

Academy for  
Technical &  
Management  
Excellence

(A Registered Trust)

#218/K-30, Narayana Shastry Road  
Mysore - 570 024

P +91-821-2424 374

F +91-821-2421 373

info@atme.in  
www.atme.in

23-01-2013

To,

**Dr. L.Basavaraj**  
# 1500, 3rd main, 5th cross,  
Vijayanagar 2nd Stage, Mysore  
570017

**Sub:- Appointment Order for the post of "Principal"**

With reference to your application and the subsequent interview, we are pleased to offer you an employment in our Institution as follows :

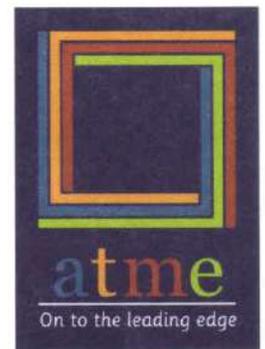
Full Name	:	Dr. L.Basavaraj
Designation	:	Principal
Department	:	Administration

**Emoluments in Rs.**

Basic	:	63,450
DA	:	8,883
HRA	:	10,152
Other Allowance	:	17,515
<b>Total</b>	:	<b>1,00,000</b>

This will be effective from the date of your reporting to duty. Your appointment will be initially for a period of 3 years, which will be extended after reviewing your performance.

- 1 During the employment in our Institute, you shall devote your full time and attention to your work and shall obey faithfully to carry out all orders or directions that may be given to you from time to time by the Management of the Institute or any person duly authorised by the Management on its behalf. You will be responsible for prompt, efficient, satisfactory and diligent discharge of the duties as enumerated in the job description annexed to this appointment letter. However, you are bound to carry out any additional responsibility entrusted to you from time to time.



- 2 If at any time during your tenure, you are found dishonest, disobedient, intemperate, and irregular in attendance to work or if you misconduct yourself or commit breach of terms of your employment, the Institute shall not withstand anything contrary that may be contained herein, be entitled to terminate your employment.
- 3 The terms and conditions of service and standing instructions will bind you in force from time to time.
- 4 You shall not absent yourself from duty without prior permission from the Management.
- 5 You are subject to the code of conduct and discipline that are generally applicable to all the staff of the Institute. Please refer to Employee Hand Book annexed to this appointment letter.
- 6 You will not, at any time, without the consent of the management in writing, disclose, divulge or otherwise make public, any accounts, correspondence, documents, drawings, formulae, information, processes or reports, secrets or any other matter confided in maintain strict confidence and secrecy in all such matters.
- 7 LEAVE: As per the leave policy of the Institute. Refer Employee Hand Book.
- 8 Without the prior permission of the Management, you will not carry on any business or engage any part of your time in any capacity, service or be employed by any other Institute or person. You either shall not, during your employment with us or thereafter, engage yourself in any pursuit, which will have detrimental effect on the Institute's interests, technical or commercial.
- 9 During the period of employment in our Institute, you shall not engage yourself in any kind of tuition and/or consultancy and/or part time job and/or further studies without prior consent in writing from the Management.
- 10 The age of superannuation is attainment of 65 years of age. However the management is at the discretion for extension of your service period.

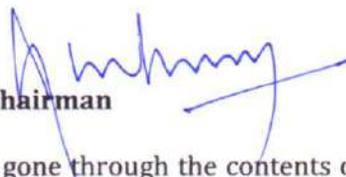


- 11 In case if you opt to quit the employment, you can do so by serving an advance notice of 2 months. However you will not be relieved during the academic term days.
- 12 Notwithstanding anything contrary herein contained, misconduct on your part (such misconduct to be determined by the Management) will entitle us to terminate your services without any notice or payment in lieu of notice and also take legal action as per rule of land.
- 13 You shall be paid the emoluments and other allowances as mentioned above.

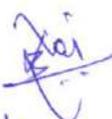
We enclose this letter in duplicate. Please return the copy to us duly signed and dated in token of your acceptance of the above said terms of appointment and confirm the date of your reporting.

We take this opportunity of welcoming you to '**ATME College of Engineering**' and look forward to a long and mutually satisfying association.

for **Academy For Technical & Management Excellence**

  
Chairman

I have gone through the contents of the above letter as well as the terms and conditions of service and standing instructions, and I fully understand and accept the same. I will be reporting to duty on 1/2/2013

Signature : 

Date : 23/1/2013



Ref: ATME(T)/EC/2016-17/1608041

Date: 30/08/2016

To,

**Dr. Mahesh P K**  
Flat No.302,  
Bilad Dynasty, behind Bethesda High School,  
Kengeri Satellite Town,  
Bengaluru-560060

**Sub: Appointment Order for the post of "Professor"**

**Ref: Letter of intent - ATME(T)/EC/2015-16/1608040 dated 30-08-2016**

With reference to your application dated 29-08-2016 and the subsequent interview you had with us for the post of Professor in Electronics & Communications, the Management of ATME College intend to appoint you as under, subject to acceptance of following terms:

Full Name	:	Dr. Mahesh P K
Designation	:	Professor
Department	:	Electronics & Communications

**Emoluments in Rs.**

Basic	:	42,120
AGP	:	10,000
<b>Total Basic</b>	:	<b>42,120</b>
DA	:	42,217
HRA	:	10,424

<b>Total</b>	:	<b>104,761</b>
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This will be effective from the date of you reporting to duty.

You will be on probation for a period of 1 Year or for such extended period as may be determined by the management, you will be deemed to be temporary unless an order in writing is given to you of your confirmation have been made permanent. During this period, your services will be subject to termination at 24 hours notice without assigning any reason. However, the management has the right to confirm your services before the completion of the probation period. During your employment in ATME College of Engineering is governed by the terms & conditions as stipulated in Employee Hand Book including the revisions. Following are the some of the important points of the handbook. For details refer the Employee Hand Book.

- 1 During the employment in our Institute, you shall devote your full time and attention to your work and shall obey faithfully to carry out all orders or directions that may be given to you from time to time by the Management of the Institute or any person duly authorised by the Management on its behalf. You will be responsible for prompt, efficient, satisfactory and diligent discharge of the duties as enumerated in the job description annexed to this appointment letter. However, you are bound to carry out any additional responsibility entrusted to you from time to time.
- 2 If at any time during your tenure, you are found dishonest, disobedient, intemperate, and irregular in attendance to work or if you misconduct yourself or commit breach of terms of your employment, the Institute shall not withstand anything contrary that may be contained herein, be entitled to terminate your employment.
- 3 The terms and conditions of service and standing instructions will bind you in force from time to time.

- 4 You shall not be absent yourself from duty without prior permission from Management.
- 5 You are subject to the code of conduct and discipline that are generally applicable to all the staff of the Institute. Please refer to Employee Hand Book annexed to this appointment letter.
- 6 You will not, at any time, without the consent of the management in writing, disclose, divulge or otherwise make public, any accounts, correspondence, documents, drawings, formulae, information, processes or reports, secrets or any other matter confided in maintain strict confidence and secrecy in all such matters.
- 7 LEAVE: As per the leave policy of the Institute. Refer Employee Hand Book.
- 8 Without the prior permission of the Management, you will not carry on any business or engage any part of your time in any capacity, service or be employed by any other Institute or person. You either shall not, during your employment with us or thereafter, engage yourself in any pursuit, which will have detrimental effect on the Institute's interests, technical or commercial.
- 9 During the period of employment in our Institute, you shall not engage yourself in any kind of tuition and/or consultancy and/or part time job and/or further studies without prior consent in writing from the Management.
- 10 The age of superannuation is attainment of 65 years of age. However the management is at the discretion for extension of your service period.
- 11 In case if you opt to quit the employment, you can do so by serving an advance notice of 2 months. However you will not be relieved in between the academic term days.
- 12 Notwithstanding anything contrary herein contained, misconduct on your part (such misconduct to be determined by the Management) will entitle us to terminate your services without any notice or payment in lieu of notice and also take legal action as per rule of land.
- 13 You shall be paid the emoluments and other allowances as mentioned above.
- 14 Further, after accepting this offer if you fail to report to duty, you hereby undertake to compensate the ATME College of Engineering an amount of Rs 50,000/- (Rupees Fifty thousand only) to make alternate arrangement by way of initiating fresh appointment process
- 15 All original certificates, 2 reference letters shall be surrendered along with acceptance to the letter of intent.

