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Address : 42, Avadi-Vel Tech Road, Avadi, Chennai - 600 062, Tamilnadu, INDIA.
Website : www.veltechuniv.edu.in E-mail: veltech@vsnl.com

VEL TECH DR. RR & DR. SR TECHNICAL UNIVERSITY
No. 42, Avadi-Vel Tech Road, Avadi, Chennai-600 062, India



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



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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 In all such cases 'two month notice' clause will be superseded.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. 110000 (Rs. One Lakh Ten Thousand Only

) per month.

Scale:- 37400 - 67000

Basic	47915
Academic Grade Pay	10000
Dearness Allowance (45%)	26062
Travelling Allowance	0
Continuing Education Allowance	0
HRA 10%	5792
Personal Pay	20231
Total	110000

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, in case 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. Prabhakar)

Accepted by:

(Signature)

REGISTRAR.

Dr. E. KANNAN

REGISTRAR

Phone : +91-44-26841622 Fax: +91-44-26840605

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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 University 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.

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

REGISTRAR,

Faculty Address for Communication:

Dr. MALARVIZHI

VEL TECH RANGARAJAN Dr. SAGUNTHALA R&D INSTITUTE OF SCIENCE AND TECHNOLOGY
No. 42, Vel Tech Road, Avadi, Chennai - 600 062, India
NO. 7, KAVERI STREET,

SALIGRAMAM, CHENNAI -

Tel No : 9003183172

Prepared by:

(Dr. Malarvizhi)

Faculty Permanent Address:

Same as communication
address

Mail: nmv_94@yahoo.com 9445193831

Accepted by:

(Dr. MALARVIZHI. N)