



RAMCO INSTITUTE OF TECHNOLOGY

(Approved by AICTE - New Delhi and Affiliated to Anna University - Chennai)

P.R. Venketrana Raja
Chairman, Governing Council

Appointment Order

Ref: RIT/ES/AO/Civil/AP(SG)/2018/01

Date: 14-06-2018

Mr.S.Dharmar

542,Thiruvananthapuram Street,
Patchamadam,
Rajapalayam - 626117.

Dear Mr.S.Dharmar,

We are pleased to appoint you as "**Assistant Professor (Senior Grade) of Civil Engineering**" in Ramco Institute of Technology with effect from the date of joining as per the service terms and conditions given in the Annexure.

You will draw a monthly Gross salary of Rs.52,932/-. The break-up salary details are given below.


Particulars	Rs. p.m.	Remarks
Basic pay	21629 ✓	AICTE pay band of Rs.15600-39100
Academic Grade Pay	7000 ✓	As per the present AICTE norms
Dearness Allowance	22903	
House Rent Allowance	1400	
Total	52932/-	

We welcome you to RAMCO INSTITUTE OF TECHNOLOGY and look forward to your contribution to the success and growth of the Institution.

You have to join the duty on or before **10.07.2018**.

At the time of joining, you are requested to submit the following documents:

- Copy of Appointment Order and Service terms and conditions enclosed as Annexure duly signed.
- Attested copies of Experience and Qualification Certificates, Relieving Order from the previous employer and Last Salary Slip.


**Chairman, Governing Council
Ramco Institute of Technology**

North Venganallur Village, Rajapalayam - 626 117, Tamil Nadu.

Tel : 04563 233456; Fax : 233499 e-mail : rit.rjpm@gmail.com www.ritrjpm.ac.in

RAMCO INSTITUTE OF TECHNOLOGY**Service Terms and Conditions – Assistant Professor,
Assistant Professor (Sr.Gr.), Assistant Professor (Sl.Gr.)****1. Timing and working days:**

You will observe the standard working time from 8.45 am to 5.00 pm on all working days as defined in the academic schedule.

2. Perquisites:

- 2.1. The Management Contribution of PF will be Maximum of Rs.1800 per month.
- 2.2. Fee concession to the extent of 1/3rd of the school fee to your children for education up to 12th standard subject to a maximum of 2 children studying in our group's Education Institutions.
- 2.3. You will be provided medical insurance cover for a sum assured of Rs.1.50 Lakh per year for dependent parents and 2 Children (Male upto 18 years and Female upto Marriage).
- 2.4. You will be eligible for 15 days of casual leave in a year apart from vacation leave.
- 2.5. For Female faculty members a Maternity leave of maximum 6 Months will be provided with First month full salary, second month half salary and third month to sixth month on loss of pay.
- 2.6. Salary and perquisites are subject to deduction of tax at source as per the Income Tax Act.

3. Probation:

- 3.1. You shall be on probation for a period of TWO YEARS and it can be extended for a further period of another one year, however at the discretion of Management taking into consideration of your attitude and performance.
- 3.2. Mere completion of the probationary period or period of extension thereof would not entitle you to automatic confirmation nor will it imply confirmation.

4. **Annual increment** will be @3% on total of Basic and AGP last drawn after successful completion of probationary period.



P.R.Venketrama Raja
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Ramco Institute of Technology

5. Notice of termination:

- 5.1. During the period of probation, your employment can be terminated by giving one-month notice period and salary in lieu thereof on either side.
- 5.2. On confirmation, your employment can be terminated by three months notice period or salary in lieu thereof on either side. The Institution, however, reserves the right to pay you three months' salary in lieu of notice.

6. Age of retirement:

Your retirement age will be 58 years.