We take this opportunity of welcoming you to '**ATME College of Engineering**' and look forward to a long and mutually satisfying association.

for **Academy For Technical & Management Excellence**

  
Chairman



*Academy for Technical and Management Excellence*  
13th Mile Stone, Mysore-Bannur Road, Mysore - 570 028

4-May-11

To,

Smt. Bhagya Shree S R  
"Suparna", #391, A & B Block,  
Navilu Road, 10th Cross,  
Kuvempunagar,  
Mysore 570 023.

Dear Smt. Bhagya Shree S R

**Sub:- Appointment Order for the post of "Assistant Professor"**

With reference to your application and the subsequent discussion you had with us, we are pleased to offer you an employment in our Institute as detailed hereunder :

Full Name	:	Smt. Bhagya Shree S R
Designation	:	Assistant Professor
Department	:	Electronics & Communication
<b>Emoluments</b>		
Basic	:	19,210
AGP	:	7,000
DA	:	3,145
HRA	:	3,931
<b>Total</b>	:	<b>Rs. 33,286</b>

This will be effective from the date of your joining duty which shall not be later than 15/07/2011

You will be on probation for a period of one year or for such extended period as may be determined by the management. During this period, your services will be subject to termination at 24 hours notice without assigning any reason. However, the management has the right to confirm your services before the completion of the probation period.

**Terms of Appointment.**

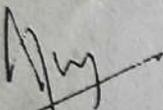
1 During the employment in our Institute, you shall devote your full time and attention to your work and shall obey faithfully to carry out all orders or directions that may be given to you from time to time by the Institute or any person duly authorized by the Institute on its behalf. You will be responsible for an prompt, efficient, satisfactory and diligent discharge of the duties entrusted to you from time to time.

- 2 If at any time during your tenure, you are found dishonest, disobedient, intemperate, and irregular in attendance to work or if you misconduct yourself or commit breach of terms of your employment, the Institute shall not withstand anything contrary that may be contained herein, be entitled to terminate your employment.
- 3 The terms and conditions of service and standing instructions will bind you in force from time to time.
- 4 You shall not be absent yourself from duty without prior permission from respective heads of the concerned department in writing.
- 5 LEAVE: As per the leave policy of the Institute.
- 6 You will not, at any time, without the consent of the management in writing, disclose, divulge or otherwise make public, any accounts, correspondence, documents, drawings, formulae, information, processes or reports, secrets or any other matter confided in maintain strict confidence and secrecy in all such matters.
- 7 Your duties will be such as are laid down by the management from time to time.
- 8 You are subject to the code of conduct and discipline that are generally applicable to all the staff of the Institute.
- 9 Without the prior permission of the Management, you will not carry on any business or engage any part of your time in any capacity, service or be employed by any other Institute or person. You either shall not, during your employment with us or thereafter, engage yourself in any pursuit, which will have detrimental effect on the Institute's interests, technical or commercial.
- 10 During the period of employment in our Institute, you shall not engage yourself in any kind of tuition and/or consultancy and/or part time job and/or further studies without prior consent in writing from the Management.
- 11 The age of superannuation is attainment of 60 years of age. However the management is at the discretion for extension of your service period.
- 12 Notwithstanding the provisions herein contained, your services are liable for termination by the management giving you one month notice or payment in lieu thereof.
- 13 You shall submit original marks cards, degree certificate and other relevant document on the basis of which you have been appointed in the Institution for verification. You shall also submit one copy of the relevant document for filing.
- 14 Notwithstanding anything contrary herein contained, misconduct on your part (such misconduct to be determined by the Management) will entitle us to terminate your services without any notice or payment in lieu of notice and also take legal action as per rule of land.
- 15 You shall be paid the emoluments and other allowances as mentioned.

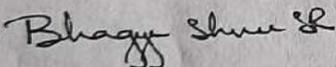
We enclose this letter in duplicate. Please return the original to us duly signed and dated in token of your acceptance of the above said terms of appointment and confirm the date of your reporting.

We take this opportunity of welcoming you to 'ATME' and look forward to a long and mutually satisfying association.

for *Academy For Technical & Management Excellence*

  
Chairman

I have read the contents of the above letter as well as the terms and conditions of service and standing instructions, and I fully understand and accept the same. I will be reporting to duty on 15/10/2011

Signature: 

Date: 9/5/11.



To,

**Dr Prakash Kuravatti**  
#32, Kirloskar Colony,  
1st Cross, 2nd Stage,  
Shankaramata  
Basaveshwaranagar,  
Bangalore-560079

**Sub:- Letter of intent for appointment for the post of "Associate Professor"**

With reference to your application dated 25-07-2017 and the subsequent interview you had with us for the post of Associate Professor in Electronics & Communications, the Management of ATME College intend to appoint you as under, subject to acceptance of following terms:

Full Name	:	Dr Prakash Kuravatti
Designation	:	Associate Professor
Department	:	Electronics & Communications

**Emoluments in Rs.**

Basic	:	37,400
AGP	:	9,000
Total Basic	:	<b>46,400</b>
DA	:	17,168
HRA	:	7,424
Other Allowance	:	1,500
<b>Total</b>	:	<b><u>72,492</u></b>

This will be effective from the date of you reporting to duty.

You will be on a Probation for 1 Year or for such extended period as may be determined by the management, you will be deemed to be temporary unless an order in writing is given to you of your confirmation have been made permanent. During this period, your services will be subject to termination at 24 hours notice without assigning any reason. However, the management has the right to confirm your services before the completion of the probation period. During your employment in ATME College of Engineering is governed by the terms & conditions as stipulated in Employee Hand Book including the revisions. Following are the some of the important points of the handbook. For details refer the Employee Hand Book.

- 1 During the employment in our Institute, you shall devote your full time and attention to your work and shall obey faithfully to carry out all orders or directions that may be given to you from time to time by the Management of the Institute or any person duly authorised by the Management on its behalf. You will be responsible for prompt, efficient, satisfactory and diligent discharge of the duties as enumerated in the job description annexed to this appointment letter. However, you are bound to carry out any additional responsibility entrusted to you from time to time.
- 2 If at any time during your tenure, you are found dishonest, disobedient, intemperate, and irregular in attendance to work or if you misconduct yourself or commit breach of terms of your employment, the Institute shall not withstand anything contrary that may be contained herein, be entitled to terminate your employment.
- 3 The terms and conditions of service and standing instructions will bind you in force from time to time.

- 4 You shall not be absent yourself from duty without prior permission from Management.
- 5 You are subject to the code of conduct and discipline that are generally applicable to all the staff of the Institute. Please refer to Employee Hand Book annexed to this appointment letter.
- 6 You will not, at any time, without the consent of the management in writing, disclose, divulge or otherwise make public, any accounts, correspondence, documents, drawings, formulae, information, processes or reports, secrets or any other matter confided in maintain strict confidence and secrecy in all such matters.
- 7 LEAVE: As per the leave policy of the Institute. Refer Employee Hand Book.
- 8 Without the prior permission of the Management, you will not carry on any business or engage any part of your time in any capacity, service or be employed by any other Institute or person. You either shall not, during your employment with us or thereafter, engage yourself in any pursuit, which will have detrimental effect on the Institute's interests, technical or commercial.
- 9 During the period of employment in our Institute, you shall not engage yourself in any kind of tuition and/or consultancy and/or part time job and/or further studies without prior consent in writing from the Management.
- 10 The age of superannuation is attainment of 65 years of age. However the management is at the discretion for extension of your service period.
- 11 In case if you opt to quit the employment, you can do so by serving an advance notice of 2 months. However you will not be relieved in between the academic term days.
- 12 Notwithstanding anything contrary herein contained, misconduct on your part (such misconduct to be determined by the Management) will entitle us to terminate your services without any notice or payment in lieu of notice and also take legal action as per rule of land.
- 13 You shall be paid the emoluments and other allowances as mentioned above.
- 14 Further, after accepting this offer if you fail to report to duty, you hereby undertake to compensate the ATME College of Engineering an amount of Rs 50,000/- (Rupees Fifty thousand only) to make alternate arrangement by way of initiating fresh appointment process
- 15 Formal appointment order will be released on accepting this letter of intent. Your acceptance of this letter of intent shall reach this office not any later than 3 days of the issue of this letter.
- 16 All original certificates, 2 reference letters shall be surrendered along with acceptance to this letter of intent.
- 17 This letter of Intent is valid only for 3 days.

