

Dr. Umayal Ramanathan College for Women, Karaikudi
Accredited with B+ Grade by NAAC
Affiliated to Alagappa University
(Run by Dr. RM. Alagappa Chettiar Education Trust)

2.4.3 Teaching Experience
Appointment orders

Phone: 227861
Dr. Umayal Ramanathan College for Women
Dr. Mrs. Umayal Ramanathan
SECRETARY
ALAGAPPAPURAM
KARAIKUDI-630 003

TR/82
28.02.2011

With reference to your application and the interview, you are appointed as Lecturer in English in our College on the following terms and conditions:

1. You shall join duty forthwith
2. You will be paid a consolidated salary of Rs.6,000/-p.m.
3. If your service/conduct are found to be not satisfactory you will be terminated.
4. If however, during this period your performance is satisfactory you will be allowed to continue in service on probation for one more year after which you will be confirmed on satisfactory completion on your probation.
5. You shall abide by the rules and regulations of the Institution.
6. You shall carry on the works assigned to you by the Principal from time to time.

To

Ms.N.Alagumeenal M.A.,B.Ed.,M.Phil.,
96/2 Kandanur Road
East Street
Karaikudi-630 001

Copy to:

College File

Umayal Ramanathan
SECRETARY
SECRETARY
Dr. Umayal Ramanathan
College For Women

Phone: 227861

Dr. UMayal RAMANATHAN COLLEGE FOR WOMEN

Dr.Mrs.UMAYAL RAMANATHAN
SECRETARY

ALAGAPPAPURAM
KARAIKUDI-630 003

URCW/1

17.07.2013

With reference to your application and the interview, you are appointed as Lecturer in English with effect from 20.06.2013 in our College on the following terms and conditions:

1. You will be paid a consolidated salary of Rs.7,000/- p.m.
2. If however, during this period your performance is satisfactory you will be allowed to continue in service on probation for one more year after which you will be confirmed on satisfactory completion on your probation.
3. You shall abide by the rules and regulations of the Institution.
4. One month notice period is required for relieving the service.
5. If your service/conduct are found to be not satisfactory you will be terminated.
6. You shall carry on the works assigned to you by the Principal from time to time.

To

Ms.Sundari Prabhu M.A.,M.Phil.,
47/6 Ayyanapuram IInd Street
Sekkalai
Karaikudi

Copy to:

The Principal
Dr.Umayal Ramanathan College for Women
Karaikudi

Umayal Ramanathan
SECRETARY
SECRETARY
Dr. Umayal Ramanathan
College For Women

Phone: 227861

Dr. Umayal Ramanathan College for Women

Dr. Mrs. Umayal Ramanathan
SECRETARY
Dr. S. Srinivasan
PRINCIPAL

ALAGAPPAPURAM
KARAIKUDI-630 003

TR/R2

20.7.2007

With reference to your application and the interview, you are appointed as Lecturer in Mathematics in our College on the following terms and conditions:

1. You shall join duty forthwith
2. You will be paid a consolidated salary of Rs. 5,000/-p.m.
3. If your service/conduct are found to be not satisfactory you will be terminated.
4. If however, during this period your performance is satisfactory you will be allowed to continue in service on probation for one more year after which you will be confirmed on satisfactory completion on your probation.
5. You shall abide by the rules and regulations of the Institution.
6. You shall carry on the works assigned to you by the Principal from time to time.