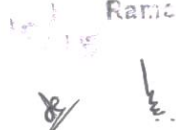
7. Main Duties and Responsibilities:

Your main duties and responsibilities include the following:

- 7.1. To take necessary steps for developing required infrastructure such as laboratories, equipment, hardware and software, books, journals and advanced teaching-learning materials from time to time.
- 7.2. To acquaint with the regulations, curriculum, syllabi and assessment methods of the affiliating University, AICTE norms and NBA criteria for imparting standard level of engineering education.
- 7.3. To observe punctuality and conduct regular lecture classes, tutorials, laboratory practical and other academic and co-curricular activities effectively and efficiently with high quality to the best of satisfaction to the students and superiors.
- 7.4. To fine-tune the basics and improve the teaching capability, our Institute has created a policy that every faculty member must register and pursue atleast one online course per semester from MIT and other prominent foreign Universities through EDX/ Course Era and obtain verified certificates. The faculty members shall make use of MIT videos, NPTEL videos and e-learning modules and innovative teaching techniques wherever possible and required for the regular curriculum.
- 7.5. To plan and organize special lectures in your subject and offer value added courses in thrust areas through distinguished resource persons from prominent industries including Ramco Group and academic Institutions of excellence.



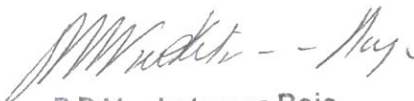
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- 7.6. To organise industrial visits and in-plant training/internship for the students during month-end or semester holidays to facilitate learning current practical aspects in industry.
- 7.7. To offer counselling to students for improving their communication skills, learning capability to help them prepare for success in examinations and placement interviews.
- 7.8. To encourage and guide students to actively participate in co-curricular and extra-curricular activities for developing team spirit, organizational building ability and leadership skills.
- 7.9. To actively involve in participation, coordination and organization of Seminars, Symposia, Conferences, Workshops, Short Term courses, FDPs, Project Exhibitions, etc.
- 7.10. To take steps for promoting Research and Development, Consultancy and extension activities. This includes preparing project proposals in emerging areas and submitting to various agencies such as AICTE, DST, DRDO, DIT, MNRE, CSIR, TNSCST, etc., and other funding Agencies.
- 7.11. To involve in guiding students to carry out good quality projects and take steps for publishing the findings in journals, conference, etc.
- 7.12. To facilitate students acquiring overall graduate attributes for starting good careers or enterprises.
- 7.13. You are expected to maintain cordial relations and good communication with all students, colleagues, superiors and others.
- 7.14. You will report to the Head of the Department regarding your regular academic activities and routine works. You need to assist the HOD and the Principal in developing your Department. You will form an integral part of the Institution and your ideas and suggestions are welcome in making RIT to become an Institution of Excellence.
- 7.15. Your overall performance during every academic year will be assessed.

8. General:

- 8.1. You shall be governed by the provisions of the rules and regulations, service conditions and code of conduct as may be laid down from time to time.



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- 8.2. During the period of your employment with us, you will not directly or indirectly involve in any other occupation, business or employment whatsoever without the previous consent in writing to the Management. You shall devote your whole time, attention and abilities to the development of the institution.
- 8.3. The Management will expect you to work with a high standard of initiative and efficiency. You are expected to provide leadership in encouraging a respectful and diverse work and a very good learning environment.
- 8.4. During the tenure of your service, you will maintain total confidentiality of all Institution related information to which you may have access directly or indirectly.
- 8.5. You must ensure that you will take all possible steps to prevent ragging in the premises and you are liable for action in case of non-compliance.
- 8.6. You should not try for employment elsewhere without the knowledge of the Principal.
- 8.7. You have to submit a fitness certificate from a Registered Medical Practitioner authorized by the Management within 15 days from the date of receipt of this letter.

Place: Rajapalayam

Date: 01.07.2018



Chairman, Governing Council

Ramco Institute of Technology

P.R.Venketrama Raja

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RAMCO INSTITUTE OF TECHNOLOGY

(Approved by AICTE - New Delhi and Affiliated to Anna University - Chennai)

P.R. Venketrama Raja
Chairman, Governing Council

Appointment Order

Ref: RIT/ES/AO/CSE/AP(SG)/2018/01

Date: 19-05-2018

Mr.A.S.Prabaharan
3/186 A, Veerakkarakovil Street,
Sarkargollapatti,
Salem – 636030.

Dear Mr.A.S.Prabaharan,

We are pleased to appoint you as **“Assistant Professor (Senior Grade) of Computer Science and Engineering”** in Ramco Institute of Technology with effect from the date of joining as per the service terms and conditions given in the Annexure.

You will draw a monthly Gross salary of Rs.47,185/-. The break-up salary details are given below.

