



**Centurion**  
**UNIVERSITY**

Ref. No.CUTM/Ref.Off./SoAS/Per/2018/706 .

Date:10.07.2018

To  
Ms. Suchismita Acharya  
Lecturer  
Department of Chemistry  
CUTM, Bhubaneswar Campus, Jatni

**Sub : Revision of Designation – Reg.**

Dear Ms. Suchismita Acharya,

Based on your request, the management is pleased to change your designation as '**Assistant Professor**' in the Department of Chemistry , School of Applied Sciences w.e.f. **1<sup>st</sup> July 2018**. You are advised to register and complete the Ph.D programme at an early date.

Other terms and conditions mentioned in your earlier appointment order shall remain the same.

*Anita Patra*

**REGISTRAR**

**Copy to:**

1. HR Section, CUTM, Bhubaneswar campus, Jatni
2. Accounts Section
3. Personal File

*Suchismita Acharya*



**Centurion  
UNIVERSITY**

# Centurion University of Technology and Management

No: CUTM/Reg.Off./Per/SoET/ Rec.Fac./2017

Date: 01.06.2017

## APPOINTMENT ORDER

To  
Ms. Suchismita Acharya  
D/o. Mr. Ashok Kumar Acharya  
At: Hansapara Sasan, P.O: Chanarapada, P.S: Nimapara  
Dist : Puri – 752106

Dear Ms. Suchismita Acharya,

Based on your qualification & experience, the CUTM, Paralakhemundi is happy to appoint you as a **Lecturer** in the Department of Chemistry of Centurion University of Technology and Management (CUTM), Jatni. The appointment shall come into effect from **01.06.2017**. The appointment will be governed by the following terms and conditions:

### 1. JOB DESCRIPTION:

- ✓ You will have to be ready to teach at least 2 theory courses and Laboratory courses every semester.
- ✓ It is desirable that you publish at least one conference paper per year. However you are encouraged to publish at least one refereed journal article every two years.
- ✓ 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 approved by the Principal and must be routed through the Institute/ University.
- ✓ You will have to volunteer to coordinate one institute activity every year. Such activity could be running the Institute/University magazine, cultural, web site, managing placement office etc
- ✓ Any other work responsibility entrusted by the institute from time to time in the interest of the Institute/University.

### 2. PERFORMANCE STANDARDS

- ✓ 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, result/pass percentage in the subject undertaken and quality of handouts and material preparation. Each of these items shall be scored on a scale of 10 and the average score will be calculated every year. You will have to keep at least 6 out of 10 as a general performance standard.
- ✓ 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/ Dean and two senior faculty members will review your performance at least once in six months

Yours faithfully,

*Anita Bhatia*

**Paralakhemundi Campus**  
At Village Ahari Nagar, P.O. R Sitapur, Via-Uppalada, Paralakhemundi - 751 211  
Dist. Ganjam, Odisha, India Ph. +91 675 223058 222020, 224200, 222999  
Fax: +91 675 224252

**Bhubaneswar Campus**  
At Zonal Engineering P.O. Jatni, Bhubaneswar, Ganjam Dist., Odisha, India  
Pin Code: 751 030 Ph. +91 675 224258, 224259, 224260  
Fax: +91 675 224254 Email: [admission@cutm.ac.in](mailto:admission@cutm.ac.in)

#### Corporate Office

17, Forest Park, Bhubaneswar - 751 009, Odisha, India  
Ph. +91 674 2590228 Fax: +91 674 2590229  
Email: [management@cutm.ac.in](mailto:management@cutm.ac.in)

#### Admission Office

Block - 1, Phase - 1, POA, Cutm, Paralakhemundi, Odisha, India  
Ph. +91 675 224258, 224259, 224260



# Centurion University of Technology and Management

Centurion University Act 4 of 2010, 2012

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### 3. REMUNERATION

- ✓ You will be paid a monthly gross salary of **Rs.16,200/-** (Rupees Sixteen thousand two hundred only) in the pay scale of (8000-13500) by fixing your basic pay of Rs.8000/-, with Grade Pay of Rs.4000/-, 30% DA Rs.3600/- and 5% HRA Rs.600/-. In addition you will be paid the E.P.F. as per the rules of this Institute/ University and the relevant laws.

### 4. OTHER BENEFITS

- ✓ You will be given a yearly medical insurance cover as per rules of the Institute/ University
- ✓ You will be able to negotiate project related benefits from time to time depending on the assignments you bring.
- ✓ You will be entitled to get 33% of the surplus revenue (surplus left after charging all expenses and 10% college admin overheads) out of the projects generated by you. In case the projects are not amenable to sharing, you will be able to get a principal researcher allowance of 33% of the projected fee in the project.
- ✓ The Institute can exempt you from some teaching load in case your projects so demand.
- ✓ You will be allowed to avail leave as per the rules of the Institute/University.

### 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 & other works in other colleges, university 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 till such time it is explicitly terminated by an order of the Appointing Authority. The appointment will be reviewed and renewed every year.
- ✓ The renewed appointment could either be a simple renewal, or a renewal with review of terms including the remuneration.

Contd. P 3

#### CUTM Campuses

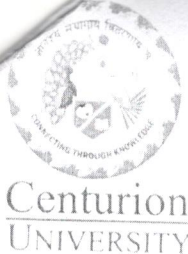
**Deans Office** : At Village Alluri Nagar, PO - R Sitapur, Via - Uppalada, Paralakhemundi - 761211  
Dist: Gajapati, Odisha, India, Ph: +91 6815-222999, 222070, 222770, 223088  
Fax: 222150, 222976, E-mail: deansoet.pkd@cutm.ac.in, registrar@cutm.ac.in

**Principal Office** : At Ramachandrapur, PO- Jatni, Bhubaneswar, Dist- Khurda, Odisha, India  
Ph: +91 674 2490088, 2492186, 2492495, 2490481, 2490482  
Fax: +91 674 2490480, E-mail: principal@cutm.ac.in

#### Corporate office

At: Phase 1 BDA Duple, Prakasitai,  
Bhubaneswar - 751 070, Odisha, India  
Ph: +91 674 2352014, 2350667, Fax: +91 674 2352015  
E-mail: manageradmn@cutm.ac.in

*April 12, 2012*



# Centurion University of Technology and Management

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## 7. TERMINATION

- ✓ This appointment can be terminated with mutual consent by giving one month's notice on either side.
- ✓ The employee can resign unilaterally by giving a one month's notice but such resignation will not be accepted in the mid-session of the semester.
- ✓ Generally one month's pay shall be considered as equivalent of the notice period on either side.
- ✓ The appointing authority can terminate the contract if the performance standards are not met or the code of conduct is violated. However the appointing authority shall be guided by the principles of natural justice, fair play and shall give the employee reasonable chances of improvement unless the offences are of grave nature.
- ✓ No termination by the appointing authority shall be effected without giving the party at least 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 appointment, the HOD/Dean shall be the administrative and reporting authority, the Dy. Vice Chancellor; CUTM shall be the appeals authority.
- ✓ Wherever not mentioned, the rules of CUTM 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
- ✓ You will submit all academic original certificates at the time of joining in the office for verification

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

*Anita Patra*

**REGISTRAR**

Establishment section, A/c section,  
Dist. Cuttack, Odisha

*Received*  
*Suchismita Acharya*  
*Dt. 21.07.2017*

**Pajurikhenunda Campus** At Village Alluri Nagar, P.O. - R Sitapur, Via Uppalada, Paralakhemundi - 761 011  
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**Corporate Office**

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e-mail: manager.admin@cutm.ac.in

**Admission Office**

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