To

Ms. N. Meenakshi M.Sc., M.Phil.,
40 Meenal Memorial School Backside
Navarathina Nagar
Karaikudi-630 002

Umayal Ramanathan
SECRETARY
SECRETARY
Dr. Umayal Ramanathan
College For Women

Copy to:

College File
Trust file

Ph: 227861

DR.UMAYAL RAMANATHAN COLLEGE FOR WOMEN
Dr.Mrs.UMAYAL RAMANATHAN
SECRETARY

ALAGAPPAPURAM
KARAIKUDI-630 003

URCW/1

16.06.2015

With reference to your application and the Interview, you are appointed as Lecturer in Mathematics with effect from 15.06.2015 in our college on the following terms and conditions:

1. You will be paid a consolidated salary of Rs.8,000/- p.m.
2. If however, during this period your performance is satisfactory you will be allowed to continue in service on probation for one more year after which you will be confirmed on satisfactory completion on your probation.
3. You shall abide by the rules and regulations of the institution.
4. One month notice period is required for relieving the service
5. If your service/conduct are found to be not satisfactory you will be terminated.
6. You shall carry on the works assigned to you by the Principal from time to time.

To

Ms.N.Koñila M.Sc.,M.Phil.,
Sarvamangala illam,
No.13/17 Gandhipuram 4th street,
Karaiki-630001

Copy to

The Principal
Dr.Umayal Ramanathan College for Women
Karaikudi.

Umayal Ramanathan
SECRETARY.
SECRETARY

Dr. Umayal Ramanathan
College For Women

DR. ALAGAPPA CHETTIAR EDUCATIONAL TRUST
ALAGAPPAPURAM, KARAİKUDI-630003.

Dr. Mrs. Umayal Ramanathan
Secretary

Phone: 230397

1st December 2015

Letter of Appointment

To

Dr. M. Meenakshi
Karaikudi

Dear Ms. Meenakshi,

I am pleased to offer you employment in the position of "Asst. Prof. Dept. of Physics" in our Dr. Umayal Ramanathan College for Women and welcome you to the Alagappa group of Educational Institutions. Your employment as Lecturer will commence on 4th December 2015 and you will report disciplinarily to the Principal.

As a Asst. Prof., you will be entitled to a monthly starting remuneration of Rs. 16,000/- (Rupees Sixteen thousand Only). Your salary will be reviewed every 12 months. You will be entitled to all allowances and benefits as decided by the management. You will receive your salary payment before the 5th of every month.

Our Terms and Conditions:

1. You will be on probation for a period of two years from the date of appointment.
2. During the probationary period if management finds your performance is not satisfactory you will be relieved immediately.
3. On successful completion of your probation period of two years, a confirmation order will be given to you.
4. Apart from teaching assignments you will be required to assist the institution in administrative projects as decided by the Management.
5. You are required to provide your original Degree certificate, and photo copies of your original certificates from Grade X to the last completed degree to the Principal / Trust Office at the time of joining.

6. If after confirmation your services are terminated by the Management, you will be given one month's notice or one month's salary in lieu thereof. In the event, you want to resign you need to give one month's notice or surrender one month's salary to be relieved.
7. You are eligible to avail casual leave, for 12 days. You can take your first casual leave, only after the completion of thirty days/ one month of service.
8. You should not avail leave on the last day of the week or on the first day of the week unless it is considered as a personal emergency and approved by management.
9. You are requested not to attend any career related interviews while in service.
10. You should not use unparliamentarily words; threaten the students; or be involved in executing corporal punishment to students.
11. You should maintain a healthy rapport with parents and colleagues.
12. You should not indulge in any personal telephonic conversation during college hours. Your mobile phone should be switched off during college hours.
13. The appointment order is being sent in duplicate. Please acknowledge that you have understood the terms of employment and are willing to accept the same.

By signing this appointment letter you are confirming acceptance to the terms and conditions of employment at our institution.

Sincerely


Dr. Mrs. Umayal Ramanathan
Secretary

SECRETARY
SRI ALABAPPA CHETTIAR
EDUCATIONAL TRUST

**DR. ALAGAPPA CHETTIAR EDUCATIONAL TRUST
ALAGAPPAPURAM, KARAIKUDI-630003.**

Dr. Mrs. Umayal Ramanathan
Secretary
Dr. Ramanathan Vairavan
Chairman

Phone: 230397

Urcw/1

17.07.2019

Letter of Appointment

To

Ms. S. Ponmani
D-5 Police Quarters
Sekkalai
Karaikudi

Dear Ponmani,

I am pleased to offer you employment in the position of "**Assistant Professor**" (**Department of Physics**) in our Dr. Umayal Ramanathan College for Women and welcome you to the Alagappa group of Educational Institutions. Your employment as **Asst. Prof. in Physics** commenced from 1st July 2019.