We enclose this letter in duplicate. Please return the original to us duly signed and dated in token of your acceptance of this letter of intent.

We take this opportunity of welcoming you to '**ATME College of Engineering**' and look forward to a long and mutually satisfying association.

for **Academy For Technical & Management Excellence**

**Chairman**

I have read the contents of the above letter as well as the terms and conditions of service and standing instructions, and I fully understand and accept the same. I will be reporting to duty on between 14<sup>th</sup> to 18<sup>th</sup> Aug 2017

Signature: 

Date: 8/8/2017



Academy for  
Technical &  
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(A Registered Trust)

#218/K-30, Narayana Shastry Road  
Mysore - 570 024

P +91-821-2424 374

F +91-821-2421 373

info@atme.in  
www.atme.in

To,

26/05/2012

**Mrs. Pavithra A C**  
LIG-12, Near SBI, 6th Main Cross,  
Hebbal 1st Stage, Mysore.

**Sub:- Appointment Order for the post of "Assistant Professor"**

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment in our Institute as follow :

Full Name : Mrs. Pavithra A C  
Designation : Assistant Professor  
Department : Electronics and Communication

**Emoluments**

Basic : 17,440  
AGP : 6,000  
DA : 2,813  
HRA : 3,516  
CCA : -  
Other Allowance : -  
**Total : Rs. 29,769**

This will be effective from the date of your joining duty.

You will be on probation for a period of one year or for such extended period as may be determined by the management, you will be deemed to be temporary unless an order in writing is given to you of your confirmation have been made permanent. During this period, your services will be subject to termination at 24 hours notice without assigning any reason. However, the management has the right to confirm your services before the completion of the probation period.

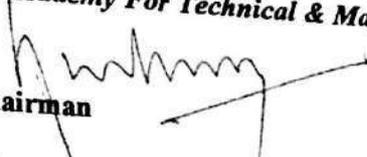
- 1 During the employment in our Institute, you shall devote your full time and attention to your work and shall obey faithfully to carry out all orders or directions that may be given to you from time to time by the Institute or any person duly authorised by the Institute on its behalf. You will be responsible for an prompt, efficient, satisfactory and deligent discharge of the duties entrusted to you from time to time.
- 2 If at any time during your tenure, you are found dishonest, disobedient, intemperate, and irregular in attendance to work or if you misconduct yourself or commit breach of terms of your employment, the

- 3 The terms and conditions of service and standing instructions will bind you in force from time to time.
- 4 You shall not be absent yourself from duty without prior permission from respective heads of the concerned department in writing.
- 5 LEAVE: As per the leave policy of the Institute.
- 6 You will not, at any time, without the consent of the management in writing, disclose, divulge or otherwise make public, any accounts, correspondence, documents, drawings, formulae, information, processes or reports, secrets or any other matter confided in maintain strict confidence and secrecy in all such matters.
- 7 You are subject to the code of conduct and discipline that are generally applicable to all the staff of the Institute.
- 8 Without the prior permission of the Management, you will not carry on any business or engage any part of your time in any capacity, service or be employed by any other Institute or person. You either shall not, during your employment with us or thereafter, engage yourself in any pursuit, which will have detrimental effect on the Institute's interests, technical or commercial.
- 9 During the period of employment in our Institute, you shall not engage yourself in any kind of tuition and/or consultancy and/or part time job and/or further studies without prior consent in writing from the Management.
- 10 The age of superannuation is attainment of 58 years of age. However the management is at the discretion for extension of your service period.
- 11 In case if you opt to quit the employment, you can do so by serving an advance notice of 2 months. However you will not be relieved in between the academic term days.
- 12 Notwithstanding anything contrary herein contained, misconduct on your part (such misconduct to be determined by the Management) will entitle us to terminate your services without any notice or payment in lieu of notice and also take legal action as per rule of land.
- 13 You shall be paid the emoluments and other allowances as mentioned.

We enclose this letter in duplicate. Please return the original to us duly signed and dated in token of your acceptance of the above said terms of appointment and confirm the date of your reporting.

We take this opportunity of welcoming you to 'ATME' and look forward to a long and mutually satisfying association.

for *Academy For Technical & Management Excellence*

  
Chairman

I have read the contents of the above letter as well as the terms and conditins of service and standing instructions, and I fully understand and accept the same. I will be reporting to duty on .....

Further, after accepting the this offer if I fail to report to the duty, I am hereby undertake to compensate the ATME an amount of Rs.50,000/- ( Rs.Fifty Thousand Only) to make alternate arrangment by way of initiating fresh appointment process.

Signature :

Date :

Ref: ATME(T)/ME/2016-17/1608006

Date: 03/08/2016

To,

**Dr. Rathnakar G**  
#1037,11th cross,  
2nd stage,  
J P Nagar  
,Mysore-08

**Sub:- Letter of intent for appointment for the post of "Professor"**

With reference to your application dated 03-08-2016 and the subsequent interview you had with us for the post of Professor in Mechanical Engineering, the Management of ATME College intend to appoint you as under, subject to acceptance of following terms:

Full Name	:	Dr. Rathnakar G
Designation	:	Professor
Department	:	Mechanical Engineering
<b>Emoluments in Rs.</b>		
Basic	:	54,000
	:	-
Total Basic	:	<b>54,000</b>
DA	:	27,540
HRA	:	8,640
	:	-
<b>Total</b>	:	<b><u>90,180</u></b>

This will be effective from the date of you reporting to duty.

**You will be Appointed as Professor**

During Your Employment in ATME College of Engineering is governed by the terms & conditions as stipulated in Employee Hand book including the revisions. Following are the some of the important points of the Handbook. For details refer the Employee Handbook.

- 1 During the employment in our Institute, you shall devote your full time and attention to your work and shall obey faithfully to carry out all orders or directions that may be given to you from time to time by the Management of the Institute or any person duly authorised by the Management on its behalf. You will be responsible for prompt, efficient, satisfactory and diligent discharge of the duties as enumerated in the job description annexed to this appointment letter. However, you are bound to carry out any additional responsibility entrusted to you from time to time.
- 2 If at any time during your tenure, you are found dishonest, disobedient, intemperate, and irregular in attendance to work or if you misconduct yourself or commit breach of terms of your employment, the Institute shall not withstand anything contrary that may be contained herein, be entitled to terminate your employment.
- 3 The terms and conditions of service and standing instructions will bind you in force from time to time.
- 4 You shall not be absent yourself from duty without prior permission from Management.

