



**CENTURION
UNIVERSITY**

Shaping Lives...
Empowering Communities!

No: CUTM/Reg.Off./Per/ Rec.Fac./2021 -

Date: 01/09/2021

APPOINTMENT ORDER

To

Mr. Soumit Rajit Ukil

S/o. Late Tapas Kumar Ukil

C/o. Mr. R.N. Das

12 A, Forest Park, Bhubaneswar - 751009

Dear Mr. Soumit Rajit Ukil,

Based on your qualification & experience, the CUTM, Odisha is happy to appoint you as **"Director"** in School of Management at Centurion University of Technology and Management, Bhubaneswar Campus, Jatni. The appointment shall come into effect from **1st September 2021**. The appointment will be governed by the following terms and conditions:

1. DUTIES AND RESPONSIBILITIES:

- ✓ Initiate and drive MDP programs for SoM as and when there is a need
- ✓ Collaborate to contribute for delivering & developing of Skill, Certificate and Diploma courses
- ✓ Actively providing mentoring & guidance to allocated students from Training and Placement department. Conduct Mock interviews and Group discussions
- ✓ Oversee day to day school operations for both Bhubaneswar, Paralakhemundi and Vizianagaram campuses
 - Manage School logistics and budgets.
 - Set learning goals for students and teachers based on curricula / market trends and review from time to time
 - To review research, new resources, lesson plans, and techniques to improve the teaching / coaching mechanism
 - Interview and hire school personnel in collaboration with Dean HRD
 - Review and implement school policies, SOPs, New initiatives, and other related matters
 - Provide guidance and counseling as well as mentoring to faculty, as well as to focussed group/s of the students
 - Encourage SoM, faculty to attend conferences to gain knowledge on current educational trends.
- ✓ Monitor through ERP and Bio-metric / timesheet compliance of faculty and their performance and report periodically to the Senior Management

Anita Palri

Paralakhemundi Campus : At - Village Alluri Nagar, P.O - R Sitapur, Via - Uppalada, Paralakhemundi - 761 211, Dist: Gajapati, Odisha, Phone: +91 90788 34114

Bhubaneswar Campus : At - Ramachandrapur, P.O - Jatni, Bhubaneswar - 752050, Dist: Khurda, Odisha, Phone: (0674) 2491147

Corporate Office : 17, Forest Park, Bhubaneswar - 751009, Dist: Khurda, Odisha, India, Phone: +91 (0674) 2596228

Website: www.cutm.ac.in

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- Review, monitor and ensure that the school is able to provide all eligible students of the MBA / BBA programs to get suitable opportunities for internship as part of the curricula. and to assist in the final placement process
- ✓ Present data about school performance to board members with analysis and strategy adapted as and when required
- ✓ Build alliances and partnerships with other Institutions / Universities / Organisations for collaboration with CUTM
- ✓ Encourage faculty members and self to engage with, and provide consultancy services to, other organizations
- ✓ Assist the faculty / other departments in specifically designated and agreed areas (such as skill / entrepreneurial development, vocational / academic guidance, etc...)
- ✓ Any other work responsibility entrusted by the institute from time to time in the interest of the Institute/University.

2. REMUNERATION:

- ✓ You will be paid a monthly consolidated gross salary of **Rs.1,30,000/-** (Rupees One Lakh Thirty Thousand only) per month.

3. REVISION CLAUSE:

- ✓ The appointment will be renewed and your services will be confirmed with Centurion University of Technology and Management after completion of probation period for a duration of 12 months.
- ✓ The renewed appointment could either be a simple renewal, or a renewal with review of terms including the remuneration.

4. SEPARATION:

- ✓ The employee can separate from this contract with mutual consent by giving one month's notice on either side.
- ✓ The employee can resign unilaterally by giving 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.

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5. 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.

6. ADMINISTRATION:

- ✓ For the purpose of this appointment, the Vice Chancellor shall be the reporting 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.

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

Avita Palre

REGISTRAR

Copy to: Establishment section, A/c section.

[Handwritten signature]