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EMP/RA/2022/1036

No: CUTM/Reg.Off. Per. Rec.Fac./2022

Date: 28.03.2022

APPOINTMENT ORDER

To
Dr. Ansuman Jena
S/o, Mr. Pramod Kumar Jena
Ground Floor, Plot No.166/2715, Ekamra Vihar, Ebarang, Sundarpada
Jatni Road, Bhubaneswar - 751002

Dear Dr. Ansuman Jena,

Based on your qualification & experience, the CUTM, Odisha is happy to appoint you as "Associate Professor" in School of Management at Centurion University of Technology and Management, Bhubaneswar Campus, Jatni. The appointment shall come into effect from **28th March 2022**. You will be on probation for a period of **one year (12 months)** from the date of your joining in our institute. **Unless otherwise on successful completion of your probation period your employment will be confirmed with the terms and condition mentioned below.** The appointment will be governed by the following terms and conditions:

I. DUTIES AND RESPONSIBILITIES:

- ✓ You will have to teach at least 2 theory courses and Laboratory courses every semester.
- ✓ The University will expect you to work with a high standard of initiative, efficiency and economy.
- ✓ You will be required to publish at least one conference paper per year and three referred journals articles every year.
- ✓ 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 Dean and must be routed through the University.
- ✓ You will have to volunteer to coordinate one University activity every year. Such activity could be running the University magazine, cultural, website, managing placement office etc.
- ✓ You will devote your entire time to the work of the University diligently with sincerity and honesty and will not take any direct indirect business or work, honorary or remuneration except with the written permission of the Management. The minimum working time will be 8 hours.
- ✓ You will not seek membership of any local or public bodies or apply for any fresh job employment without first obtaining written permission from the management.
- ✓ You shall not give out/ divulge to share information with anyone during the period of your services and even afterwards by word of mouth or otherwise, particulars and details of official procedures and processes, technical know-how, official data security arrangement, details of administrative and organizational matter of confidential secret nature, which may be your privilege to know by virtue of your being our employee.
- ✓ You shall keep confidentiality all the information and material provided to you by the organization.
- ✓ You will hand over the charge and the property and the material of the organization in your possession at the time of cessation of your employment with the organization.
- ✓ You will be responsible for the safe keeping and return the properties of the organization which may be in your use, custody, care or charge in good condition and proper order.
- ✓ Any other work responsibility entrusted by the University from time to time.

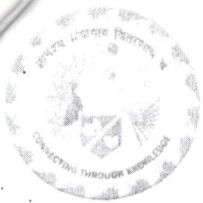
Ansuman Jena
Confid. P 2...

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Specific Responsibilities (in ODL)

- ✓ Responsibility to successfully lead the Online Distance Learning platform
- ✓ Develop, articulate and implement the vision for the growth plan for ODL, online and blended courses
- ✓ Develop plans for the creation of courses and course content.
- ✓ Provide supervision of Online Learning compliance and accreditation standards
- ✓ Oversee the creation of class schedule for such courses.
- ✓ Coordinate the development of new curriculum and review the existing curriculum and course content
- ✓ Coordinate with the technical team for the development and management of the Learning Management System (LMS) of the university.
- ✓ Arrange training programs for the stakeholders (faculty, content developers, and technical support staff).
- ✓ Consult with faculty and staff to identify and evaluate new instructional technologies for potential applications to enhance learning outcomes.
- ✓ Support faculty with the identification, development and maintenance of their online courses
- ✓ Mentor the faculty for online content delivery and effective student engagement
- ✓ Responsibility for strategizing the learning ecosystem by providing the academic vision, leadership and policy direction required to achieve the highest standards of excellence in ODL, online and blended courses throughout the 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 a 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.

3. REMUNERATION :

- ✓ You will be paid a monthly gross salary of **Rs.68,000/-** (Rupees Sixty eight thousand only) in the pay scale of (37400-67000) by fixing your basic pay of Rs.37,400/-, AGP Rs.9000/-, 30% DA of Rs.13920/-, 5% HRA Rs.2320/- and other allowance Rs.5360/- per month.
- ✓ Rs. 10,000/- (Rupees ten thousand only) per month based on performance approval from Director, SoM and Dean, SoM, CU-TM every month on a Quarterly basis, which will be revisited every year
- ✓ In addition you will be paid the L.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 University.
- ✓ You will be able to negotiate project related benefits from time to time depending on the assignments you bring.

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- ✓ You will be entitled to get 33% of the surplus revenue (surplus left after charging all expenses and 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 for 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 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 confirmation of appointment could either be a simple or with review of terms including the remuneration.

7. TERMINATION :

- ✓ The management on account of unsatisfactory performance can terminate the service of the faculty member/ staff by giving a notice period of one month with or without assigning any reasons thereof.
- ✓ 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 in the appropriate forum.
- ✓ Such termination issued can be either upheld modified or rejected by the appellate authority.

7.1 Notice so prescribed as above for the purpose of resignation shall be subject to the following conditions:

- ✓ Notice of resignation cannot be given in teaching period. Entire duration of notice period should fall in the teaching period only. "Non teaching period" is the period when no actual teaching takes place. This period starts immediately after the end of actual teaching in a particular semester term (six months) session and ends immediately before the start of actual teaching in a subsequent semester term (six months) session.

L. K. Patra Comd P4

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28-03-2022



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- ✓ Notice period will not be applicable if you choose to resign in teaching period and in such case you will be liable to pay three months salary as compensation to the University.
- ✓ Your services can be discontinued by giving a one month's notice or by tendering three months' salary, if submitted during teaching period subject to the following conditions and handed over to the department/school.
 - Mandatory to submit student internal marks for the subjects delivered during the semester.
 - Correction of papers if assigned by QA Cell/ Exam Cell and communicate the marks.
 - Mandatory to update ERP for all the classes delivered during the semester (one month) as per the norms per the University.

8. JURISDICTION:

- ✓ This agreement and employment of the Employee hereunder shall be governed by and construed in accordance with the laws of India and the parties submit to the exclusive jurisdiction of the Courts of Bhubaneswar, Odisha in respect of any legal action or proceedings arising out of or in connection with this Agreement.

9. ADMINISTRATION:

- ✓ For the purpose of this appointment, the Dean(SoM) shall be the administrative and reporting authority and the Vice Chancellor, CUTM shall be the appellate authority.
- ✓ Wherever not mentioned, the rules of CUTM from time to time as well as the general rules guiding all academic institutes will be referred to.
- ✓ However such reference shall only take place if such specific terms are not mentioned in this letter.
- ✓ You have to produce all original certificates at the time of joining for verification.

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

Anita Palita

REGISTRAR

Copy to: Establishment section, A/c section.

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Anjanwar Jena
28-09-2022