



SMS COLLEGE OF ARTS AND SCIENCE

(Affiliated to the Bharathiar University, Coimbatore)

278-A, Perur Main Road, Selvapuram South, Coimbatore - 641 010

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To

Ms.Poonkodi T

2/448, Venkatesapuram, 8th Str,
Vandalur, Chennai - 600048

Sub: Letter of Employment with SMS College Of Arts and Science, Coimbatore.

Dear Ms.Poonkodi T,

We are pleased to offer you employment with **SMS College of Arts and Science, Coimbatore, Tamilnadu, India as Assistant Professor** in the **Social Work** department, such other location that may be determined by The Institution in its sole discretion, subject to the following terms and conditions.

Your employment with The Institution shall commence on and you are requested to report for duty on this date.

This letter agreement should be read along with the policies formulated by the Institution from time to time (collectively, the "**HR Policies**"). The terms of this letter agreement shall supersede (i) any previous letter or agreement relating to your appointment and/or terms of employment and (ii) any terms of the HR Policies to the extent inconsistent with the terms set out in this letter agreement.

The terms and conditions of this letter agreement may not be amended, supplemented, replaced, waived or otherwise modified without the prior written consent of the Institution, which consent may be withheld in its sole discretion, and The Institution shall have no obligations or liabilities of any nature whatsoever to you other than as specifically set out in this letter agreement.

- 1. DESIGNATION, DUTIES AND RESPONSIBILITIES:** During your employment with the Institution as **Assistant Professor**, you will directly report to **Principal**. You shall perform the services for which you have been hired by the Institution, which shall include managerial and supervisory duties, and carry out such other specific instructions as may be required of you by the Institution, conscientiously and to the best of your ability. The Institution expects you to work with a high standard of efficiency and maintain discipline.
- 2. EXCLUSIVITY:** You shall, during the term of your employment, devote your full time and effort to your duties and responsibilities. You shall not, without the prior written consent of the Institution, directly or indirectly, work or render services for, be employed or engaged by, represent in any capacity, or advise or consult (whether or not for compensation), any other person.
- 3. COMPLIANCE WITH LAWS AND POLICIES:** You shall, at all times during your employment, abide by the rules, regulations, instructions, practices and policies of the Institution, including, without limitation, as set out in the HR Policies. You shall also remain in compliance with all applicable laws and regulations in the course of your employment with the Institution.
- 4. WORK TIMINGS** Your work timings shall be from 9:15 AM to 5:15 PM, Monday to Saturday.

[Handwritten signature]

T.Poonkodi