



FAROUK EDUCATIONAL TRUST
RAAK GROUP OF EDUCATIONAL INSTITUTIONS

0413-2666699, 2666042

9443202929

raakfet@gmail.com

www.raakedugroup.com

Ref: FET/CHAIRMAN/OL/2017-18

29.06.2017

APPOINTMENT LETTER

To

Dr. A. Sivakumar
No. B2/4, Kamalam Nagar,
Reddiyarpalayam,
Puducherry - 605 010.

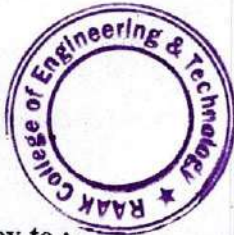
Subject: Appointment as Principal of RAAK College of Engineering & Technology-Reg.

Dear Dr. Sivakumar,

I am pleased to inform you that you have been appointed as the Principal of RAAK College of Engineering & Technology, effective from 30.06.2017. This appointment is a testament to your exemplary academic background, professional achievements, and dedication to the field of education.

As Principal, you will be responsible for providing academic leadership, ensuring the smooth operation of the institution, and upholding the highest standards of educational excellence. We are confident that under your leadership, RAAK College of Engineering & Technology will continue to grow and achieve new milestones.

Kindly acknowledge the receipt of this appointment letter. We look forward to your valuable contribution to our esteemed Institution.



Copy to:-

- ❖ Dr. A. Sivakumar
- ❖ Trust Office, Farouk Educational Trust

Best Regards,

Chairman

Farouk Educational Trust
RAAK Group of Institutions

FAROUK EDUCATIONAL TRUST

Dr. S. SEENUVASAMURTHI, M.E., Ph.C.
PRINCIPAL

RAAK College of Engineering & Technology
No.1, Muthupillai Palayam Road,

#80, Roshan Tower, Villianur Main Road, Thattanchavady,
Villianur Post, Puducherry - 605110. SOUTH INDIA





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Ref: FET/CHAIRMAN/OL/2019-20

18/12/2019

OFFER LETTER

To

Dr. S. SEENUVASAMURTHI
No. Manalipet Pathai,
Kunichampet, Puducherry - 605 501.

Subject: Appointment as Principal of RAAK College of Engineering & Technology-Reg.

Dear Dr. S. Seenuvasamurthi,

I am pleased to inform you of your appointment as the Principal of RAAK College of Engineering & Technology, effective from 19.12.2019. This decision reflects our recognition of your exemplary academic background, professional achievements, and dedication to the field of education.

As Principal, you will be responsible for providing academic leadership, ensuring the smooth operation of the institution, and maintaining the highest standards of educational excellence. We are confident that under your leadership, RAAK College of Engineering & Technology will continue to grow and reach new heights. Your visionary approach and strategic thinking will play a pivotal role in driving the institution towards greater success.

Kindly acknowledge the receipt of this appointment letter. We eagerly anticipate your valuable contributions to our esteemed institution. Your expertise and commitment will undoubtedly inspire both faculty and students, fostering an environment of innovation and academic excellence.



Best Regards,

CHAIRMAN

Farouk Educational Trust
RAAK Group of Institutions

Copy to:-

- ❖ Dr. S. Seenuvasamurthi
- ❖ Trust Office, Farouk Educational Trust

FAROUK EDUCATIONAL TRUST

Dr. S. SEENUVASAMURTHI, M.E., Ph.D.
PRINCIPAL

RAAK College of Engineering & Technology
No.1, Muthupillai Palayam Road,
Sulthandet Post,
Puducherry - 605 110

#80, Roshan Tower, Villianur Main Road, Thattanchavady,
Villianur Post, Puducherry - 605110. SOUTH INDIA





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COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi & Affiliated to Pondicherry University)
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Order No.: RAAKCET/ESMT/2021-22/131

06.10.2021

To

Dr. SOWRI RAJA PILLAI N

No : 16. First Cross,

Anna Nagar,

Puducherry -605 005

ORDER OF APPOINTMENT

Sub: RAAK College of Engineering and Technology – Establishment – Department of INFORMATION TECHNOLOGY Appointment of Dr. SOWRI RAJA PILLAI N as Associate Professor– orders issued – Reg.