- 5 You are subject to the code of conduct and discipline that are generally applicable to all the staff of the Institute. Please refer to Employee Hand Book annexed to this appointment letter.
- 6 You will not, at any time, without the consent of the management in writing, disclose, divulge or otherwise make public, any accounts, correspondence, documents, drawings, formulae, information, processes or reports, secrets or any other matter confided in maintain strict confidence and secrecy in all such matters.
- 7 LEAVE: As per the leave policy of the Institute. Refer Employee Hand Book.
- 8 Without the prior permission of the Management, you will not carry on any business or engage any part of your time in any capacity, service or be employed by any other Institute or person. You either shall not, during your employment with us or thereafter, engage yourself in any pursuit, which will have detrimental effect on the Institute's interests, technical or commercial.
- 9 During the period of employment in our Institute, you shall not engage yourself in any kind of tuition and/or consultancy and/or part time job and/or further studies without prior consent in writing from the Management.
- 10 The age of superannuation is attainment of 65 years of age. However the management is at the discretion for extension of your service period.
- 11 In case if you opt to quit the employment, you can do so by serving an advance notice of 2 months. However you will not be relieved in between the academic term days.
- 12 Notwithstanding anything contrary herein contained, misconduct on your part (such misconduct to be determined by the Management) will entitle us to terminate your services without any notice or payment in lieu of notice and also take legal action as per rule of land.
- 13 You shall be paid the emoluments and other allowances as mentioned above.
- 14 Further, after accepting this offer if you fail to report to duty, you hereby undertake to compensate the ATME College of Engineering an amount of Rs 50,000/- (Rupees Fifty thousand only) to make alternate arrangement by way of initiating fresh appointment process
- 15 Formal appointment order will be released on accepting this letter of intent. Your acceptance of this letter of intent shall reach this office not any later than 3 days of the issue of this letter.
- 16 All original certificates, 2 reference letters shall be surrendered along with acceptance to this letter of intent.
- 17 This letter of intent is valid only for 3 days.

We enclose this letter in duplicate. Please return the original to us duly signed and dated in token of your acceptance of this letter of intent.

We take this opportunity of welcoming you to '*ATME College of Engineering*' and look forward to a long and mutually satisfying association.

*for Academy For Technical & Management Excellence*

Chairman

I have read the contents of the above letter as well as the terms and conditions of service and standing instructions, and I fully understand and accept the same. I will be reporting to duty on ....04/08/2016

Signature :

*C. Satturata*

Date :

*03/08/2016*



To,

**Mr Chethan S**  
#311, 2nd Cross,  
Navilu Road, Kuvempunagar,  
Mysore - 570023

**Sub:- Appointment Order for the post of "Assistant Professor"**

With reference to your application dated 00-01-1900 and the subsequent interview you had with us for the post of Assistant Professor in Mechanical Engineering, the Management of ATME College intend to appoint you as under, subject to acceptance of following terms:

Full Name	:	Mr Chethan S
Designation	:	Assistant Professor
Department	:	Mechanical Engineering

**Emoluments in Rs.**

Basic	:	16,920
AGP	:	6,000
Total Basic	:	<b>22,920</b>
DA	:	4,584
HRA	:	3,667

<b>Total</b>	:	<b>31,171</b>
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This will be effective from the date of you reporting to duty.

You will be on probation for a period of one year or for such extended period as may be determined by the management, you will be deemed to be temporary unless an order in writing is given to you of your confirmation have been made permanent. During this period, your services will be subject to termination at 24 hours notice without assigning any reason. However, the management has the right to confirm your services before the completion of the probation period. During your employment in ATME College of Engineering is governed by the terms & conditions as stipulated in Employee Hand Book including the revisions. Following are the some of the important points of the handbook. For details refer the Employee Hand Book.

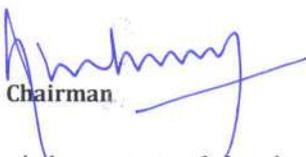
- 1 During the employment in our Institute, you shall devote your full time and attention to your work and shall obey faithfully to carry out all orders or directions that may be given to you from time to time by the Management of the Institute or any person duly authorised by the Management on its behalf. You will be responsible for prompt, efficient, satisfactory and diligent discharge of the duties as enumerated in the job description annexed to this appointment letter. However, you are bound to carry out any additional responsibility entrusted to you from time to time.
- 2 If at any time during your tenure, you are found dishonest, disobedient, intemperate, and irregular in attendance to work or if you misconduct yourself or commit breach of terms of your employment, the Institute shall not withstand anything contrary that may be contained herein, be entitled to terminate your employment.
- 3 The terms and conditions of service and standing instructions will bind you in force from time to time.

- 4 You shall not be absent yourself from duty without prior permission from Management.
- 5 You are subject to the code of conduct and discipline that are generally applicable to all the staff of the Institute. Please refer to Employee Hand Book annexed to this appointment letter.
- 6 You will not, at any time, without the consent of the management in writing, disclose, divulge or otherwise make public, any accounts, correspondence, documents, drawings, formulae, information, processes or reports, secrets or any other matter confided in maintain strict confidence and secrecy in all such matters.
- 7 LEAVE: As per the leave policy of the Institute. Refer Employee Hand Book.
- 8 Without the prior permission of the Management, you will not carry on any business or engage any part of your time in any capacity, service or be employed by any other Institute or person. You either shall not, during your employment with us or thereafter, engage yourself in any pursuit, which will have detrimental effect on the Institute's interests, technical or commercial.
- 9 During the period of employment in our Institute, you shall not engage yourself in any kind of tuition and/or consultancy and/or part time job and/or further studies without prior consent in writing from the Management.
- 10 The age of superannuation is attainment of 65 years of age. However the management is at the discretion for extension of your service period.
- 11 In case if you opt to quit the employment, you can do so by serving an advance notice of 2 months. However you will not be relieved in between the academic term days.
- 12 Notwithstanding anything contrary herein contained, misconduct on your part (such misconduct to be determined by the Management) will entitle us to terminate your services without any notice or payment in lieu of notice and also take legal action as per rule of land.
- 13 You shall be paid the emoluments and other allowances as mentioned above.
- 14 Further, after accepting this offer if you fail to report to duty, you hereby undertake to compensate the ATME College of Engineering an amount of Rs 50,000/- (Rupees Fifty thousand only) to make alternate arrangement by way of initiating fresh appointment process
- 15 Formal appointment order will be released on accepting this letter of intent. Your acceptance of this letter of intent shall reach this office not any later than 3 days of the issue of this letter.
- 16 Original certificates shall be surrendered along with acceptance to this letter of intent

We enclose this letter in duplicate. Please return the original to us duly signed and dated in token of your acceptance of this letter of intent.

We take this opportunity of welcoming you to '*ATME College of Engineering*' and look forward to a long and mutually satisfying association.

for **Academy For Technical & Management Excellence**

  
Chairman

I have read the contents of the above letter as well as the terms and conditins of service and standing instructions, and I fully understand and accept the same. I will be reporting to duty on ...15/7/2014

Signature: 

Date: 15/7/2014



Ref: ATME/HR/2017-18/T-Pro001

Date: 29/12/2017

**Mr. Suresh Kumar S**  
ME01009  
Assistant Professor  
Mechanical Engineering  
ATME College of Engineering  
Mysore

**LETTER OF PROMOTION**

*Dear Mr. Suresh Kumar S,*

Congratulations! You have been promoted as **Associate Professor**

On the recommendation received from the your HOD and subsequent review/deliberation of your performance by both the Principal & Management during the appraisal period 2017-18, the Management is glad to promote you as **Associate Professor** with effect from **01/01/2018**.

Your pay scale has been revised as under:

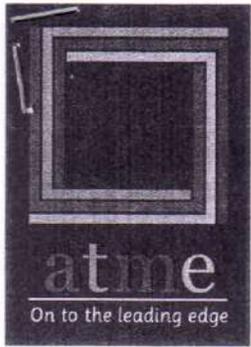
**Revised pay scale**

Components	Monthly Rs.
Basic	37400
AGP	9000
DA	2784
PI	--
HRA	2320
Other Allowance	--
<b>Monthly Gross</b>	<b>51504</b>

We are very confident that you will meet the new responsibilities with the same enthusiasm and performance.

