



**CENTURION**  
GROUP OF INSTITUTES

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# Centurion Institute of Technology

Approved by AICTE, Recognized by Govt. of Orissa and Affiliated to Biju Patnaik University of Technology, Rourkela, Orissa

*Prof. (Dr.) Mukti K. Mishra*

MA (Applied Eco), MA (Pub Admin)  
MBA, PhD (Victoria University)

Chairman, Centurion Group of Institutes, Bhubaneswar

Adjunct Professor, Victoria University, Australia

Adjunct Professor, MDI, Gurgaon

Country Advisor (India), RMIT, Australia

No. CIT/Rec/Fac./2010/143

Date: 30.10.2010

## APPOINTMENT ORDER

**Dr. Ardhendu Mouli Mohanty**

Vill. Rasalpur  
P.O. Ashram Patna  
Dist. Jagatsinghpur  
Orissa - 753 103

Dear Dr. Mohanty,

Based on your qualification & experience, the management of Centurion Institute of Technology is happy to offer you the position of Principal with effect from 01<sup>st</sup> November 2010. Your appointment will be governed by the following terms and conditions:

### **Job Description:**

- ✓ You are expected to enable an environment of experience-based learning and hands-on knowledge for students at all levels.
- ✓ You will be In-Charge of the entire academic and administration of the college. You will be responsible for planning the academic, conduct of class work, regulate the working of all employees sanction (Vacation, leave, permission to leave head quarters etc.)
- ✓ Complete operational implementation of the academic and administrative frame work.
- ✓ Coordinating all activities related to administration, Projects implementation and execution of the institute.
- ✓ The academic implies managing the faculties, students, class works, examinations and all other incidental works which constitute good academic atmosphere.
- ✓ You are authorized to conduct faculty recruitment, revision of pay scale & benefit and implement other service rules & regulation from time to time.
- ✓ Implement institute Education Policy as per the direction set by the Board of Governors.
- ✓ You will have to maintain high academic standards and play a lead role in making Centurion Institute of Technology as socially meaningful and college of excellence.

Registered office:

HIG-5, BDA Duplex, Phase-I, Pokhariput, Bhubaneswar  
Ph. : +91 674 2352014, 2352667, Fax: +91 674 2352433  
e-mail: mukti.mishra@gmail.com

Parlakhemundi Campus:

Ph : +91 6815 223088, 222020 Fax: +91 6815 222150

1. Jagannath Institute for Technology & Management (JITM), Parlakhemundi
2. Centurion School of Rural Enterprise Management (CSREM), Parlakhemundi
3. Centurion Industrial Training Institute (CITI), Parlakhemundi, Kolnara
4. Centurion Institute of Technology (CIT), Bhubaneswar

**2. REMMUNERATION:**

- ✓ You will be paid a consolidated monthly salary of Rs.50,000/-. Apart from the above you will be paid the following allowances;
  - i) Conveyance allowance Rs.10,000/-
  - ii) Helper allowance Rs.2,500/-
- ✓ In addition to this your telephone expenses and fuel expenses for official purposes will be reimbursed as per actuals.

**3. PERFORMANCE STANDARD:**

- ✓ You will have to maintain highest standards of professional excellence in your work.
- ✓ You will be continuing in your present posting till you are shifted.
- ✓ The management reserves the right to terminate your services on the ground of non performance and misconduct.

**4. 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.
- ✓ The above list is by no means exhaustive and is only indicative in nature.

**6. REVISION CLAUSE:**

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

- ✓ 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 months notice.
- ✓ Generally a month's 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.
- ✓ No termination by the management shall be effected without giving the party some opportunity to be heard.
- ✓ Such termination issued can be either upheld/modified or rejected by the appeals authority.



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Continuation sheet

**8. ADMINISTRATION:**

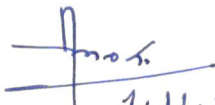
- ✓ For the purpose of this appointment, Managing Trustee shall be the reporting authority, and Chairman shall be the appealing authority.
- ✓ Wherever not mentioned, the rules of C.I.T, Bhubaneswar from time to time as well as the general rules guiding good academic institutes will be referred to.
- ✓ However such reference shall only take place if such specific terms are not mentioned in this letter.
- ✓ He/She has to deposit all his/her academic original certificates at the time of joining in the office of the Institute.

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

M.K. Mishra

**Chairman**  
**Centurion Institute of Technology, Jatni, Bhubaneswar**

Received

  
1.11.2010

Copy to: Establishment Section, Accounts section.