As a **Asst. Prof.**, you will be entitled to a monthly starting remuneration of Rs. 11,000/- (Rupees Eleven thousand Only). Your salary will be reviewed every 12 months. You will be entitled to all allowances and benefits as decided by the management. You will receive your salary payment before the 5th of every month.

Our Terms and Conditions:

1. You will be on probation for a period of two years from the date of appointment.
2. During the probationary period if management finds your performance is not satisfactory you will be relieved immediately.
3. On successful completion of your probation period of two years, a confirmation order will be given to you.
4. Apart from teaching assignments you will be required to assist the institution in administrative projects as decided by the Management.

5. You are required to provide your original Degree certificate, and photo copies of your original certificates from Grade X to the last completed degree to the Principal / Trust Office at the time of joining.
6. If after confirmation your services are terminated by the Management, you will be given one month's notice or one month's salary in lieu thereof. In the event, you want to resign you need to give one month's notice or surrender one month's salary to be relieved.
7. You are eligible to avail casual leave, for 12 days. You can take your first casual leave, only after the completion of thirty days/ one month of service.
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10. You should not use unparliamentarily words; threaten the students; or be involved in executing corporal punishment to students.
11. You should maintain a healthy rapport with parents and colleagues.
12. You should not indulge in any personal telephonic conversation during college hours. Your mobile phone should be switched off during college hours.
13. The appointment order is being sent in duplicate. Please acknowledge that you have understood the terms of employment and are willing to accept the same.

By signing this appointment letter you are confirming acceptance to the terms and conditions of employment at our institution.

Sincerely



Dr. Ramanathan Vairavan
Chairman.



Phone: 227861

Dr. UMayal RAMANATHAN COLLEGE FOR WOMEN

**Dr. Mrs. UMayal RAMANATHAN
SECRETARY**

**ALAGAPPAPURAM
KARAIKUDI-630 003**

TR/82

12.07.2011

With reference to your application and the interview, you are appointed as Lecturer in Commerce with Computer Applications in our College on the following terms and conditions:

1. You shall join duty forthwith
2. You will be paid a consolidated salary of Rs.6,000/-p.m.
3. If your service/conduct are found to be not satisfactory you will be terminated.
4. If however, during this period your performance is satisfactory you will be allowed to continue in service on probation for one more year after which you will be confirmed on satisfactory completion on your probation.
5. You shall abide by the rules and regulations of the Institution.
6. You shall carry on the works assigned to you by the Principal from time to time.

Umayal Ramanathan
SECRETARY
SECRETARY
Dr. Umayal Ramanathan
College For Women

To

Mrs. Geetha Ganesan M.C.A., M.Phil.,
32/8 Church Fifth Street
T.T.Nagar
Karaikudi-630 002

Copy to: College File

Ph: 227861

DR. U MAYAL RAMANATHAN COLLEGE FOR WOMEN
Dr. Mrs. U MAYAL RAMANATHAN
SECRETARY

ALAGAPPAPURAM
KARAIKUDI-630 003

URCW/1

16.06.2015

With reference to your application and the Interview, you are appointed as Lecturer in Computer Science with effect from 15.06.2015 in our college on the following terms and conditions:

1. You will be paid a consolidated salary of Rs.9,000/- p.m.
2. If however, during this period your performance is satisfactory you will be allowed to continue in service on probation for one more year after which you will be confirmed on satisfactory completion on your probation.
3. You shall abide by the rules and regulations of the institution.
4. One month notice period is required for relieving the service
5. If your service/conduct are found to be not satisfactory you will be terminated.
6. You shall carry on the works assigned to you by the Principal from time to time.

