



CENTURION UNIVERSITY

# Centurion University of Technology and Management

(Created by an Act of Orissa, No. 1355, dated 27th August 2010)

13 January 2011

*Prof. (Dr.) Mukti K. Mishra*

MA (Applied Eco), MA (Pub. Admin.)  
MBA, PhD (Victoria University)  
President

## **APPOINTMENT ORDER**

### **Ms Yvette Grant**

Manager Alumni Relations  
College of Business  
RMIT University, 300 Queen Street  
Melbourne VIC 3000, Australia  
Ph: 9925 5615, Fax: 9925 1436  
Email: [yvette.grant@rmit.edu.au](mailto:yvette.grant@rmit.edu.au)

Dear Ms. Yvette Grant,

Based on your qualification & experience, the management of Centurion University is happy to offer you the position of **Sr Manager - Alumni Network & Industry Interface** effect from 1st March 2011. Your appointment will be governed by the following terms and conditions:

### **1. JOB DESCRIPTION :**

- ✓ As the Sr Manager Alumni Network & Industry Interface you will be based in Bhubaneswar. Your responsibilities include:
  - Establishing a database on existing alumni
  - Connecting and networking with the alumni of the University.
  - Interfacing with the Placement Team for better placement opportunities with the help of our alumni.
  - Contribute to brand building of the University
- ✓ As Sr Manager of Alumni & Industry Interface you are required to give special emphasis on working out tie-ups with various leading corporate/ industries.
- ✓ 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.

**CUTM Campus :** At- Village Alluri Nagar, Via-Uppalada, Paralakhemundi - 761 211, Gajapati, Orissa  
Ph : +91 6815 223088, 222020, 224200, 222999, Fax : +91 6815 224252  
Website : [www.cutm.ac.in](http://www.cutm.ac.in)

**Liaison Office :** HIG-5, Phase -1, BDA Duplex, Pokhariput, Bhubaneswar- 751 020, Orissa, India  
Ph : +91 674 2352014, 2352667, Fax : +91 674 2352433  
e-mail : [mukti.mishra@gmail.com](mailto:mukti.mishra@gmail.com)

1. Jagannath Institute of Technology & Management (JITM), Paralakhemundi  
2. Centurion School of Rural Enterprise Management (CSREM), Paralakhemundi  
3. Centurion Institute of Technology (CIT), Bhubaneswar

**2. REMUNERATION:**

- ✓ You will be paid a consolidated salary of Rs.30,000/- (Rupees Thirty Thousand only).
- ✓ You will be given a yearly medical insurance cover for Rs.1,00,000/-.

**3. OTHER BENEFIT**

- ✓ You will be entitled to leave as per the leave rules of the Institute.

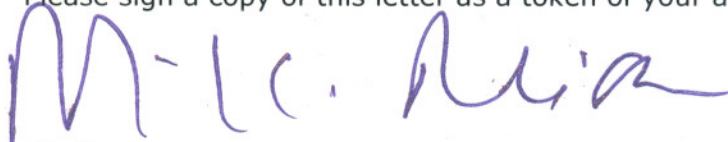
**4. TERMINATION:**

- ✓ This contract can be terminated with mutual consent by giving one month's notice on either side.
- ✓ Generally one 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 offenses 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.

**5. ADMINISTRATION:**

- ✓ For the purpose of this appointment, the Managing Trustee shall be the reporting authority and the Chairman shall be the appellate authority.

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



**Chairman**

Copy to: Establishment section, A/C section