days working for academic & non academic.
 3. Smoking is strictly prohibited inside the campus.
 4. You should give minimum 90% result in the Institute Exams.
 5. Original appointment order will be S-HRD.
 6. You should practice and maintain ISO 9001-2008 standards.
 7. You Should Publish minimum one Publication every Semester in scopus indexed Journals and show proof of submission/involvement in R&D Projects and Funded projects as per UGC guidelines, Otherwise your appointment will be terminated at the end of semester.
- Till you submit your Original degree certificates 75% of salary only will be paid

For Vel Tech Rangarajan Dr. Sagunthala R&D Institute of Science and Technology

AUTHORIZED SIGNATORY

Prepared by:

(B.K. Indya)

Verified By:

()

Accepted by:

(KAVITHA. R

P. Hanth)



VEL TECH RANGARAJAN Dr.SAGUNTHALA^(U)
R&D INSTITUTE OF SCIENCE AND TECHNOLOGY
(VEL TECH Dr.RR & Dr.SR TECHNICAL UNIVERSITY)
University u/s 3 of UGC Act, 1956



#42, Avadi-Vel Tech Road, Avadi, Chennai - 600 062, Tamil Nadu, INDIA.

PROMOTION ORDER

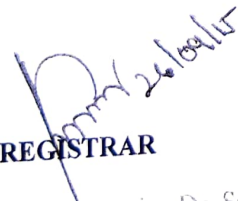
26-Sep-2015

To

Dr. R. Kavitha
Assistant Professor
Department of CSE

Based on the recommendations of the promotional committee, we are pleased to promote you as **Associate Professor** with effect from 26-Sep-2015. We are sure that you will make best use of this opportunity and contribute substantially to the success of our organization as you have done in the past and fully justify confidence place in you by the management.

You are to abide by the rules and regulations of the University as decided by the Board of Management from time to time. You have to take teaching and research work, administrative and any other duty assigned by the authorities. You should not leave the institution in the middle of the Academic year. In case of resignation, you have to give an advance intimation of two months to the University. The same way, the University will intimate you before two months in advance, in case your services are terminated in normal circumstances. However the University has the right to terminate you without notice in the situations of misconduct or misbehavior.


REGISTRAR

Vel Tech Rangarajan Dr. Sagunthala
R&D Institute of Science And Technology
(U/s 3 of UGC Act, 1956)
400 feet Outer Ring Road, Avadi, Chennai-600 062.
Tamil Nadu, India



Vel Tech

Rangarajan Dr. Sagunthala
R&D Institute of Science and Technology
(Deemed to be University Estd. u/s 3 of UGC Act, 1956)

Date:

Ref. No. VT/R/CAS/Proceedings/ 20 - 21

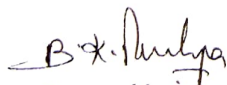
30-Nov-2020

PROMOTION ORDER

As per the proceedings of the committee constituted to recommend the names of the eligible candidates for promotion under Career Advancement Scheme, it has been informed that the following candidate has been promoted, subject to the existing UGC norms and conditions underlying the award of promotions under CAS.

Faculty ID	TTS 1435
Name of the Faculty Member	Dr.R.KAVITHA
Department of the Faculty	COMPUTER SCIENCE AND ENGINEERING
Designation at Present	ASSOCIATE PROFESSOR
Promotion awarded as	PROFESSOR
Date of award of Promotion	30-Nov-2020
PAY STRUCTURE	
Revised Basic Pay	37400
AGP	10000
DA	45030
HRA	2370
PP	2160
Increment	0

The receipt of this communication may be acknowledged quoting the number and date of the promotion order, mentioned above.


Prepared by


Approved by
REGISTRAR

No.42, Avadi-Vel Tech Road, Vel Nagar,
Avadi, Chennai - 600 062, Tamil Nadu, India.
Toll Free : 1800 212 7669
Landline : +91 44 6171 0244 / 2684 0262
Email : registrar@veltech.edu.in
Website : www.veltech.edu.in