To

Mrs. V. Parimala M.C.A., M.Phil.,
No. 2/2390, 2nd Street,
Ashok Nagar, Sekkalai Road,
Karaikudi-2

Copy to

The Principal
Dr. Umayal Ramanathan College for Women
Karaikudi.

Umayal Ramanathan

SECRETARY,
SECRETARY

Dr. Umayal Ramanathan
College For Women

Ph: 227861

DR. U MAYAL RAMANATHAN COLLEGE FOR WOMEN
Dr. Mrs. U MAYAL RAMANATHAN
SECRETARY

ALAGAPPAPURAM
KARAIKUDI-630 003

16.06.2015

URCW/1

With reference to your application and the Interview, you are appointed as Lecturer in Computer Science with effect from 15.06.2015 in our college on the following terms and conditions:

1. You will be paid a consolidated salary of Rs.9,000/- p.m.
2. If however, during this period your performance is satisfactory you will be allowed to continue in service on probation for one more year after which you will be confirmed on satisfactory completion on your probation.
3. You shall abide by the rules and regulations of the institution.
4. One month notice period is required for relieving the service
5. If your service/conduct are found to be not satisfactory you will be terminated.
6. You shall carry on the works assigned to you by the Principal from time to time.

To

Mrs. V. Parimala M.C.A., M.Phil.,
No. 2/2390, 2nd Street,
Ashok Nagar, Sekkalai Road,
Karaikudi-2

Copy to

The Principal
Dr. Umayal Ramanathan College for Women
Karaikudi.

Umayal Ramanathan

SECRETARY,
SECRETARY

Dr. Umayal Ramanathan
College For Women

**DR. ALAGAPPA CHETTIAR EDUCATIONAL TRUST
ALAGAPPAPURAM, KARAIKUDI-630003.**

Dr. Mrs. Umayal Ramanathan
Secretary
Dr. Ramanathan Vairavan
Chairman

Phone: 230397

Urcw/1

02.09.2019

Letter of Appointment

To

Ms. K. Rajalakshmi
Vysar Street
Sriram Nagar
Kottaiur

Dear Rajalakshmi,

I am pleased to offer you employment in the position of "Assistant Professor" in our Dr. Umayal Ramanathan College for Women and welcome you to the Alagappa group of Educational Institutions. Your employment as Assistant Professor will commence on 5th September 2019.

As a Asst. Prof., you will be entitled to a monthly starting remuneration of Rs. 12,000/- (Rupees Twelve thousand Only). Your salary will be reviewed every 12 months. You will be entitled to all allowances and benefits as decided by the management. You will receive your salary payment before the 5th of every month.

Our Terms and Conditions:

1. You will be on probation for a period of two years from the date of appointment.
2. During the probationary period if management finds your performance is not satisfactory you will be relieved immediately.
3. On successful completion of your probation period of two years, a confirmation order will be given to you.
4. Apart from teaching assignments you will be required to assist the institution in administrative projects as decided by the Management.

5. You are required to provide your original Degree certificate, and photo copies of your original certificates from Grade X to the last completed degree to the Principal / Trust Office at the time of joining.
6. If after confirmation your services are terminated by the Management, you will be given one month's notice or one month's salary in lieu thereof. In the event, you want to resign you need to give one month's notice or surrender one month's salary to be relieved.
7. You are eligible to avail casual leave, for 12 days. You can take your first casual leave, only after the completion of thirty days/ one month of service.
8. You should not avail leave on the last day of the week or on the first day of the week unless it is considered as a personal emergency and approved by management.
9. You are requested not to attend any career related interviews while in service.
10. You should not use unparliamentarily words; threaten the students; or be involved in executing corporal punishment to students.
11. You should maintain a healthy rapport with parents and colleagues.
12. You should not indulge in any personal telephonic conversation during college hours. Your mobile phone should be switched off during college hours.
13. The appointment order is being sent in duplicate. Please acknowledge that you have understood the terms of employment and are willing to accept the same.

