



# ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

(A Unit of the Sisters of St. Anne, Trichirapalli)

Anguchettypalayam, Siruvathur Post, Panruti - Taluk, Cuddalore District.

Phone: 04142-242661, 243661

Email id: [stannescet@gmail.com](mailto:stannescet@gmail.com)

Lr. From AICTE File No. 07/08/TN/E&T/2009/20

**SECRETARY**

## Appointment Order

01.07.2013

Dear Sir/Madam **Mr.R.AROKIADASS**,

We are happy to appoint you as Professor in the department of Mechanical Engineering of St. Anne's College of Engineering and Technology.

1. Your salary is fixed in the scale of pay Rs.37400 - 67000 with Basic pay of Rs.37,400/- plus 20% DA, Rs.3000 HRA, Rs.2120 Other allowances (Total Rs.50,000)
2. Your service conditions will be governed by the Tamilnadu State rules as applicable to private unaided institutions as per AICTE norms.
3. You will be on probation for a period of Two years. During the period of probation, your service will be terminated with one month notice without assigning specific reasons, if your services are found to be unsatisfactory. After successful completion of the probation your salary will be revised.
4. For any reason, if you want to relive from the institution, you have to give two months prior notice, or otherwise pay 2 months salary.
5. You shall abide by the rules and regulations of the institution and the management, formulated from time to time to suit the needs of the institution and the welfare of the students.
6. The discipline of the students are one of our prime responsibilities.
7. Your end aim should be the welfare of the students and the institution.
8. You must work for the academic students results and placement activities and Admission activities.
9. You should take serious steps for the growth and all-round development of the institution and convert the institution as one of the excellent Engineering Colleges in Tamilnadu.
10. You should discuss all administrative, academic matters with the Principal.


If you agree to the above conditions please sign this order and return a copy to the management. You are requested to report duty on or before 01.07.2013. We wish you all the best throughout your career. May the almighty bless you abundantly.

### Copy to:

1. Individual
2. Accounts section.

  
1-7-13  
Secretary

St. Anne's College of Engineering & Technology.  
ANGUCHETTYPALAYAM,  
Siruvathur-Post, Panruti-Tk,  
Cuddalore-Dist, 607

  
R. Aradi  
1.7.13



# ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

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Lr. From AICTE File No. 07/08/TN/E&T/2009/20

**SECRETARY**

**Appointment Order**

**02-05-2014**

Dear Sir/Madam **Dr.R.AROKIADASS**,

We are happy to appoint you as Professor and Principal of St. Anne's College of Engineering and Technology.

1. Your salary is fixed in the scale of pay Rs.37400 - 67000 with Basic pay of Rs.48,000/- plus 50% DA, Rs.8,000 Other allowances (Total Rs.80,000). You will be given a transportation allowances and medical allowances of Rs.20,000/- per month.
2. Your service conditions will be governed by the Tamilnadu State rules as applicable to private unaided institutions as per AICTE norms.
3. Based on the Performance during the service your salary will be revised.
4. You shall abide by the rules and regulations of the institution and the management, formulated from time to time to suit the needs of the institution and the welfare of the students.
5. The discipline of the students are one of our prime responsibilities.
6. Your end and aim should be the welfare of the students and the institution.
7. You must work for the academic students results and placement activities and Admission activities.
8. You should take serious steps for the growth and all-round development of the institution and convert the institution as one of the excellent Engineering Colleges in Tamilnadu.
9. You should discuss all administrative, academic matters with the Secretary.

If you agree to the above conditions please sign this order and return a copy to the management. You are requested to report duty on or before 02.05.2014. We wish you all the best throughout your career. May the almighty bless you abundantly.

**Copy to :**

1. Individual
2. Accounts section.

*Dr. Am. Thangam*  
(SR.XAVIER MARIA THANGAM)

**Secretary,**

**St. Anne's College of Engineering & Technology.**

**ANGUCHETTPALAYAM,  
Siruvathur-Post, Panruti-Tk,  
Cuddalore-Dist, 607 110.**

*Received on 2.5.14  
R. Kesavakumari  
2/5/14*





# ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

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Lr. From AICTE File No. 07/08/TN/E&T/2009/20

SECRETARY

## Appointment Order

04.06.2014

Dear Sir/Madam **D.OMMURUGADHASAN**

We are happy to appoint you as Associate Professor in the department of Mechanical Engineering of St. Anne's College of Engineering and Technology.

1. Your salary is fixed in the scale of pay Rs.37400-67000 with Basic pay of Rs.37400/- plus AGP Rs.3000, DA 10%, Rs.560 Other Allowances (Total Rs.45,000/-).
2. Your service conditions will be governed by the Tamilnadu State rules as applicable to private unaided institutions as per AICTE norms.
3. You will be on probation for a period of Two years. During the period of probation, your service will be terminated with one month notice without assigning specific reasons, if your services are found to be unsatisfactory. After successful completion of the probation period you will be in the regular service.
4. You shall abide by the rules and regulations of the institution and the management, formulated from time to time to suit the needs of the institution and the welfare of the students.
5. The discipline of the students are one of our prime responsibilities.
6. Your end aim should be the welfare of the students and the institution.
7. You must work for the academic students results and placement activities and Admission activities.
8. You should take serious steps for the growth and all-round development of the institution and convert the institution as one of the excellent Engineering Colleges in Tamilnadu.
9. You should discuss all administrative, academic matters with the Principal.

If you agree to the above conditions please sign this order and return a copy to the management. You are requested to report duty on or before 02.07.2014. We wish you all the best throughout your career. May the almighty bless you abundantly.

### Copy to:

1. Individual
2. Accounts section.

*Sr. Am Mangam*  
(SR.XAVIER MARIA THANGAM)

**Secretary,**  
St. Anne's College of Engineering & Technology,  
ANGUCHETTYPALAYAM,  
Siruvathur-Post, Panruti-Tk,  
Cuddalore-Dist, 607 110.

*Received*  
*[Signature]*  
*16/6/14*



# ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

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Anguchettypalayam, Siruvathur Post, Panruti - Taluk, Cuddalore District.

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Lr. From AICTE File No. 07/08/TN/E&T/2009/20

SECRETARY

Date: 01.06.2011

## Appointment Order

Dear Sir/Madam **Mr.R.SASIKUMAR**,

We are happy to appoint you as Assistant Professor in the department of Mechanical Engineering of St. Anne's College of Engineering and Technology.

1. Your salary is fixed in the scale of pay Rs.15600- 39100 with Basic pay of Rs.15600/- plus Rs.750 AGP, with 6 Increments of 3% each and 10% DA (Total Rs.21,222). You will be provided with transportation facilities and other benefits including PF after confirmation.
2. Your service conditions will be governed by the Tamilnadu State rules as applicable to private unaided institutions as per AICTE norms.
3. You will be on probation for a period of One year. During the period of probation, your service will be terminated with three months notice or three months salary, without assigning specific reasons, if your services are found to be unsatisfactory. After successful completion of the probation your salary will be revised.
4. You shall abide by the rules and regulations of the institution and the management, formulated from time to time to suit the needs of the institution and the welfare of the students.
5. Your end and aim should be the welfare of the students and the institution.
6. The disciplines of the students are one of your prime responsibilities.
7. You should take serious steps for the growth and all-round development of the institution and convert the institution as one of the excellent Engineering Colleges in Tamilnadu.
8. You should discuss all administrative matters with the Principal.
9. You are governed by service rules of college and retire at the age of sixty.

If you agree to the above conditions please sign this order and return a copy to the management. You are to report to duty on or before 1<sup>st</sup> July 2011.

### Copy to :

1. Individual
2. Accounts
3. Section

*Received & Accepted.*  
*R. Santhi 11/6/11*

*St. Willigose*  
*01.06.2011*

Secretary

St. Anne's College of Engineering & Technology,  
ANGUCHETTYPALAYAM,  
Siruvathur-Post, Panruti-Tk,  
Cuddalore-Dist, 607 110





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Lr. From AICTE File No. 07/08/TN/E&T/2009/20

SECRETARY

R 20143 -

## Appointment Order

Order No. TFR/MECH 01/2011

Date: 11.07.2011

Thiru/Tmt. **P.MURUGAN** son/daughter/wife of Thiru K.Pannerselvam is appointed temporarily on probation as **Assistant Professor** w.e.f. **14.07.2011** in the department of **Mechanical Engineering** of this Institution. He is fixed in the pay band of Rs.15600-39100 plus usual allowances as admissible under the SACET pay norms from time to time subject to terms and conditions of employment framed by the management.

He is directed to report to duty latest by **14.07.2011** failing which his appointment shall stand cancelled without any further communication. This appointment is temporary and on provisional basis for two years from the date of joining and further subject to verification of character and antecedents by the management. This appointment is also subject to verification of qualification / documents/certificates by the concerned Authorities.

Accepted and  
copy Received

P. Murugan  
11/7/11

Secretary

St. Anne's College of Engineering & Technology,  
ANGUCHETTYPALAYAM,  
Siruvathur-Post, Panruti-Taluk,  
Cuddalore-Dist, 607 007



# ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

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Lr. From AICTE File No. 07/08/TN/E&T/2009/20

SECRETARY

## Appointment Order

R. 25000 -

Order No. TFR/MECH 01/2012

Date: 11.01.2012

Thiru/Tmt. **K.SHANMUGA ELANGO** son/daughter /wife of Thiru S.Kothandapani is appointed temporarily on probation as **Assistant Professor** in the department of **Mechanical Engineering** of this Institution w.e.f. **18.01.2012**. He is fixed in the pay band of Rs.15600-39100 plus usual allowances as admissible under the SACET pay norms from time to time subject to terms and conditions of employment framed by the management.

He is directed to report to duty latest by **18.01.2012** failing which his appointment shall stand cancelled without any further communication. This appointment is temporary and on provisional basis for two years from the date of joining and further subject to verification of character and antecedents by the management. This appointment is also subject to verification of qualification / documents/certificates by the concerned authorities.

Secretary

St. Anne's College of Engineering & Technology,  
ANGUCHETTYPALAYAM,  
Siruvathur-Post, Panruti-Tk,  
Cuddalore-Dist, 607 110

Accepted and copy received

by

K. Ranganathan  
18/1/12





# ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

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Lr. From AICTE File No. 07/08/TN/E&T/2009/20

SECRETARY

15-07-2010

## Appointment Order

Dear Sir/Madam **Annie John**

We are happy to appoint you as Lecturer in civil Engineering of St. Anne's College of Engineering and Technology.

1. Your salary is fixed in the scale of pay 8000-275-13500 plus 25 % DA ( Total emolument Rs.10000). You will be provided with PF and other benefits after confirmation.
2. Your service conditions will be governed by the Tamil Nadu State Government rules as applicable to private unaided institutions as per AICTE norms.
3. You will be on probation for a period of one year. During the period of probation, if the management feels that your service is not fit, you will be terminated with three months notice or three months salary, without assigning specific reasons. After successful completion of the probation your salary will be revised.
4. You shall abide by the rules and regulations of the institution and the management, formulated from time to time to suit the needs of the institution and the welfare of the students.
5. Your end and aim should be the welfare of the students and the institution.



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## SECRETARY

6. Being the academic person you will be responsible for all the academic activities of the college. The disciplines of the students are one of your prime responsibilities.
7. You should take serious steps for the growth and all-round development of the institution and convert the institution as one of the excellent Engineering Colleges in Tamilnadu.
8. You should discuss all academic and administrative matters with the Principal.
9. You are governed by service rules of college and retire at the age of sixty.

If you agree to the above conditions please sign this order and return a copy to the management. You are to report to duty on 16<sup>th</sup> July 2010.

### Copy to:

1. Individual.
2. Accounts.
3. Section.

Accepted, and received  
*AM*  
15/07/2010

*Sr. Willigose*

Secretary  
St. Anne's College of Engineering & Technology,  
ANGUCHETTYPALAYAM,  
Siruvathur-Post, Panruti-Tk,  
Cuddalore-Dist, 607 110





# ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

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Lr. From AICTE File No. 07/08/TN/E&T/2009/20

SECRETARY

## Appointment Order

04.06.2014

Dear Sir/Madam **K.SARAVANAN**

We are happy to appoint you as Assistant Professor in the department of Mechanical Engineering of St. Anne's College of Engineering and Technology.

1. Your salary is fixed in the scale of pay Rs.15600-39100 with Basic pay of Rs.21194/- plus AGP Rs.750, DA 10%, Rs.862 Other Allowances (Total Rs.25,000/-).
2. Your service conditions will be governed by the Tamilnadu State rules as applicable to private unaided institutions as per AICTE norms.
3. You will be on probation for a period of Two years. During the period of probation, your service will be terminated with one month notice without assigning specific reasons, if your services are found to be unsatisfactory. After successful completion of the probation period you will be in the regular service.
4. You shall abide by the rules and regulations of the institution and the management, formulated from time to time to suit the needs of the institution and the welfare of the students.
5. The discipline of the students are one of our prime responsibilities.
6. Your end aim should be the welfare of the students and the institution.
7. You must work for the academic students results and placement activities and Admission activities.
8. You should take serious steps for the growth and all-round development of the institution and convert the institution as one of the excellent Engineering Colleges in Tamilnadu.
9. You should discuss all administrative, academic matters with the Principal.

If you agree to the above conditions please sign this order and return a copy to the management. You are requested to report duty on or before 02.07.2014. We wish you all the best throughout your career. May the almighty bless you abundantly.

### Copy to:

1. Individual
2. Accounts section.

*Sr. Am Mangam*  
(SR.XAVIER MARIA THANGAM)

**Secretary,**  
St. Anne's College of Engineering & Technology,  
ANGUCHETTPALAYAM,  
Siruvathur-Post, Panruti-Tk,  
Cuddalore-Dist, 607 110.

Received  
K. Saravanan  
04/06/2014



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Lr. From AICTE File No. 07/08/TN/E&T/2009/20

SECRETARY

## Appointment Order

03.07.2013

Dear Sir/Madam **A.JOSEPHINE MARY**

We are happy to appoint you as Pro-term Lecturer in the department of Mechanical Engineering of St. Anne's College of Engineering and Technology.

1. Your salary is fixed in the scale of pay Rs.10000-15200 with Basic pay of Rs.10000/- plus AGP Rs.1000, 10% DA, Rs.2900 Other Allowances (Total Rs.15,000/-).
2. Your service conditions will be governed by the Tamilnadu State rules as applicable to private unaided institutions as per AICTE norms.
3. You will be on probation for a period of Two years. During the period of probation, your service will be terminated with one month notice without assigning specific reasons, if your services are found to be unsatisfactory. After successful completion of the probation period you will be in the regular service.
4. You shall abide by the rules and regulations of the institution and the management, formulated from time to time to suit the needs of the institution and the welfare of the students.
5. The discipline of the students are one of our prime responsibilities.
6. Your end aim should be the welfare of the students and the institution.
7. You must work for the academic students results and placement activities and Admission activities.
8. You should take serious steps for the growth and all-round development of the institution and convert the institution as one of the excellent Engineering Colleges in Tamilnadu.
9. You should discuss all administrative, academic matters with the Principal.

