



Centurion
UNIVERSITY

Shaping Lives... Empowering Communities...

Centurion University of Technology and Management

(Established Vide Orissa Act 4 of 2010)

No: CUTM/SOM/Rec.Fac/2011

Dt: 01-07-2011

APPOINTMENT ORDER

To
Dr. Anita Patra,
Palace Street, Parlakhemundi Dist- Gajapati

Dear Dr. Anita Patra,

Based on the recommendation of selection committee, CUTM, Paralakhemundi. I am happy to appoint you as an Assistant Professor in School of Management in CUTM Paralakhemundi. The appointment shall come into effect from 01-07-2011 or date of acceptance of the offer whichever is later. This appointment order supersedes all previous orders issued in this respect. The appointment will be governed by the following terms and conditions:

1. JOB DESCRIPTION:

- ✓ You will report to the Dean, School of Management, CUTM on all academic matters.
- ✓ You will have to teach at least 3 theory courses in a year.
- ✓ You will have to co-ordinate different projects and activities of the School of Management as assigned by the reporting officer/management.
- ✓ You will have to co-ordinate voluntarily one Institute activity every year. Such activity could be running the college magazine, time table work, placement activity, cultural etc.
- ✓ The management may assign any other assignment in the interest of the Institute.

2. PERFORMANCE STANDARDS

- ✓ The teaching quality will be assessed by the student's feedback, percentage of classes taken, attendance in the class, number and quality of assignment 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.
- ✓ Your other assignments will be judged by the amount of grants/revenue generated, Projects handled. Client feedback and any external awards received and the quality of journals accepting your publications.

CUTM Campuses
Paralakhemundi:

At – Village Alluri Nagar, PO – R. Sitapur, Via – Uppalada, Parlakhemundi – 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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- ✓ A faculty review committee, consisting of the Vice Chancellor and two senior faculty members will review your performance at least once in six months.

3. REMUNERATION

- ✓ You will be paid a monthly-consolidated amount of Rs. 32,000/- (Rupees thirty two thousand only) in the pay scale of (Rs 15600-39100) with usual DA & HRA. In addition you will be paid the P.F and other statutory dues as per the rules of the university and the relevant laws
- ✓ You will be given a yearly medical insurance cover of 1 lakh.
- ✓ You will be able to negotiate project related benefits from time to time depending on the assignments you bring.

4. OTHER BENEFITS

- ✓ The management can exempt you from some teaching load in case your project so demand.
- ✓ You will be entitled to avail leave as per leave rules of the University.
- ✓ The management can, at its discretion allow you more benefits in case it deems fit in the interest of the University.

5. CODE OF CONDUCT

- ✓ You will maintain highest values of academic, financial and professional integrity. Indulging in academic corruption, encouraging groupism among the students, violating client confidentiality, not routing projects through the Institute, diverting students to other colleges during the admissions 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 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.

CUTM Campuses

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7. TERMINATION

- ✓ This contract can be terminated with mutual consent by giving one months notice on either side.
- ✓ The employee can resign unilaterally by giving a one months' notice.
- ✓ Generally a one 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 Dean, School of Management, Paralakhemundi shall be the administrative, reporting authority
- ✓ Wherever not mentioned, the rules of CUTM, Paralakhemundi 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.

A. Misra
1/7/11

REGISTRAR

Centurion University of Technology & Management, Paralakhemundi

Copy to: Establishment section, A/c section

Received Copy
1-7-11

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

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Bhubaneswar - 751 020, Orissa, India,
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Email: manageradmin.cgi@gmail.com



Centurion School of Rural Enterprise Management

(A Sister concern of JITM, Paralakhemundi)
(A recognised Entrepreneurship Development Institute for Eastern India)

CSREM/Rec.Fac/25/06
Ref 31-12-2006

APPOINTMENT ORDER

Date :

To
Smt. Anita Patra,
Paralakhemundi, Gajapati Dist.

Dear Smt. Anita Patra,

Based on your qualifications and the experience, the CSREM management is happy to appoint you as a Sr. Lecturer in Centurion School of Rural Enterprise Management. The appointment shall come into effect from 01-01-2007 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 four theory courses in a year.
- ✓ 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 Director and must be routed through the Institute.
- ✓ 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.
- ✓ You will report to the Dean, CSREM

A Joint venture between CSREM Trust, Govt. of India (Ministry of SSI) and Govt. of Orissa.

Campus :
At village Mettur, Via - Uppalada, Besides JITM Campus,
Paralakhemundi - 761 211, Gajapati, Orissa.

Bhubaneswar Office :
HIG - 5, Phase 1, BDA Duplex, Pokhariput, Bhubaneswar.
Ph: (0674) 2350667 Fax: 2351433

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

3. REMUNERATION

- ✓ You will be paid a monthly-consolidated amount of Rs. 15,500/- (Rupees fifteen thousand five hundred only). 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 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 amendable to sharing, you will be able to get a principal researcher allowance of 33% of the projected fee in the project.

4. OTHER BENEFITS

- ✓ The management can exempt you from some teaching load in case your project so demand.
- ✓ You will be entitled to 30 days of total leave in a year.

- ✓ The management can, at its discretion to allow you more benefits in case it deems 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, encouraging groupism among the students, violating client confidentiality, not routing projects through the Institute, diverting students to other colleges during the admissions 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 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 Dean shall be the administrative and reporting authority, the Managing Trustee; CSREM shall be the appeals authority.
- ✓ Wherever not mentioned, the rules of CSREM 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 to deposit all his academic original certificates at the time of joining.

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

DN Rao

MANAGING TRUSTEE

Centurion School of Rural Enterprise Management

Copy to: Establishment section, A/c section

Received Copy (Original)
Anita Patra
1/1/07

JAGANNATH INSTITUTE FOR TECHNOLOGY AND MANAGEMENT

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



Tel. : (06815) 23088(Prl.)
22050(Off.)
Fax : (06815) 23089

No.JITM/Rec-Fac/2001-104.

Dated:18-01-2001

APPOINTMENT ORDER

1. Ms. Anita Patra D/o Sri Kanhaiya Patra is hereby appointed as Lecturer, Department of Management 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. She will not be eligible for any Dearness Allowance or House Rent Allowance.
2. Ms. Anita Patra 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 Ms. Anita Patra as Lecturer shall be as given in the Annexure.
4. The service of Ms. Anita Patra 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. Ms. Anita Patra should deposit all original certificates of her academic qualifications which will be returned to her 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. Ms. Anita Patra, immediately on receipt of this order must send a letter accepting the appointment.

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

To

Ms. Anita Patra,
Lecturer,
Department of Management,
JITM, Paralakhemundi.

Copy to:-
1) Principal, JITM.
2) Personal File.
3) Accounts Section, JITM.
4) JITM Trust.