By signing this appointment letter you are confirming acceptance to the terms and conditions of employment at our institution.

Sincerely


Dr. Mrs. Umayal Ramanathan
Secretary
SECRETARY
Dr. ALAGAPPA CHETTIAR
EDUCATIONAL TRUST

Phone: 227861

Dr. UMayal RAMANATHAN COLLEGE FOR WOMEN

Dr. Mrs. UMayal RAMANATHAN
SECRETARY
Dr. S. SRINIVASAN
PRINCIPAL

ALAGAPPAPURAM
KARAIKUDI-630 003

10.07.2009

TR/82

With reference to your application and the interview, you are appointed as Lecturer in Bio Technology in our College on the following terms and conditions:

1. You shall join duty forthwith
2. You will be paid a consolidated salary of Rs.6,000/-p.m.
3. If your service/conduct are found to be not satisfactory you will be terminated.
4. If however, during this period your performance is satisfactory you will be allowed to continue in service on probation for one more year after which you will be confirmed on satisfactory completion on your probation.
5. You shall abide by the rules and regulations of the Institution.
6. You shall carry on the works assigned to you by the Principal from time to time.

Umayal Ramanathan
SECRETARY
SECRETARY
Dr. Umayal Ramanathan
College For Women

To

Ms. J. Chitra M.Sc., M.Phil.,
9 Chidambaram Chettiar Street
Muthupattinam
Karaikudi-630 001

Copy to:

College File
Trust file

Phone: 227861

Dr. UMayal RAMANATHAN COLLEGE FOR WOMEN

**Dr. Mrs. UMayal RAMANATHAN
SECRETARY**

**ALAGAPPAPURAM
KARAIKUDI-630 003**

TR/82

12.07.2011

With reference to your application and the interview, you are appointed as Lecturer in Bio Technology in our College on the following terms and conditions:

1. You shall join duty forthwith
2. You will be paid a consolidated salary of Rs.6,000/-p.m.
3. If your service/conduct are found to be not satisfactory you will be terminated.
4. If however, during this period your performance is satisfactory you will be allowed to continue in service on probation for one more year after which you will be confirmed on satisfactory completion on your probation.
5. You shall abide by the rules and regulations of the Institution.
6. You shall carry on the works assigned to you by the Principal from time to time.

To

**Ms. J. Jeba Mercy M.Sc., M.Phil.,
18 Bharathiyar Street
Anna Nagar
Karaiikudi-630 002**

Umayal Ramanathan
SECRETARY
SECRETARY
Dr. Umayal Ramanathan
College For Women

Copy to: College File

Phone: 227861

Dr. UMayal RAMANATHAN COLLEGE FOR WOMEN

Dr. Mrs. UMayal RAMANATHAN
SECRETARY

ALAGAPPAPURAM
KARAIKUDI-630 003

URCW/1

27.12.2013

With reference to your application and the interview, you are appointed as Lecturer in Microbiology & CLT in our College on the following terms and conditions:

1. You will be paid a consolidated salary of Rs.7,000/-p.m.
2. If however, during this period your performance is satisfactory you will be allowed to continue in service on probation for one more year after which you will be confirmed on satisfactory completion on your probation.
3. You shall abide by the rules and regulations of the Institution.
4. One month notice period is required for relieving the service
5. If your service/conduct are found to be not satisfactory you will be terminated
6. You shall carry on the works assigned to you by the Principal from time to time.