If you agree to the above conditions please sign this order and return a copy to the management. You are requested to report duty on or before 03.07.2013. We wish you all the best throughout your career. May the almighty bless you abundantly.

### Copy to :

1. Individual
2. Accounts section.

*Sr. Am Thangam*  
(Sr.XAVIER MARIA THANGAM)

**Secretary,**

St. Anne's College of Engineering & Technology,  
ANGUCHETTYPALAYAM,  
Siruvathur-Post, Panruti-Tk,  
Cuddalore-Dist, 607 110





# ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

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Phone : 04142 - 242661, 243661

Email id : [stannescet@gmail.com](mailto:stannescet@gmail.com)

Lr. From AICTE File No. 07/08/TN/E&T/2009/20

SECRETARY

## LETTER OF APPOINTMENT

Dear Sir R. Jayakumar

Date: 02-01-2017

Based on your application dated 30/12/2016 and interview held on 02/01/2017, we are happy to appoint you as an Assistant Professor in the Department of Mechanical Engineering in St. Anne's college of Engineering & Technology. Welcome to work with us to mould young students as persons of concern, compassion, conscience and integrity.

1. You will be on probation for a period of two years which may be extended at the discretion of the management for such further period or periods as the management may deem fit. During the probation period you will get the consolidated pay of Rs.10,000/- per month.

2. You shall be present in the premises of the college during the working hours. During the period of your employment you will devote all your time and attention exclusively for the assignment assigned to you by the management. You will work to implement the ideals based on which the college was established and administered.

3. You have to submit your Qualifying degree or other certificates and experience Certificates required for the above post at the time of joining in our college. Only then, this appointment order will be considered as valid.

4. You will be paid a consolidated salary per month. Any increase of salary or increment will be linked strictly to your excellence in performance.

5. You shall not apply for any job outside while in your service without prior written permission from the Secretary. You shall not engage in private tuition or business while in service.

6. You shall be eligible for 12 days of casual leave and the leave application shall be approved by the Principal only. You will report to the Principal and the secretary.



# ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

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## SECRETARY

7. Although, your normal work will consist of duties assigned to you in the capacity mentioned above, you may at any time be called upon to discharge any other duty which, in the opinion of the management is within your capacity and ability to discharge and you will forthwith undertake to discharge those duties with diligence and care. You are liable for transfer to any post within our college.

8. Your service can be terminated by giving one month prior notice in writing by the management or in the absence of notice, three months' salary will be paid. However, no notice will be required to be given in case your services are terminated for any misconduct/indiscipline.

9. On your discharge or relieving or termination from service, you shall handover all papers, documents and any other properties belonging to the college or which have been entrusted to you or received by you in the course of your employment with the college.

10. In the event of your decision to leave from service, you should give two months' prior notice in writing to the College, failing to do so you will have to remit three months salary and leaving of service should be made only at the end of the academic year.

11. If the details furnished by you in your application regarding your qualification, previous experience, employment, etc are found to be incorrect or not true, you will be liable for dismissal without notice and / or such further action as the management deems fit.

12. You shall conform to the rules and regulations of the College that are in force and may be framed from time to time.

13. The College reserves all rights to retain or terminate you from service at its discretion, without assigning any reason.

We are looking forward to a rewarding working relationship with you and we will endeavor to support your work every way. Please indicate your acceptance of this offer of appointment by returning a signed duplicate copy of this appointment Letter.

  
2-1-17  
Secretary,

St. Anne's College of Engineering & Technology,  
ANGUCHETTYPALAYAM,  
Siruvathur-Post, Panruti-Tk,  
Cuddalore-Dist, 607 110.





# ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

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Phone : 04142 - 242661, 243661

Email id : [stannescet@gmail.com](mailto:stannescet@gmail.com)

Lr. From AICTE File No. 07/08/TN/E&T/2009/20

## SECRETARY

By signing below. I accept the specific terms and conditions of employment that are provided above and that are in force and may be framed from time to time by St. Anne's College of Engineering & Technology, Panruti and agree to put forth my best efforts to support the goals and objectives of the college.

I am reporting for duty on 02-01-2017.....

Date: 02-01-2017

Signature: 

Place: PANRUTI

Name of Employee: R. JAYAKUMAR



# Annai Velankanni Educational and Social Society

**Reg. No. 30/85**

**Anguchettyalayam, Siruvathur Post,  
Panruti -Taluk, Cuddalore District.  
Phone No. 04142-242153, 242551, 315887**

**SECRETARY**

Date: 03-05-2009

## **Appointment Order**

Dear Sr. S.Anita

We are happy to appoint you as Lecturer of St. Anne's College of Engineering and Technology.

1. Your salary is fixed at 8000 in the scale of pay 8000-275-13500 plus all allowances at the State Government and AICTE norms i.e., 50% DP, 64% DA, Rs.180 CCA and Rs.700 HRA. You will be provided with transportation facilities and other benefits including PF after confirmation.
2. Your service conditions will be governed by the Tamilnadu State rules as applicable to private unaided institutions as per AICTE norms.
3. You will be on probation for a period of One year. During the period of probation, your service will be terminated with three months notice or three months salary, without assigning specific reasons. After successful completion of the probation your salary will be revised.
4. You shall abide by the rules and regulations of the institution and the management, formulated from time to time to suit the needs of the institution and the welfare of the students.
5. Your end and aim should be the welfare of the students and the institution.





# Annai Velankanni Educational and Social Society

Reg. No. 30/85

Anguchettpalayam, Siruvathur Post,  
Panruti -Taluk, Cuddalore District.  
Phone No. 04142-242153, 242551, 315887

## SECRETARY

6. Being the academic person you will be responsible for all the academic activities of the College. The disciplines of the students are one of your prime responsibilities.
7. You should take serious steps for the growth and all-round development of the institution and convert the institution as one of the excellent Engineering Colleges in Tamilnadu.
8. You should discuss all academic and administrative matters with the Principal.
9. You are governed by service rules of college and retire at the age of sixty.

If you agree to the above conditions please sign this order and return a copy to the management. You are to report to duty on or before 13<sup>th</sup> May 2009.

*Sr. Willype*

## SECRETARY

Annai Velankanni Educational  
and Social Society,  
Anguchettpalayam, Panruti-Tk  
Cuddalore-Dist. Pin: 607 110

### Copy to:

1. Individual.
2. Accounts.
3. Section.

*accepted & Received.*  
*Su. A. / 3/5/09.*



# ST. ANNE'S

## COLLEGE OF ENGINEERING AND TECHNOLOGY

(A Unit of the Sisters of St. Anne, Trichy)

(Approved by AICTE, New Delhi. Affiliated to Anna University, Chennai)

(An ISO 9001 : 2015 Certified Institution)

Anguchettipalayam, Panruti - Taluk, Cuddalore District - 607106

Phone: 04142-242661, 243661. Email: stannescet@gmail.com

Lr. From AICTE File No. 07/08/TN/E&T/2009/20



### PROMOTION ORDER

To

03-06-2019

**Dr. Sr. S. Anita,**  
Assistant Professor,  
Department of Electronic and communication Engineering,  
ST. Anne's CET, Anguchettipalayam.

#### **Sub: Promotion – Teaching Faculty – Reg.**

We are pleased to inform you that you have been promoted from Assistant Professor to **Associate Professor** in the Department of Electronic and communication Engineering w.e.f. 03-06-2019 FN with same salary.

All the other terms and conditions of your appointment remain unchanged.

Please accept our personal congratulations on this well – deserved recognition of your continuing excellent contributions and commitment to our college.

**Secretary,**

St. Anne's College of Engineering & Technology,  
ANGUCHETTIPALAYAM,  
Siruvathur - Post, Panruti -TK  
Cuddalore-Dist, -607 110.





# ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

(A Unit of the Sisters of St. Anne, Trichirapalli)

Anguchettypalayam, Siruvathur Post, Panruti - Taluk, Cuddalore District.

Phone: 04142-242661, 243661

Email id: [stannescet@gmail.com](mailto:stannescet@gmail.com)

Lr. From AICTE File No. 07/08/TN/E&T/2009/20

SECRETARY

01-06-2010

## Appointment Order

Dear Sir/Madam **D. Uma Maheswari**

We are happy to appoint you as Lecturer of St. Anne's College of Engineering and Technology.

1. Your salary is fixed at 10000 in the scale of pay 10000-325-15200 plus 50% DA. You will be provided with transportation facilities and other benefits including PF after confirmation.
2. Your service conditions will be governed by the Tamil Nadu State rules as applicable to private unaided institutions as per AICTE norms.
3. You will be on probation for a period of One year. During the period of probation, your service will be terminated with three months notice or three months salary, without assigning specific reasons. After successful completion of the probation your salary will be revised.
4. You shall abide by the rules and regulations of the institution and the management, formulated from time to time to suit the needs of the institution and the welfare of the students.
5. Your end and aim should be the welfare of the students and the institution.



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## SECRETARY

6. Being the academic and administrative person, you will be responsible for all academic and administrative activities of the College. The disciplines of the students are one of your prime responsibilities.
7. You should take serious steps for the growth and all-round development of the institution and convert the institution as one of the excellent Engineering Colleges in Tamilnadu.
8. You should discuss all academic and administrative matters with the Principal.
9. You are governed by service rules of college and retire at the age of sixty.

If you agree to the above conditions please sign this order and return a copy to the management. You are to report to duty on or before 1<sup>st</sup> July 2010.

*Accepted & Received.*  
*S. S. S. S.*  
*1/6/10.*

*S. A. Willingood*

### Copy to:

1. Individual.
2. Accounts.
3. Section.

Secretary  
St. Anne's College of Engineering & Technology,  
ANGUCHETTYPALAYAM,  
Siruvathur-Post, Panruti-Tk,  
Cuddalore-Dist, 607 110





# ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

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Lr. From AICTE File No. 07/08/TN/E&T/2009/20

SECRETARY

07-03-2010

## Appointment Order

Dear Sir/madam **S. Balabaskar**

We are happy to appoint you as Lecturer of St. Anne's College of Engineering and Technology.

1. Your salary is fixed at 8000 in the scale of pay 8000-275-13500 plus 25% DA . You will be provided with transportation facilities and other benefits including PF after confirmation.
2. Your service conditions will be governed by the Tamil Nadu State rules as applicable to private unaided institutions as per AICTE norms.
3. You will be on probation for a period of One year. During the period of probation, your service will be terminated with three months notice or three months salary, without assigning specific reasons. After successful completion of the probation your salary will be revised.
4. You shall abide by the rules and regulations of the institution and the management, formulated from time to time to suit the needs of the institution and the welfare of the students.
5. Your end and aim should be the welfare of the students and the institution.



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## SECRETARY

6. Being the academic person you will be responsible for all the academic activities of the College. The disciplines of the students are one of your prime responsibilities.
7. You should take serious steps for the growth and all-round development of the institution and convert the institution as one of the excellent Engineering Colleges in Tamilnadu.
8. You should discuss all academic and administrative matters with the Principal.
9. You are governed by service rules of college and retire at the age of sixty.

If you agree to the above conditions please sign this order and return a copy to the management. You are to report to duty on or before July 1<sup>st</sup> 2010

*St. Willigose*

Secretary

St. Anne's College of Engineering & Technology,  
ANGUCHETTYPALAYAM,  
Siruvathur-Post, Panruti-Tk,  
Cuddalore-Dist, 607 110

### Copy to:

1. Individual.
2. Accounts.
3. Section.

*accepted &  
Received  
S. Balakrishnan  
7/3/10*





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SECRETARY

## Appointment Order

30.05.2013

Dear Sir/Madam **Mr.R.RADHAKRISHNAN**,

We are happy to appoint you as Assistant Professor in the department of Electronics and Communication Engineering of St. Anne's College of Engineering and Technology.

1. Your salary is fixed in the scale of pay Rs.15600-39100 with Basic pay of Rs.15600/- plus 10% DA, Rs.840 HRA, (Total Rs.18,000).
2. Your service conditions will be governed by the Tamilnadu State rules as applicable to private unaided institutions as per AICTE norms.
3. You will be on probation for a period of Two years. During the period of probation, your service will be terminated with one month notice without assigning specific reasons, if your services are found to be unsatisfactory. After successful completion of the probation your salary will be revised.
4. You shall abide by the rules and regulations of the institution and the management, formulated from time to time to suit the needs of the institution and the welfare of the students.
5. The discipline of the students are one of our prime responsibilities.
6. Your end aim should be the welfare of the students and the institution.
7. You must work for the academic students results and placement activities and Admission activities.
8. You should take serious steps for the growth and all-round development of the institution and convert the institution as one of the excellent Engineering Colleges in Tamilnadu.
9. You should discuss all administrative, academic matters with the Principal.

If you agree to the above conditions please sign this order and return a copy to the management. You are requested to report duty on or before 03.07.2013. We wish you all the best throughout your career. May the almighty bless you abundantly.

### Copy to :

1. Individual
2. Accounts section.

Secretary

St. Anne's College of Engineering & Technology,  
ANGUCHETTPALAYAM,  
Siruvathur-Post, Panruti-Tk,  
Cuddalore-Dist, 607 110

Accept the conditions.

03.06.13



# ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

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Lr. From AICTE File No. 07/08/TN/E&T/2009/20

SECRETARY

## Appointment Order

04.06.2014

Dear Sir/Madam **B.MARY AMALA JENNI**

We are happy to appoint you as Assistant Professor in the department of Electronics and Communication Engineering of St. Anne's College of Engineering and Technology.

1. Your salary is fixed in the scale of pay Rs.15600-39100 with Basic pay of Rs.15600/- plus AGP Rs.750, Rs.650 Other Allowances (Total Rs.17,000/-).
2. Your service conditions will be governed by the Tamilnadu State rules as applicable to private unaided institutions as per AICTE norms.
3. You will be on probation for a period of Two years. During the period of probation, your service will be terminated with one month notice without assigning specific reasons, if your services are found to be unsatisfactory. After successful completion of the probation period you will be in the regular service.
4. You shall abide by the rules and regulations of the institution and the management, formulated from time to time to suit the needs of the institution and the welfare of the students.
5. The discipline of the students are one of our prime responsibilities.
6. Your end aim should be the welfare of the students and the institution.
7. You must work for the academic students results and placement activities and Admission activities.
8. You should take serious steps for the growth and all-round development of the institution and convert the institution as one of the excellent Engineering Colleges in Tamilnadu.
9. You should discuss all administrative, academic matters with the Principal.

If you agree to the above conditions please sign this order and return a copy to the management. You are requested to report duty on or before 02.07.2014. We wish you all the best throughout your career. May the almighty bless you abundantly.

