

JAGANNATH INSTITUTE FOR TECHNOLOGY & MANAGEMENT  
PARALAKHEMUNDI

No:JITM/Per-S.K.N./2009

Dt: 16-12-2009

To  
Mr. Suwendu Kumar Nayak  
Lecturer in Computer Science & Engg.

**OFFICE ORDER**

On successfully completion of M.Tech. Programme in Computer Science. The management of JITM is pleased to revise your salary in the scale of pay of (Rs.18600-555-39100). You will be paid in the basic pay of Rs. 18600/- with 30% D.A., 5% HRA, amounting a total gross salary of Rs. 25,110/- p.m. w.e.f. 01-01-2010.

You will be promoted to Assistant Professor w.e.f. 01-01-2010. The other terms and conditions will remain same as per your appointment order no. JITM/Rec.Fac/1088/2008 dt. 08-03-2008.

*S. K. Nayak*  
PRINCIPAL

Copy to : Accounts Section  
Personal file.

*Received*  
*S. Venkatesh Reddy*  
*16/12/09*  
*16/12/09*



No: JTM/Rec. Fac / 2008/ 1088

Date: 08-03-2008

**APPOINTMENT ORDER**

To  
Mr. Suvendu Kumar Nayak,  
At/ Po: Gumuda, Dist: Rayagada,  
Orissa.

Dear Mr. Suvendu Kumar Nayak,

Based on your qualification & experience, the JTM management is happy to appoint you as a Lecturer in the Department of Computer Science & Engineering. The appointment shall come into effect from 08-03-2008 or the date of acceptance of the offer whichever is later. 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 accounting for a total teaching load of the minimum of 18 hours as per AICTE norms.
- ✓ 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 4 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 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, 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.
- ✓ 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 Director, the Principal and two senior faculty members will review your performance at least once in six months. The Director 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-consolidated amount of Rs. 11,000/- (Rupees eleven thousand only) in the pay scale of (8000-275-13500). In addition you will be paid the P.F and other statutory dues as per the rules of the institute and the relevant laws.
- ✓ You will be given a yearly medical insurance cover of Rs. 50,000
- ✓ 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.

### 4. OTHER BENEFITS

- ✓ The management 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 this Institute
- ✓ The management can, at its discretion allow you more benefits in case it deems it fit in the interest 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 notice on either side.
- ✓ The employee can resign unilaterally by giving a one month 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 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 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 contract, the Principal shall be the administrative and reporting authority, the Director /Managing Trustee; JIM shall be the appeals authority.
- ✓ Wherever not mentioned, the rules of JIM 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.
- ✓ He/she has to deposit all his/her academic original certificates at the time of joining in the office of the Institute.

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

  
PRINCIPAL

Jagannath Institute for Technology & Management, Paralakhemundi.  
Copy to: Establishment section, A/c section

Received copy  
[Signature]  
[Date]