Particulars	Rs. p.m.	Remarks
Basic pay	18436 ✓	AICTE pay band of Rs.15600-39100
Academic Grade Pay	7000 ✓	As per the present AICTE norms
Dearness Allowance	20349	
House Rent Allowance	1400	
Total	47185/-	

We welcome you to RAMCO INSTITUTE OF TECHNOLOGY and look forward to your contribution to the success and growth of the Institution.

You have to join the duty on or before **01.07.2018**.

At the time of joining, you are requested to submit the following documents:

- Copy of Appointment Order and Service terms and conditions enclosed as Annexure duly signed.
- Attested copies of Experience and Qualification Certificates, Relieving Order from the previous employer and Last Salary Slip.

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P.R. Venketrama Raja
Chairman, Governing Council

Appointment Order

Ref: RIT/ES/AO/CSE/AP(SG)/2018/04

Date: 14-06-2018

Mr.M.Gomathy Nayagam
14-15, Amman Kovil Street,
Vadakkoor, Thovalai,
Kanniyakumari – 629302.

Dear Mr.M.Gomathy Nayagam

We are pleased to appoint you as "**Assistant Professor (Senior Grade) of Computer Science and Engineering**" in Ramco Institute of Technology with effect from the date of joining as per the service terms and conditions given in the Annexure.

You will draw a monthly Gross salary of Rs.47,185/-. The break-up salary details are given below.

Particulars	Rs. p.m.	Remarks
Basic pay	18436	AICTE pay band of Rs.15600-39100
Academic Grade Pay	7000	As per the present AICTE norms
Dearness Allowance	20349	
House Rent Allowance	1400	
Total	47185/-	

We welcome you to RAMCO INSTITUTE OF TECHNOLOGY and look forward to your contribution to the success and growth of the Institution.

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M. Venketrama Raja



RAMCO INSTITUTE OF TECHNOLOGY

(Approved by AICTE - New Delhi and Affiliated to Anna University - Chennai)

P.R. Venketrama Raja
Chairman, Governing Council

Appointment Order

Ref: RIT/ES/AO/CSE/AP/2018/02

Date: 19-05-2018

Mr.C.A.Yogaraja
78, Chinniyampalayam,
Jambai (PO),
Bhavani- 638312.

Dear Mr.C.A.Yogaraja,

We are pleased to appoint you as "**Assistant Professor of Computer Science and Engineering**" in Ramco Institute of Technology with effect from the date of joining as per the service terms and conditions given in the Annexure.

You will draw a monthly Gross salary of Rs.45,160/-. The break-up salary details are given below.

Particulars	Rs. p.m.	Remarks
Basic pay	18311 ✓	AICTE pay band of Rs.15600-39100
Academic Grade Pay	6000 ✓	As per the present AICTE norms
Dearness Allowance	19449	
House Rent Allowance	1400	
Total	45160/-	

We welcome you to RAMCO INSTITUTE OF TECHNOLOGY and look forward to your contribution to the success and growth of the Institution.

You have to join the duty on or before **01.07.2018**.

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- Copy of Appointment Order and Service terms and conditions enclosed as Annexure duly signed.
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Chairman, Governing Council

Appointment Order

Ref: RIT/ES/AO/CSE/AP/2018/03

Date: 19-05-2018

Mr.K.Vignesh Saravanan
6, Gnanagiri Road,
Sivakasi East,
Sivakasi - 626189.

Dear Mr.K.Vignesh Saravanan

We are pleased to appoint you as "**Assistant Professor of Computer Science and Engineering**" in Ramco Institute of Technology with effect from the date of joining as per the service terms and conditions given in the Annexure.

You will draw a monthly Gross salary of Rs.40,280/-. The break-up salary details are given below.

Particulars	Rs. p.m.	Remarks
Basic pay	15600 ✓	AICTE pay band of Rs.15600-39100
Academic Grade Pay	6000 ✓	As per the present AICTE norms
Dearness Allowance	17280 ✓	
House Rent Allowance	1400 ✓	
Total	40280/-	

We welcome you to RAMCO INSTITUTE OF TECHNOLOGY and look forward to your contribution to the success and growth of the Institution.

You have to join the duty on or before **01.07.2018**.

