



AMET UNIVERSITY

(Deemed to be University Under Section 3 of UGC Act 1956)

Dr.R.Muthezhilan
Registrar i/c

REF: AMET/ESTT/CDOE-APT-001A/2024

Date: 06.02.2024

Dr.J.Rengamani

Plot No.152, Door No. 9, Sudharshan Nagar,
Madampakkam, Chennai-600 073.

Dear Dr.J.Rengamani

Revised Appointment Order

Ref: AMET/ESTT/CODE-APT-001/2023 dt.01.06.2023

In continuation with the Appointment Orders issued to you on 01.06.2023 in the reference cited, as your Department Centre for Online and Distance Education (CODE) is renamed as Centre for Distance and Online Education (CDOE), your Appointment Order is revised and issued on 06/02/2024 with retrospective effect from 01.06.2023.

I am directed to inform you that you are appointed as **Director (Full - Time) – Open and Distance Learning (ODL) Programmes - Centre for Distance and Online Education (CDOE)** in AMET Deemed to be University with immediate effect in the Pay band of 37400-67000+10000 GP.

1. You will be on probation for a period of 2 years after which you will be confirmed, based on your performance.
2. You will be responsible for the entire ODL (Open and Distance Learning) and OL (Online Learning) related activities such as designing, preparation of course material, launching, delivery and implementation of the program, including necessary approvals and portal updates.
3. During the service period, if your performance is not found to be satisfactory, your services are liable to be terminated at any point of time, without any notice or assigning any reason therefor.
4. If you opt for resigning the post during the period of probation, it is subject to the approval of Authority to relieve you from the services of the AMET Deemed to be University.
5. After completion of the probation period, if you opt for resignation from the services or the Management willing to terminate your services, three months' notice shall be given or three months' salary shall be payable in lieu of the three months' notice period, as the case may be.
6. Throughout your service in this University, you will be governed by the Employees Conduct Rules and Service Rules that the University may frame from time to time.
7. You are expected to work six days in a week. You are expected to work in University during working days after the office hours if need arises.
8. At the time of joining the duty in this University you should bring the following documents in original.
 - Educational / Service certificate
 - Date of Birth Proof (SSLC/HSS Mark sheet/Birth certificate)
 - Photo ID proof issued by government authorities, Residence Address proof: / Voter ID
 - 5 Nos. of Recent passport size photo

As a token of your acceptance, sign the duplicate copy of this letter and return it to the undersigned.

We wish you a long and fruitful association with our University.


Registrar i/c

Copy to:

1. The Financial Controller
2. The Secretary to the Pro Chancellor (Academics)
3. The Secretary to the Vice President (Academics)
4. The Secretary to the Vice – Chancellor
5. The Secretary to the Additional Registrar