



**jitm**

# JAGANNATH INSTITUTE FOR TECHNOLOGY AND MANAGEMENT

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

Alluri Nagar, PO: R.Sitapur, Via: Uppalada, PARALAKHEMUNDI - 761 211, Dist. Gajapati, Orissa.

Tel.: 06815 - 223088(Principal), 222020, PBX: 222070, FAX: 06815 - 222150 / 222976

E-mail : jitmbbsr@jitm.org, info@jitm.org - Visit us at : www.jitm.org

No: JITM/Rec.Fac / 455 /2005

Date: 15-07-2005

## APPOINTMENT ORDER

To  
Mr. Mir Sadat Ali,  
S/o Sri. Mir Salamath Ali,  
At: Ashok Nagar 4<sup>th</sup> lane, Berhampur

Dear Mr. Mir Sadat Ali,

Based on your qualifications and the experience, the JITM management is happy to appoint you as a Sr. Lecturer in the Department of Mechanical Engineering. The appointment shall come into effect from 01-07-2005 or 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 have to be ready to teach at least 2 theory courses and Laboratory courses accounting for a total teaching load of the minimum of 18 hours as per AICTE norms.
- ✓ It is desirable that you publish at least one conference paper per year. However you are encouraged to publish at least one refereed journal article every two years.
- ✓ You will have to guide at least 4 students in the final semester project
- ✓ It is desirable that you take up at least one R&D/consulting /extension project in your area of expertise per year. However all such projects must be prior approved by the Principal and must be routed through the institution.
- ✓ You will have to volunteer to coordinate one institute activity every year. Such activity could be running the college magazine, maintaining the college web site, managing placement office etc.

### 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, pass percentage in the subject 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 Director, the Principal and two senior faculty members will review your performance at least once in six months. The Director will constitute the committee and the Principal will be the member secretary and the committee will enjoy a two-year term.

### 3. REMUNERATION

- ✓ You will be paid a monthly-consolidated amount of Rs. 16000/- (Rupees sixteen thousand only) in the pay scale of ( 10000-325-15200) . In addition you will be paid the P.F and other statutory dues as per the rules of the institute and the relevant laws
- ✓ You will be given a yearly medical insurance cover of Rs. 50,000.
- ✓ You will be able to negotiate project related benefits from time to time depending on the assignments you bring.
- ✓ You will be entitled to get 40% 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 40% of the projected fee in the project.

### 4. OTHER BENEFITS

- ✓ The management can exempt you from some teaching load in case your projects so demand.
- ✓ You will be entitled to 30 days of total leave in a year.
- ✓ The management can, at its discretion allow you more benefits in case it deems it fit in the interest of the institute

### 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 in other colleges 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.

- ✓ 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 Director, the Principal and two senior faculty members will review your performance at least once in six months. The Director will constitute the committee and the Principal will be the member secretary and the committee will enjoy a two-year term.

### 3. REMUNERATION

- ✓ You will be paid a monthly-consolidated amount of Rs. <sup>16,000</sup>15000/- (Rupees fifteen thousand only) in the pay scale of ( 10000-325-15200) . In addition you will be paid the P.F and other statutory dues as per the rules of the institute and the relevant laws
- ✓ You will be given a yearly medical insurance cover of Rs. 50,000.
- ✓ You will be able to negotiate project related benefits from time to time depending on the assignments you bring.
- ✓ You will be entitled to get <sup>40</sup>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. <sub>LD</sub>

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- ✓ The management can exempt you from some teaching load in case your projects so demand.
- ✓ You will be entitled to 30 days of total leave in a year.
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- ✓ 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 three months notice on either side.
- ✓ The employee can resign unilaterally by giving a three months notice.
- ✓ Generally a three months' 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 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 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 Principal shall be the administrative and reporting authority, the Director /Managing Trustee, JITM shall be the appeals authority.
- ✓ Wherever not mentioned, the rules of JITM 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.

  
PRINCIPAL

Jagannath Institute for Technology & Management, Paralakhemundi.