At the time of joining, you are requested to submit the following documents:

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- Attested copies of Experience and Qualification Certificates, Relieving Order from the previous employer and Last Salary Slip.

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North Venganallur Village, Rajapalayam - 626 117, Tamil Nadu.

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P.R. Venketrama Raja
Chairman, Governing Council

Appointment Order

Ref: RIT/ES/AO/CSE/ACSP/2018/05

Date: 25-10-2018

Dr.M.Kaliappan

336 B, Aaladipatti,
Venkatesvarapuram Village
Srivilliputtur - 626 125.

Dear Dr.M.Kaliappan,

We are pleased to appoint you as "**Associate Professor of Computer Science and Engineering**" in Ramco Institute of Technology with effect from the date of joining as per the service terms and conditions given in the Annexure.

You will draw a monthly Gross salary of Rs. 84,920/-. The break-up salary details are given below.


Particulars	Rs. p.m.	Remarks
Basic pay	37400	AICTE pay band of Rs.37400-67000
Academic Grade Pay	9000	As per the present AICTE norms
Dearness Allowance	37120	80%
House Rent Allowance	1400	
Total	84,920/-	

We welcome you to RAMCO INSTITUTE OF TECHNOLOGY and look forward to your contribution to the success and growth of the Institution.

You have to join the duty on or before **01.12.2018**.

At the time of joining, you are requested to submit the following documents:

- Copy of Appointment Order and Service terms and conditions enclosed as Annexure duly signed.
- Attested copies of Experience and Qualification Certificates, Relieving Order from the previous employer and Last Salary Slip.


Chairman, Governing Council
Ramco Institute of Technology

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North Venganallur Village, Rajapalayam - 626 117, Tamil Nadu.

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Chairman, Governing Council

Appointment Order

Ref: RIT/ES/AO/EEE/AP/2018/01

Date: 19-05-2018

Ms. S.Sharmilakumari
B/70 TNHB, Chatraretthiarpatti,
Virudhunagar - 626001.

Dear Ms. S.Sharmilakumari,

We are pleased to appoint you as "**Assistant Professor of Electrical and Electronics Engineering**" in Ramco Institute of Technology with effect from the date of joining as per the service terms and conditions given in the Annexure.

You will draw a monthly Gross salary of Rs.40,280/-. The break-up salary details are given below.

Particulars	Rs. p.m.	Remarks
Basic pay	15600	AICTE pay band of Rs.15600-39100
Academic Grade Pay	6000	As per the present AICTE norms
Dearness Allowance	17280	
House Rent Allowance	1400	
Total	40280/-	

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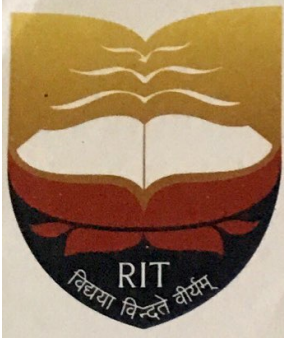
Chairman, Governing Council
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[Handwritten Signature]

North Venganallur Village, Rajapalayam - 626 117, Tamil Nadu.

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Chairman, Governing Council

Appointment Order

Ref: RIT/ES/AO/ECE/AP/2018/01

Date: 19-05-2018

Mr.P.Venkatesh
223, Parvathi Street,
Natraj Nagar,
Madurai – 625016.

Dear Mr.P.Venkatesh

We are pleased to appoint you as "**Assistant Professor of Electronics and Communication Engineering**" in Ramco Institute of Technology with effect from the date of joining as per the service terms and conditions given in the Annexure.

You will draw a monthly Gross salary of Rs.43,885/-. The break-up salary details are given below.

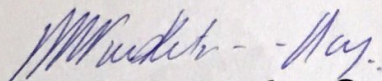
Particulars	Rs. p.m.	Remarks
Basic pay	17603	AICTE pay band of Rs.15600-39100
Academic Grade Pay	6000 ✓	As per the present AICTE norms
Dearness Allowance	18882	
House Rent Allowance	1400	
Total	43885/- ✓	

We welcome you to RAMCO INSTITUTE OF TECHNOLOGY and look forward to your contribution to the success and growth of the Institution.

