

No: CUTM/Reg.Off./Per/ Rec.Fac./2020

Date: 10/02/2020

APPOINTMENT ORDER

To

Ms. Susmita Chakrabarty

S/o. Mr. Susanta Chakrabarty

At: Mehendipur Colony, P.O. : Chandinichowk, P.S: Lalbag

Dist : Cuttack - 753002

Dear Ms. Susmita Chakrabarty,

Based on your qualification & experience, the CUTM, Odisha is happy to appoint you as **“Lecturer (MLT)”** in School of Paramedics & Allied Health Sciences at Centurion University of Technology and Management, Bhubaneswar Campus, Jatni. The appointment shall come into effect from **10th February 2020**. 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. DUTIES AND RESPONSIBILITIES:

- ✓ You will have to teach at least 2 theory courses and Laboratory courses every semester..
- ✓ The University will expect you to work with a high standard of initiative, efficiency and economy.
- ✓ You will devote your entire time to the work of the University diligently with sincerity and honesty and will not take any direct/indirect business or work, honorary or remunerator except with the written permission of the Management. The minimum working time will be 8 hours.
- ✓ You will not seek membership of any local or public bodies or apply for any fresh job/employment without first obtaining written permission from the management.
- ✓ You shall not give out/ divulge to share information with anyone during the period of your services and even afterwards by work of mouth or otherwise, particulars and details of official procedures and processes, technical know-how, official data security arrangement, details of administrative and / or organizational matter of confidential secret nature, which may be your privilege to know by virtue of your being our employee.
- ✓ You shall keep confidentiality all the information and material provided to you by the organization.
- ✓ You will hand over the charge and the property and the material of the organization in your possession at the time of cessation of your employment with the organization.
- ✓ You will be responsible for the safe keeping and return the properties of the organization which may be in your use, custody, care or change in good condition and proper order.
- ✓ Any other work responsibility entrusted by the institute from time to time in the interest of the Institute/University.

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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 consolidated gross salary of **Rs.17, 000/-** (Rupees Seventeen Thousand only) in the pay scale of (8000 - 13500) by fixing your basic pay of Rs.8000/-, with Merged DA 50% of Basic Pay: Rs.4000/-, 30% DA Rs.3600/-, 5% HRA Rs.600/- and other allowance Rs.800/. 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 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 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.

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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.

8. ADMINISTRATION

- ✓ For the purpose of this appointment, the 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 produce all original certificates at the time of joining for verification.

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

[Handwritten signature]

REGISTRAR

Copy to: Establishment section, A/c section.

[Handwritten signature: Sasmita Channabarty]