



Centurion  
UNIVERSITY

Ref. No.CUTM/Ref.Off./SoAS/Per/2018/713 .

Date:10.07.2018

To  
Mrs. Sunita Satapathy  
Lecturer  
Department of Zoology  
CUTM, Bhubaneswar Campus, Jatni

Sub : Revision of Designation – Reg.

Dear Mrs. Sunita Satapathy,

Based on your request, the management is pleased to change your designation as 'Assistant Professor' in the Department of Zoology, School of Applied Sciences w.e.f. 1<sup>st</sup> July 2018. You are advised to register and complete the Ph.D programme at an early date.

Other terms and conditions mentioned in your earlier appointment order shall remain the same.

*Sunita Patra*

REGISTRAR

Copy to:

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

*Received Sunita Satapathy.*

Paralakhemundi Campus : At - Village Alturi Nagar, P.O - R Sitapur, Via - Uppalada, Paralakhemundi - 761 211, Dist: Gajapati, Odisha, Phone: (06815) 222999  
Bhubaneswar Campus : At - Ramachandrapur, P.O - Jatni, Bhubaneswar - 752050, Dist: Khurda, Odisha, Phone: (0674) 2492496  
Corporate Office : 17, Forest Park, Bhubaneswar - 751009, Dist: Khurda, Odisha, India, Phone: +91 (0674) 2596228

Website: www.cutm.ac.in

Centurion university of technology and management  
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CENTURION  
GROUP OF INSTITUTES

www.citcampus.ac.in

# Centurion +2 Science College (Residential)

Permitted by Dept. of Higher Education, Govt. of Orissa &  
Affiliated to Council of Higher Secondary Education, Bhubaneswar

CSC/REC./FAC./ 02/ 2010

Dt:- 15.07.2010

## APPOINTMENT ORDER

TO,

Dear Mrs. Sunita Satapathy

Based on your qualification, experience, performance in interview and demonstration classes, the management is happy to appoint you as junior lecturer in the department of **Zoology** of **Centurion +2 Science College (Residential), Jatni, Khurda, Odisha**. The appointment shall come into effect from **19.07.2010** or the date of acceptance of the offer whichever is later. The appointment will be governed by the following terms and conditions:

### 1. GENERAL TERMS & CONDITIONS:

- ❖ The period of probation is two years which may be extended further as may be decided by the college managing committee.
- ❖ He/She is required to submit a declaration that He/She is not continuing his/her studies in any vocational/educational institution at the time of his/her joining. He/She shall also furnish declaration showing the application submitted for jobs elsewhere which are pending for consideration.
- ❖ He/She is required to produce a medical certificate from a physician not below the rank of Asst. Surgeon of the Govt. of Odisha for physical fitness.
- ❖ He/She is required to produce two character certificates from two different gazetted officers who are not related to him/her.
- ❖ He/She is required to submit original certificates in respect of his/her educational qualifications starting from matriculation and onwards for verification of date of birth and qualifications together with the relieve order from the former employer if employed.
- ❖ He/she is required to stay within Jatni area during the period of his/her service under this institution.
- ❖ He/she is required to attend the college as per the timing prescribed for him/her from time to time.
- ❖ No T.A/D.A shall be paid for joining the college.

Campus: At - Ramchandrapur, Po- Jatni, Dist.- Khurda, Pin - 752050, Ph.: 2492496, 2490480  
Resident Office : HIG - 5, Phase - 1, BDA Duplex, Pokhariput, Bhubaneswar, India, Ph.: 91-674-2352667, Fax: 91-674-2352433

(A Signature Institute of Centurion Group)

## **2. JOB DESCRIPTION:**

- ❖ You will have to teach the courses and take the laboratory classes as per the norms of the college and perform other assignments which are assigned by the head of the college from time to time.
- ❖ You will have to volunteer to coordinate one or more college activities every year. Such activity could be running the college magazine, arranging seminars, conducting competitions like debate competition, science quiz competition and conducting state & National level science exhibitions etc.

## **3. PERFORMANCE STANDARD:**

- ❖ 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 taken, 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 average score will be calculated every year. You will have to keep at least 7.5 to 9 out of 10 as a general performance standard.
- ❖ Your other assignments will be judged by client feedback and any external awards received
- ❖ A faculty review committee, consisting of the principal and two senior faculty members will review your performance at least once in six months.
- ❖ The Director/managing trustee will constitute the committee and the principal will be the member secretary.

## **4. REMUNERATION:**

- ❖ You will be paid a monthly consolidated salary of Rs. 9300/- (Rupees Nine thousand three hundred only/) per month in the pay scale of 6500-200-10500.
- ❖ In addition you will be paid the P.F. and other statutory dues as per the rules of the college and the relevant laws.
- ❖ You will be given a yearly medical insurance cover for Rs. 1,00,000.

## **5. OTHER BENEFIT:**

- ❖ You will be entitled to leave as per the leave rules of the college after confirmation of your probation. However during the probation period any leave availed by you will be considered as leave without pay.
- ❖ The management can at its discretion allow you more benefits in case it deems it fit in the interest of the college.

## **6. 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 and staff, irregularity in conducting classes, laxity in invigilation duty, violating client confidentiality, diverting students to other colleges during the admission teaching in other colleges without prior permission are some of the practices that will be considered as a violation of the code of conduct.



7. 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 reviews of terms including the remuneration.

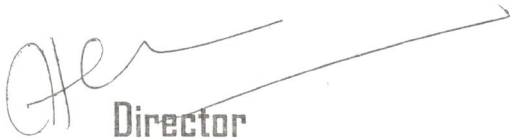
8. TERMINATION:

- ❖ 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 months' notice
- ❖ Generally a month's 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 the 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 offences are of grave nature.
- ❖ No termination by the management shall be effected without giving the party some opportunity to be heard.
- ❖ Such termination issued can be either upheld/modified or rejected by the appeals authority.

9. ADMINISTRATION :

- ❖ For the purpose of this contract the principal shall be the administrative and reporting authority, the **Director/ Principal, CIT, Bhubaneswar** shall be the appeals authority.
- ❖ Wherever not mentioned the rules of CSC, Bhubaneswar from time to time as well as the general rules guiding good academic colleges 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.*

  
Director

Received  
15/07/2010

Copy to:

1. Accounts section for information and necessary action
2. Personal file.