



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

TTS 2304

Ref : 1 Pro.No./S VTU / 9799 / A

05-JAN-2016

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

Dr.MEENA. K

(D.O.B : 25-MAR-1980)

B.E(ECE),M.E(CSE),Ph.D(CSE)

as **ASSOCIATE PROFESSOR**

based on performance / personal interview held on

05-JAN-2016

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

1. This appointment as **ASSOCIATE 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 University / 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:

[Signature]

Accepted by:

REGISTRAR.

[Signature]
Registrar



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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. 90000 (Rs. Ninety Thousand Only) per month.

Scale:- 37400 - 67000

Basic	37400
Academic Grade Pay	9000
Dearness Allowance (45%)	20800
Travelling Allowance	0
Continuing Education Allowance	0
HRA 10%	4640
Personal Pay	16500
Total	90000

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:

Accepted by:

REGISTRAR

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Address: 42, Avadi-Vel Tech Road, Avadi, Chennai - 600 062, Tamil Nadu, INDIA

Website: www.veltechuniv.edu.in E-mail: veltech@vsnl.com

Registrar

Dr. R. R. Vel Tech University, Chennai - 600 062



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:

PROMOTION ORDER

As per Regulatory & AICTE Norms

Staff ID	:	TTS 2304
Staff Name	:	Dr.MEENA. K
Present Designation	:	ASSOCIATE PROFESSOR
Promoted As	:	PROFESSOR
Effective From	:	26-Oct-2019
Revised Basic	:	40226
AGP	:	10000
DA	:	50226
Hra	:	5023
PP	:	1840
Increment	:	0

Acknowledge of Submissions:

PROMOTION UNDER CAREER ADVANCEMENT SCHEME.

Prepared By

B.K. [Signature]

Approved By

For REGISTRAR

Mrs. N. S. Prema
Registrar

Date

26-Oct-2019

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