### Copy to:

1. Individual
2. Accounts section.

*Sr. Am Thangam*

(SR.XAVIER MARIA THANGAM)

**Secretary,**

**St. Anne's College of Engineering & Technology,  
ANGUCHETTYPALAYAM,  
Siruvathur-Post, Panruti-Tk,  
Cuddalore-Dist, 607 110.**

*Accepted:*

*B. Maryamala J.*





# ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

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Lr. From AICTE File No. 07/08/TN/E&T/2009/20

**SECRETARY**

## LETTER OF APPOINTMENT

**Dear Sir/Madam V.VENKATESAN**

**Date: 01-07-2015**

Based on your application dated 12/11/2014 and interview held on 16/05/2015, we are happy to appoint you as an Assistant Professor in the Department of Electronics and Communication Engineering in St. Anne's college of Engineering & Technology. Welcome to work with us to mould young students as persons of concern, compassion, conscience and integrity.

1. You will be on probation for a period of two years which may be extended at the discretion of the management for such further period or periods as the management may deem fit. During the probation period your salary is fixed as Rs.15,600/- per month.

2. You shall be present in the premises of the college during the working hours. During the period of your employment you will devote all your time and attention exclusively for the assignment assigned to you by the management. You will work to implement the ideals based on which the college was established and administered.

3. You have to submit your Qualifying degree or other certificates and experience Certificates required for the above post at the time of joining in our college. Only then, this appointment order will be considered as valid.

4. You will be paid a consolidated salary per month. Any increase of salary or increment will be linked strictly to your excellence in performance.

5. You shall not apply for any job outside while in your service without prior written permission from the Secretary. You shall not engage in private tuition or business while in service.

6. You shall be eligible for 12 days of casual leave and the leave application shall be approved by the Principal only. You will report to the Principal and the secretary.



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## SECRETARY

7. Although, your normal work will consist of duties assigned to you in the capacity mentioned above, you may at any time be called upon to discharge any other duty which, in the opinion of the management is within your capacity and ability to discharge and you will forthwith undertake to discharge those duties with diligence and care. You are liable for transfer to any post within our college.

8. Your service can be terminated by giving one month prior notice in writing by the management or in the absence of notice, three months' salary will be paid. However, no notice will be required to be given in case your services are terminated for any misconduct/indiscipline.

9. On your discharge or relieving or termination from service, you shall handover all papers, documents and any other properties belonging to the college or which have been entrusted to you or received by you in the course of your employment with the college.


10. In the event of your decision to leave from service, you should give two months' prior notice in writing to the College, failing to do so you will have to remit three months salary and leaving of service should be made only at the end of the academic year.

11. If the details furnished by you in your application regarding your qualification, previous experience, employment, etc are found to be incorrect or not true, you will be liable for dismissal without notice and / or such further action as the management deems fit.

12. You shall conform to the rules and regulations of the College that are in force and may be framed from time to time.

13. The College reserves all rights to retain or terminate you from service at its discretion, without assigning any reason.

We are looking forward to a rewarding working relationship with you and we will endeavor to support your work every way. Please indicate your acceptance of this offer of appointment by returning a signed duplicate copy of this appointment Letter.

  
1.7.15

Secretary,

St. Anne's College of Engineering & Technology,  
ANGUCHETTYPALAYAM,  
Siruvathur-Post, Panruti  
Cuddalore-Dist, 607 110.





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## SECRETARY

By signing below. I accept the specific terms and conditions of employment that are provided above and that are in force and may be framed from time to time by St. Anne's College of Engineering & Technology, Panruti and agree to put forth my best efforts to support the goals and objectives of the college.

I am reporting for duty on ...1-7-15.....

Date: 1-7-15

Signature: V. Venkatesan

Place: ST ANNE'S COLLEGE

Name of Employee: V. VENKATESAN



# ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

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Lr. From AICTE File No. 07/08/TN/E&T/2009/20

SECRETARY

## LETTER OF APPOINTMENT

Dear Sir/Madam S.DEVIKA

Date: 03-08-2015

Based on your application dated 22/01/2015 and interview held on 20/07/2015, we are happy to appoint you as an Assistant Professor in the Department of Electronics and Communication Engineering in St. Anne's college of Engineering & Technology. Welcome to work with us to mould young students as persons of concern, compassion, conscience and integrity.

1. You will be on probation for a period of two years which may be extended at the discretion of the management for such further period or periods as the management may deem fit. During the probation period your salary is fixed as Rs.15,600/- per month.

2. You shall be present in the premises of the college during the working hours. During the period of your employment you will devote all your time and attention exclusively for the assignment assigned to you by the management. You will work to implement the ideals based on which the college was established and administered.

3. You have to submit your Qualifying degree or other certificates and experience Certificates required for the above post at the time of joining in our college. Only then, this appointment order will be considered as valid.

4. You will be paid a consolidated salary per month. Any increase of salary or increment will be linked strictly to your excellence in performance.

5. You shall not apply for any job outside while in your service without prior written permission from the Secretary. You shall not engage in private tuition or business while in service.

6. You shall be eligible for 12 days of casual leave and the leave application shall be approved by the Principal only. You will report to the Principal and the secretary.





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## SECRETARY

7. Although, your normal work will consist of duties assigned to you in the capacity mentioned above, you may at any time be called upon to discharge any other duty which, in the opinion of the management is within your capacity and ability to discharge and you will forthwith undertake to discharge those duties with diligence and care. You are liable for transfer to any post within our college.

8. Your service can be terminated by giving one month prior notice in writing by the management or in the absence of notice, three months' salary will be paid. However, no notice will be required to be given in case your services are terminated for any misconduct/indiscipline.

9. On your discharge or relieving or termination from service, you shall handover all papers, documents and any other properties belonging to the college or which have been entrusted to you or received by you in the course of your employment with the college.

10. In the event of your decision to leave from service, you should give two months' prior notice in writing to the College, failing to do so you will have to remit three months salary and leaving of service should be made only at the end of the academic year.

11. If the details furnished by you in your application regarding your qualification, previous experience, employment, etc are found to be incorrect or not true, you will be liable for dismissal without notice and / or such further action as the management deems fit.

12. You shall conform to the rules and regulations of the College that are in force and may be framed from time to time.

13. The College reserves all rights to retain or terminate you from service at its discretion, without assigning any reason.

We are looking forward to a rewarding working relationship with you and we will endeavor to support your work every way. Please indicate your acceptance of this offer of appointment by returning a signed duplicate copy of this appointment Letter.

  
Secretary, 3.8.15

St. Anne's College of Engineering & Technology,  
ANGUCHETTYPALAYAM,  
Siruvathur-Post, Panruti-Tk,  
Cuddalore-Dist, 607 110.



# ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

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## SECRETARY

By signing below. I accept the specific terms and conditions of employment that are provided above and that are in force and may be framed from time to time by St. Anne's College of Engineering & Technology, Panruti and agree to put forth my best efforts to support the goals and objectives of the college.

I am reporting for duty on ...03-08-2015...

Date: 03-08-2015

Place: Anguchettipalayam

S. Devis  
Signature:

S. DEVIKA  
Name of Employee:





# ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

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SECRETARY

## LETTER OF APPOINTMENT

Dear Sir/Madam S.DURAI RAJ

Date: 05-07-2017

Based on your application dated 20/06/2017 and interview held on 28/06/2017, we are happy to appoint you as an Assistant Professor in the Department of Electronics and Communication Engineering in St. Anne's college of Engineering & Technology. Welcome to work with us to mould young students as persons of concern, compassion, conscience and integrity.

1. You will be on probation for a period of two years which may be extended at the discretion of the management for such further period or periods as the management may deem fit. During the probation period you will get the consolidated pay of Rs.11,000/- per month.

2. You shall be present in the premises of the college during the working hours. During the period of your employment you will devote all your time and attention exclusively for the assignment assigned to you by the management. You will work to implement the ideals based on which the college was established and administered.

3. You have to submit your Qualifying degree or other certificates and experience Certificates required for the above post at the time of joining in our college. Only then, this appointment order will be considered as valid.

4. You will be paid a consolidated salary per month. Any increase of salary or increment will be linked strictly to your excellence in performance.

5. You shall not apply for any job outside while in your service without prior written permission from the Secretary. You shall not engage in private tuition or business while in service.

6. You shall be eligible for 12 days of casual leave and the leave application shall be approved by the Principal only. You will report to the Principal and the secretary.



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## SECRETARY

7. Although, your normal work will consist of duties assigned to you in the capacity mentioned above, you may at any time be called upon to discharge any other duty which, in the opinion of the management is within your capacity and ability to discharge and you will forthwith undertake to discharge those duties with diligence and care. You are liable for transfer to any post within our college.

8. Your service can be terminated by giving one month prior notice in writing by the management or in the absence of notice, three months' salary will be paid. However, no notice will be required to be given in case your services are terminated for any misconduct/indiscipline.

9. On your discharge or relieving or termination from service, you shall handover all papers, documents and any other properties belonging to the college or which have been entrusted to you or received by you in the course of your employment with the college.

10. In the event of your decision to leave from service, you should give two months' prior notice in writing to the College, failing to do so you will have to remit three months salary and leaving of service should be made only at the end of the academic year.

11. If the details furnished by you in your application regarding your qualification, previous experience, employment, etc are found to be incorrect or not true, you will be liable for dismissal without notice and / or such further action as the management deems fit.

12. You shall conform to the rules and regulations of the College that are in force and may be framed from time to time.

13. The College reserves all rights to retain or terminate you from service at its discretion, without assigning any reason.

We are looking forward to a rewarding working relationship with you and we will endeavor to support your work every way. Please indicate your acceptance of this offer of appointment by returning a signed duplicate copy of this appointment Letter.

Secretary,

St. Anne's College of Engineering & Technology.

ANGUCHETTPALAYAM,

Siruvathur-Post, Panruti-Tk.

Cuddalore-Dist, 607 110.





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**SECRETARY**

By signing below, I accept the specific terms and conditions of employment that are provided above and that are in force and may be framed from time to time by St. Anne's College of Engineering & Technology, Panruti and agree to put forth my best efforts to support the goals and objectives of the college.

I am reporting for duty on .....05/07/2017...

Date: 05/07/2017

Signature: S. Durai Raj

Place: Anguchettipalayam

S. DURAI RAJ  
Name of Employee:



# ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

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Lr. From AICTE File No. 07/08/TN/E&T/2009/20

**SECRETARY**

## LETTER OF APPOINTMENT

Dear Sir Mr. B. ARUN KUMAR

Date: 17-12-2018

Based on the interview held on 07-12-2018, we appoint you as an Assistant Professor in the Department of Electronics and Communication Engineering in St. Anne's College of Engineering and Technology. Welcome to work with us to mould young students as persons of concern, compassion, conscience and integrity.

1. You will be on probation for a period of two years which may be extended at the discretion of the management for such further period or periods as the management may deem fit. During the probation period you will get the consolidated pay of Rs.18,000/- per month. Any increase of salary or increment will be linked strictly to your excellence in performance.

2. You shall be present in the premises of the college during the working hours. During the period of your employment you will devote all your time and attention exclusively for the assignment assigned to you by the management. You will work to implement the ideals based on which the college was established and administered.

3. You have to submit your qualifying degree or other certificates and experience certificates required for the above post at the time of joining in our college. Only then, this appointment order will be considered as valid.

4. You shall not apply for any job outside while in service without prior written permission from the Secretary. You shall not engage in private tuition or business while in service.

5. You shall be eligible for 12 days of casual leave per year and the leave application shall be approved by the Principal only. You will report to the Principal and the Secretary.





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**SECRETARY**

6. Although, your normal work will consist of duties assigned to you in the capacity mentioned above, you may at any time be called upon to discharge any other duty which, in the opinion of the management is within your capacity and ability to discharge and you will forthwith undertake to discharge those duties with diligence and care. You are liable for transfer to any post within our college.

7. Your service can be terminated by giving one month prior notice in writing by the management or in the absence of notice, three months' salary will be paid. However, no notice will be required to be given in case your service is terminated for any misconduct/indiscipline.

8. On your discharge or relieving or termination from service, you shall handover all papers, documents and any other properties belonging to the college or which have been entrusted to you or received by you in the course of your employment with the college.

9. In the event of your decision to leave from service, you should give two months' prior notice in writing to the College, failing to do so you will have to remit three months salary and leaving of service should be made only at the end of the academic year.

10. If the details furnished by you in your application regarding your qualification, previous experience and employment are found to be incorrect or not true, you will be liable for dismissal without notice and / or such further action as the management deems fit.

11. You shall conform to the rules and regulations of the College that are in force and may be framed from time to time.

12. The College reserves all rights to retain or terminate you from service at its discretion, without assigning any reason.

We are looking forward to a rewarding working relationship with you and we will endeavor to support your work every way. Please indicate your acceptance of this offer of appointment by returning a signed duplicate copy of this appointment letter.

*Se. Anugam*  
Secretary, 17/12/2018

St. Anne's College of Engineering & Technology,  
ANGUCHETTPALAYAM,  
Siruvathur-Post, Panruti-Tk,  
Cuddalore-Dist, 607 110.



# ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

(A Unit of the Sisters of St. Anne, Trichirapalli.)

Anguchettyalayam, Siruvathur Post, Panruti Taluk - 607 110. Cuddalore District.

Phone : 04142 - 242661, 243661

Email id : [stannescet@gmail.com](mailto:stannescet@gmail.com)

Lr. From AICTE File No. 07/08/TN/E&T/2009/20

**SECRETARY**

By signing below, I accept the specific terms and conditions of employment that are provided above and that are in force and may be framed from time to time by St. Anne's College of Engineering and Technology, Panruti, and agree to observe them to the best of my efforts to support the goals and objectives of the college.

I am reporting for duty on ...17.12.2018.....

Date: 17.12.2018

Signature: 

Place: ANGUCHETTYPALAYAM.

Name of Employee: B. ARUNKUMAR





# ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

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Lr. From AICTE File No. 07/08/TN/E&T/2009/20

SECRETARY

29-03-2010

## Appointment Order

Dear Sir/Madam V.C. Eugin Martin Raj

We are happy to appoint you as Lecturer of St. Anne's College of Engineering and Technology.

1. Your salary is fixed at 8000 in the scale of pay 8000-275-13500 plus 25 % DA. You will be provided with transportation facilities and other benefits including PF after confirmation.
2. Your service conditions will be governed by the Tamil Nadu State rules as applicable to private unaided institutions as per AICTE norms.
3. You will be on probation for a period of One year. During the period of probation, your service will be terminated with three months notice or three months salary, without assigning specific reasons. After successful completion of the probation your salary will be revised.
4. You shall abide by the rules and regulations of the institution and the management, formulated from time to time to suit the needs of the institution and the welfare of the students.
5. Your end and aim should be the welfare of the students and the institution.



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## SECRETARY

6. Being the academic and administrative person, you will be responsible for all academic and administrative activities of the College. The disciplines of the students are one of your prime responsibilities.
7. You should take serious steps for the growth and all-round development of the institution and convert the institution as one of the excellent Engineering Colleges in Tamilnadu.
8. You should discuss all academic and administrative matters with the Principal.
9. You are governed by service rules of college and retire at the age of sixty.

If you agree to the above conditions please sign this order and return a copy to the management. You are to report to duty on or before 1<sup>st</sup> July 2010.