To

Mrs.N.Sudha, M.Sc.,M.Phil
4A Bangalow Street
K.Velangudi, Kottaiyur Post.
Karaiikudi

Copy to:

College File

Umayal Ramanathan
SECRETARY
SECRETARY
Dr. Umayal Ramanathan
College For Women

**DR. ALAGAPPA CHETTIAR EDUCATIONAL TRUST
ALAGAPPAPURAM, KARAİKUDI-630003.**

Dr. Mrs. Umayal Ramanathan
Secretary
Dr. Ramanathan Vairavan
Chairman

Phone: 230397

01.12.2017

Letter of Appointment

To

Ms. A. Shinyguruce
21 Anna Nagar
Aranthangi
Pudukottai

Dear Ms. Shinyguruce,

I am pleased to offer you employment in the position of Asst. Prof. in Microbiology in our Dr. Umayal Ramanathan College for Women and welcome you to the Alagappa group of Educational Institutions. Your employment as Asst. Prof. in Microbiology will commence on 1st December 2017.

As a Asst. Prof., you will be entitled to a monthly starting remuneration of Rs. 15,000/- (Rupees Fifteen thousand Only). Your salary will be reviewed every 12 months. You will be entitled to all allowances and benefits as decided by the management. You will receive your salary payment before the 5th of every month.

Our Terms and Conditions:

1. You will be on probation for a period of two years from the date of appointment.
2. During the probationary period if management finds your performance is not satisfactory you will be relieved immediately.
3. On successful completion of your probation period of one year, a confirmation order will be given to you.
4. Apart from teaching assignments you will be required to assist the institution in administrative projects as decided by the Management.
5. You are required to provide your original Degree certificate, and photo copies of your original certificates from Grade X to the last completed degree to the Principal / Trust Office at the time of joining.

6. If after confirmation your services are terminated by the Management, you will be given one month's notice or one month's salary in lieu thereof. In the event, you want to resign you need to give one month's notice or surrender one month's salary to be relieved.
7. You are eligible to avail casual leave, for 12 days. You can take your first casual leave, only after the completion of thirty days/ one month of service.
8. You should not avail leave on the last day of the week or on the first day of the week unless it is considered as a personal emergency and approved by management.
9. You are requested not to attend any career related interviews while in service.
10. You should not use unparliamentary words; threaten the students; or be involved in executing corporal punishment to students.
11. You should maintain a healthy rapport with parents and colleagues.
12. You should not indulge in any personal telephonic conversation during college hours. Your mobile phone should be switched off during college hours.
13. The appointment order is being sent in duplicate. Please acknowledge that you have understood the terms of employment and are willing to accept the same.

By signing this appointment letter you are confirming acceptance to the terms and conditions of employment at our institution.

Sincerely



Dr. Mrs. Umayal Ramanathan

Secretary

SECRETARY

Umayal Ramanathan
College For Women

Phone: 227861

Dr. UMayal RAMANATHAN COLLEGE FOR WOMEN

Dr.Mrs.UMAYAL RAMANATHAN
SECRETARY

ALAGAPPAPURAM
KARAIKUDI-630 003

TR/82

05.07.2010

With reference to your application and the interview, you are appointed as Lecturer in Commerce and Business Administration in our College on the following terms and conditions:

1. You shall join duty forthwith
2. You will be paid a consolidated salary of Rs.6,000/-p.m.
3. If your service/conduct are found to be not satisfactory you will be terminated.
4. If however, during this period your performance is satisfactory you will be allowed to continue in service on probation for one more year after which you will be confirmed on satisfactory completion on your probation.
5. You shall abide by the rules and regulations of the Institution.
6. You shall carry on the works assigned to you by the Principal from time to time.

To

Mrs.S.R.P.Vijaya M.Com.,M.Phil.,
W/o Mr.AR.Girivasan
No.2 North 7th Street Extension
Subramaniapuram
Karaikudi-630 002

Umayal Ramanathan
SECRETARY
SECRETARY
Dr. Umayal Ramanathan
College For Women

Copy to:

College File
Trust file

DR.ALAGAPPA CHETTIAR EDUCATIONAL TRUST
ALAGAPPAPURAM, KARAIKUDI-630003.

