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UNIVERSITY

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

Date: 10/01/2022

**APPOINTMENT ORDER**

To  
Dr. Swetalina Mishra  
W/o. Mr. Suryakanta Satpathy  
Flat No. P-209, Trident Galaxy, Kalinga Nagar  
Bhubaneswar - 752054

Dear Dr. Swetalina Mishra

Based on your qualification & experience, the CUTM, Odisha is happy to appoint you as “Assistant Professor” in School of Management at Centurion University of Technology and Management, Bhubaneswar Campus, Jatni. The appointment shall come into effect from **10<sup>th</sup> January 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. DUTIES AND RESPONSIBILITIES:**

- ✓ You will have to teach at least 1 theory course in every semester.
- ✓ You will assist with various departmental duties and providing academic support to Professors and SMT and conduct research and publication papers in academic journals.
- ✓ You will represent on behalf of the University at Conferences and delivering presentations as and when required.
- ✓ You will supervise the internship projects regular basis and conduct Staff Development Programme (SDP) for Non-teaching staff members.
- ✓ You will organize and facilitate MDP and FDP for Faculty member's fraternity.
- ✓ You will manage Ph.D. Cell for organizing the database and coordinate with Director-Research for registration of Seminars and other related activities.
- ✓ You will assist Faculty members in research projects.
- ✓ You will have to take initiative for Joint collaboration with other Universities in the areas of research, student and faculty exchange program, teaching, research and development.
- ✓ The University will expect you to work with a high standard of initiative, efficiency and economy
- ✓ 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 remunerator 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.

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- ✓ 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 / or organizational matter of confidential secret nature, which may be your privilege to know by virtue of you being our employee.
- ✓ You shall keep confidentiality of 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 change in good condition and proper order.
- ✓ Any other work responsibility entrusted by the Management from time to time.

**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 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 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.50490/-** (Rupees Fifty Thousand four hundred ninety only) in the pay scale of (15600 - 39100) by fixing your basic pay of Rs.15,600/-, AGP : Rs.6000/-, 30% DA of Rs.6480/-, 5% HRA Rs.1080/- and other allowance Rs.21,330/- per month. In addition you will be paid the E.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 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.
- ✓ 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.

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**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 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 till such time it is explicitly terminated by an order of the Appointing Authority. 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 :**

- ✓ 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 month)/session and ends immediately before the start of actual teaching in a subsequent semester/term (six months)/session.
- ✓ 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 three month's notice or by surrendering three month's salary, if submitted during teaching period subject to the following completed 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 (6months) as per the norms per the University.

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**8. JURIDICTION :**

- ✓ 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)/Director(Search) shall be the administrative and reporting authority, 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 good 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 Patra*

**REGISTRAR**

**Copy to:** Establishment section, A/c section.

*ASL*  
*28/12/22*

Paralakhemundi Campus : At - Village Allun Nagar, P.O - R Sitapur, Via - Uppalada, Paralakhemundi - 761 211, Dist: Gajapati, Odisha, Phone: (06815) 222999  
Bhubaneswar Campus : At - Ramachandrapur, P.O - Jatni, Bhubaneswar - 752050, Dist: Khurda, Odisha, Phone: (0674) 2492496  
Corporate Office : 17, Forest Park, Bhubaneswar - 751009, Dist: Khurda, Odisha, India, Phone: +91 (0674) 2596228 Website: www.cutm.ac.in

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