



damits

School of IT & Mgt. Sc.

Dr. Ambedkar Memorial Institute of Information Technology & Management Science

Approved by All India Council for Technical Education, New Delhi
Affiliated to Biju Patnaik University of Technology, Rourkela.

Ref: DAMITS/4085(A)23

Date:01.10.2023

To

Ms. Arundhati Mishra
AT/Po- Nuagaon
Dist-Sundargarh

Sub: Appointment for the post of "Asst. Professor – Deptt. of IT"

Ref: Your application & interview dated 01st October 2023.

Dear Madam,

In inviting a reference to your application/interview dated 2nd October 2023 and basing on your performance in the interview, the Management is pleased to appoint you as "Asst. Professor – Deptt. of IT" with effect from 05th October, 2023. Subject to the following terms & conditions:

1. You will be under probation for 6 months (180 working days) from the date of joining. And after satisfactory completion of your probation period your case will be considered favorably.
2. During the probation period the appointment may be terminated with 7 days prior notice whereas during the confirmed period the appointment may be terminated with 30days prior notice of either side.
3. You will be paid a consolidated salary of Rs.21, 600/- (Rupees Twenty One Thousand Six Hundred only).
4. Besides your academic assignments you must involve yourself in other activities like admissions, seminars, workshops and co-curricular activities. You will be reporting to the HOD – management department on a daily basis and may be reporting to the Principal as and when required.
5. You will be abiding by the rules and regulations of the institution.
6. You are requested to join on or before 5th October 2023.
7. You are requested to acknowledge the receipt of this letter and submit your joining report at the time of joining.

Thanking You,


01/10/2023

Principal

DAMITS
PRINCIPAL

Dr. Ambedkar Memorial Institute of
I.T. & Management Science
Jagda, Rourkela-42

JAGDA, ROURKELA - 769 042, ODISHA

Tel. : 0661-2472447, 2475180, 2470296, E-mail : damits.jagda@gmail.com, Website : www.damits.ac.in



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School of IT & Mgt. Sc.

Dr. Ambedkar Memorial Institute of Information Technology & Management Science

Approved by All India Council for Technical Education, New Delhi
Affiliated to Biju Patnaik University of Technology, Rourkela.

Ref: DAMITS/38190A/23

Date:01.03.2023

To

Mrs. Anisha panigrahi
AT-Koel Nagar
Rourkela
Dist-Sundargarh

Sub: Appointment for the post of "Asst. Professor – Deptt. of Management "

Ref: Your application & interview dated 01st March 2023.

Dear Madam,

In inviting a reference to your application/interview dated 2nd October 2023 and basing on your performance in the interview, the Management is pleased to appoint you as "Asst. Professor – Deptt. of Management "with effect from 3RD March, 2023. Subject to the following terms & conditions:

1. You will be under probation for 6 months (180 working days) from the date of joining. And after satisfactory completion of your probation period your case will be considered favorably.
2. During the probation period the appointment may be terminated with 7 days prior notice whereas during the confirmed period the appointment may be terminated with 30days prior notice of either side.
3. You will be paid a consolidated salary of Rs.21, 600/- (Rupees Twenty One Thousand Six Hundred only).
4. Besides your academic assignments you must involve yourself in other activities like admissions, seminars, workshops and co-curricular activities. You will be reporting to the HOD – management department on a daily basis and may be reporting to the Principal as and when required.
5. You will be abiding by the rules and regulations of the institution.
6. You are requested to join on or before 3rd March 2023.
7. You are requested to acknowledge the receipt of this letter and submit your joining report at the time of joining.