Dr.Mrs.Umayal Ramanathan
Secretary
Dr.Ramanathan Vairavan
Chairman

Phone:230397

Urcw/1

17.07.2019

Letter of Appointment

To

Ms.N.Vinodha
G1 Surabhi Apartments
Saraswathi Mahal (near)
Karaikudi

Dear Vinodha,

I am pleased to offer you employment in the position of "**Assistant Professor**" (**Department of Commerce**) in our Dr.Umayal Ramanathan College for Women and welcome you to the Alagappa group of Educational Institutions. Your employment as **Asst. Prof. Commerce** commenced from 1st July 2019.

As a Asst. Prof., you will be entitled to a monthly starting remuneration of Rs.11,000/- (Rupees Eleven thousand Only). Your salary will be reviewed every 12 months. You will be entitled to all allowances and benefits as decided by the management. You will receive your salary payment before the 5th of every month.

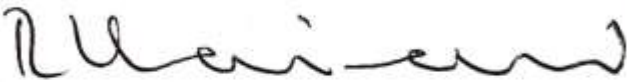
Our Terms and Conditions:

1. You will be on probation for a period of two years from the date of appointment.
2. During the probationary period if management finds your performance is not satisfactory you will be relieved immediately.
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12. You should not indulge in any personal telephonic conversation during college hours. Your mobile phone should be switched off during college hours.
13. The appointment order is being sent in duplicate. Please acknowledge that you have understood the terms of employment and are willing to accept the same.

By signing this appointment letter you are confirming acceptance to the terms and conditions of employment at our institution.

Sincerely



Dr. Ramanathan Vairavan 2/7
Chairman



Phone: 227861

Dr. UMayal RAMANATHAN COLLEGE FOR WOMEN

Dr. Mrs. UMayal RAMANATHAN
SECRETARY
Dr. S. SRINIVASAN
PRINCIPAL

ALAGAPPAPURAM
KARAIKUDI-630 003

TR/82

25.07.2008

With reference to your application and the interview, you are appointed as Lecturer in Commerce and Business Administration in our College on the following terms and conditions:

1. You shall join duty forthwith
2. You will be paid a consolidated salary of Rs.5,000/-p.m.
3. If your service/conduct are found to be not satisfactory you will be terminated.
4. If however, during this period your performance is satisfactory you will be allowed to continue in service on probation for one more year after which you will be confirmed on satisfactory completion on your probation.
5. You shall abide by the rules and regulations of the Institution.
6. You shall carry on the works assigned to you by the Principal from time to time.

To

Ms. B. Kavitha M.Com., M.Phil.,
W/o Mr. K. Chandrasekar
27 Pathinetampadi Nagar
Alagappapuram
Karaiikudi-630 003.

Umayal Ramanathan
SECRETARY
SECRETARY
Dr. Umayal Ramanathan
College For Women

Copy to:

College File
Trust file

Phone: 227861

Dr. UMayal RAMANATHAN COLLEGE FOR WOMEN

Dr.Mrs.UMAYAL RAMANATHAN
SECRETARY

ALAGAPPAPURAM
KARAIKUDI-630 003

URCW/1

27.12.2012

With reference to your application and the interview, you are appointed as Lecturer in Commerce with Computer Applications with effect from 17.12.2012 in our College on the following terms and conditions:

1. You will be paid a consolidated salary of Rs.7,000/-p.m.
2. If however, during this period your performance is satisfactory you will be allowed to continue in service on probation for one more year after which you will be confirmed on satisfactory completion on your probation.
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4. One month notice period is required for relieving the service
5. If your service/conduct are found to be not satisfactory you will be terminated
6. You shall carry on the works assigned to you by the Principal from time to time.