Copy to: Establishment section, A/c section

recd 7.2005  
Haji



# JAGANNATH INSTITUTE FOR TECHNOLOGY AND MANAGEMENT

Alluri Nagar, R. Seethapur P.O., Via Uppalada, Paralakhemundi - 761 211 (Orissa)

(19)



Tel. : (06815) 23088 (Prl.)  
22050 (Off.)

Fax : (06815) 23089

No.JITM/Rec-Fac/2001- 3//.

Dated:18-01-2001

## APPOINTMENT ORDER

1. Mr. Mir Sadat Ali S/o Sri Mir Salamath Ali is hereby appointed as Lecturer, Department of Mechanical Engineering at Jagannath Institute for Technology & Management, Paralakhemundi on Basic Pay of Rs.8,000/- (Rupees Eight Thousand only) per month in the pay scale of Rs.8000-275-13500 with effect from 01-01-2001. He will also be eligible for D.A. @ 15% and H.R.A. @ 5% of his Basic Pay.
2. Mr. Mir Sadat Ali will be on probation for a period of two years which, on the basis of performance appraisal, can be extended by the Management of the Institute.
3. The duties and responsibilities of Mr. Mir Sadat Ali as Lecturer shall be as given in the Annexure.
4. The service of Mr. Mir Sadat Ali at the Institute shall be governed by the terms & conditions of service as prescribed by the Management of the Institute from time to time.
5. According to the service rules of the Institute, during the period of probation, including its extension, if any, an employee cannot apply to any other organisation for any post. Mr. Mir Sadat Ali should deposit all original certificates of his academic qualifications which will be returned to him only on successful completion of the probation period or when leaving the service of the Institute, whichever is earlier.
6. No T.A. will be admissible for reporting to duty.
7. Mr. Mir Sadat Ali, immediately on receipt of this order must send a letter accepting the appointment.

*Ch. Venkatapati Raju*  
**(Ch.Venkatapati Raju)**  
Secretary & Correspondent

To

Mr. Mir Sadat Ali,  
Lecturer,  
Department of Mechanical Engineering,  
JITM, Paralakhemundi.

Copy to:-

- 1) Principal, JITM.
- 2) HOD of the Mechanical Engineering,
- 3) Personal File.
- 4) Accounts Section, JITM.
- 5) JITM Trust.



जगन्नाथ इनस्टिट्यूट फर टेक्नोलोजि एण्ड मेनेजमेंट

पोस्ट बाक्स नं-२

पारलाखेमण्डी - ७६१ २००, गजपति जिला, ओडीशा

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JAGANNATH INSTITUTE FOR TECHNOLOGY AND MANAGEMENT

Post Bag No.2

PARALAKHEMUNDI - 761 200, Dist. Gajapati, Orissa

Phone : 23088 (06815)

Fax : 23089 (06815)

NO.JITM/Rec.Fac./99-1255  
Mech.

Dated : 19 NOV 1999

APPOINTMENT ORDER

1. Sri Sadat Ali S/O <sup>Meer</sup> Salamath Ali is hereby appointed as Lecturer, Department of Mechanical Engineering at Jagannath Institute for Technology and Management, Paralakhemundi on ADHOC BASIS on a consolidated salary of Rs.5.100/- ( Rupees Five Thousand One Hundred only ) per month for a period of ONE YEAR from the date he reports for duty at the Institute
2. The duties and responsibilities of Sri Sadat Ali as Lecturer shall be as given in the Annexure
3. The Service of Sri Sadat Ali at the Institute shall be governed by the terms and conditions of service as prescribed by the Board of Governors of the Institute from time to time
4. Sri Sadat Ali, immediately on receipt of this order must send his acceptance telegraphically and must report to the Director of the Institute during the first week of Dec.99 failing which the order will be treated as cancelled.
5. Sri Sadat Ali must give a notice of atleast one month in case he wishes to resign during the term of his appointment in the Institute. Similarly the Institute may also terminate his appointment at the Institute by giving one month's notice.

*[Handwritten signature]*  
19/11/99

*[Handwritten signature]*  
20/11/99

( Contd..P/2..)