



**CENTURION
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No: CUTM/Reg.Off./Per/ Rec.Fac./2021

Date: 15/05/2021

APPOINTMENT ORDER

To

Dr. Chhayabrita Maji
Vipul Gardens, T-9-1002 Ghatikia,
Bhubaneswar – 751003 Odisha, India
M: +91 9748193903 / +91 8981048123
E-mail ID : chhayabrita@gmail.com

Dear Dr. Chhayabrita Maji ,

Based on your qualification & experience, the CUTM, Odisha is happy to appoint you as “**Associate Professor**” in School of Applied Science at Centurion University of Technology and Management, Odisha, Bhubaneswar Campus. The appointment shall come into effect from **15th May 2021**. You will be on probation for a period of **One Year** from the date of your joining in our institute. **Unless otherwise on successful completion of your probation period your employment will be confirmed with the terms and condition mentioned below** The appointment will be governed by the following terms and conditions:

1. JOB DESCRIPTION:

- ✓ You will have to be ready to teach both theory and Laboratory courses every semester.
- ✓ It is desirable that you publish at least three conference paper per year. However you are encouraged to publish 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 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.
- ✓ To undertake all administrative works of SoAS such as,ERP related activities, time table, examination related activities, student issues, punctuality of the faculty members, compilation of weekly reports related to work from home, compilation of MIR, NAAC/NBA or related report etc.
- ✓ To issue the notices , memos or any official letters etc. related to the above activities.
- ✓ To assist in resolving problems for individual faculty members in their relationships with other members of the faculty, with academic or administrative officers, with committees, with students, or other segments of the university community.
- ✓ To maintain a file of records of actions, reports of committees, and other records as needed.
- ✓ To develop the teaching and learning component of the Faculty , implement the Faculty teaching and learning enhancement plan and monitor progress towards stated performance targets.
- ✓ To develop and implement strategies to deal with academic integrity issues across the faculty’s teaching and learning activities.

Arati Pabla

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Bhubaneswar Campus : At - Ramachandrapur, P.O - Jatni, Bhubaneswar - 752050, Dist: Khurda, Odisha, Phone: (0674) 2491147
Corporate Office : 17, Forest Park, Bhubaneswar - 751009, Dist: Khurda, Odisha, India, Phone: +91 (0674) 2596228

Website: www.cutm.ac.in

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- ✓ In association with the Research head, identify opportunities to enhance teaching and research nexus.
- ✓ In consultation with the faculty's Executive Officer and Manager of Academic Administration, to establish appropriate procedures to ensure the efficient and professional management of student matters.
- ✓ To maintain effective links with government departments, authorities, and industry organisations relevant to the school's teaching, learning and research activities.
- ✓ To develop and maintain quality assurance processes, particularly in relation to teaching, research and the supervision of students.
- ✓ To allocate duties to staff in an equitable manner to ensure the effective and efficient performance of the teaching and research functions and activities
- ✓ Any other work responsibility entrusted by the institute from time to time in the interest of the Institute/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 Principal/ Dean and two senior faculty members will review your performance at least once in six months.

3. REMUNERATION:

- ✓ You will be paid a monthly gross salary of **Rs.68,000/-** (Rupees Sixty eight thousand only) in the pay scale of (37400 - 67000) by fixing your basic pay of Rs.37400/-, with Grade Pay of Rs.9000/-, 30% DA Rs.13920/-, 5% HRA Rs.2320/- and Other Allowance of Rs.5360/- per month. In addition you will be paid the E.P.F. as per the rules of the 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 depending on the assignments you bring.

Anita Patra
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- ✓ 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 Institute 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 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.
- ✓ The renewed appointment could either be a simple renewal, or a renewal with review of terms including the remuneration.

7. TERMINATION :

- ✓ This appointment can be terminated with mutual consent by giving one month's notice on either side.
- ✓ The employee can resign unilaterally by giving 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 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.

Anita Patra

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8. JURIDICTION :

This agreement and employment of the Employee hereunder shall be governed by and construed in accordance with the laws of India and the parties submit to the exclusive jurisdiction of the Courts of Bhubaneswar, Odisha in respect of any legal action or proceedings arising out of or in connection with this Agreement.

9. ADMINISTRATION :

- ✓ For the purpose of this appointment, the Dean shall be the administrative and reporting authority, the Vice Chancellor, CUTM, Odisha shall be the appealing 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 produce all original certificates at the time of joining for verification.

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

Anita Patra

REGISTRAR

*Received
Anji*

Copy to: Establishment section, A/c section.