To

Ms.M.Jothi Muthu M.Com.,M.Phil.,
1/177Lakshmi Nagar
Railway Back side
Karaikudi

Umayal Ramanathan
SECRETARY 2/12
SECRETARY
Dr. Umayal Ramanathan
College For Women

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College File

Phone: 227861

Dr. UMayal RAMANATHAN COLLEGE FOR WOMEN

Dr. Mrs. UMayal RAMANATHAN
SECRETARY
Dr. S. SRINIVASAN
PRINCIPAL

ALAGAPPAPURAM
KARAIKUDI-630 003

TR/82

20.06.2008

With reference to your application and the interview, you are appointed as Lecturer in Commerce and Business Administration in our College on the following terms and conditions:

1. You shall join duty forthwith
2. You will be paid a consolidated salary of Rs.6,000/-p.m.
3. If your service/conduct are found to be not satisfactory you will be terminated.
4. If however, during this period your performance is satisfactory you will be allowed to continue in service on probation for one more year after which you will be confirmed on satisfactory completion on your probation.
5. You shall abide by the rules and regulations of the Institution.
6. You shall carry on the works assigned to you by the Principal from time to time.

To

Ms. S. Anitha MCS., M.Phil.,
D/o Dr. K. Srinivasan
1/151 Lakshmi Nagar
Near Railway Station
Karaikudi-630 003.

Umayal Ramanathan
SECRETARY
SECRETARY
Dr. Umayal Ramanathan
College For Women

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DR. ALAGAPPA CHETTIAR EDUCATIONAL TRUST

ALAGAPPAPURAM, KARAUKUDI - 630 003. PH : 04565 - 230397.

Dr. Mrs. Umayal Ramanathan
Secretary Emeritus

Dr. Ramanathan Vairavan
Chairman / Secretary

Urcw/1

Date: 25.10.2020

Letter of Appointment

To

Ms. R. Shanmuga priya MBA, M.Phil
Rajiv Gandhi Street,
Karaikudi.

Dear Shanmuga priya,

I am pleased to offer you employment in the position of "**Assistant Professor**" (**Department of Business Administration**) in our Dr. Umayal Ramanathan College for Women and welcome you to the Alagappa group of Educational Institutions. Your employment as Assistant Professor will commence on 2nd November 2020.

As a Asst. Prof., you will be entitled to a monthly starting remuneration of Rs 10,000/- (Rupees Ten thousand only). Your salary will be reviewed every 12 months. You will be entitled to all allowances and benefits as decided by the management. You will receive your salary payment before the 5th of every month.


Our Terms and Conditions:

1. You will be on probation for a period of two years from the date of appointment.
2. During the probationary period if management finds your performance is not satisfactory you will be relieved immediately.
3. Apart from teaching assignments you will be required to assist the institution in administrative projects as decided by the Management.

4. You are required to provide your original Degree certificate and the last completed degree certificate to the Principal / Trust Office at the time of joining.
5. If after confirmation your services are terminated by the Management, you will be given one month's notice or one month's salary in lieu thereof. In the event, You want to resign you need to give one month's notice or surrender one month's salary to be relieved.
6. You are eligible to avail casual leave, 12 days per year. You can take your first casual leave, only after the completion of thirty days/ one month of service.
7. You should not avail leave on the last day of the week or on the first day of the week unless it is considered as a personal emergency and approved by management.
8. You are requested not to attend any career related interviews while in service.
9. You should not use unparliamentarily words; threaten the students; or be involved in executing corporal punishment to students.
10. You should maintain a healthy rapport with parents and colleagues.
11. You should not indulge in any personal telephonic conversation during college hours. Your mobile phone should be switched off during college hours.
12. The appointment order is being sent in duplicate. Please acknowledge that you have understood the terms of employment and are willing to accept the same.

By signing this appointment letter you are confirming acceptance to the terms and conditions of employment at our institution.

Sincerely



Dr Ramanathan Vairavan