In continuation to the interview held by the selection committee constituted for the purpose, the management of RAAK College of Engineering and Technology is pleased to appoint you as Associate Professor in the Department of INFORMATION TECHNOLOGY, RAAK College of Engineering and Technology with the following terms and conditions with effect from 06.10.2021.

1. You will be paid **Basic 15000 + DA 7500 + HRA 7500 = 30,000/-** as per AICTE Pay scale (12000-420-18300).
2. You will be placed under **Probation** for a period of one year from the date of joining the duty and the probation period shall be extended if circumstances warrant and the same will be intimated to you at the time of completion of the Period of Probation. Your services will be terminated without issuing any notice or assigning reasons during the Period of Probation.
3. At the end of the probation period, you may be considered for regular appointment based on your performance during the probation period.
4. Your services will be counted from the date of joining. You need to serve three months notice period or pay three months salary in lieu of the said notice period in order to resign from the post. Resignation in the middle of the Academic year may be avoided.

Contd...2..



No.1, Muthupillai Palayam Road, G. Palayam, Sulthanpet Post, Puducherry - 605 110



+ 91 413 - 266 7042 + 91 99434 66786, + 91 91591 19966



email : raakengg@gmail.com, Website : www.raakengg.com




Dr. S. SEENUVASAMURTHI, M.E., Ph.C.
PRINCIPAL

RAAK College of Engineering & Technology
No.1, Muthupillai Palayam Road,
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- 2 -


5. You shall abide by the time table and handle classes allotted regularly and carryout any other work as may be assigned to you from time to time by the Principal or other authorities of the College / Trust.
6. You shall refrain from involving in any in disciplinary activities including forming of groups / association / union etc.,
7. You should not absent yourself from duty without prior permission of the Principal.
8. Your Appointment will be fully governed by the rules and regulations of this college which is in force and subsequent modifications, if any, in future and any dispute pertaining to your Appointment and Service Conditions are subject to the Jurisdiction of Pondicherry only.
9. In case, the administration is not satisfied with your performance, one month notice will be given to you before terminating your services in this College.
10. Groupies, Gossiping and Anti-management activities are not entertained, failing which may lead to termination of your service immediately.
11. You are required to convey your acceptance of the order of Appointment by sending the duly signed duplicate copy of the same to the Principal.
12. This order is valid for one month from the date of receipt at your end.


SECRETARY.


Copy submitted to


1. The Chairman, RAAK College of Engineering and Technology.
2. Personnel file.

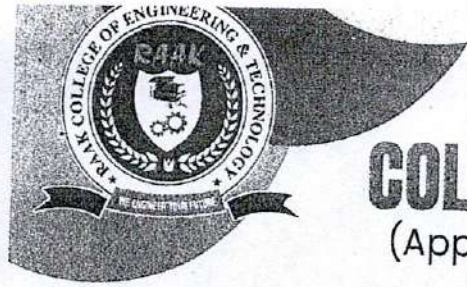



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Ref: RAAKCET/OL/Mech/2019-20

14.12.2020

APPOINTMENT ORDER

Dear Dr. R. SELVAN,

Congratulations!

Following the interview conducted by the selection committee, we are pleased to inform you that the Management of RAAK College of Engineering and Technology has decided to offer you the position of Assistant Professor in Mechanical Engineering at our Institution in Puducherry.

This offer is subject to the following terms and conditions.

1. You will be placed on probation for a period of one year starting from your date of joining.
2. You are expected to work under the supervision and guidance of the Head of the Institution/Head of the Department and fulfill the assigned duties.
3. The probation period may be extended if required, and you will be notified upon completion of the initial probationary period.
4. Unsatisfactory attendance, conduct, or performance during the probation period may result in termination of your services without notice or reason.
5. You will receive total emoluments Rs. 15600/- per month (Rupees Fifteen Thousand Six Hundred Only) in the pay scale of Rs. 15,600-39,100.
6. Your annual increment will depend on your performance in this Institution.
7. You must strictly adhere to all applicable rules and regulations of RAAK College of Engineering and Technology.
8. Without explicit permission from the Principal, you are not permitted to engage in any other paid or honorary employment or pursue higher studies during your tenure at this Institution.



