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UNIVERSITY

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No: CUTM/Reg.Off./Per/Rec.Fac./SOM/2013/60

Date: 15-03-2013

APPOINTMENT ORDER

To
Mr. Kalee Prasanna Pattanayak,
61, New Bypanahalli Ext.
Old Madras Road, Indira Nagar

Dear Mr. Kalee Prasanna Pattanayak,

As per the recommendation of the selection committee CUTM, Paralakhemundi. I am happy to appoint you as an Assistant Professor in School of Management in CUTM, Paralakhemundi. The appointment shall come into effect from 15-03-2013 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 report to the Dean School of Management, CUTM on all academic matters.
- ✓ You will have to teach at least 3 theory courses in a year.
- ✓ You will have to co-ordinate different projects and activities of the School of Management as assigned by the reporting officer.
- ✓ You will have to co-ordinate voluntarily one Institute activity every year. Such activity could be running the college magazine, time table work, placement activity, cultural etc.
- ✓ Any other responsibility specifically entrusted by the university from time to time in the interest of 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 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 Vice Chancellor and two senior faculty members will review your performance at least once in six months.

Anita Palta
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Paralakhemundi Campus : At - Village Alluri Nagar, P.O - R Sitapur, Via - Uppalada, Paralakhemundi - 761 211, Dist. Gajapati, Odisha. Phone: +91 9437513051
Bhubaneswar Campus : At - Ramachandrapur, P.O - Jatni, Bhubaneswar - 752050, Dist: Khurda, Odisha. Phone: +91 9438726898
Corporate Office : HIG-4, Jaydev Vihar, Opposite Pal Heights, Bhubaneswar - 751013. Ph. : +91-674-2301229, 9583304406 Website: www.cutm.ac.in

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3. REMUNERATION

- ✓ You will be paid a monthly consolidated gross salary of Rs.40,000/- (Rupees forty thousand only). 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 time depending on the assignments you bring.
- ✓ The University 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 university, 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.

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7. TERMINATION

- ✓ This contract can be terminated with mutual consent by giving one month's notice on either side.
- ✓ The employee can resign unilaterally by giving a 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 an equivalent of the notice period on either side.
- ✓ 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
- ✓ Such termination issued can be either upheld/modified or rejected by the appeals authority.

8. ADMINISTRATION

- ✓ For the purpose of this contract, the Dean School of Management, Paralakhemundi shall be the administrative and 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.

Anita Patra

REGISTRAR

Copy to: Establishment section, A/c section.