Thanking You,

[Handwritten Signature]
01/03/2023

Principal
Dr. Ambedkar Memorial Institute of
I.T. & Management Science
Jagda, Rourkela-42
DAMITS

JAGDA, ROURKELA - 769 042, ODISHA

Tel. : 0661-2472447, 2475180, 2470296, E-mail : damits.jagda@gmail.com, Website : www.damits.ac.in

Dr. Ambedkar Memorial Institute of IT & Management Science
Jagda, Rourkela-769042

LEAVE RULES

1. This Leave Rule is applicable to all permanent employees of Dr Ambedkar Group of Institutions.
2. It shall come in to force with immediate effect.
3. All permanent employees of Dr Ambedkar Group of Institutions shall be entitled to the following categories of leave
 - (i) Earned Leave - 15 days
 - (ii) Casual Leave – 10 days
 - (iii) Leave Without Pay

4. Earned Leave(E.L)

- (a) An permanent employee working in a calendar year shall be allowed during the subsequent calendar year leave with wages calculated at the rate of 01 day for every 20 days of work performed by him during the previous calendar year subject to a maximum of 15 days per year.
- (b) In calculating leave, fraction of leave of half a day or more shall be treated as one full day's leave & fraction less than half a day shall be omitted.
 - (i) However an employee shall not earn leave on the days on which leave is enjoyed.
- (c) If an employee does not in any one calendar year take the whole earned leave , any leave not taken by him shall be allowed to accumulate in his leave account. However such accumulation cannot exceed 30 days at any point of time.
- (d) EL can not be taken for more than 03 times in a year

5. Casual Leave(C.L)

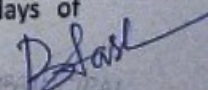
- (a) All permanent employees shall be entitled to 10 days of casual leave per year. However employees joining after the first day of January shall be entitled to proportionate number of days of casual leave.
 - (b) In calculating proportionate casual leave, fraction of leave of half a day or more shall be treated as one full day's leave & fraction less than half a day shall be omitted.
 - (c) Ordinarily not more than 06 days casual leave may be granted in one spell. If casual leave is prefixed or suffixed to holidays, the total period of absence shall not however exceed 10 days.

6. Leave Without Pay(LWP)

- (a) Leave without pay may be granted to employees who do not have any leave to their credit. However sanction of such leave is at the sole discretion of the management.
 - (b) An employee cannot claim LWP as a matter of right.

7. Procedure For Availing Leave

- (a) Employees shall obtain prescribed leave application form, from A/C department with necessary entries reflecting the leave balance.
- (b) It is the duty of the employee to submit leave application form before the sanctioning authority i.e Principal/Director as the case may be with due recommendation from his Sectional Head/Departmental Head.
- (c) An application for Earned Leave shall be submitted at least before seven days of commencement of the leave period.


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(d) Casual Leave must be applied three days before commencement of the leave. However in case of exigencies the leave may be applied on the same day.

(e) In case of an unforeseen event an employee can avail CL with due intimation to the sectional/Departmental Head. However immediately after joining he shall apply for leave in prescribed manner for regularisation of his leave.

(f) Sanction of leave after it is availed is at the sole discretion of the management.

8. General Rules

(a) Leave cannot be claimed as a matter of right. The sanctioning authority may refuse or revoke leave of any kind depending on exigencies of work.

(b) Sundays occurring in between the leave period shall be treated as leave.

(c) All kind of leave account for every employee shall be maintained by the accounts department.

(d) The management reserves the right to amend, modify or withdraw the entire leave rule or any part thereof at its sole discretion.

ATTENDANCE AND PUNCTUALITY

An employee is required to mark the attendance every day, failing which an employee will be marked absent and the same shall be deducted from the salary.

Habitual late coming is serious breach of discipline. Coming late to office for THREE times will be equal to one day's leave or Loss of Pay. Employees are required to mark attendance as per the reporting time mentioned.

Late Coming Computation:

- Ten minutes grace time would be allowed beyond reporting time.
- Any time after grace time would be considered as Late Coming

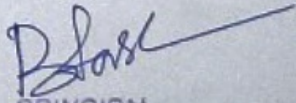
If delayed due to unforeseen circumstances, please ensure that information is given to Reporting Head at least one-hour advance before duty commences.

Habitual Unauthorised Absenteeism:

Habitual Unauthorised Absenteeism is defined as, regularly remaining absent without grant of leave. Employees remaining excessively absent will be subject to disciplinary action which is up to the discretion of the Management.