*Accepted & Received*

*V. C. Eugin Martin*

[V. C. EUGIN MARTIN  
RAJ]

[29/03/2010]

*SH. Willigri*

Secretary

St. Anne's College of Engineering & Technology,  
ANGUCHETTYPALAYAM,  
Siruvathur-Post, Panruti-Tk,  
Cuddalore-Dist, 607 110

### Copy to:

1. Individual.
2. Accounts.
3. Section.





# ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

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Lr. From AICTE File No. 07/08/TN/E&T/2009/20

SECRETARY

01-07-2010

## Appointment Order

Dear Sir/Madam **A. Richard Pravin**

We are happy to appoint you as Lecturer of St. Anne's College of Engineering and Technology.

1. Your salary is fixed at 10000 in the scale of pay 10000-325-15200 plus 50% DA. You will be provided with transportation facilities and other benefits including PF after confirmation.
2. Your service conditions will be governed by the Tamil Nadu State rules as applicable to private unaided institutions as per AICTE norms.
3. You will be on probation for a period of One year. During the period of probation, if the management feels your service is not fit, your service will be terminated with three months notice or three months salary, without assigning specific reasons. After successful completion of the probation your salary will be revised.
4. You shall abide by the rules and regulations of the institution and the management, formulated from time to time to suit the needs of the institution and the welfare of the students.
5. Your end and aim should be the welfare of the students and the institution.



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## SECRETARY

6. Being the academic and administrative person, you will be responsible for all academic and administrative activities of the College. The disciplines of the students are one of your prime responsibilities.
7. You should take serious steps for the growth and all-round development of the institution and convert the institution as one of the excellent Engineering Colleges in Tamilnadu.
8. You should discuss all academic and administrative matters with the Principal.
9. You are governed by service rules of college and retire at the age of sixty.

If you agree to the above conditions please sign this order and return a copy to the management. You are to report to duty on or before 5<sup>th</sup> July 2010.

Accepted & Received

*[Signature]*  
01-07-10

### Copy to:

1. Individual.
2. Accounts.
3. Section.

*S.H. Willigoi*

Secretary

St. Anne's College of Engineering & Technology,  
ANGUCHETTYPALAYAM,  
Siruvathur-Post, Panruti-Tk,  
Cuddalore-Dist, 607





# ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

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Lr. From AICTE File No. 07/08/TN/E&T/2009/20

SECRETARY

07-03-2010

## Appointment Order

Dear Sir/Madam **A. Annai Theresa**

We are happy to appoint you as Lecturer of St. Anne's College of Engineering and Technology.

1. Your salary is fixed at 8000 in the scale of pay 8000-275-13500 plus 25 % DA. You will be provided with transportation facilities and other benefits including PF after confirmation.
2. Your service conditions will be governed by the Tamil Nadu State rules as applicable to private unaided institutions as per AICTE norms.
3. You will be on probation for a period of One year. During the period of probation, your service will be terminated with three months notice or three months salary, without assigning specific reasons. After successful completion of the probation your salary will be revised.
4. You shall abide by the rules and regulations of the institution and the management, formulated from time to time to suit the needs of the institution and the welfare of the students.
5. Your end and aim should be the welfare of the students and the institution.



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## SECRETARY

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7. You should take serious steps for the growth and all-round development of the institution and convert the institution as one of the excellent Engineering Colleges in Tamilnadu.
8. You should discuss all academic and administrative matters with the Principal.
9. You are governed by service rules of college and retire at the age of sixty.

If you agree to the above conditions please sign this order and return a copy to the management. You are to report to duty on or before 1<sup>st</sup> July 2010.

*Accepted and Received*

*Dr. Annai Theresa.*  
*07/03/2010.*

*Sy. Willgoose*

Secretary

St. Anne's College of Engineering & Technology,  
ANGUCHETTYPALAYAM,  
Siruvathur-Post, Panruti-Tk,  
Cuddalore-Dist, 607 110

### Copy to:

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2. Accounts.
3. Section.





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Lr. From AICTE File No. 07/08/TN/E&T/2009/20

SECRETARY

Date : 25.01.2011

## Appointment Order

Dear Sir/Madam J.RAMESH,

We are happy to appoint you as Lecturer in the department of Electrical and Electronics Engineering of St. Anne's College of Engineering and Technology.

1. Your salary is fixed Basic pay at 8550/- in the scale of pay 8000-275-13500 plus 35% DA (Total Rs.11500). You will be provided with transportation facilities and other benefits including PF after confirmation.
2. Your service conditions will be governed by the Tamilnadu State rules as applicable to private unaided institutions as per AICTE norms.
3. You will be on probation for a period of One year. During the period of probation, your service will be terminated with three months notice of three months salary, without assigning specific reasons, if your services are found to be unsatisfactory. After successful completion of the probation your salary will be revised.
4. You shall abide by the rules and regulations of the institution and the management, formulated from time to time to suit the needs of the institution and the welfare of the students.
5. Your end and aim should be the welfare of the students and the institution.
6. The disciplines of the students are one of your prime responsibilities.
7. You should take serious steps for the growth and all-round development of the institution and convert the institution as one of the excellent Engineering Colleges in Tamilnadu.
8. You should discuss all administrative matters with the Principal.
9. You are governed by service rules of college and retire at the age of sixty.

If you agree to the above conditions please sign this order and return a copy to the management. You are to report to duty on or before 1<sup>st</sup> February 2011.

### Copy to :

1. Individual
2. Accounts
3. Section

*Sr. Willigore*

Secretary

St. Anne's College of Engineering & Technology,  
ANGUCHETTYPALAYAM,  
Siruvathur-Post, Panruti-Tk,  
Cuddalore-Dist, 607 110



# ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

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Lr. From AICTE File No. 07/08/TN/E&T/2009/20

SECRETARY

## Appointment Order

01.06.2013

Dear Sir/Madam **J.RAMESH**

We are happy to appoint you as Assistant Professor in the department of Electrical and Electronics Engineering of St. Anne's College of Engineering and Technology.

1. Your salary is fixed in the scale of pay Rs.15600-39100 with Basic pay of Rs.15600/- plus AGP Rs.750, 10% DA, (Total Rs.17,985/-).
2. Your service conditions will be governed by the Tamilnadu State rules as applicable to private unaided institutions as per AICTE norms.
3. You will be on probation for a period of Two years. During the period of probation, your service will be terminated with one month notice without assigning specific reasons, if your services are found to be unsatisfactory. After successful completion of the probation period you will be in the regular service.
4. You shall abide by the rules and regulations of the institution and the management, formulated from time to time to suit the needs of the institution and the welfare of the students.
5. The discipline of the students are one of our prime responsibilities.
6. Your end aim should be the welfare of the students and the institution.
7. You must work for the academic students results and placement activities and Admission activities.
8. You should take serious steps for the growth and all-round development of the institution and convert the institution as one of the excellent Engineering Colleges in Tamilnadu.
9. You should discuss all administrative, academic matters with the Principal.

If you agree to the above conditions please sign this order and return a copy to the management. You are requested to report duty on or before 01.06.2013. We wish you all the best throughout your career. May the almighty bless you abundantly.

### Copy to :

1. Individual
2. Accounts section.

(Sr.XAVIER MARIA THANGAM)

Secretary,

St. Anne's College of Engineering & Technology,  
ANGUCHETTYPALAYAM,  
Siruvathur-Post, Panruti-Tk,  
Cuddalore-Dist, 607 110.





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Lr. From AICTE File No. 07/08/TN/E&T/2009/20

SECRETARY

## Appointment Order

Order No. TFR/EEE 02/2012

Date: 22.05.2012

Thiru/Tmt. **K.SRIRAM** son/daughter /wife of Thiru C.Kumar is appointed temporarily on probation as **Assistant Professor** w.e.f. **04.07.2012** in the department of **Electrical and Electronics Engineering** of this Institution. He is fixed in the pay band of Rs.15600-39100 plus usual allowances as admissible under the SACET pay norms from time to time subject to terms and conditions of employment framed by the management.

He is directed to report to duty latest by **04.07.2012** failing which his appointment shall stand cancelled without any further communication. This appointment is temporary and on provisional basis for two years from the date of joining and further subject to verification of character and antecedents by the management. This appointment is also subject to verification of qualification / documents/certificates by the concerned Authorities.

*Accepted 4 copy received*

*K. Sriram  
28.06.12*

*for. Raj*  
*22.05.2012*

**Secretary**

St. Anne's College of Engineering & Technology,  
ANGUCHETTYPALAYAM,  
Siruvathur-Post, Panruti-Tk,  
Cuddalore-Dist, 607 110



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Lr. From AICTE File No. 07/08/TN/E&T/2009/20

**SECRETARY**

## Appointment Order

10.01.2013

Dear Sir/Madam **Mr.V.BALAJI**,

We are happy to appoint you as Assistant Professor in the department of Electrical and Electronics Engineering of St. Anne's College of Engineering and Technology.

1. Your salary is fixed in the scale of pay Rs.15600-39100 with Basic pay of Rs.15600/- plus Rs.1000 AGP, Rs.400 as other allowances (Total Rs.17,000).
2. Your service conditions will be governed by the Tamilnadu State rules as applicable to private unaided institutions as per AICTE norms.
3. You will be on probation for a period of Two years. During the period of probation, your service will be terminated with one month notice without assigning specific reasons, if your services are found to be unsatisfactory. After successful completion of the probation your salary will be revised.
4. You shall abide by the rules and regulations of the institution and the management, formulated from time to time to suit the needs of the institution and the welfare of the students.
5. The discipline of the students are one of our prime responsibilities.
6. Your end aim should be the welfare of the students and the institution.
7. You must work for the academic students results and placement activities and Admission activities.
8. You should take serious steps for the growth and all-round development of the institution and convert the institution as one of the excellent Engineering Colleges in Tamilnadu.
9. You should discuss all administrative, academic matters with the Principal.

If you agree to the above conditions please sign this order and return a copy to the management. You are requested to report duty on or before 01.02.2013. We wish you all the best throughout your career. May the almighty bless you abundantly.

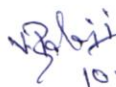
### Copy to :

1. Individual
2. Accounts section.

  
Secretary  
10-1-13

St. Anne's College of Engineering & Technology.  
ANGUCHETTYPALAYAM,  
Siruvathur-Post, Panruti-Tk,  
Cuddalore-Dist, 607 110.

I have received the appointment order.

  
10-1-13.





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Lr. From AICTE File No. 07/08/TN/E&T/2009/20

SECRETARY

## Appointment Order

02.01.2015

Dear Sir/Madam **A.SUNDARA PANDIYAN**

We are happy to appoint you as Assistant Professor in the department of Electrical and Electronics Engineering of St. Anne's College of Engineering and Technology.

1. Your salary is fixed in the scale of pay Rs.15600-39100 with Basic pay of Rs.15,600/- plus AGP Rs.750, DA 10%, Rs.1015 Other Allowances (Total Rs.19,000/-).
2. Your service conditions will be governed by the Tamilnadu State rules as applicable to private unaided institutions as per AICTE norms.
3. You will be on probation for a period of Two years. During the period of probation, your service will be terminated with one month notice without assigning specific reasons, if your services are found to be unsatisfactory. After successful completion of the probation period you will be in the regular service.
4. You shall abide by the rules and regulations of the institution and the management, formulated from time to time to suit the needs of the institution and the welfare of the students.
5. The discipline of the students are one of our prime responsibilities.
6. Your end aim should be the welfare of the students and the institution.
7. You must work for the academic students results and placement activities and Admission activities.
8. You should take serious steps for the growth and all-round development of the institution and convert the institution as one of the excellent Engineering Colleges in Tamilnadu.
9. You should discuss all administrative, academic matters with the Principal.

If you agree to the above conditions please sign this order and return a copy to the management. You are requested to report duty on or before 02.01.2015. We wish you all the best throughout your career. May the almighty bless you abundantly.

### Copy to:

1. Individual
2. Accounts section.

  
(SR.VICTORIA)

**Secretary,**

St. Anne's College of Engineering & Technology,  
ANGUCHETTPALAYAM,  
Siruvathur-Post, Panruti-Tk,  
Cuddalore-Dist, 607 110.

Received







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Lr. From AICTE File No. 07/08/TN/E&T/2009/20

SECRETARY

## LETTER OF APPOINTMENT

Dear Madam M. PREMALATHA

Date: 27-12-2016

Based on your application dated 10/12/2016 and interview held on 23/12/2016, we are happy to appoint you as an Assistant Professor in the Department of Electrical and Electronics Engineering in St. Anne's college of Engineering & Technology. Welcome to work with us to mould young students as persons of concern, compassion, conscience and integrity.

1. You will be on probation for a period of two years which may be extended at the discretion of the management for such further period or periods as the management may deem fit. During the probation period you will get the consolidated pay of Rs.10,000/- per month.

2. You shall be present in the premises of the college during the working hours. During the period of your employment you will devote all your time and attention exclusively for the assignment assigned to you by the management. You will work to implement the ideals based on which the college was established and administered.

3. You have to submit your Qualifying degree or other certificates and experience Certificates required for the above post at the time of joining in our college. Only then, this appointment order will be considered as valid.

4. You will be paid a consolidated salary per month. Any increase of salary or increment will be linked strictly to your excellence in performance.

5. You shall not apply for any job outside while in your service without prior written permission from the Secretary. You shall not engage in private tuition or business while in service.

6. You shall be eligible for 12 days of casual leave and the leave application shall be approved by the Principal only. You will report to the Principal and the secretary.



# ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

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Lr. From AICTE File No. 07/08/TN/E&T/2009/20

## SECRETARY

7. Although, your normal work will consist of duties assigned to you in the capacity mentioned above, you may at any time be called upon to discharge any other duty which, in the opinion of the management is within your capacity and ability to discharge and you will forthwith undertake to discharge those duties with diligence and care. You are liable for transfer to any post within our college.

8. Your service can be terminated by giving one month prior notice in writing by the management or in the absence of notice, three months' salary will be paid. However, no notice will be required to be given in case your services are terminated for any misconduct/indiscipline.

9. On your discharge or relieving or termination from service, you shall handover all papers, documents and any other properties belonging to the college or which have been entrusted to you or received by you in the course of your employment with the college.

10. In the event of your decision to leave from service, you should give two months' prior notice in writing to the College, failing to do so you will have to remit three months salary and leaving of service should be made only at the end of the academic year.

11. If the details furnished by you in your application regarding your qualification, previous experience, employment, etc are found to be incorrect or not true, you will be liable for dismissal without notice and / or such further action as the management deems fit.

12. You shall conform to the rules and regulations of the College that are in force and may be framed from time to time.

13. The College reserves all rights to retain or terminate you from service at its discretion, without assigning any reason.

We are looking forward to a rewarding working relationship with you and we will endeavor to support your work every way. Please indicate your acceptance of this offer of appointment by returning a signed duplicate copy of this appointment Letter.



