



Centurion
UNIVERSITY

P. BMC

Ref. No. CUTM/Reg. Off./Per-Rec/SD/2022

Date: 23.03.2022

APPOINTMENT LETTER

To
Dr. Sushmita Das
D/o. Mr. Bijoy Kumar Das
C/o. Mr. B.K. Das
Plot No.578, Paikanagar, Delta Square, Unit-8
Bhubaneswar – 751003



Dear Dr. Sushmita Das,

Based on your qualification & experience, the management of Centurion University of Technology and Management is happy to appoint you as **"Associate Dean"** in Accreditation & Affiliation Cell at Centurion University of Technology and Management, Odisha. The appointment shall come into effect from **23rd March 2022**. You will be on probation for a period of **One Year** 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:

1. JOB DESCRIPTION :

You will be responsible to deliver the following Job Rolls:

- ✓ You will manage the overall accreditation and affiliation processes of the various programmes and courses of CUTM spread out in different campuses.
- ✓ Coordinate with the concerned internal and external entities relevant for accreditation and affiliation, quality committees and departments in the review of quality improvement data and in the implementation of appropriate interventions of effect improvement.
- ✓ Evaluate, interpret and summarize accreditation and affiliation guidelines and manage the process for accreditation and affiliation activities.
- ✓ Conduct the ongoing evaluation and interpretation of accreditation standards to ensure compliance through reporting and measurement methodologies.
- ✓ Identify appropriate resources and accountabilities for teams involved with accreditation.
- ✓ Develop comprehensive accreditation work plans by establishing deliverables, accountabilities and timelines.
- ✓ To be based in Bhubaneswar but open to travelling to the other campuses of CUTM for overall management of accreditation and affiliation activities.
- ✓ Give top priority to the best interests of CUTM and work in alignment with CUTM's mission of contributing towards the Sustainable Development Goals (SDGs) stated by the United Nations.
- ✓ Any other responsibility specifically entrusted by the Management from time to time.

2. PERFORMANCE STANDARDS:

You will be evaluated on the level of service provided by you based on the feedback from your superiors

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3. REMUNERATION:

- ✓ You will be paid a monthly gross salary of **Rs.78,000/-** (Rupees Seventy eight thousand only) in the pay scale of (15600-39100) by fixing your basic pay of Rs.15600/-, with Grade Pay of Rs.6600/-, 30% DA of Rs.6660/-, 5% HRA Rs.1110/- and other allowance Rs.48030/- per month.
- ✓ In addition you will be paid the E.P.F. as per the rules of this Institution/ 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 allowed to avail leave as per the rules of the Institute/University.

5. CODE OF CONDUCT:

- ✓ You will maintain highest value of professional integrity. Indulging in academic corruption, encouraging groupism among students, violating client confidentiality, not routing projects through institute, diverting students to other colleges during the admission are some of the practices that will be considered as a violation of the code of conduct of the Institute.

6. REVISION CLAUSE:

- ✓ This appointment is valid during the period it is given, unless explicitly terminated by an order of the management.

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 one month's notice.
- ✓ Generally one month 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.

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.

[Handwritten Signature]

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9. ADMINISTRATION:

- ✓ For the purpose of this appointment, the Vice Chancellor shall be the administrative and reporting authority. The President/Vice President, CUTM, Odisha shall be appealing authority.
- ✓ Wherever not mentioned, the rules of CUTM, Bhubaneswar Campus from time to time as well as the general rules guiding good academic institutes will be referred to.
- ✓ You have to 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

Copy to:

1. Office of the President / Vice President, CUTM
2. Dean(HRD)/ Sr. Manager(HR & Admin.)
3. Establishment section
4. A/c section.

Received
Sushmita Das