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Chairman, Governing Council

Appointment Order

Ref: RIT/ES/AO/Mech/AP(SG)/2018/01

Date: 19-05-2018

Dr.V.Sivakumar
33/18,S3 Arunachala Flates,
TVK Street, Ambattur O.T
Chennai - 600053.

Dear Dr.V.Sivakumar,

We are pleased to appoint you as "**Assistant Professor (Senior Grade) of Mechanical Engineering**" in Ramco Institute of Technology with effect from the date of joining as per the service terms and conditions given in the Annexure.

You will draw a monthly Gross salary of Rs.66,679/-. The break-up salary details are given below.

Particulars	Rs. p.m.	Remarks
Basic pay	29266 ✓	AICTE pay band of Rs.15600-39100
Academic Grade Pay	7000 ✓	As per the present AICTE norms
Dearness Allowance	29013 ✓	
House Rent Allowance	1400 ✓	
Total	66679/-	

We welcome you to RAMCO INSTITUTE OF TECHNOLOGY and look forward to your contribution to the success and growth of the Institution.

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16/24 ✓

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Chairman, Governing Council

Appointment Order

Ref: RIT/ES/AO/Mech/AP(SG)/2018/02

Date: 19-05-2018

Mr.S.Godwin Barnabas
60, Arapallayam Cross Road,
Madurai – 625016.

Dear Mr.S.Godwin Barnabas,

We are pleased to appoint you as "**Assistant Professor (Senior Grade) of Mechanical Engineering**" in Ramco Institute of Technology with effect from the date of joining as per the service terms and conditions given in the Annexure.

You will draw a monthly Gross salary of Rs.42,080/-. The break-up salary details are given below.

Particulars	Rs. p.m.	Remarks
Basic pay	15600 ✓	AICTE pay band of Rs.15600-39100
Academic Grade Pay	7000 ✓	As per the present AICTE norms
Dearness Allowance	18080 ✓	
House Rent Allowance	1400 ✓	
Total	42080/-	

We welcome you to RAMCO INSTITUTE OF TECHNOLOGY and look forward to your contribution to the success and growth of the Institution.

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17/24 ✓
P.R. Venketrama Raja

North Venganallur Village, Rajapalayam – 626 117, Tamil Nadu.

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RAMCO INSTITUTE OF TECHNOLOGY**Service Terms and Conditions – Assistant Professor,
Assistant Professor (Sr.Gr.), Assistant Professor (Sl.Gr.)****1. Timing and working days:**

You will observe the standard working time from 8.45 am to 5.00 pm on all working days as defined in the academic schedule.

2. Perquisites:

- 2.1. The Management Contribution of PF will be Maximum of Rs.1800 per month.
- 2.2. Fee concession to the extent of 1/3rd of the school fee to your children for education up to 12th standard subject to a maximum of 2 children studying in our group's Education Institutions.
- 2.3. You will be provided medical insurance cover for a sum assured of Rs.1.50 Lakh per year for dependent parents and 2 Children (Male upto 18 years and Female upto Marriage).
- 2.4. You will be eligible for 15 days of casual leave in a year apart from vacation leave.
- 2.5. For Female faculty members a Maternity leave of maximum 6 Months will be provided with First month full salary, second month half salary and third month to sixth month on loss of pay.
- 2.6. Salary and perquisites are subject to deduction of tax at source as per the Income Tax Act.

3. Probation:

- 3.1. You shall be on probation for a period of TWO YEARS and it can be extended for a further period of another one year, however at the discretion of Management taking into consideration of your attitude and performance.
- 3.2. Mere completion of the probationary period or period of extension thereof would not entitle you to automatic confirmation nor will it imply confirmation.

4. Annual increment will be @3% on total of Basic and AGP last drawn after successful completion of probationary period.

P.R. Venketrama Raja

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Chairman
Ramco Institute of Technology

5. Notice of termination:

- 5.1. During the period of probation, your employment can be terminated by giving one-month notice period and salary in lieu thereof on either side.
- 5.2. On confirmation, your employment can be terminated by three months notice period or salary in lieu thereof on either side. The Institution, however, reserves the right to pay you three months' salary in lieu of notice.

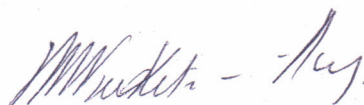
6. Age of retirement:

Your retirement age will be 58 years.