Secretary,

St. Anne's College of Engineering & Technology  
ANGUCHETTYPALAYAM,  
Siruvathur-Post, Panruti-Tk,  
Cuddalore-Dist, 607 110.



# ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

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Email id : [stannescet@gmail.com](mailto:stannescet@gmail.com)

Lr. From AICTE File No. 07/08/TN/E&T/2009/20

SECRETARY

By signing below. I accept the specific terms and conditions of employment that are provided above and that are in force and may be framed from time to time by St. Anne's College of Engineering & Technology, Panruti and agree to put forth my best efforts to support the goals and objectives of the college.

I am reporting for duty on *Monday* .....

Date: *02.01.2017*

Signature: *M. Premalatha*

Place: *Panruti*

Name of Employee: *M. PREMALATHA*





# ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

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Lr. From AICTE File No. 07/08/TN/E&T/2009/20

SECRETARY

## LETTER OF APPOINTMENT

Dear Madam J. ARUL MARTINAL

Date: 27-12-2016

Based on your application dated 21/12/2016 and interview held on 23/12/2016, we are happy to appoint you as an Assistant Professor in the Department of Electrical and Electronics Engineering in St. Anne's college of Engineering & Technology. Welcome to work with us to mould young students as persons of concern, compassion, conscience and integrity.

1. You will be on probation for a period of two years which may be extended at the discretion of the management for such further period or periods as the management may deem fit. During the probation period you will get the consolidated pay of Rs.10,000/- per month.

2. You shall be present in the premises of the college during the working hours. During the period of your employment you will devote all your time and attention exclusively for the assignment assigned to you by the management. You will work to implement the ideals based on which the college was established and administered.

3. You have to submit your Qualifying degree or other certificates and experience Certificates required for the above post at the time of joining in our college. Only then, this appointment order will be considered as valid.

4. You will be paid a consolidated salary per month. Any increase of salary or increment will be linked strictly to your excellence in performance.

5. You shall not apply for any job outside while in your service without prior written permission from the Secretary. You shall not engage in private tuition or business while in service.

6. You shall be eligible for 12 days of casual leave and the leave application shall be approved by the Principal only. You will report to the Principal and the secretary.



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## SECRETARY

7. Although, your normal work will consist of duties assigned to you in the capacity mentioned above, you may at any time be called upon to discharge any other duty which, in the opinion of the management is within your capacity and ability to discharge and you will forthwith undertake to discharge those duties with diligence and care. You are liable for transfer to any post within our college.

8. Your service can be terminated by giving one month prior notice in writing by the management or in the absence of notice, three months' salary will be paid. However, no notice will be required to be given in case your services are terminated for any misconduct/indiscipline.

9. On your discharge or relieving or termination from service, you shall handover all papers, documents and any other properties belonging to the college or which have been entrusted to you or received by you in the course of your employment with the college.

10. In the event of your decision to leave from service, you should give two months' prior notice in writing to the College, failing to do so you will have to remit three months salary and leaving of service should be made only at the end of the academic year.

11. If the details furnished by you in your application regarding your qualification, previous experience, employment, etc are found to be incorrect or not true, you will be liable for dismissal without notice and / or such further action as the management deems fit.

12. You shall conform to the rules and regulations of the College that are in force and may be framed from time to time.

13. The College reserves all rights to retain or terminate you from service at its discretion, without assigning any reason.

We are looking forward to a rewarding working relationship with you and we will endeavor to support your work every way. Please indicate your acceptance of this offer of appointment by returning a signed duplicate copy of this appointment Letter.

Secretary,

St. Anne's College of Engineering & Technol  
ANGUCHETTYPALAYAM,  
Siruvathur-Post, Panruti-Tk,  
Cuddalore-Dist, 607 110.





# ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

(A Unit of the Sisters of St. Anne, Trichirapalli.)

Anguchettypalayam, Siruvathur Post, Panruti Taluk - 607 110. Cuddalore District.

Phone : 04142 - 242661, 243661

Email id : [stannescet@gmail.com](mailto:stannescet@gmail.com)

Lr. From AICTE File No. 07/08/TN/E&T/2009/20

SECRETARY

By signing below. I accept the specific terms and conditions of employment that are provided above and that are in force and may be framed from time to time by St. Anne's College of Engineering & Technology, Panruti and agree to put forth my best efforts to support the goals and objectives of the college.

I am reporting for duty on ... 2.1.2017 .....

Date: 2.1.2017

Signature: J. Arul Martinal

Place: PANRUTI

Name of Employee: J. ARUL MARTINAL



# ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

(A Unit of the Sisters of St. Anne, Trichirapalli.)

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Lr. From AICTE File No. 07/08/TN/E&T/2009/20

**SECRETARY**

## LETTER OF APPOINTMENT

Dear Madam **Sr. A. PUNITHA JILT**

Date: 05-07-2018

Based on the interview held on 29-06-2018, we are happy to appoint you as an Assistant Professor in the Department of Computer Science and Engineering in St. Anne's College of Engineering and Technology. Welcome to work with us to mould young students as persons of concern, compassion, conscience and integrity.

1. You will be on probation for a period of two years which may be extended at the discretion of the management for such further period or periods as the management may deem fit. During the probation period you will get the consolidated pay of Rs.20,000/- per month. Any increase of salary or increment will be linked strictly to your excellence in performance.

2. You shall be present in the premises of the college during the working hours. During the period of your employment you will devote all your time and attention exclusively for the assignment assigned to you by the management. You will work to implement the ideals based on which the college was established and administered.

3. You have to submit your Qualifying degree or other certificates and experience Certificates required for the above post at the time of joining in our college. Only then, this appointment order will be considered as valid.

4. You shall not apply for any job outside while in your service without prior written permission from the Secretary. You shall not engage in private tuition or business while in service.

5. You shall be eligible for 12 days of casual leave and the leave application shall be approved by the Principal only. You will report to the Principal and the Secretary.





# ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

(A Unit of the Sisters of St. Anne, Trichirapalli.)

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Lr. From AICTE File No. 07/08/TN/E&T/2009/20

## SECRETARY

7. Although, your normal work will consist of duties assigned to you in the capacity mentioned above, you may at any time be called upon to discharge any other duty which, in the opinion of the management is within your capacity and ability to discharge and you will forthwith undertake to discharge those duties with diligence and care. You are liable for transfer to any post within our college.

8. Your service can be terminated by giving one month prior notice in writing by the management or in the absence of notice, three months' salary will be paid. However, no notice will be required to be given in case your services are terminated for any misconduct/indiscipline.

9. On your discharge or relieving or termination from service, you shall handover all papers, documents and any other properties belonging to the college or which have been entrusted to you or received by you in the course of your employment with the college.

10. In the event of your decision to leave from service, you should give two months' prior notice in writing to the College, failing to do so you will have to remit three months salary and leaving of service should be made only at the end of the academic year.

11. If the details furnished by you in your application regarding your qualification, previous experience, employment, etc are found to be incorrect or not true, you will be liable for dismissal without notice and / or such further action as the management deems fit.

12. You shall conform to the rules and regulations of the College that are in force and may be framed from time to time.

13. The College reserves all rights to retain or terminate you from service at its discretion, without assigning any reason.

We are looking forward to a rewarding working relationship with you and we will endeavor to support your work every way. Please indicate your acceptance of this offer of appointment by returning a signed duplicate copy of this appointment Letter.

*Sr. Mangam*  
Secretary,

St. Anne's College of Engineering & Technology,  
ANGUCHETTYPALAYAM,  
Siruvathur-Post, Panruti-Tk,  
Cuddalore-Dist, 607 110.



# ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

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Email id : [stannescet@gmail.com](mailto:stannescet@gmail.com)

Lr. From AICTE File No. 07/08/TN/E&T/2009/20

**SECRETARY**

By signing below, I accept the specific terms and conditions of employment that are provided above and that are in force and may be framed from time to time by St. Anne's College of Engineering and Technology, Panruti, and agree to put forth my best efforts to support the goals and objectives of the college.

I am reporting for duty on 05.07.2018

Date: 05.07.2018

Signature: SR. P. JILT

Place: Panruti

Name of Employee: SR. PUNITHA JILT





# Annai Velankanni Educational and Social Society

**Reg. No. 30/85**

**Anguchettypalayam, Siruvathur Post,  
Panruti -Taluk, Cuddalore District.  
Phone No. 04142-242153, 242551, 315887**

**SECRETARY**

Date: 03-05-2009

## **Appointment Order**

Dear Sir/Madam D. Pauline Freeda

We are happy to appoint you as Senior Lecturer of St. Anne's College of Engineering and Technology.

1. Your salary is fixed at 10000 in the scale of pay 10000-325-15200 plus all allowances at the State Government and AICTE norms i.e., 60% DA and Rs. 700 HRA and Rs.300 CCA. You will be provided with transportation facilities and other benefits including PF after confirmation.
2. Your service conditions will be governed by the Tamilnadu State rules as applicable to private unaided institutions as per AICTE norms.
3. You will be on probation for a period of One year. During the period of probation, your service will be terminated with three months notice or three months salary, without assigning specific reasons. After successful completion of the probation your salary will be revised.
4. You shall abide by the rules and regulations of the institution and the management, formulated from time to time to suit the needs of the institution and the welfare of the students.
5. Your end and aim should be the welfare of the students and the institution.



# Annai Velankanni Educational and Social Society

Reg. No. 30/85

Anguchettypalayam, Siruvathur Post,  
Panruti -Taluk, Cuddalore District.  
Phone No. 04142-242153, 242551, 315887

## SECRETARY

6. Being the academic person you will be responsible for all the academic activities of the College. The disciplines of the students are one of your prime responsibilities.
7. You should take serious steps for the growth and all-round development of the institution and convert the institution as one of the excellent Engineering Colleges in Tamilnadu.
8. You should discuss all academic and administrative matters with the Principal.
9. You are governed by service rules of college and retire at the age of sixty.

If you agree to the above conditions please sign this order and return a copy to the management. You are to report to duty on or before 13<sup>th</sup> May 2009.

*Sh. Willy...*

## SECRETARY

Annai Velankanni Educational  
and Social Society,  
Anguchettypalayam, Panruti-Tk,  
Cuddalore-Dist. Pin: 607 110

### Copy to:

1. Individual.
2. Accounts.
3. Section.

*Accepted & Received*  
*[Signature]*  
*3/5/09*





# ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

(A Unit of the Sisters of St. Anne, Trichirapalli)

Anguchettypalayam, Siruvathur Post, Panruti - Taluk, Cuddalore District.

Phone: 04142-242661, 243661

Email id: [stannescet@gmail.com](mailto:stannescet@gmail.com)

Lr. From AICTE File No. 07/08/TN/E&T/2009/20

SECRETARY

Date : 06.05.2011

## Appointment Order

Dear Sir/Madam **Mr.S.RAJARAJAN,**

We are happy to appoint you as Assistant Professor in the department of Computer Science & Engineering of St. Anne's College of Engineering and Technology.

1. Your salary is fixed in the scale of pay ₹.15600- 39100 with Basic pay of ₹.15600/- plus 10% DA, (Total Rs.17,160). You will be provided with transportation facilities and other benefits including PF after confirmation.
2. Your service conditions will be governed by the Tamilnadu State rules as applicable to private unaided institutions as per AICTE norms.
3. You will be on probation for a period of One year. During the period of probation, your service will be terminated with three months notice of three months salary, without assigning specific reasons, if your services are found to be unsatisfactory. After successful completion of the probation your salary will be revised.
4. You shall abide by the rules and regulations of the institution and the management, formulated from time to time to suit the needs of the institution and the welfare of the students.
5. Your end and aim should be the welfare of the students and the institution.
6. The disciplines of the students are one of your prime responsibilities.
7. You should take serious steps for the growth and all-round development of the institution and convert the institution as one of the excellent Engineering Colleges in Tamilnadu.
8. You should discuss all administrative matters with the Principal.
9. You are governed by service rules of college and retire at the age of sixty.

If you agree to the above conditions please sign this order and return a copy to the management. You are to report to duty on or before 1<sup>st</sup> July 2011.

### Copy to :

1. Individual
2. Accounts
3. Section

*Received and Accepted,*  
*S. Ref. Refin,*  
*06/05/2011*

*Sr. Willingore*

Secretary

St. Anne's College of Engineering & Technology,  
ANGUCHETTYPALAYAM,  
Siruvathur-Post, Panruti-Tk,  
Cuddalore-Dist, 607 110



# ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

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Lr. From AICTE File No. 07/08/TN/E&T/2009/20

SECRETARY

## Appointment Order

Order No. TFR/CSE 01/2011

Date: 12.07.2011

Thiru/Tmt. **K.POORNAMBIGAI** son/daughter /wife of Thiru K.Kaliyamoorthy is appointed temporarily on probation as **Assistant Professor** w.e.f. **01.08.2011** in the department of **Computer Science Engineering** of this Institution. She is fixed in the pay band of Rs.15600-39100 plus usual allowances as admissible under the SACET pay norms from time to time subject to terms and conditions of employment framed by the management.

She is directed to report to duty latest by **01.08.2011** failing which her appointment shall stand cancelled without any further communication. This appointment is temporary and on provisional basis for two years from the date of joining and further subject to verification of character and antecedents by the management. This appointment is also subject to verification of qualification / documents/certificates by the concerned Authorities.

Secretary

St. Anne's College of Engineering & Technology,  
ANGUCHETTYPALAYAM,  
Siruvathur-Post, Panruti-Tk,  
Cuddalore-Dist, 607 110

ACCEPTED &  
COPY RECEIVED

13.7.11





# ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

(A Unit of the Sisters of St. Anne, Trichirapalli)

Anguchettypalayam, Siruvathur Post, Panruti - Taluk, Cuddalore District.

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Lr. From AICTE File No. 07/08/TN/E&T/2009/20

SECRETARY

## Appointment Order


Rs 18000-

Order No. TFR/CSE 01/2012

Date: 20.04.2012

Thiru/Tmt. **S.MANAVALAN** son/daughter /wife of Thiru A.Selvaraj is appointed temporarily on probation as **Assistant Professor** w.e.f. **02.07.2012** in the department of **Computer Science and Engineering** of this Institution. He is fixed in the pay band of Rs.15600-39100 plus usual allowances as admissible under the SACET pay norms from time to time subject to terms and conditions of employment framed by the management.

He is directed to report to duty latest by **02.07.2012** failing which his appointment shall stand cancelled without any further communication. This appointment is temporary and on provisional basis for two years from the date of joining and further subject to verification of character and antecedents by the management. This appointment is also subject to verification of qualification / documents/certificates by the concerned Authorities.

  
Secretary  
St. Anne's College of Engineering & Technology,  
ANGUCHETTYPALAYAM,  
Siruvathur-Post, Panruti-Tk,  
Cuddalore-Dist, 607 110

Accepted  
Copy Received







# ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

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Lr. From AICTE File No. 07/08/TN/E&T/2009/20

**SECRETARY**

## Appointment Order

30.05.2013

Dear Sir/Madam **Z.ASMATHUNNISA**,

We are happy to appoint you as Assistant Professor in the department of Computer Science and Engineering of St. Anne's College of Engineering and Technology.