With Regards,

  
Principal



Academy for  
Technical &  
Management  
Excellence

(A Registered Trust)

#218/K-30, Narayana Shastry Road  
Mysore - 570 024

P +91-821-2424 374

F +91-821-2421 373

info@atme.in  
www.atme.in

17-Jan-2012

To,

**Mr. Putte Gowda D**  
No. 558, Sri Shiva Krupa Nilaya,  
11th Cross, V.V. Nagar, Kallahalli,  
Mandya - 571 401

Dear Mr. Putte Gowda D

**Sub:- Appointment Order for the post of "Assistant Professor"**

With reference to your application and the subsequent discussion you had with us, we are pleased to offer you an employment in our Institute as detailed hereunder :

Full Name	:	Mr. Putte Gowda D
Designation	:	Assistant Professor
Department	:	Computer Science

**Emoluments**

Basic	:	24,291
AGP	:	7,649
DA	:	3,835
HRA	:	4,794
<b>Total</b>	:	<b>Rs. 40,569</b>

This will be effective from the date of your joining duty on or before 23/01/2012.

You will be on probation for a period of one year or for such extended period as may be determined by the management. During this period, your services will be subject to termination at 24 hours notice without assigning any reason. However, the management has the right to confirm your services before the completion of the probation period.

**Terms of Appointment.**

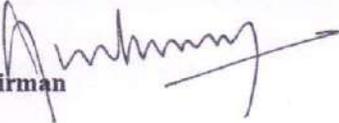
- 1 During the employment in our Institute, you shall devote your full time and attention to your work and shall obey faithfully to carry out all orders or directions that may be given to you from time to time by the Institute or any person duly authorized by the Institute on its behalf. You will be responsible for an prompt, efficient, satisfactory and diligent discharge of the duties entrusted to you from time to time.

- 2 If at any time during your tenure, you are found dishonest, disobedient, intemperate, and irregular in attendance to work or if you misconduct yourself or commit breach of terms of your employment, the Institute shall not withstand anything contrary that may be contained herein, be entitled to terminate your employment.
- 3 The terms and conditions of service and standing instructions will bind you in force from time to time.
- 4 You shall not be absent yourself from duty without prior permission from respective heads of the concerned department in writing.
- 5 LEAVE: As per the leave policy of the Institute.
- 6 You will not, at any time, without the consent of the management in writing, disclose, divulge or otherwise make public, any accounts, correspondence, documents, drawings, formulae, information, processes or reports, secrets or any other matter confided in maintain strict confidence and secrecy in all such matters.
- 7 Your duties will be such as are laid down by the management from time to time.
- 8 You are subject to the code of conduct and discipline that are generally applicable to all the staff of the Institute.
- 9 Without the prior permission of the Management, you will not carry on any business or engage any part of your time in any capacity, service or be employed by any other Institute or person. You either shall not, during your employment with us or thereafter, engage yourself in any pursuit, which will have detrimental effect on the Institute's interests, technical or commercial.
- 10 During the period of employment in our Institute, you shall not engage yourself in any kind of tuition and/or consultancy and/or part time job and/or further studies without prior consent in writing from the Management.
- 11 The age of superannuation is attainment of 60 years of age. However the management is at the discretion for extension of your service period.
- 12 Notwithstanding the provisions herein contained, your services are liable for termination by the management giving you one month notice or payment in lieu thereof.
- 13 You shall submit original marks cards, degree certificate and other relevant document on the basis of which you have been appointed in the Institution for verification. You shall also submit one copy of the relevant document for filing.
- 14 Notwithstanding anything contrary herein contained, misconduct on your part (such misconduct to be determined by the Management) will entitle us to terminate your services without any notice or payment in lieu of notice and also take legal action as per rule of land.
- 15 You shall be paid the emoluments and other allowances as mentioned.

We enclose this letter in duplicate. Please return the original to us duly signed and dated in token of your acceptance of the above said terms of appointment and confirm the date of your reporting.

We take this opportunity of welcoming you to 'ATME' and look forward to a long and mutually satisfying association.

for *Academy For Technical & Management Excellence*

  
Chairman



Ref: ATME(T)/CS/2014-15/1407034

Date: 22-07-2014

To,

**Mrs Nasreen Fathima**  
#1276, 1st Phase, 2nd Stage,  
Christian Colony, Rajiv Nagar,  
Mysore - 570 019

**Sub: Appointment Order for the post of "Assistant Professor"**

**Ref: Letter of intent - ATME(T)/CS/2014-15/1407033 dated 21-07-2014**

With reference to your application dated 03-06-2014 and the subsequent interview you had with us for the post of Assistant Professor in Computer Science Engineering, the Management of ATME College intend to appoint you as under, subject to acceptance of following terms:

Full Name	:	Mrs Nasreen Fathima
Designation	:	Assistant Professor
Department	:	Computer Science Engineering

**Emoluments in Rs.**

Basic	:	17,880
AGP	:	7,000
Total Basic	:	24,880
DA	:	4,976
HRA	:	3,980
	:	-
	:	-
<b>Total</b>	:	<b>33,836</b>

This will be effective from the date of you reporting to duty.

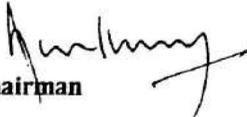
You will be on probation for a period of one year or for such extended period as may be determined by the management, you will be deemed to be temporary unless an order in writing is given to you of your confirmation have been made permanent. During this period, your services will be subject to termination at 24 hours notice without assigning any reason. However, the management has the right to confirm your services before the completion of the probation period. During your employment in ATME College of Engineering is governed by the terms & conditions as stipulated in Employee Hand Book Including the revisions. Following are the some of the important points of the handbook. For details refer the Employee Hand Book.

- 1 During the employment in our Institute, you shall devote your full time and attention to your work and shall obey faithfully to carry out all orders or directions that may be given to you from time to time by the Management of the Institute or any person duly authorised by the Management on its behalf. You will be responsible for prompt, efficient, satisfactory and diligent discharge of the duties as enumerated in the job description annexed to this appointment letter. However, you are bound to carry out any additional responsibility entrusted to you from time to time.

- 2 If at any time during your tenure, you are found dishonest, disobedient, intemperate, and irregular in attendance to work or if you misconduct yourself or commit breach of terms of your employment, the Institute shall not withstand anything contrary that may be contained herein, be entitled to terminate your employment.
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- 7 LEAVE: As per the leave policy of the Institute. Refer Employee Hand Book.
- 8 Without the prior permission of the Management, you will not carry on any business or engage any part of your time in any capacity, service or be employed by any other Institute or person. You either shall not, during your employment with us or thereafter, engage yourself in any pursuit, which will have detrimental effect on the Institute's interests, technical or commercial.
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- 11 In case if you opt to quit the employment, you can do so by serving an advance notice of 2 months. However you will not be relieved in between the academic term days.
- 12 Notwithstanding anything contrary herein contained, misconduct on your part (such misconduct to be determined by the Management) will entitle us to terminate your services without any notice or payment in lieu of notice and also take legal action as per rule of land.
- 13 You shall be paid the emoluments and other allowances as mentioned above.
- 14 Further, after accepting this offer if you fail to report to duty, you hereby undertake to compensate the ATME College of Engineering an amount of Rs 50,000/- (Rupees Fifty thousand only) to make alternate arrangement by way of initiating fresh appointment process
- 15 Original certificates shall be surrendered along with acceptance to this letter of intent

We take this opportunity of welcoming you to '*ATME College of Engineering*' and look forward to a long and mutually satisfying association.

for *Academy For Technical & Management Excellence*

  
Chairman

Reported to duty on 23<sup>rd</sup> July 2014.  
Narjath



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#218/K-30, Narayana Shastry Road  
Mysore - 570 024

P +91-821-2424 374

F +91-821-2421 373

Info@atme.in  
www.atme.in

20-Jun-2011

To,

Mr. Parthasarathy L  
# B1-19, "Sri Ranga-Sai Dhama",  
H.R. Garden, Vidyanarayapuram,  
Mysore - 570 008

Dear Mr. Parthasarathy L

**Sub:- Appointment Order for the post of "Associate Professor"**

With reference to your application and the subsequent discussion you had with us, we are pleased to offer you an employment in our Institute as detailed hereunder :

Full Name	:	Mr. Parthasarathy L
Designation	:	Associate Professor
Department	:	Electrical & Electronics
<b>Emoluments</b>		
Basic	:	37,400
DA	:	5,568
HRA	:	6,960
AGP	:	9,000
<b>Total</b>	<b>:</b>	<b>Rs. 58,928</b>

This will be effective from the date of your joining duty which shall not be later than 15/07/2011

You will be on probation for a period of one year or for such extended period as may be determined by the management. During this period, your services will be subject to termination at 24 hours notice without assigning any reason. However, the management has the right to confirm your services before the completion of the probation period.

