



**Centurion**  
**UNIVERSITY**  
Shaping Lives... Empowering Communities...

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# Centurion University of Technology and Management

(Established Vide Orissa Act 4 of 2010)

CIT/Rec./Fac./2011/20

Dt:16.08.2011

## APPOINTMENT ORDER

To,

Mr. Chittaranjan Routray  
Plot No. 408/2, New Colony  
Pokhriput Aerodrome area  
Bhubaneswar - 20

Dear Mr. Chittaranjan Routray,

Based on your qualification & experience, the Management of Centurion University of Technology and Management is happy to appoint you as **Lecturer** in **Chemistry** Department in Centurion Institute of Technology, Jatni. The appointment shall come into effect from 17/08/2011 or the date of acceptance of the offer whichever is later. You will be on probation for a period of six months from the date of your joining in our institute. The appointment will be governed by the following terms and conditions:

### 1. JOB DESCRIPTION :

- ✓ You will have to teach the courses and take the laboratory classes as per the norm of the University.
- ✓ It is desirable that you should publish at least one conference paper per year and publish at least one referred journal article every two years.
- ✓ You will have to guide at least four students in the final semester project.
- ✓ It is desirable that you take up at least one R&D/consulting /extension project in your area of expertise per year. However all such projects must be prior approval by the Principal and must be routed through the institution.
- ✓ You will have to volunteer to coordinate one institute activity every year. Such activity could be running the college magazine, maintaining the college web site, managing placement office etc.
- ✓ Evaluation of answer sheets and submission of marks in time.

### 2. PERFORMANCE STANDARD:

- ✓ The teaching quality will be assessed by the student feedback, percentage of classes taken, attendance in the class, number and quality of assignments given, number of tutorials held, pass percentage in the subject and quality of handouts and material preparation etc. Your other assignments will be judged by the amount of grants/revenue generated, client feedback and any external awards received and the quality of journals accepting your publications.
- ✓ A faculty review committee, consisting of the Principal and two senior faculty members will review your performance at least once in six months. The Director/ Managing Trustee

#### CUTM Campuses

**Paralakhemundi:** At- Village Alluri Nagar, P.O.- R. Sitapur, Via- Uppalada, Paralakhemundi - 761211  
Dist.- Gajapati, Orissa, India, Ph.: +91 6815 223088, 222020, 224200, 222999  
Fax: +91 6815 224252, E-Mail: principal@jitm.org

**Bhubaneswar:** At- Ramachandrapur, P.O.- Jatni, Bhubaneswar, Dist.- Khurda, Orissa, India  
Ph.: +91 0674 2490088, 2492186, 2492495, 2490481, 2490482  
Fax: +91 0674 2490480, E-mail: principal@cgi.ac.in

#### Corporate Office

HIG - 5, Phase - 1, BDA Duplex, Pokhriput,  
Bhubaneswar - 751 020, Orissa, India.  
Ph.: +91 674 2352014, 2352667, Fax: +91 674 2352433  
E-mail: manageradmncgi@gmail.com

will constitute the committee and the Principal will be the member secretary and the committee will enjoy a two-year term.

### **3 REMUNERATION**

- ✓ You will be paid a monthly gross salary of Rs 15000/-(Rupees Fifteen thousand only) per month in the pay scale of (8000-275-13500) by fixing basic pay @Rs.8000/- with 50% DP (Rs.4000/-), 20% DA (Rs.2400/-) and 5% HRA (Rs.600/-). In addition you will be paid the P.F. and other statutory dues as per the rules of the institute and the relevant laws.

### **4 OTHER BENEFIT.**

- ✓ You will be entitled to leave as per the leave rules of the Institute.

### **5 CODE OF CONDUCT:**

- ✓ You will maintain highest values of academic, financial and professional integrity. Indulging in academic corruption, plagiarism, encouraging/allowing students to cheat in the exams, encouraging groupism among the students, irregularity in conducting classes, laxity in invigilation, not submitting the projects in time, violating client confidentiality, not routing projects through the institute, diverting students to other colleges during the admissions, teaching in other colleges without proper permission are some of the practices that will be considered as a violation of the code of conduct.

- ✓ The above list is by no means exhaustive and is only indicative in nature.

### **6 REVISION CLAUSE :**

- ✓ This appointment is valid during the period it is given, unless explicitly terminated by an order of the management. The appointment will be reviewed and renewed every year.

### **7 TERMINATION:**

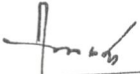
- ✓ This contract can be terminated with mutual consent by giving one month's notice on either side.
- ✓ The employee can resign unilaterally by giving one month's notice.
- ✓ Generally one month's pay shall be considered as equivalent of the notice period on either side.
- ✓ The management can terminate the contract if the performance standards are not met or the code of the conduct is violated. However the management shall be guided by the principles of natural justice, fair play and shall give the employee reasonable chances of improvement unless the offenses are of grave nature.
- ✓ No termination by the management shall be effected without giving the party some opportunity to be heard.
- ✓ Such termination issued can be either upheld/modified or rejected by the appeals authority.

### **8 ADMINISTRATION:**

- ✓ For the purpose of this contract, the Principal shall be the administrative and reporting authority, the Chairman/Managing Trustee, CIT shall be the appealing authority.
- ✓ Wherever not mentioned, the rules of C.I.T, Bhubaneswar from time to time as well as the general rules guiding good academic institutes will be referred to.
- ✓ However such reference shall only take place if such specific terms are not mentioned in this letter.
- ✓ The original certificates needs to be produced at the time of joining in the Institute.

✓ You have to submit relieve order and experience certificate, if employed, at the time of joining.

Please sign a copy of this letter as a token of your acceptance.

  
Dr. A.M. Mohanty 16/08/2011  
Principal

Copy to: Establishment section, A/C section

Received one copy

Chinmaja Kantu

10/9/11