



Centurion
UNIVERSITY

Ref. No.CUTM/Reg.Off./SoET/Per./2018

Date: 23.03.2018

To
Mr. Nimay Chandra Giri
Sr. Lecturer
Department of Electronics and Communication Engineering
CUTM, Bhubaneswar Campus, Jatni

Sub : Revision of Designation – Reg.

Dear Mr. Nimay Chandra Giri,

Based on your qualification and experience, the management is pleased to promote you as '**Assistant Professor**' in the Department of Electronics and Communication Engineering w.e.f. **1st March 2018**.

Other terms and conditions mentioned in your earlier appointment order and revision letter dated 01.04.2017 shall remain the same.

Anita Patra

REGISTRAR

Copy to:

1. HR Section, CUTM, Bhubaneswar campus, Jatni
2. Accounts Section
3. Personal File

Received

QC



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www.cutm.ac.in

Centurion University of Technology and Management

(Established Vide Orissa Act 4 of 2010)

Ref. No.CUTM/SOM/Regr/Rec.Staff/2014

Date:01.09.2014

To

Mr. Nimay Chandra Giri

S/o. Mr. Jayanta Kumar Giri

Department of Electronics and Communication Engineering

CIT, Jatni – 752 050.

Dear Mr. Nimay Chandra Giri,

The management is pleased to change your designation from Teaching Assistant to **Pro-Tem Lecturer in Electronics and Communication Engineering, Centurion University of Technology and Management, Bhubaneswar Campus, Jatni w.e.f. 1st September 2014.**

JOB DESCRIPTION:

- ✓ You will have to be ready to teach at least 2 theory courses and Laboratory courses every semester 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.
- ✓ 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 Institute/ University.
- ✓ You will have to volunteer to coordinate one institute activity every year. Such activity could be running the Institute/University magazine, cultural, web site, managing placement office etc.
- ✓ Any other work responsibility entrusted by the institute from time to time in the interest of the Institute/University.

REMUNERATION:

You will be paid a monthly gross salary of **Rs.17871/-** (Rupees Seventeen thousand eight hundred seventy one only) in the pay scale of (8000 - 275-13500) by fixing your basic pay of Rs.8825/-, with Grade Pay of Rs.4413/-, 30% DA Rs.3971/- & 5% HRA Rs.662/-. In addition you will be paid the E.P.F. as per the rules of this Institute/ University and the relevant laws.

Other terms and conditions as mentioned in your appointment order will remain the same.

A. Misra
REGISTRAR

Copy to:

1. Director(CIT)/Pro Vice Chancellors/Dean(Acad)/ HOD(ECE), CUTM, Bhubaneswar Campus, Jatni
2. Sr. Manager (HR & Admin.), / Accounts Section, CUTM, Bhubaneswar Campus, Jatni
3. Personal File

CUTM Campuses

Paralakhemundi: At- Village Alluri Nagar, P.O.- R. Sitapur, Via- Uppalada, Paralakhemundi - 761211
Dist.- Gajapati, Orissa, India. Ph.: +91 6815 223088, 222020, 224200, 222999
Fax: +91 6815 224252, E-mail: vc@cutm.ac.in

Bhubaneswar: At- Ramachandrapur, P.O.- Jatni, Bhubaneswar, Dist.- Khurda, Orissa, India
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Corporate Office

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E-mail: manager.cutm@gmail.com



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No: CUTM/Reg.Off./Per/SoET/ Rec.Fac./2012/11463

Date: 14.11.2012

APPOINTMENT ORDER

To
Mr. Namay Chandra Giri
S/o. Jayanta Kumar Giri
At: Jalsoharia, P.O: Soharia, Via: Dehurda
PS: Bhograi, Dist: Balasore - 756036

Dear Mr. Namay Chandra Giri,

Based on your qualification & experience, the CUTM, Paralakhemundi is happy to appoint you as a **Teaching Assistant** in the Department of Electronics and Communication Engineering in Centurion Institute of Technology (CIT, Jatni). The appointment shall come into effect from **02.08.2012**. You will be on probation for a period of six months from the date of your joining in our institute. The appointment will be governed by the following terms and conditions:

1. JOB DESCRIPTION:

- ✓ You will have to teach the course and take the Laboratory classes as per the norm of the University.
- ✓ 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 four 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 approval of the Principal and must be routed through the Institution.
- ✓ You will have to participate in the laboratory instructional as desired by your Head of the Department and assist the students to conduct the experiments.
- ✓ You will have to assist the faculty members in laboratory assignments, preparation of instructional manuals, and conduct of internal test, University examinations and Undergraduate project works.
- ✓ You will have to correspond for quotations for purchasing of equipments in consultation with your Head of the Department.
- ✓ Evaluation of answer sheets and submission of marks in 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.
- ✓ 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.

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Fax: +91 6815 224252, E-Mail: principal@jitm.org

Bhubaneswar: At- Ramachandrapur, P.O.- Jatni, Bhubaneswar, Dist.- Khurda, Orissa, India
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3. REMUNERATION

- ✓ You will be paid a monthly consolidated salary of **Rs.10,000/-** (Rupees Ten 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 Institute/ University.
- ✓ 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 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.

Contd..P/3.

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::P-3::

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.
- ✓ Generally one month's pay shall be considered as 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 Principal/Dean shall be the administrative and reporting authority, the Vice Chancellor; CUTM shall be the appeals 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 submit relieve order and experience certificates, if employed, at the time of joining.

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

A. Misra

REGISTRAR

Received by
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16/4/12

Copy to: Establishment section, A/c section.

C.R. PR

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