**Terms of Appointment.**

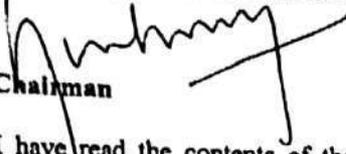
1 During the employment in our Institute, you shall devote your full time and attention to your work and shall obey faithfully to carry out all orders or directions that may be given to you from time to time by the Institute or any person duly authorized by the Institute on its behalf. You will be responsible for an prompt, efficient, satisfactory and diligent discharge of the duties entrusted to you from time to time.

- 2 If at any time during your tenure, you are found dishonest, disobedient, intemperate, and irregular in attendance to work or if you misconduct yourself or commit breach of terms of your employment, the Institute shall not withstand anything contrary that may be contained herein, be entitled to terminate your employment.
- 3 The terms and conditions of service and standing instructions will bind you in force from time to time.
- 4 You shall not be absent yourself from duty without prior permission from respective heads of the concerned department in writing.
- 5 LEAVE: As per the leave policy of the Institute.
- 6 You will not, at any time, without the consent of the management in writing, disclose, divulge or otherwise make public, any accounts, correspondence, documents, drawings, formulae, information, processes or reports, secrets or any other matter confided in maintain strict confidence and secrecy in all such matters.
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- 9 Without the prior permission of the Management, you will not carry on any business or engage any part of your time in any capacity, service or be employed by any other Institute or person. You either shall not, during your employment with us or thereafter, engage yourself in any pursuit, which will have detrimental effect on the Institute's interests, technical or commercial.
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- 13 You shall submit original marks cards, degree certificate and other relevant document on the basis of which you have been appointed in the Institution for verification. You shall also submit one copy of the relevant document for filing.
- 14 Notwithstanding anything contrary herein contained, misconduct on your part (such misconduct to be determined by the Management) will entitle us to terminate your services without any notice or payment in lieu of notice and also take legal action as per rule of law.
- 15 You shall be paid the emoluments and other allowances as mentioned.

We enclose this letter in duplicate. Please return the original to us duly signed and dated in token of your acceptance of the above said terms of appointment and confirm the date of your reporting.

We take this opportunity of welcoming you to 'ATME' and look forward to a long and mutually satisfying association.

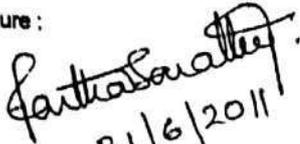
for *Academy For Technical & Management Excellence*

  
Chairman

I have read the contents of the above letter as well as the terms and conditions of service and standing instructions, and I fully understand and accept the same. I will be reporting to duty on 28/07/2011

Signature :

Date :

  
21/6/2011



Ref:ATME/HR/2015-16/T-Pro-002

Date: 29/09/2015

Dr. Parthasarathy L  
EE01003  
Associate Professor  
Electronics & Electrical & Electronics Engineering  
ATME College of Engineering  
Mysore

LETTER OF PROMOTION

Dear Dr. Parthasarathy L,

Congratulations! In recognition of your performance and contribution to the ATME College of Engineering during the appraisal period 2015-2016, the management has decided to promote you to "Professor & HOD" w.e.f 01/10/2015 and, your pay scale is being revised as under w.e.f. 01/10/2015.

This promotion is in recognition of the fine work you have done for this College. We are very confident that you will meet the new responsibilities with the same enthusiasm and performance.

Revised pay scale

Components	Monthly Rs.
Basic	52120
AGP	--
DA	37005
HRA	8339
Other Allowance	--
Monthly Gross	97464

Kindly sign and return the duplicate of this letter as a token of your acceptance.

Wishing you all the best for the next year. Do keep up your good performance.

Principal  
ATME College of Engineering



# ATME

## College of Engineering

Ref: ATME(T)/EE/2013-14/6050

Date: 26-06-2013

To,

**Mr Shree Shayana R**  
# 64, Temple Road, Vijayasreepura,  
Gangotri Post, Mysore - 06

**Sub:- Appointment Order for the post of "Assistant Professor"**

With reference to your application and the subsequent interview, we are pleased to offer you an employment in our Institution as follows :

Full Name	:	Mr Shree Shayana R
Designation	:	Assistant Professor
Department	:	Electrical and Electronics Engineering

Emoluments in Rs.	
Basic	15,600
DA	: 1,560
HRA	: -
Other Allowance	: -
<b>Total</b>	<b>: 17,160</b>

This will be effective from the date of you reporting to duty. Your appointment will initially for a period of 3 years which will be extended after reviewing your performance.

You will be on probation for a period of one year or for such extended period as may be determined by the management, you will be deemed to be temporary unless an order in writing is given to you of your confirmation have been made permanent. During this period, your services will be subject to termination at 24 hours notice without assigning any reason. However, the management has the right to confirm your services before the completion of the probation period. During your employment in ATME College of Engineering is governed by the terms & conditions as stipulated in Employee Hand Book including the revisions. Following are the some of the important points of the handbook. For details refer the Employee Hand Book.

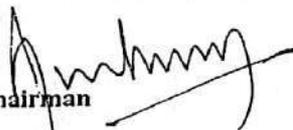
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- 11 In case if you opt to quit the employment, you can do so by serving an advance notice of 2 months. However you will not be relieved in between the academic term days.
- 12 Notwithstanding anything contrary herein contained, misconduct on your part (such misconduct to be determined by the Management) will entitle us to terminate your services without any notice or payment in lieu of notice and also take legal action as per rule of land.
- 13 You shall be paid the emoluments and other allowances as mentioned above.

We enclose this letter in duplicate. Please return the original to us duly signed and dated in token of your acceptance of the above said terms of appointment and confirm the date of your reporting.

We take this opportunity of welcoming you to '*ATME College of Engineering*' and look forward to a long and mutually satisfying association.

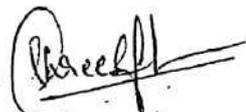
for *Academy For Technical & Management Excellence*

  
Chairman

I have read the contents of the above letter as well as the terms and conditions of service and standing instructions, and I fully understand and accept the same. I will be reporting to duty on ...17/07/2013

further, after accepting this offer if I fail to report to duty, I hereby undertake to compensate the ATME College of Engineering an amount of Rs 50,000/- (Rs.fifty thousand only) to make alternate arrangement by way of initiating fresh appointment process

Signature :



Date :

17/07/2013



To,

**Mr Raghavendra L**  
#218, 2nd Floor  
Neethi Marga, 2nd Stage,  
Siddhartha Layout,  
Mysore - 5770011

**Sub:- Letter of intent for appointment for the post of "Assistant Professor"**

With reference to your application dated 03-07-2014 and the subsequent interview you had with us for the post of Assistant Professor in Electrical and Electronics Engineering, the Management of ATME College intend to appoint you as under, subject to acceptance of following terms:

Full Name : Mr Raghavendra L  
Designation : Assistant Professor  
Department : Electrical and Electronics Engineering

**Emoluments in Rs.**

Basic : 18,600  
AGP : 7,000  
Total Basic : 25,600  
DA : 5,120  
HRA : 4,096

**Total : 34,816**

This will be effective from the date of you reporting to duty.

