



**CENTURION**  
GROUP OF INSTITUTES

# Centurion Institute of Technology

Approved by AICTE, Recognized by Govt. of Orissa and Affiliated to Biju Patnaik University of Technology, Rourkela, Orissa

CIT/Rec/.Fac./2009/78

Dt:12.07.2009

## **APPOINTMENT ORDER**

To,

Ms. Sasmita Kumari Nayak  
D/o. Sri. Subhash Chandra Nayak  
At. & P.O. Chandra Sekhar Temple Street  
Berhampur, Dist. Ganjam

Dear Ms. Sasmita Kumari Nayak,

Based on your qualification & experience, the Centurion Institute of Technology, management is happy to appoint you as **Lecturer** in **Information Technology** Department. The appointment shall come into effect from 18/07/2009 or the date of acceptance of the offer whichever is later. You will be on probation for a period of one year 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 institute.
- ✓ 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.
- ✓ 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 approved 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.

### **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. 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.

Campus: At - Ramchandrapur, Po- Jatni, Dist.- Khurda  
Resident Office : HIG - 5, Phase - 1, BDA Duplex, Pokhariput, Bhubaneswar, India, Ph.: 91-674-2350667, Fax: 91-674-2351433

**(A Signature Institute of Centurion Group)**

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- ✓ 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 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 17872/-(Rupees Seventeen thousand eight hundred seventy two only) per month in the pay scale of (8000-275-13500) by fixing basic pay @8825/- with 50% DP (Rs.4413), 30% DA (Rs.3971) and 5% HRA (Rs.622/-).
- ✓ You will be given a yearly medical insurance cover for Rs.1,00000/-

### **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.
- ✓ The renewed appointment could either be a simple renewal, or a renewal with review of terms including the remuneration.

### **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 a one months notice.
  - ✓ Generally a 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.
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**8. ADMINISTRATION:**

- ✓ For the purpose of this contract, the Principal shall be the administrative and reporting authority, the Director/Managing Trustee, CIT, Bhubaneswar shall be the appeals 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.

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



**Director  
Centurion Institute of Technology**

*Copy to: Establishment section, A/C section*

*Received & Accepted  
Bhaya  
18/07/09*