

# SREE RAMA ENGINEERING COLLEGE

- Rami Reddy Nagar, Karakambadi Road, Mangalam (BO, Tirupati – 517 507. Ph: 0877-2285539

SREC/Estt/Teaching/ 2023 - 2024

Date: 08.02.2024

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## Appointment Letter

To

**K SUNANDENI**  
# 10-17/12/503,  
Sree Lakshmi Govinda Residency  
Nalanda Nagar  
Thummalagunta  
Tirupati - 517502

**Sub:-** Appointment of **Mrs. K SUNANDENI**, as Student, Counsellor in the department of **BS & H** order issued - Reg.,

**Ref:-** Your Bio-Data and personal interview Dt. 06.02.2024.

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We refer to the personal interview and discussion you had with us on 08.02.2024 and on the strength of the same we are pleased to inform that **Mrs. K. SUNANDENI**, Appointed as Student, Counsellor in the Department of **BS&H**, in Sree Rama Engineering College, Rami Reddy Nagar, Karakambadi Road, Mangalam (BO), Tirupati – 517 507, Chittoor (Dt)., with effect from the date of joining. This Appointment is subject to the terms and conditions as enclosed in annexure.



PRINCIPAL *oslosteey*

PRINCIPAL  
SREE RAMA ENGINEERING COLLEGE  
RAMIREDDY NAGAR  
KARAKAMBADI ROAD, TIRUPATI-517502

**Our offer to you is based on the following terms and conditions:**

1. You will be paid an amount of Rs. 25000/- per month as consolidated pay.
2. Increments are not automatic but will be based solely on efficiency, satisfactory and loyal discharge of duties assessed by our performance appraisal systems.
3. You will be on probation for a period of 12 months from the date of your joining. On satisfactory completion of the period of probation you will be confirmed. The period of probation may be extended in case you fail to meet the performance standard expected of your appointment.
4. Your designation is merely indicative of the responsibilities, which you are required carrying out. The college shall be entitled, to require you, at anytime of perform any other administrative managerial, supervisory or other functions and you shall be bound to carry out such functions.
5. This is a full time appointment and you will devote your whole time and attention to your duties and responsibilities as assigned by the college, you will not engage yourself in any business, service or employment of any other college, firm / person not will you divulge to any third party or utilize against the interest of the college any information, data, documents etc., concerning the college affairs that may come to your knowledge in the course of your employment with us.
6. In addition, you will be governed by service conditions laid down in college manual as amended from time to time.
7. If during the period of over employment with us you achieve any inventions processed improvement, operational improvement or other processes. Methods likely to result in more efficient operation of any of the activities of the college. The management shall be entitled to use, utilized and exploit such improvement and you shall assign all your rights to the college for the purpose of seeking any patent rights in respect thereof or for any other purpose.
8. You will immediately intimate the college in writing change in your permanent/ temporary / local residential address and phone numbers.
9. In the event of any information furnished by you at the time of interview and are joining is found to be incorrect, your employment can be terminated summarily.
10. In case of either party wishing to separate (by way of termination or resignation) for whatsoever reasons the notice period should be 90 days.
11. All original certificates will be kept with us.

If these terms and conditions are acceptable to you. We will be glad if you will please sign (in the space provided) the enclosed consent letter and return it to us.


For Sree Rama Engineering

  
**PRINCIPAL**  
**PRINCIPAL**  
**SREE RAMA ENGINEERING COLLEGE**  
**RAMIREDDY NAGAR**  
**KARAKAMBADI ROAD, TIRUPATI-517507**

**Consent Letter**

**Acceptance:**

I accept this offer with all the terms and conditions contained in the letter and solemnly state that I will not resign / leave the institution in the middle of the academic year.

**Name** : K. SUNANDENI  
**Signature** :   
**Date of joining** : 19.02.2024

**JOINING REPORT**

From,

K. Sunandeni

10-17/12/503,

See Lakshmi Govinda Residency  
Tirupati.

Date: 12/02/2024

To,

The Principal,

Sree Rama Engineering College,

Opp.LIC Training Centre,

Tirupati.

Sir,

Sub :- Joining Report for the post of Students Counsellor in the  
department of **BS & H** - Reg.

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With reference to your appointment order, I do report for duty as  
Students Counsellor in the **BS & H** department Sree Rama Engineering College  
on 12/02/2024 FN/ AN.

Thanking you,

Yours faithfully

KS  
( K. SUNANDENI )

By  
Permitted  
h  
12/02/24