You will be on probation for a period of two years or for such extended period as may be determined by the management, you will be deemed to be temporary unless an order in writing is given to you of your confirmation have been made permanent. During this period, your services will be subject to termination at 24 hours notice without assigning any reason. However, the management has the right to confirm your services before the completion of the probation period. During your employment in ATME College of Engineering is governed by the terms & conditions as stipulated in Employee Hand Book including the revisions. Following are the some of the important points of the handbook. For details refer the Employee Hand Book.

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- 2 If at any time during your tenure, you are found dishonest, disobedient, intemperate, and irregular in attendance to work or if you misconduct yourself or commit breach of terms of your employment, the Institute shall not withstand anything contrary that may be contained herein, be entitled to terminate your employment.
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- 11 In case if you opt to quit the employment, you can do so by serving an advance notice of 2 months. However you will not be relieved in between the academic term days.
- 12 Notwithstanding anything contrary herein contained, misconduct on your part (such misconduct to be determined by the Management) will entitle us to terminate your services without any notice or payment in lieu of notice and also take legal action as per rule of land.
- 13 You shall be paid the emoluments and other allowances as mentioned above.
- 14 Further, after accepting this offer if you fail to report to duty, you hereby undertake to compensate the ATME College of Engineering an amount of Rs 50,000/- (Rupees Fifty thousand only) to make alternate arrangement by way of initiating fresh appointment process
- 15 Formal appointment order will be released on accepting this letter of intent. Your acceptance of this letter of intent shall reach this office not any later than 3 days of the issue of this letter.
- 16 Original certificates shall be surrendered along with acceptance to this letter of intent

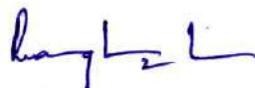
We enclose this letter in duplicate. Please return the original to us duly signed and dated in token of your acceptance of this letter of intent.

We take this opportunity of welcoming you to '**ATME College of Engineering**' and look forward to a long and mutually satisfying association.

for **Academy For Technical & Management Excellence**

  
Chairman

I have read the contents of the above letter as well as the terms and conditions of service and standing instructions, and I fully understand and accept the same. I will be reporting to duty on 18/07/2014

Signature: 

Date: 09/07/2014



# A T M E

## College of Engineering



Affiliated to Visvesvaraya Technological University, Belgaum; Approved by AICTE, Delhi and Recognised by Government of Karnataka

Ref: ATME/HR/2017-18/T-Pro006

Date: 29/12/2017

**Mr. Raghavendra L.**  
EE01019  
Assistant Professor  
Electrical & Electronics Engg  
ATME College of Engineering  
Mysore

### LETTER OF PROMOTION

Dear Mr. Raghavendra L.,

Congratulations! You have been promoted as **Associate Professor**

On the recommendation received from the your HOD and subsequent review deliberation of your performance by both the Principal & Management during the appraisal period 2017-18, the Management is glad to promote you as **Associate Professor** with effect from **01/01/2018**.

Your pay scale has been revised as under:

#### Revised pay scale

Components	Monthly Rs.
Basic	37400
AGP	9000
DA	2784
PI	--
HRA	2320
Other Allowance	--
<b>Monthly Gross</b>	<b>51504</b>

We are very confident that you will meet the new responsibilities with the same enthusiasm and performance.

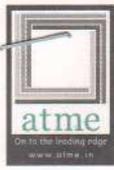
With Regards,

  
Principal

Academy for Technical & Management Excellence

13th Kilometer, Mysore-Bannur Road, Mysore - 570 028 P: 0821-2593335 F: 0821-2593328

E-Mail: office@atme.in www.atme.in



Ref: ATME(T)/CE/2018-19/1808008

Date: 4/8/2018

To,

**Dr. Akshaya B J**  
#127, 'Madilu',  
4th Main, Bapuji Layout,  
Bogadi,  
Mysore- 570026

**Sub: Appointment Order for the post of "Associate Professor"**

**Ref: Letter of intent - ATME(T)/CE/2018-19/1807008 dated 21-07-2018**

With reference to your application dated 10-07-2018 and the subsequent interview you had with us for the post of Associate Professor in Civil Engineering, the Management of ATME College intend to appoint you as under, subject to acceptance of following terms:

Full Name	:	Dr. Akshaya B J
Designation	:	Associate Professor
Department	:	Civil Engineering
<b>Emoluments in Rs.</b>		
Basic	:	37,400
AGP	:	9,000
Total Basic	:	<b>46,400</b>
DA	:	5,104
HRA	:	7,424
	:	-
	:	-
<b>Total</b>	:	<b>58,928</b>

This will be effective from the date of you reporting to duty.

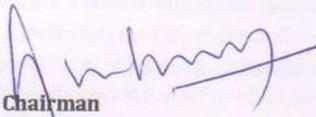
You will be on a Probation for 1 Year or for such extended period as may be determined by the management, you will be deemed to be temporary unless an order in writing is given to you of your confirmation have been made permanent. During this period, your services will be subject to termination at 24 hours notice without assigning any reason. However, the management has the right to confirm your services before the completion of the probation period. During your employment in ATME College of Engineering is governed by the terms & conditions as stipulated in Employee Hand Book including the revisions. Following are the some of the important points of the handbook. For details refer the Employee Hand Book.

- 1 During the employment in our Institute, you shall devote your full time and attention to your work and shall obey faithfully to carry out all orders or directions that may be given to you from time to time by the Management of the Institute or any person duly authorised by the Management on its behalf. You will be responsible for prompt, efficient, satisfactory and diligent discharge of the duties as enumerated in the job description annexed to this appointment letter. However, you are bound to carry out any additional responsibility entrusted to you from time to time.
- 2 If at any time during your tenure, you are found dishonest, disobedient, intemperate, and irregular in attendance to work or if you misconduct yourself or commit breach of terms of your employment, the Institute shall not withstand anything contrary that may be contained herein, be entitled to terminate your employment.
- 3 The terms and conditions of service and standing instructions will bind you in force from time to time.

- 4 You shall not be absent yourself from duty without prior permission from Management.
- 5 You are subject to the code of conduct and discipline that are generally applicable to all the staff of the Institute. Please refer to Employee Hand Book annexed to this appointment letter.
- 6 You will not, at any time, without the consent of the management in writing, disclose, divulge or otherwise make public, any accounts, correspondence, documents, drawings, formulae, information, processes or reports, secrets or any other matter confided in maintain strict confidence and secrecy in all such matters.
- 7 LEAVE: As per the leave policy of the Institute. Refer Employee Hand Book.
- 8 Without the prior permission of the Management, you will not carry on any business or engage any part of your time in any capacity, service or be employed by any other Institute or person. You either shall not, during your employment with us or thereafter, engage yourself in any pursuit, which will have detrimental effect on the Institute's interests, technical or commercial.
- 9 During the period of employment in our Institute, you shall not engage yourself in any kind of tuition and/or consultancy and/or part time job and/or further studies without prior consent in writing from the Management.
- 10 The age of superannuation is attainment of 65 years of age. However the management is at the discretion for extension of your service period.
- 11 In case if you opt to quit the employment, you can do so by serving an advance notice of 2 months. However you will not be relieved in between the academic term days.
- 12 Notwithstanding anything contrary herein contained, misconduct on your part (such misconduct to be determined by the Management) will entitle us to terminate your services without any notice or payment in lieu of notice and also take legal action as per rule of land.
- 13 You shall be paid the emoluments and other allowances as mentioned above.
- 14 Further, after accepting this offer if you fail to report to duty, you hereby undertake to compensate the ATME College of Engineering an amount of Rs 50,000/- (Rupees Fifty thousand only) to make alternate arrangement by way of initiating fresh appointment process
- 15 All original certificates, 2 reference letters shall be surrendered along with acceptance to the letter of intent.