1. Your salary is fixed in the scale of pay Rs.15600-39100 with Basic pay of Rs.15600/- plus 10% DA, Rs.840 HRA, (Total Rs.18,000).
2. Your service conditions will be governed by the Tamilnadu State rules as applicable to private unaided institutions as per AICTE norms.
3. You will be on probation for a period of Two years. During the period of probation, your service will be terminated with one month notice without assigning specific reasons, if your services are found to be unsatisfactory. After successful completion of the probation your salary will be revised.
4. You shall abide by the rules and regulations of the institution and the management, formulated from time to time to suit the needs of the institution and the welfare of the students.
5. The discipline of the students are one of our prime responsibilities.
6. Your end aim should be the welfare of the students and the institution.
7. You must work for the academic students results and placement activities and Admission activities.
8. You should take serious steps for the growth and all-round development of the institution and convert the institution as one of the excellent Engineering Colleges in Tamilnadu.
9. You should discuss all administrative, academic matters with the Principal.

If you agree to the above conditions please sign this order and return a copy to the management. You are requested to report duty on or before 03.07.2013. We wish you all the best throughout your career. May the almighty bless you abundantly.

### Copy to :

1. Individual
2. Accounts section.

Secretary

St. Anne's College of Engineering & Technology,  
ANGUCHETTYPALAYAM,  
Siruvathur-Post, Panruti-Tk,  
Cuddalore-Dist, 607 110



# ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

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Email id : [stannescet@gmail.com](mailto:stannescet@gmail.com)

Lr. From AICTE File No. 07/08/TN/E&T/2009/20

SECRETARY

## LETTER OF APPOINTMENT

Dear Madam V. Varalakshmi

Date: 16-02-2017

Based on your application dated 11/05/2016 and interview held on 16/02/2017, we are happy to appoint you as an Assistant Professor in the Department of Computer Science and Engineering in St. Anne's college of Engineering & Technology. Welcome to work with us to mould young students as persons of concern, compassion, conscience and integrity.

1. You will be on probation for a period of two years which may be extended at the discretion of the management for such further period or periods as the management may deem fit. During the probation period you will get the consolidated pay of Rs.10,000/- per month.

2. You shall be present in the premises of the college during the working hours. During the period of your employment you will devote all your time and attention exclusively for the assignment assigned to you by the management. You will work to implement the ideals based on which the college was established and administered.

3. You have to submit your Qualifying degree or other certificates and experience Certificates required for the above post at the time of joining in our college. Only then, this appointment order will be considered as valid.

4. You will be paid a consolidated salary per month. Any increase of salary or increment will be linked strictly to your excellence in performance.

5. You shall not apply for any job outside while in your service without prior written permission from the Secretary. You shall not engage in private tuition or business while in service.

6. You shall be eligible for 12 days of casual leave and the leave application shall be approved by the Principal only. You will report to the Principal and the secretary.





# ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

(A Unit of the Sisters of St. Anne, Trichirapalli.)

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## SECRETARY

7. Although, your normal work will consist of duties assigned to you in the capacity mentioned above, you may at any time be called upon to discharge any other duty which, in the opinion of the management is within your capacity and ability to discharge and you will forthwith undertake to discharge those duties with diligence and care. You are liable for transfer to any post within our college.

8. Your service can be terminated by giving one month prior notice in writing by the management or in the absence of notice, three months' salary will be paid. However, no notice will be required to be given in case your services are terminated for any misconduct/indiscipline.

9. On your discharge or relieving or termination from service, you shall handover all papers, documents and any other properties belonging to the college or which have been entrusted to you or received by you in the course of your employment with the college.

10. In the event of your decision to leave from service, you should give two months' prior notice in writing to the College, failing to do so you will have to remit three months salary and leaving of service should be made only at the end of the academic year.

11. If the details furnished by you in your application regarding your qualification, previous experience, employment, etc are found to be incorrect or not true, you will be liable for dismissal without notice and / or such further action as the management deems fit.

12. You shall conform to the rules and regulations of the College that are in force and may be framed from time to time.

13. The College reserves all rights to retain or terminate you from service at its discretion, without assigning any reason.

We are looking forward to a rewarding working relationship with you and we will endeavor to support your work every way. Please indicate your acceptance of this offer of appointment by returning a signed duplicate copy of this appointment Letter.

  
Secretary,

St. Anne's College of Engineering & Technology,  
ANGUCHETTYPALAYAM,  
Siruvathur-Post, Panruti-Tk,  
Cuddalore-Dist, 607 110.



# ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

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Email id : [stannescet@gmail.com](mailto:stannescet@gmail.com)

Lr. From AICTE File No. 07/08/TN/E&T/2009/20

**SECRETARY**

By signing below. I accept the specific terms and conditions of employment that are provided above and that are in force and may be framed from time to time by St. Anne's College of Engineering & Technology, Panruti and agree to put forth my best efforts to support the goals and objectives of the college.

I am reporting for duty on 20/2/2017.....

Date: 16/2/17

Signature: Varalakshmi

Place: Panruti

Name of Employee: V. VARALAKSHMI





# ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

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Lr. From AICTE File No. 07/08/TN/E&T/2009/20

**SECRETARY**

## LETTER OF APPOINTMENT

Dear Madam S.VANATHI

Date: 16-08-2017

Based on your application dated 01/08/2017 and interview held on 11/08/2017, we are happy to appoint you as an Assistant Professor in the Department of Computer Science and Engineering in St. Anne's college of Engineering & Technology. Welcome to work with us to mould young students as persons of concern, compassion, conscience and integrity.

1. You will be on probation for a period of two years which may be extended at the discretion of the management for such further period or periods as the management may deem fit. During the probation period you will get the consolidated pay of Rs.10,000/- per month.

2. You shall be present in the premises of the college during the working hours. During the period of your employment you will devote all your time and attention exclusively for the assignment assigned to you by the management. You will work to implement the ideals based on which the college was established and administered.

3. You have to submit your Qualifying degree or other certificates and experience Certificates required for the above post at the time of joining in our college. Only then, this appointment order will be considered as valid.

4. You will be paid a consolidated salary per month. Any increase of salary or increment will be linked strictly to your excellence in performance.

5. You shall not apply for any job outside while in your service without prior written permission from the Secretary. You shall not engage in private tuition or business while in service.

6. You shall be eligible for 12 days of casual leave and the leave application shall be approved by the Principal only. You will report to the Principal and the secretary.



# ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

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Lr. From AICTE File No. 07/08/TN/E&T/2009/20

**SECRETARY**

7. Although, your normal work will consist of duties assigned to you in the capacity mentioned above, you may at any time be called upon to discharge any other duty which, in the opinion of the management is within your capacity and ability to discharge and you will forthwith undertake to discharge those duties with diligence and care. You are liable for transfer to any post within our college.

8. Your service can be terminated by giving one month prior notice in writing by the management or in the absence of notice, three months' salary will be paid. However, no notice will be required to be given in case your services are terminated for any misconduct/indiscipline.

9. On your discharge or relieving or termination from service, you shall handover all papers, documents and any other properties belonging to the college or which have been entrusted to you or received by you in the course of your employment with the college.

10. In the event of your decision to leave from service, you should give two months' prior notice in writing to the College, failing to do so you will have to remit three months salary and leaving of service should be made only at the end of the academic year.

11. If the details furnished by you in your application regarding your qualification, previous experience, employment, etc are found to be incorrect or not true, you will be liable for dismissal without notice and / or such further action as the management deems fit.

12. You shall conform to the rules and regulations of the College that are in force and may be framed from time to time.

13. The College reserves all rights to retain or terminate you from service at its discretion, without assigning any reason.

We are looking forward to a rewarding working relationship with you and we will endeavor to support your work every way. Please indicate your acceptance of this offer of appointment by returning a signed duplicate copy of this appointment Letter.

Secretary,

St. Anne's College of Engineering & Technology,  
ANGUCHETTYPALAYAM,  
Siruvathur-Post, Panruti Taluk,  
Cuddalore-Dist, 607 110.





# ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

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Lr. From AICTE File No. 07/08/TN/E&T/2009/20

**SECRETARY**

By signing below. I accept the specific terms and conditions of employment that are provided above and that are in force and may be framed from time to time by St. Anne's College of Engineering & Technology, Panruti and agree to put forth my best efforts to support the goals and objectives of the college.

I am reporting for duty on ...16.08.2017.....

Date: 16.08.2017

Signature:

*S. Varathi*

Place: Panruti

Name of Employee:

*S. Varathi*



# ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

(A Unit of the Sisters of St. Anne, Trichirapalli.)

Anguchettypalayam, Siruvathur Post, Panruti Taluk - 607 110. Cuddalore District.

Phone : 04142 - 242661, 243661

Email id : [stannescet@gmail.com](mailto:stannescet@gmail.com)

Lr. From AICTE File No. 07/08/TN/E&T/2009/20

SECRETARY

## LETTER OF APPOINTMENT

Dear Sir Mr. N. KUMAR

Date: 17-12-2018

Based on the interview held on 07-12-2018, we appoint you as an Assistant Professor in the Department of Computer Science and Engineering in St. Anne's College of Engineering and Technology. Welcome to work with us to mould young students as persons of concern, compassion, conscience and integrity.

1. You will be on probation for a period of two years which may be extended at the discretion of the management for such further period or periods as the management may deem fit. During the probation period you will get the consolidated pay of Rs.18,000/- per month. Any increase of salary or increment will be linked strictly to your excellence in performance.

2. You shall be present in the premises of the college during the working hours. During the period of your employment you will devote all your time and attention exclusively for the assignment assigned to you by the management. You will work to implement the ideals based on which the college was established and administered.

3. You have to submit your qualifying degree or other certificates and experience certificates required for the above post at the time of joining in our college. Only then, this appointment order will be considered as valid.

4. You shall not apply for any job outside while in service without prior written permission from the Secretary. You shall not engage in private tuition or business while in service.

5. You shall be eligible for 12 days of casual leave per year and the leave application shall be approved by the Principal only. You will report to the Principal and the Secretary.





# ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

(A Unit of the Sisters of St. Anne, Trichirapalli.)

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Phone : 04142 - 242661, 243661

Email id : [stannescet@gmail.com](mailto:stannescet@gmail.com)

Lr. From AICTE File No. 07/08/TN/E&T/2009/20

**SECRETARY**

6. Although, your normal work will consist of duties assigned to you in the capacity mentioned above, you may at any time be called upon to discharge any other duty which, in the opinion of the management is within your capacity and ability to discharge and you will forthwith undertake to discharge those duties with diligence and care. You are liable for transfer to any post within our college.

7. Your service can be terminated by giving one month prior notice in writing by the management or in the absence of notice, three months' salary will be paid. However, no notice will be required to be given in case your service is terminated for any misconduct/indiscipline.

8. On your discharge or relieving or termination from service, you shall handover all papers, documents and any other properties belonging to the college or which have been entrusted to you or received by you in the course of your employment with the college.

9. In the event of your decision to leave from service, you should give two months' prior notice in writing to the College, failing to do so you will have to remit three months salary and leaving of service should be made only at the end of the academic year.

10. If the details furnished by you in your application regarding your qualification, previous experience and employment are found to be incorrect or not true, you will be liable for dismissal without notice and / or such further action as the management deems fit.

11. You shall conform to the rules and regulations of the College that are in force and may be framed from time to time.

12. The College reserves all rights to retain or terminate you from service at its discretion, without assigning any reason.

We are looking forward to a rewarding working relationship with you and we will endeavor to support your work every way. Please indicate your acceptance of this offer of appointment by returning a signed duplicate copy of this appointment letter.

*S. Manjamma*  
Secretary, 17/12/2018

St. Anne's College of Engineering & Technology,  
ANGUCHETTYPALAYAM,  
Siruvathur-Post, Panruti-Tk,  
Cuddalore-Dist, 607 110.



# ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

(A Unit of the Sisters of St. Anne, Trichirapalli.)

Anguchettipalayam, Siruvathur Post, Panruti Taluk - 607 110. Cuddalore District.

Phone : 04142 - 242661, 243661

Email id : [stannescet@gmail.com](mailto:stannescet@gmail.com)

Lr. From AICTE File No. 07/08/TN/E&T/2009/20

SECRETARY

By signing below, I accept the specific terms and conditions of employment that are provided above and that are in force and may be framed from time to time by St. Anne's College of Engineering and Technology, Panruti, and agree to observe them to the best of my efforts to support the goals and objectives of the college.

I am reporting for duty on ....17-12-2018...

Date: 17-12-2018

Signature:

Place: ANGUCHETTIPALAYAM

Name of Employee: N. KUMAR





# ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

(A Unit of the Sisters of St. Anne, Trichirapalli.)

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Lr. From AICTE File No. 07/08/TN/E&T/2009/20

**PRINCIPAL**

Order No.TFR/MATHS 01/2012

Date: 05.06.2012

## Appointment Order

Thiru/Tmt. **A.AZHAGAPPAN** son/daughter /wife of Thiru G.Arumugam is appointed temporarily on probation as **Associate Professor** w.e.f.**02.07.2012** in the department of **Mathematics** at this Institution. He is fixed in the pay band of Rs.25000-50000 with AGP of 3000 plus usual allowances as admissible under the SACET pay norms from time to time subject to terms and conditions of employment framed by the management.

He is directed to report to duty latest by **01.08.2012** failing which his appointment shall stand cancelled without any further communication. This appointment is temporary and on provisional basis for two years from the date of joining and further subject to verification of character and antecedents by the management. This appointment is also subject to verification of qualification / documents/certificates by the concerned Authorities.

**Secretary**

St. Anne's College of Engineering & Technology,  
ANGUCHETTYPALAYAM,  
Siruvathur-Post, Panruti-Tk,  
Cuddalore-Dist, 607 110

Accepted and received  
A. Azhagan  
(A. AZHAGAPPAN)







# ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

(A Unit of the Sisters of St. Anne, Trichirapalli.)

Anguchettypalayam, Siruvathur Post, Panruti Taluk - 607 110. Cuddalore District.

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Email id : [stannescet@gmail.com](mailto:stannescet@gmail.com)

Lr. From AICTE File No. 07/08/TN/E&T/2009/20

SECRETARY

## Appointment Order

23.08.2013

Dear Sir/Madam **V.PRAKASH**

We are happy to appoint you as Assistant Professor in the department of Maths of St. Anne's College of Engineering and Technology.

1. Your salary is fixed in the scale of pay Rs.12000-18000 with Basic pay of Rs.13183/- plus AGP Rs.750, 20% DA, (Total Rs.16,720/-).
2. Your service conditions will be governed by the Tamilnadu State rules as applicable to private unaided institutions as per AICTE norms.
3. You will be on probation for a period of Two years. During the period of probation, your service will be terminated with one month notice without assigning specific reasons, if your services are found to be unsatisfactory. After successful completion of the probation period you will be in the regular service.
4. You shall abide by the rules and regulations of the institution and the management, formulated from time to time to suit the needs of the institution and the welfare of the students.
5. The discipline of the students are one of our prime responsibilities.
6. Your end aim should be the welfare of the students and the institution.
7. You must work for the academic students results and placement activities and Admission activities.
8. You should take serious steps for the growth and all-round development of the institution and convert the institution as one of the excellent Engineering Colleges in Tamilnadu.
9. You should discuss all administrative, academic matters with the Principal.

