



No: CUTM/Reg.Off./Per/SoET/ Rec.Fac./2012/121

Date: 31.07.2012

APPOINTMENT ORDER

To

Ms. Swarnaprava Jena

C/o. Mitrabhanu Das

Plot No.63, Pawani Housing Complex, Near ITER, Jagamohan Nagar, Khandagiri

Bhubaneswar – 751 030.

Dear Ms. Swarnaprava Jena,

Based on your qualification & experience, the CUTM, Paralakhemundi is happy to appoint you as a **Senior Lecturer** in the Department of Electronics and Communication Engineering in School of Engineering & Technology (CIT, Jatni). The appointment shall come into effect from **21.05.2012** or the date of acceptance of the offer whichever is later. 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 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.

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.

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CUTM Campuses

Paralakhemundi:

At – Village Alluri Nagar, PO – R. Sitapur, Via – Uppalada, Paralakhemundi – 761 211,
Dist – Gajapati, Orissa, India, Ph.:+ 91-6815-222999, 222070, 222770,223088, Fax:
222150 / 222976, E-mail: principal@jitm.org

Bhubaneswar:

At – Ramachandrapur, P.O: Jatni, Bhubaneswar, Dist: Khurda, Orissa, India
Ph: +91 674 2490088, 2492186, 2492495, 2490481, 2490482
Fax: +91 674 2490480, E-mail: principal@cgi.ac.in

Corporate Office

HIG – 5, Phase – 1, BDA Duplex, Pokhariput,
Bhubaneswar – 751 020, Orissa, India,
Ph.: +91 674 2352014, 2350667, Fax: +91 674 2351433
Email: manageradmin.cgi@gmail.com



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3. REMUNERATION

- ✓ You will be paid a monthly consolidated salary of **Rs. 18,000/-** (Rupees eighteen 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 able to negotiate project related benefits from time to 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 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 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.
- ✓ The renewed appointment could either be a simple renewal, or a renewal with review of terms including the remuneration.

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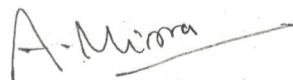
7. TERMINATION

- ✓ 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 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.

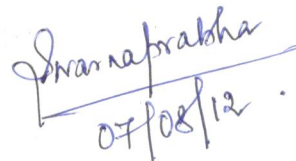
8. ADMINISTRATION

- ✓ 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.
- ✓ 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.


REGISTRAR

Copy to: Establishment section, A/c section.



07/08/12

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