7. Main Duties and Responsibilities:

Your main duties and responsibilities include the following:

- 7.1. To take necessary steps for developing required infrastructure such as laboratories, equipment, hardware and software, books, journals and advanced teaching-learning materials from time to time.
- 7.2. To acquaint with the regulations, curriculum, syllabi and assessment methods of the affiliating University, AICTE norms and NBA criteria for imparting standard level of engineering education.
- 7.3. To observe punctuality and conduct regular lecture classes, tutorials, laboratory practical and other academic and co-curricular activities effectively and efficiently with high quality to the best of satisfaction to the students and superiors.
- 7.4. To fine-tune the basics and improve the teaching capability, our Institute has created a policy that every faculty member must register and pursue atleast one online course per semester from MIT and other prominent foreign Universities through EDX/ Course Era and obtain verified certificates. The faculty members shall make use of MIT videos, NPTEL videos and e-learning modules and innovative teaching techniques wherever possible and required for the regular curriculum.
- 7.5. To plan and organize special lectures in your subject and offer value added courses in thrust areas through distinguished resource persons from prominent industries including Ramco Group and academic Institutions of excellence.



P.R.Venketrama Raja
Chairman
Ramco Institute of Technology

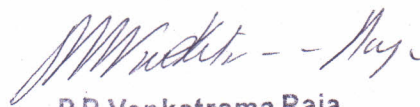
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- 7.6. To organise industrial visits and in-plant training/internship for the students during month-end or semester holidays to facilitate learning current practical aspects in industry.
- 7.7. To offer counselling to students for improving their communication skills, learning capability to help them prepare for success in examinations and placement interviews.
- 7.8. To encourage and guide students to actively participate in co-curricular and extra-curricular activities for developing team spirit, organizational building ability and leadership skills.
- 7.9. To actively involve in participation, coordination and organization of Seminars, Symposia, Conferences, Workshops, Short Term courses, FDPs, Project Exhibitions, etc.
- 7.10. To take steps for promoting Research and Development, Consultancy and extension activities. This includes preparing project proposals in emerging areas and submitting to various agencies such as AICTE, DST, DRDO, DIT, MNRE, CSIR, TNSCST, etc., and other funding Agencies.
- 7.11. To involve in guiding students to carry out good quality projects and take steps for publishing the findings in journals, conference, etc.
- 7.12. To facilitate students acquiring overall graduate attributes for starting good careers or enterprises.
- 7.13. You are expected to maintain cordial relations and good communication with all students, colleagues, superiors and others.
- 7.14. You will report to the Head of the Department regarding your regular academic activities and routine works. You need to assist the HOD and the Principal in developing your Department. You will form an integral part of the Institution and your ideas and suggestions are welcome in making RIT to become an Institution of Excellence.
- 7.15. Your overall performance during every academic year will be assessed.


8. General:

- 8.1. You shall be governed by the provisions of the rules and regulations, service conditions and code of conduct as may be laid down from time to time.



P.R.Venketrama Raja
Chairman

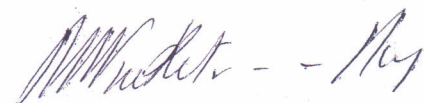
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- 8.2. During the period of your employment with us, you will not directly or indirectly involve in any other occupation, business or employment whatsoever without the previous consent in writing to the Management. You shall devote your whole time, attention and abilities to the development of the institution.
- 8.3. The Management will expect you to work with a high standard of initiative and efficiency. You are expected to provide leadership in encouraging a respectful and diverse work and a very good learning environment.
- 8.4. During the tenure of your service, you will maintain total confidentiality of all Institution related information to which you may have access directly or indirectly.
- 8.5. You must ensure that you will take all possible steps to prevent ragging in the premises and you are liable for action in case of non-compliance.
- 8.6. You should not try for employment elsewhere without the knowledge of the Principal.
- 8.7. You have to submit a fitness certificate from a Registered Medical Practitioner authorized by the Management within 15 days from the date of receipt of this letter.

Place: Rajapalayam

Date: 01.07.2018



Chairman, Governing Council

Ramco Institute of Technology

P.R.Venketrama Raja

Chairman

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