If you agree to the above conditions please sign this order and return a copy to the management. You are requested to report duty on or before 23.08.2013. We wish you all the best throughout your career. May the almighty bless you abundantly.

### Copy to :

1. Individual
2. Accounts section.

Accepted and Received

V. Prakash  
23/8/13

*Sr. X. Maria Thangam*  
(Sr.XAVIER MARIA THANGAM)

Secretary,

St. Anne's College of Engineering & Technology,  
ANGUCHETTYPALAYAM,  
Siruvathur-Post, Panruti-Taluk,  
Cuddalore-Dist, 607 110.



# ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

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Email id : [stannescet@gmail.com](mailto:stannescet@gmail.com)

Lr. From AICTE File No. 07/08/TN/E&T/2009/20

SECRETARY

## LETTER OF APPOINTMENT

Dear Madam R.VISWALINGAM

Date: 27-12-2016

Based on your application dated 21/12/2016 and interview held on 23/12/2016, we are happy to appoint you as an Assistant Professor in the Department of Science and Humanities (Mathematics) in St. Anne's college of Engineering & Technology. Welcome to work with us to mould young students as persons of concern, compassion, conscience and integrity.

1. You will be on probation for a period of two years which may be extended at the discretion of the management for such further period or periods as the management may deem fit. During the probation period you will get the consolidated pay of Rs.10,000/- per month.

2. You shall be present in the premises of the college during the working hours. During the period of your employment you will devote all your time and attention exclusively for the assignment assigned to you by the management. You will work to implement the ideals based on which the college was established and administered.

3. You have to submit your Qualifying degree or other certificates and experience Certificates required for the above post at the time of joining in our college. Only then, this appointment order will be considered as valid.

4. You will be paid a consolidated salary per month. Any increase of salary or increment will be linked strictly to your excellence in performance.

5. You shall not apply for any job outside while in your service without prior written permission from the Secretary. You shall not engage in private tuition or business while in service.

6. You shall be eligible for 12 days of casual leave and the leave application shall be approved by the Principal only. You will report to the Principal and the secretary.





# ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

(A Unit of the Sisters of St. Anne, Trichirapalli.)

Anguchettypalayam, Siruvathur Post, Panruti Taluk - 607 110. Cuddalore District.

Phone : 04142 - 242661, 243661

Email id : [stannescet@gmail.com](mailto:stannescet@gmail.com)

Lr. From AICTE File No. 07/08/TN/E&T/2009/20

## SECRETARY

7. Although, your normal work will consist of duties assigned to you in the capacity mentioned above, you may at any time be called upon to discharge any other duty which, in the opinion of the management is within your capacity and ability to discharge and you will forthwith undertake to discharge those duties with diligence and care. You are liable for transfer to any post within our college.

8. Your service can be terminated by giving one month prior notice in writing by the management or in the absence of notice, three months' salary will be paid. However, no notice will be required to be given in case your services are terminated for any misconduct/indiscipline.

9. On your discharge or relieving or termination from service, you shall handover all papers, documents and any other properties belonging to the college or which have been entrusted to you or received by you in the course of your employment with the college.

10. In the event of your decision to leave from service, you should give two months' prior notice in writing to the College, failing to do so you will have to remit three months salary and leaving of service should be made only at the end of the academic year.

11. If the details furnished by you in your application regarding your qualification, previous experience, employment, etc are found to be incorrect or not true, you will be liable for dismissal without notice and / or such further action as the management deems fit.

12. You shall conform to the rules and regulations of the College that are in force and may be framed from time to time.

13. The College reserves all rights to retain or terminate you from service at its discretion, without assigning any reason.

We are looking forward to a rewarding working relationship with you and we will endeavor to support your work every way. Please indicate your acceptance of this offer of appointment by returning a signed duplicate copy of this appointment Letter.

Secretary,

St. Anne's College of Engineering & Technology,  
ANGUCHETTPALAYAM,  
Siruvathur-Post, Panruti-Tk,  
Cuddalore-Dist, 607 110,



# ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

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Lr. From AICTE File No. 07/08/TN/E&T/2009/20

SECRETARY

By signing below. I accept the specific terms and conditions of employment that are provided above and that are in force and may be framed from time to time by St. Anne's College of Engineering & Technology, Panruti and agree to put forth my best efforts to support the goals and objectives of the college.

I am reporting for duty on ..... *Monday* .....

Date: *02/01/2017*

Signature:

*R. Viswalingam*  
*2/1/17*

Place: *Panruti*

Name of Employee:

*R. VISWALINGAM.*





# ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

(A Unit of the Sisters of St. Anne, Trichirapalli)

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Phone: 04142-242661, 243661

Email id: [stannescet@gmail.com](mailto:stannescet@gmail.com)

Lr. From AICTE File No. 07/08/TN/E&T/2009/20

SECRETARY

Date : 09.05.2011

## Appointment Order

Dear Sir/Madam **Mr.A.JOHN PETER**,

We are happy to appoint you as Assistant Professor in the department of Physics of St. Anne's College of Engineering and Technology.

1. Your salary is fixed in the scale of pay ₹.15600- 39100 with Basic pay of ₹.15600/- plus Rs.1000 AGP, 4 Increments of 3% each with 10% DA; (Total Rs.20,451). You will be provided with transportation facilities and other benefits including PF after confirmation.
2. Your service conditions will be governed by the Tamilnadu State rules as applicable to private unaided institutions as per AICTE norms.
3. You will be on probation for a period of One year. During the period of probation, your service will be terminated with three months notice or three months salary, without assigning specific reasons, if your services are found to be unsatisfactory. After successful completion of the probation your salary will be revised.
4. You shall abide by the rules and regulations of the institution and the management, formulated from time to time to suit the needs of the institution and the welfare of the students.
5. Your end and aim should be the welfare of the students and the institution.
6. The disciplines of the students are one of your prime responsibilities.
7. You should take serious steps for the growth and all-round development of the institution and convert the institution as one of the excellent Engineering Colleges in Tamilnadu.
8. You should discuss all administrative matters with the Principal.
9. You are governed by service rules of college and retire at the age of sixty.

If you agree to the above conditions please sign this order and return a copy to the management. You are to report to duty on or before 1<sup>st</sup> July 2011.

### Copy to :

1. Individual
2. Accounts
3. Section

*Received and accepted.*

*A. J. Peter*  
9/5/11

*Sr. Willigore*  
09.05.2011  
Secretary

St. Anne's College of Engineering & Technology,  
ANGUCHETTYPALAYAM,  
Siruvathur-Post, Panruti-Tk,  
Cuddalore-Dist, 607 110



# ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

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Email id: [stannescet@gmail.com](mailto:stannescet@gmail.com)

Lr. From AICTE File No. 07/08/TN/E&T/2009/20

SECRETARY

## Appointment Order

Order No. TFR/CHEMISTRY 01/2012

Date: 19.05.2012

Thiru/Tmt. **S.RAMYA** son/daughter /wife of Thiru D.Samuel is appointed temporarily on probation as **Assistant Professor** w.e.f. **04.07.2012** in the department of **Chemistry** at this Institution. She is fixed in the pay band of Rs.12000-18000 plus usual allowances as admissible under the SACET pay norms from time to time subject to terms and conditions of employment framed by the management.

She is directed to report to duty latest by **04.07.2012** failing which his appointment shall stand cancelled without any further communication. This appointment is temporary and on provisional basis for two years from the date of joining and further subject to verification of character and antecedents by the management. This appointment is also subject to verification of qualification / documents/certificates by the concerned Authorities.

  
19.05.2012

Secretary

St. Anne's College of Engineering & Technology,  
ANGUCHETTYPALAYAM,  
Siruvathur-Post, Panruti-Tk,  
Cuddalore-Dist, 607 110

Accepted &

Copy received

  
27/2012





# ST. ANNE'S

## COLLEGE OF ENGINEERING AND TECHNOLOGY

(A Unit of the Sisters of St. Anne, Trichy)

(Approved by AICTE, New Delhi. Affiliated to Anna University, Chennai)

(An ISO 9001 : 2015 Certified Institution)

Anguchettypalayam, Panruti -Taluk, Cuddalore District - 607106

Phone: 04142-242661, 243661. Mobile: 9442389466

Web site: [www.stannescet.ac.in](http://www.stannescet.ac.in) Email: [stannescet@gmail.com](mailto:stannescet@gmail.com)

Lr. From AICTE File No. 07/08/TN/E&T/2009/20



### LETTER OF APPOINTMENT

Dear Madam **J.JOAQUINE AROKIAMARY**

Date: 04-09-2017

Based on your application dated 28/08/2017 and interview held on 04/09/2017, we are happy to appoint you as a Lecturer in the Department of Science and Humanities (Chemistry) in St. Anne's college of Engineering & Technology. Welcome to work with us to mould young students as persons of concern, compassion, conscience and integrity.

1. You will be on probation for a period of two years which may be extended at the discretion of the management for such further period or periods as the management may deem fit. During the probation period you will get the consolidated pay of Rs.10,000/- per month.

2. You shall be present in the premises of the college during the working hours. During the period of your employment you will devote all your time and attention exclusively for the assignment assigned to you by the management. You will work to implement the ideals based on which the college was established and administered.

3. You have to submit your Qualifying degree or other certificates and experience Certificates required for the above post at the time of joining in our college. Only then, this appointment order will be considered as valid.

4. You will be paid a consolidated salary per month. Any increase of salary or increment will be linked strictly to your excellence in performance.

5. You shall not apply for any job outside while in your service without prior written permission from the Secretary. You shall not engage in private tuition or business while in service.

6. You shall be eligible for 12 days of casual leave and the leave application shall be approved by the Principal only. You will report to the Principal and the secretary.



# ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

(A Unit of the Sisters of St. Anne, Trichirapalli.)

Anguchettypalayam, Siruvathur Post, Panruti Taluk - 607 110. Cuddalore District.

Phone : 04142 - 242661, 243661

Email id : [stannescet@gmail.com](mailto:stannescet@gmail.com)

Lr. From AICTE File No. 07/08/TN/E&T/2009/20

**SECRETARY**

7. Although, your normal work will consist of duties assigned to you in the capacity mentioned above, you may at any time be called upon to discharge any other duty which, in the opinion of the management is within your capacity and ability to discharge and you will forthwith undertake to discharge those duties with diligence and care. You are liable for transfer to any post within our college.

8. Your service can be terminated by giving one month prior notice in writing by the management or in the absence of notice, three months' salary will be paid. However, no notice will be required to be given in case your services are terminated for any misconduct/indiscipline.

9. On your discharge or relieving or termination from service, you shall handover all papers, documents and any other properties belonging to the college or which have been entrusted to you or received by you in the course of your employment with the college.

10. In the event of your decision to leave from service, you should give two months' prior notice in writing to the College, failing to do so you will have to remit three months salary and leaving of service should be made only at the end of the academic year.

11. If the details furnished by you in your application regarding your qualification, previous experience, employment, etc are found to be incorrect or not true, you will be liable for dismissal without notice and / or such further action as the management deems fit.

12. You shall conform to the rules and regulations of the College that are in force and may be framed from time to time.

13. The College reserves all rights to retain or terminate you from service at its discretion, without assigning any reason.

We are looking forward to a rewarding working relationship with you and we will endeavor to support your work every way. Please indicate your acceptance of this offer of appointment by returning a signed duplicate copy of this appointment Letter.

**Secretary,**

St. Anne's College of Engineering & Technology

ANGUCHETTYPALAYAM,

Siruvathur-Post, Panruti Taluk

Cuddalore-Dist, 607 110.





# ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

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Lr. From AICTE File No. 07/08/TN/E&T/2009/20

**SECRETARY**

By signing below. I accept the specific terms and conditions of employment that are provided above and that are in force and may be framed from time to time by St. Anne's College of Engineering & Technology, Panruti and agree to put forth my best efforts to support the goals and objectives of the college.

I am reporting for duty on ..... 04. 09. 2017 .....

Date: 04. 09. 2017

Signature: *J. Joaquina Arokiamary*

Place: Panruti

Name of Employee: J. JOAQUINE  
AROKIAMARY



# ST. ANNE'S

## COLLEGE OF ENGINEERING AND TECHNOLOGY

(A Unit of the Sisters of St. Anne, Trichy)

(Approved by AICTE, New Delhi. Affiliated to Anna University, Chennai)

(An ISO 9001 : 2015 Certified Institution)

Anguchettypalayam, Panruti - Taluk, Cuddalore District - 607106

Phone: 04142-242661, 243661. Email: stannescet@gmail.com



Lr. From AICTE File No. 07/08/TN/E&T/2009/20

### LETTER OF APPOINTMENT

Dear Mrs. J. JOAQUINE AROKIA MARY

Date: 01-07-2019

Based on the interview held on 24-06-2019, we appoint you as Assistant Professor in the Department of Science and Humanities (Chemistry) in St. Anne's College of Engineering and Technology. Welcome to work with us to mould young students as persons of concern, compassion, conscience and integrity.

1. You will be on probation for a period of two years which may be extended at the discretion of the management for such further period or periods as the management may deem fit. During the probation period you will get the consolidated pay of Rs.12,000/- per month. Any increase of salary or increment will be linked strictly to your excellence in performance.

2. You shall be present in the premises of the college during the working hours. During the period of your employment you will devote all your time and attention exclusively for the assignment assigned to you by the management. You will work to implement the ideals based on which the college was established and administered.

3. You have to submit your qualifying degree or other certificates and experience certificates required for the above post at the time of joining in our college. Only then, this appointment order will be considered as valid.

4. You shall not apply for any job outside while in service without prior written permission from the Secretary. You shall not engage in private tuition or business while in service.

5. You shall be eligible for 12 days of casual leave per year and the leave application shall be approved by the Principal only. You will report to the Principal and the Secretary.





# ST. ANNE'S

## COLLEGE OF ENGINEERING AND TECHNOLOGY

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Phone: 04142-242661, 243661. Email: stannescet@gmail.com



Lr. From AICTE File No. 07/08/TN/E&T/2009/20

6. Although, your normal work will consist of duties assigned to you in the capacity mentioned above, you may at any time be called upon to discharge any other duty which, in the opinion of the management is within your capacity and ability to discharge and you will forthwith undertake to discharge those duties with diligence and care. You are liable for transfer to any post within our college.

7. Your service can be terminated by giving one month prior notice in writing by the management or in the absence of notice, three months' salary will be paid. However, no notice will be required to be given in case your service is terminated for any misconduct/indiscipline.

8. On your discharge or relieving or termination from service, you shall handover all papers, documents and any other properties belonging to the college or which have been entrusted to you or received by you in the course of your employment with the college.

