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No: CUTM/Reg.Off./SoPAHS/ Rec.Fac./2021/143

Date: 18-10-2021

APPOINTMENT ORDER

To
Ms. I Sailaja
D/o I. Rama Rao
At: Pitamahal
Po/Dist: Rayagada

Dear Ms. I. Sailaja,

Based on your qualification & experience, Centurion University is happy to appoint you as an Assistant Professor in the Department of Paramedics under School of Paramedics and Allied Health Science, Centurion University of Technology and Management, Odisha. The appointment shall come into effect from 18.10.2021 or the date of acceptance of the offer whichever is later. The appointment will be on probation basis for a period of one year w.e.f. your date of joining and governed by the following terms and conditions:

1. JOB DESCRIPTION:

- ✓ You will report to Dean, SoPAHS and submit your joining report.
- ✓ You will have to teach the Theory courses and Laboratory courses as assigned to you from time to time as per University norms.
- ✓ It is desirable that you publish at least one conference paper per year and at least three refereed journal article every year.
- ✓ 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 Dean and must be routed through the University.
- ✓ You will have to volunteer to coordinate one University activity every year. Such activity could be running the University magazine, cultural, website, managing placement office etc.
- ✓ Any other responsibility entrusted by the University 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 Dean and two senior faculty members will review your performance at least once in six month's.

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Anil K. Patra



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3. REMUNERATION

- ✓ You will be paid a monthly gross salary of Rs.30, 910/- (Rupees Thirty thousand nine hundred ten only) in the pay scale of (15600-39100) by fixing your basic pay of Rs.16, 896/-, with Grade Pay of Rs.6, 000/-, 30% DA (Rs.6, 869/-), 5% HRA (Rs.1, 145/-). In addition you will be paid the E.P.F. as per the rules of this 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.
- ✓ 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 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 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 renewed appointment could either be a simple renewal, or a renewal with review of terms including the remuneration.

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Anita Patra

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Bhubaneswar Campus : At - Ramachandrapur, P.O - Jatni, Bhubaneswar - 752050, Dist: Khurda, Odisha, Phone: (0674) 2491147
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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 it 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 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 the teaching period. Entire duration of the 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's)/session and ends immediately before the start of actual teaching in a subsequent semester/term (six month's)/session.
- ✓ Notice period will not be applicable if you choose to resign in the teaching period and in such case you will be liable to pay three month's salary as compensation to the University.
- ✓ Your services can be discontinued by giving a three months' notice or by surrendering three month's salary, if submitted during teaching period subject to completing and handling over to the respective 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 to HoD / Dean of the school.
 - Mandatory to update ERP for all the classes delivered during the semester (six month's) as per the norms per the University.

8. ADMINISTRATION

- ✓ For the purpose of this appointment, the Dean, SoPAHS shall be the administrative and reporting authority, the Vice Chancellor; CUTM Odisha shall be the appeals authority.
- ✓ Wherever not mentioned, the rules of CUTM as well as the general rules guiding good academic institutes will be referred to.
- ✓ You are required to formally take a NOC letter from Centurion University for applying in any other Organisation/ Institution after joining CUTM, which is mandatory as per policy. If for any reason you fail to comply, Centurion may take an appropriate action deemed fit to the extent required.
- ✓ 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

Centurion University of Technology & Management, Odisha

Copy to: Establishment section, A/c section.

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