We take this opportunity of welcoming you to '*ATME College of Engineering*' and look forward to a long and mutually satisfying association.

for *Academy For Technical & Management Excellence*

  
Chairman



To,

**Ms Shruthi H G**  
#3632, 23rd Cross,  
VV Nagar, Kalahalli,  
Mandya - 571401

**Sub:- Appointment Order for the post of "Assistant Professor"**

With reference to your application dated 12-05-2014 and the subsequent interview you had with us for the post of Assistant Professor in Civil Engineering, the Management of ATME College intend to appoint you as under, subject to acceptance of following terms:

Full Name	:	Ms Shruthi H G
Designation	:	Assistant Professor
Department	:	Civil Engineering
<b>Emoluments in Rs.</b>		
Basic	:	15,600
AGP	:	6,000
Total Basic	:	<b>21,600</b>
		-
		-
		-
		-
<b>Total</b>	:	<b>21,600</b>

This will be effective from the date of you reporting to duty.

You will be on probation for a period of two years or for such extended period as may be determined by the management, you will be deemed to be temporary unless an order in writing is given to you of your confirmation have been made permanent. During this period, your services will be subject to termination at 24 hours notice without assigning any reason. However, the management has the right to confirm your services before the completion of the probation period. During your employment in ATME College of Engineering is governed by the terms & conditions as stipulated in Employee Hand Book including the revisions. Following are the some of the important points of the handbook. For details refer the Employee Hand Book.

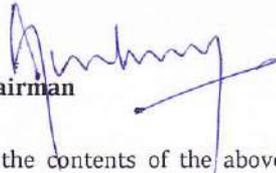
- 1 During the employment in our Institute, you shall devote your full time and attention to your work and shall obey faithfully to carry out all orders or directions that may be given to you from time to time by the Management of the Institute or any person duly authorised by the Management on its behalf. You will be responsible for prompt, efficient, satisfactory and diligent discharge of the duties as enumerated in the job description annexed to this appointment letter. However, you are bound to carry out any additional responsibility entrusted to you from time to time.
- 2 If at any time during your tenure, you are found dishonest, disobedient, intemperate, and irregular in attendance to work or if you misconduct yourself or commit breach of terms of your employment, the Institute shall not withstand anything contrary that may be contained herein, be entitled to terminate your employment.
- 3 The terms and conditions of service and standing instructions will bind you in force from time to time.

- 4 You shall not be absent yourself from duty without prior permission from Management.
- 5 You are subject to the code of conduct and discipline that are generally applicable to all the staff of the Institute. Please refer to Employee Hand Book annexed to this appointment letter.
- 6 You will not, at any time, without the consent of the management in writing, disclose, divulge or otherwise make public, any accounts, correspondence, documents, drawings, formulae, information, processes or reports, secrets or any other matter confided in maintain strict confidence and secrecy in all such matters.
- 7 LEAVE: As per the leave policy of the Institute. Refer Employee Hand Book.
- 8 Without the prior permission of the Management, you will not carry on any business or engage any part of your time in any capacity, service or be employed by any other Institute or person. You either shall not, during your employment with us or thereafter, engage yourself in any pursuit, which will have detrimental effect on the Institute's interests, technical or commercial.
- 9 During the period of employment in our Institute, you shall not engage yourself in any kind of tuition and/or consultancy and/or part time job and/or further studies without prior consent in writing from the Management.
- 10 The age of superannuation is attainment of 65 years of age. However the management is at the discretion for extension of your service period.
- 11 In case if you opt to quit the employment, you can do so by serving an advance notice of 2 months. However you will not be relieved in between the academic term days.
- 12 Notwithstanding anything contrary herein contained, misconduct on your part (such misconduct to be determined by the Management) will entitle us to terminate your services without any notice or payment in lieu of notice and also take legal action as per rule of land.
- 13 You shall be paid the emoluments and other allowances as mentioned above.
- 14 Further, after accepting this offer if you fail to report to duty, you hereby undertake to compensate the ATME College of Engineering an amount of Rs 50,000/- (Rupees Fifty thousand only) to make alternate arrangement by way of initiating fresh appointment process
- 15 Formal appointment order will be released on accepting this letter of intent. Your acceptance of this letter of intent shall reach this office not any later than 3 days of the issue of this letter.
- 16 Original certificates shall be surrendered along with acceptance to this letter of intent

We enclose this letter in duplicate. Please return the original to us duly signed and dated in token of your acceptance of this letter of intent.

We take this opportunity of welcoming you to '*ATME College of Engineering*' and look forward to a long and mutually satisfying association.

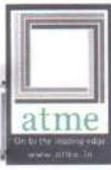
for *Academy For Technical & Management Excellence*

  
Chairman

I have read the contents of the above letter as well as the terms and conditions of service and standing instructions, and I fully understand and accept the same. I will be reporting to duty on ...17/7/2014

Signature: 

Date: 17/7/2014



# ATME

## College of Engineering



# NBA ACCREDITED

Affiliated to VTU, Belagavi; Approved by AICTE, New Delhi and Recognised by Government of Karnataka  
Programs accredited by NBA, New Delhi - CV, EC, EE & ME (Validity: 2019-20 to 2021-22)

Ref:ATME(T)/Adm/2020-21/2007014

Date: 01-08-2020

To,

**Dr Suneeth Kumar S M**  
Sathyamangalam,  
Erode District-638401  
Tamil Nadu

**Sub: Appointment Order for the post of "Professor"**  
**Ref: Letter of Intent of Appointment /2007008/22-07-2020**

With reference to your application dated 15-07-2020 and the subsequent interview you had with us for the post of Professor in Civil Engineering, the Management of ATME College intend to appoint you as under, subject to acceptance of following terms:

Full Name	:	Dr Suneeth Kumar S M
Designation	:	Professor
Department	:	Civil Engineering

**Emoluments in Rs.**

Basic	:	90,000
		-
Total Basic	:	<b>90,000</b>
		-
		-
		-
		-

**Total** : **90,000**

This will be effective from the date of you reporting to duty.

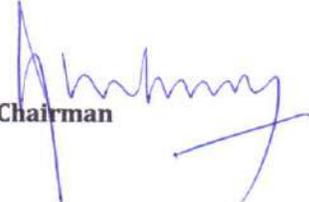
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- 2 If at any time during your tenure, you are found dishonest, disobedient, intemperate, and irregular in attendance to work or if you misconduct yourself or commit breach of terms of your employment, the Institute shall not withstand anything contrary that may be contained herein, be entitled to terminate your employment.
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- 4 You shall not be absent yourself from duty without prior permission from Management.
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- 6 You will not, at any time, without the consent of the management in writing, disclose, divulge or otherwise make public, any accounts, correspondence, documents, drawings, formulae, information, processes or reports, secrets or any other matter confided in maintain strict confidence and secrecy in all such matters.
- 7 LEAVE: Total 10 CL per year
- 8 Without the prior permission of the Management, you will not carry on any business or engage any part of your time in any capacity, service or be employed by any other Institute or person. You either shall not, during your employment with us or thereafter, engage yourself in any pursuit, which will have detrimental effect on the Institute's interests, technical or commercial.
- 9 During the period of employment in our Institute, you shall not engage yourself in any kind of tuition and/or consultancy and/or part time job and/or further studies without prior consent in writing from the Management.
- 10 In case if you opt to quit the employment, you can do so by serving an advance notice of 2 months. However you will not be relieved in between the academic term days. Similarly if the institute opts to terminate your services without assigning any reason can do so by serving advance notice of 2 months. In either case the notice period can be waived in lieu of payment of 2 months salary.
- 11 Notwithstanding anything contrary herein contained, misconduct on your part (such misconduct to be determined by the Management) will entitle us to terminate your services without any notice or payment in lieu of notice and also take legal action as per rule of land.
- 12 You shall be paid the emoluments and other allowances as mentioned above.
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- 14 All original certificates, 2 reference letters shall be surrendered along with acceptance to the letter of intent.

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for **Academy For Technical & Management Excellence**

  
Chairman