9. In the event of your decision to leave from service, you should give two months' prior notice in writing to the College, failing to do so you will have to remit three months salary and leaving of service should be made only at the end of the academic year.

10. If the details furnished by you in your application regarding your qualification, previous experience and employment are found to be incorrect or not true, you will be liable for dismissal without notice and / or such further action as the management deems fit.

11. You shall conform to the rules and regulations of the College that are in force and may be framed from time to time.

12. The College reserves all rights to retain or terminate you from service at its discretion, without assigning any reason.

We are looking forward to a rewarding working relationship with you and we will endeavor to support your work every way. Please indicate your acceptance of this offer of appointment by returning a signed duplicate copy of this appointment letter.

*St. Maryam*  
Secretary,

St. Anne's College of Engineering & Technol  
ANGUCHETTYPALAYAM,  
Siruvathur-Post, Panruti-Taluk,  
Cuddalore-Dist, 607 110.



# ST. ANNE'S

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Phone: 04142-242661, 243661. Email: stannescet@gmail.com



Lr. From AICTE File No. 07/08/TN/E&T/2009/20

By signing below, I accept the specific terms and conditions of employment that are provided above and that are in force and may be framed from time to time by St. Anne's College of Engineering and Technology, Panruti, and agree to observe them to the best of my efforts to support the goals and objectives of the college.

I am reporting for duty on *1<sup>st</sup> July 2019*.

Date: *01.07.2019*

Signature: *J. Joaquina Arckia May*

Place: *Anguchettypalayam.*

Name of Employee: *J. Joaquina Arckia May*





# ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

(A Unit of the Sisters of St. Anne, Trichirapalli.)

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Email id : [stannescet@gmail.com](mailto:stannescet@gmail.com)

Lr. From AICTE File No. 07/08/TN/E&T/2009/20

SECRETARY

## LETTER OF APPOINTMENT

Dear Madam **Mr. D. SAMPATH KUMAR**

Date: 01-08-2018

Based on the interview held on 23-07-2018, we appoint you as an Assistant Professor in the Department of Science and Humanities (English) in St. Anne's College of Engineering and Technology. Welcome to work with us to mould young students as persons of concern, compassion, conscience and integrity.

1. You will be on probation for a period of two years which may be extended at the discretion of the management for such further period or periods as the management may deem fit. During the probation period you will get the consolidated pay of Rs.19,000/- per month. Any increase of salary or increment will be linked strictly to your excellence in performance.

2. You shall be present in the premises of the college during the working hours. During the period of your employment you will devote all your time and attention exclusively for the assignment assigned to you by the management. You will work to implement the ideals based on which the college was established and administered.

3. You have to submit your qualifying degree or other certificates and experience certificates required for the above post at the time of joining in our college. Only then, this appointment order will be considered as valid.

4. You shall not apply for any job outside while in service without prior written permission from the Secretary. You shall not engage in private tuition or business while in service.

5. You shall be eligible for 12 days of casual leave per year and the leave application shall be approved by the Principal only. You will report to the Principal and the Secretary.



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**SECRETARY**

6. Although, your normal work will consist of duties assigned to you in the capacity mentioned above, you may at any time be called upon to discharge any other duty which, in the opinion of the management is within your capacity and ability to discharge and you will forthwith undertake to discharge those duties with diligence and care. You are liable for transfer to any post within our college.

7. Your service can be terminated by giving one month prior notice in writing by the management or in the absence of notice, three months' salary will be paid. However, no notice will be required to be given in case your service is terminated for any misconduct/indiscipline.

8. On your discharge or relieving or termination from service, you shall handover all papers, documents and any other properties belonging to the college or which have been entrusted to you or received by you in the course of your employment with the college.

9. In the event of your decision to leave from service, you should give two months' prior notice in writing to the College, failing to do so you will have to remit three months salary and leaving of service should be made only at the end of the academic year.

10. If the details furnished by you in your application regarding your qualification, previous experience and employment are found to be incorrect or not true, you will be liable for dismissal without notice and / or such further action as the management deems fit.

11. You shall conform to the rules and regulations of the College that are in force and may be framed from time to time.

12. The College reserves all rights to retain or terminate you from service at its discretion, without assigning any reason.

We are looking forward to a rewarding working relationship with you and we will endeavor to support your work every way. Please indicate your acceptance of this offer of appointment by returning a signed duplicate copy of this appointment letter.

Secretary,

St. Anne's College of Engineering & Technology  
ANGUCHETTYPALAYAM,  
Siruvathur-Post, Panruti-Tk,  
Cuddalore-Dist, 607 110.





# ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

(A Unit of the Sisters of St. Anne, Trichirapalli.)

Anguchettypalayam, Siruvathur Post, Panruti Taluk - 607 110. Cuddalore District.

Phone : 04142 - 242661, 243661

Email id : [stannescet@gmail.com](mailto:stannescet@gmail.com)

Lr. From AICTE File No. 07/08/TN/E&T/2009/20

**SECRETARY**

By signing below, I accept the specific terms and conditions of employment that are provided above and that are in force and may be framed from time to time by St. Anne's College of Engineering and Technology, Panruti, and agree to observe them to the best of my efforts to support the goals and objectives of the college.

I am reporting for duty on ...01-08-2018...

Date: 01-08-2018

Signature: 

Place: ANGUCHETTY PALAYAM.

Name of Employee: D. SAMPATHI KUMAR



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Lr. From AICTE File No. 07/08/TN/E&T/2009/20

**SECRETARY**

## LETTER OF APPOINTMENT

Dear Sir Ms. N. SARANYA

Date: 01-07-2019

Based on the interview held on 24-06-2019, we appoint you as an Assistant Professor in the Department of Science and Humanities (English) in St. Anne's College of Engineering and Technology. Welcome to work with us to mould young students as persons of concern, compassion, conscience and integrity.

1. You will be on probation for a period of two years which may be extended at the discretion of the management for such further period or periods as the management may deem fit. During the probation period you will get the consolidated pay of Rs. 12,000/- per month. Any increase of salary or increment will be linked strictly to your excellence in performance.

2. You shall be present in the premises of the college during the working hours. During the period of your employment you will devote all your time and attention exclusively for the assignment assigned to you by the management. You will work to implement the ideals based on which the college was established and administered.

3. You have to submit your qualifying degree or other certificates and experience certificates required for the above post at the time of joining in our college. Only then, this appointment order will be considered as valid.

4. You shall not apply for any job outside while in service without prior written permission from the Secretary. You shall not engage in private tuition or business while in service.

5. You shall be eligible for 12 days of casual leave per year and the leave application shall be approved by the Principal only. You will report to the Principal and the Secretary.





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## SECRETARY

6. Although, your normal work will consist of duties assigned to you in the capacity mentioned above, you may at any time be called upon to discharge any other duty which, in the opinion of the management is within your capacity and ability to discharge and you will forthwith undertake to discharge those duties with diligence and care. You are liable for transfer to any post within our college.

7. Your service can be terminated by giving one month prior notice in writing by the management or in the absence of notice, three months' salary will be paid. However, no notice will be required to be given in case your service is terminated for any misconduct/indiscipline.

8. On your discharge or relieving or termination from service, you shall handover all papers, documents and any other properties belonging to the college or which have been entrusted to you or received by you in the course of your employment with the college.

9. In the event of your decision to leave from service, you should give two months' prior notice in writing to the College, failing to do so you will have to remit three months salary and leaving of service should be made only at the end of the academic year.

10. If the details furnished by you in your application regarding your qualification, previous experience and employment are found to be incorrect or not true, you will be liable for dismissal without notice and / or such further action as the management deems fit.

11. You shall conform to the rules and regulations of the College that are in force and may be framed from time to time.

12. The College reserves all rights to retain or terminate you from service at its discretion, without assigning any reason.

We are looking forward to a rewarding working relationship with you and we will endeavor to support your work every way. Please indicate your acceptance of this offer of appointment by returning a signed duplicate copy of this appointment letter.

Secretary,

St. Anne's College of Engineering & Technology.  
ANGUCHETTYPALAYAM.  
Siruvathur-Post, Panruti Tk,  
Cuddalore-Dist, 607 110.



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Lr. From AICTE File No. 07/08/TN/E&T/2009/20

**SECRETARY**

By signing below, I accept the specific terms and conditions of employment that are provided above and that are in force and may be framed from time to time by St. Anne's College of Engineering and Technology, Panruti, and agree to observe them to the best of my efforts to support the goals and objectives of the college.

I am reporting for duty on ..01...07...2019....

Date: 01.07.2019

Signature: N. Saranya

Place: Panruti

Name of Employee: N. SARANYA





# Annai Velankanni Educational and Social Society

**Reg. No. 30/85**

**Anguchettypalayam, Siruvathur Post,  
Panruti -Taluk, Cuddalore District.  
Phone No. 04142-242153, 242551, 315887**

**SECRETARY**

Date: 03-05-2009

## **Appointment Order**

Dear **Sr.G.Gnana Jency Salete Mary**

We are happy to appoint you as Lecturer of St. Anne's College of Engineering and Technology.

1. Your salary is fixed at 8000 in the scale of pay 8000-275-13500 plus all allowances at the State Government and AICTE norms i.e., 50% DP, 64% DA, Rs.180 CCA and Rs.700 HRA. You will be provided with transportation facilities and other benefits including PF after confirmation.
2. Your service conditions will be governed by the Tamilnadu State rules as applicable to private unaided institutions as per AICTE norms.
3. You will be on probation for a period of One year. During the period of probation, your service will be terminated with three months notice or three months salary, without assigning specific reasons. After successful completion of the probation your salary will be revised.
4. You shall abide by the rules and regulations of the institution and the management, formulated from time to time to suit the needs of the institution and the welfare of the students.
5. Your end and aim should be the welfare of the students and the institution.



# Annai Velankanni Educational and Social Society

**Reg. No. 30/85**

**Anguchettypalayam, Siruvathur Post,  
Panruti -Taluk, Cuddalore District.  
Phone No. 04142-242153, 242551, 315887**

## SECRETARY

6. Being the academic person you will be responsible for all the academic activities of the College. The disciplines of the students are one of your prime responsibilities.
7. You should take serious steps for the growth and all-round development of the institution and convert the institution as one of the excellent Engineering Colleges in Tamilnadu.
8. You should discuss all academic and administrative matters with the Principal.
9. You are governed by service rules of college and retire at the age of sixty.

If you agree to the above conditions please sign this order and return a copy to the management. You are to report to duty on or before 13<sup>th</sup> May 2009.

*Sr. Willigoe*

**SECRETARY**

Annai Velankanni Educational  
and Social Society,  
Anguchettypalayam, Panruti-Tk  
Cuddalore-Dist. Pin: 607 110

### Copy to:

1. Individual.
2. Accounts.
3. Section.

*Accepted & Received*

*Sr. Jey*  
03/05/09





# ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

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Lr. From AICTE File No. 07/08/TN/E&T/2009/20

SECRETARY

## LETTER OF APPOINTMENT

Dear Sir T.ELANGO VAN

Date: 01-03-2017

Based on your application dated 30/12/2016 and interview held on 01/03/2017, we are happy to appoint you as an Assistant Professor in the Department of Mechanical Engineering in St. Anne's college of Engineering & Technology. Welcome to work with us to mould young students as persons of concern, compassion, conscience and integrity.

1. You will be on probation for a period of two years which may be extended at the discretion of the management for such further period or periods as the management may deem fit. During the probation period your salary is fixed as Rs.19,000/- per month

2. You shall be present in the premises of the college during the working hours. During the period of your employment you will devote all your time and attention exclusively for the assignment assigned to you by the management. You will work to implement the ideals based on which the college was established and administered.

3. You have to submit your Qualifying degree or other certificates and experience Certificates required for the above post at the time of joining in our college. Only then, this appointment order will be considered as valid.

4. You will be paid a consolidated salary per month. Any increase of salary or increment will be linked strictly to your excellence in performance.

5. You shall not apply for any job outside while in your service without prior written permission from the Secretary. You shall not engage in private tuition or business while in service.

6. You shall be eligible for 12 days of casual leave and the leave application shall be approved by the Principal only. You will report to the Principal and the secretary.



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## SECRETARY

7. Although, your normal work will consist of duties assigned to you in the capacity mentioned above, you may at any time be called upon to discharge any other duty which, in the opinion of the management is within your capacity and ability to discharge and you will forthwith undertake to discharge those duties with diligence and care. You are liable for transfer to any post within our college.

8. Your service can be terminated by giving one month prior notice in writing by the management or in the absence of notice, three months' salary will be paid. However, no notice will be required to be given in case your services are terminated for any misconduct/indiscipline.

9. On your discharge or relieving or termination from service, you shall handover all papers, documents and any other properties belonging to the college or which have been entrusted to you or received by you in the course of your employment with the college.

10. In the event of your decision to leave from service, you should give two months' prior notice in writing to the College, failing to do so you will have to remit three months salary and leaving of service should be made only at the end of the academic year.

11. If the details furnished by you in your application regarding your qualification, previous experience, employment, etc are found to be incorrect or not true, you will be liable for dismissal without notice and / or such further action as the management deems fit.

12. You shall conform to the rules and regulations of the College that are in force and may be framed from time to time.

13. The College reserves all rights to retain or terminate you from service at its discretion, without assigning any reason.

We are looking forward to a rewarding working relationship with you and we will endeavor to support your work every way. Please indicate your acceptance of this offer of appointment by returning a signed duplicate copy of this appointment Letter.

Secretary,

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ANGUCHETTYPALAYAM,  
Siruvathur-Post, Panruti-Tk.  
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## SECRETARY

By signing below. I accept the specific terms and conditions of employment that are provided above and that are in force and may be framed from time to time by St. Anne's College of Engineering & Technology, Panruti and agree to put forth my best efforts to support the goals and objectives of the college.

I am reporting for duty on ...1.3.17.....

Date: 01/03/17

Signature:

Place: Panruti

Name of Employee: T. Elangovan



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**SECRETARY**

## LETTER OF APPOINTMENT

Dear Sir **Ms. M. SAHINIPPIRIYA**

Date: 01-07-2019

Based on the interview held on 24-06-2019, we appoint you as an Assistant Professor in the Department of Electronics and Communication Engineering in St. Anne's College of Engineering and Technology. Welcome to work with us to mould young students as persons of concern, compassion, conscience and integrity.

1. You will be on probation for a period of two years which may be extended at the discretion of the management for such further period or periods as the management may deem fit. During the probation period you will get the consolidated pay of Rs.15,600/- per month. Any increase of salary or increment will be linked strictly to your excellence in performance.

2. You shall be present in the premises of the college during the working hours. During the period of your employment you will devote all your time and attention exclusively for the assignment assigned to you by the management. You will work to implement the ideals based on which the college was established and administered.

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**SECRETARY**

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**SECRETARY**

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I am reporting for duty on ...1.07.19.....

Date: 1.07.19

Signature:

Place: PANRUTI

Name of Employee: M. SAHINIPPIRIYAA