Dr. S. SEENUVASAMURTHI, M.E., Ph.D.
PRINCIPAL

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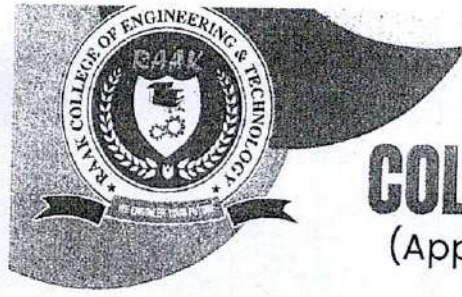
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9. Should you wish to leave the Institution under exceptional circumstances, your request for relieving/resignation will be considered by the appointing authority. However, you must provide **THREE MONTHS NOTICE** in advance or pay **THREE MONTHS EMOLUMENTS** to the Institution in lieu thereof. Please note that faculty members will not be relieved in the middle of the semester.

10. Engaging in any form of disciplinary activities, including the formation of groups/associations/unions is strictly prohibited.

11. Your appointment will be governed by the existing rules and regulations of this college, as well as any subsequent modifications.

12. Indulging in groupism, gossiping, or engaging in anti-management activities is strictly forbidden and may result in immediate termination of your service.

13. In the event that the Management is dissatisfied with your performance, you will be provided with one month's notice prior to the termination of your services.

14. Upon joining, you are required to present all your original certificates for verification.

This order is valid for one month from the date of issuance, and you are requested to report for duty accordingly.

Wishing you the very best!

SECRETARY

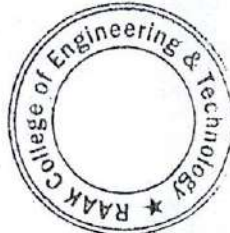
To

Dr. R. SELVAN, AssocProf /Mech

SECRETARY
Raak College of Engineering and Technology
PUDUCHERRY-605 110

Copy To:

1. Trust Office
2. Personal File



Dr. S. SEENUVASAMURTHI, M.E., Ph.C.
PRINCIPAL

RAAK College of Engineering & Technology
No.1, Muthupillai Palayam Road.

Sulthanpet Post,
Puducherry - 605 110



No.1, Muthupillai Palayam Road, G.N. Palayam, Sulthanpet Post, Puducherry - 605 110



0413 - 266 7042



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+91 91591 19966



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Ref: RAAKCET/OL/CSE/2021-22

06.10.2021

APPOINTMENT ORDER

Dear Dr. S. SANDOSH,

Congratulations!

Following the interview conducted by the selection committee, we are pleased to inform you that the Management of RAAK College of Engineering and Technology has decided to offer you the position of Assistant Professor in Computer Science Engineering at our Institution in Puducherry.

This offer is subject to the following terms and conditions.

1. You will be placed on probation for a period of one year starting from your date of joining.
2. You are expected to work under the supervision and guidance of the Head of the Institution/Head of the Department and fulfill the assigned duties.
3. The probation period may be extended if required, and you will be notified upon completion of the initial probationary period.
4. Unsatisfactory attendance, conduct, or performance during the probation period may result in termination of your services without notice or reason.
5. You will receive total emoluments Rs. 15600/- per month (Rupees Fifteen Thousand Six Hundred Only) in the pay scale of Rs. 15,600-39,100.
6. Your annual increment will depend on your performance in this Institution.
7. You must strictly adhere to all applicable rules and regulations of RAAK College of Engineering and Technology.
8. Without explicit permission from the Principal, you are not permitted to engage in any other paid or honorary employment or pursue higher studies during your tenure at this Institution.



Dr. S. SEENUVASAMURTHI, M.E., Ph.C.
PRINCIPAL

RAAK College of Engineering & Technology
No.1, Muthupillai Palayam Road,
Sulthanpet Post,
Puducherry - 605 110

Page 1 of 2

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This order is valid for one month from the date of issuance, and you are requested to report for duty accordingly.

Wishing you the very best!

SECRETARY

To

Dr. S. SANDOSH, AP /CSE

SECRETARY
Raak College of Engineering and Technology
PUDUCHERRY-605 110

Copy To:

1. Trust Office
2. Personal File



Dr. S. SEENUVASAMURTHI, M.E., Ph.D.
PRINCIPAL

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Page 2 of 2

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