Absconding :

Unauthorized absence of more than 5 days will be considered as absconding. Absconding is not encouraged and will be dealt with as per Management Decision.


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Approved by All India Council for Technical Education, New Delhi
Affiliated to Biju Patnaik University of Technology, Rourkela.

Ref: DAMITS/3632/2022

Date: 25.11.2022

To
Subhashree Routray
At-C/543,Koel Nagar,
Rourkela-769014

Sub: Appointment for the post of "Asst. Professor – Department of Management."

Ref: Your application & interview dated 21.11.2022

Dear Sir,

In inviting a reference to your application/interview dated 06.08.2022 and basing on your performance in the interview, the Management is pleased to appoint you as "Asst. Professor – Department of Management" with effect from 01.12.2022 subject to the following terms & conditions:

1. You will be under probation for 6 months (180 working days) from the date of joining. And after satisfactory completion of your probation period your case will be considered favorably.
2. During the probation period the appointment may be terminated with 7 days prior notice whereas during the confirmed period the appointment may be terminated with 30days prior notice of either side.
3. You will be paid a salary of Rs.21, 600/- (Basic Rs.15, 600/- + Grade Pay Rs6000/-) (Rupees Twenty One Thousand Six Hundred only). No other allowances are admissible.
4. Besides your academic assignments you must involve yourself in other curricular and co-curricular activities like seminars, workshops, FDPs with specific assignments as per the attached Annexure.
5. You will be reporting to the Principal on a daily basis and may be reporting to the Director/CEO as and when required.
6. You will be abiding by the rules and regulations of the institution.
7. You are requested to join on or before 01.12.2022.
8. You are requested to acknowledge the receipt of this letter and submit your joining report at the time of joining.

Thanking You,

[Signature]
25/11/22

Director
DAMITS

Received
[Signature]
03/02/23



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Approved by All India Council for Technical Education, New Delhi
Affiliated to Biju Patnaik University of Technology, Rourkela.

Ref: DAMITS/3714/2022

Date: 28.11.2022

To
Sukanya Nanda
Pabitradiha, Keonjhar
758001, Odisha

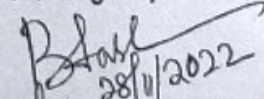
Sub: Appointment for the post of "Asst. Professor – Deptt. of IT."
Ref: Your application & interview dated 26.11.2022

Dear Madam,

In inviting a reference to your application/interview dated 26th November, 2022 and basing on your performance in the interview, the Management is pleased to appoint you as "Asst. Professor – Deptt. of IT." with effect from 4th December, 2022 subject to the following terms & conditions:

1. You will be under probation for 12 months (365 working days) from the date of joining. And after satisfactory completion of your probation period your case will be considered favorably.
2. During the probation period the appointment may be terminated with 7 days prior notice whereas during the confirmed period the appointment may be terminated with 30 days prior notice of either side.
3. You will be paid a salary of Rs.12,000/- (Rupees Twelve Thousand only) with free accommodation and food. No other allowances are admissible.
4. Besides your academic assignments you must involve yourself in extracurricular and co-curricular activities.
5. You will report to the Principal on a daily basis and may be reporting to the CEO/Director as and when required.
6. You will abide by the rules and regulations of the institute...
7. You are requested to join on 4th December, 2022.
8. You are requested to acknowledge the receipt of this letter and submit your joining report at the time of joining.

Thanking You,


28/11/2022
Director

DAMITS, Rourkela-42

DIRECTOR

Dr. Ambedkar Memorial Institute of
I.T. & Management Science
Jagda, Rourkela - 42

Received original
Copy

S. Nanda
28/11/2022

Ref: DAMITS/3819/2023

Date: 28.02.2023

To

Mrs. Pujarani Nanda
Modern India, Sec-22
Fertilizer Township
Rourkela-7, Odisha

Sub: Appointment for the post of "Asst. Professor – Deptt. of IT."
Ref: Your application & interview dated 27.02.2023

Dear Madam,

In inviting a reference to your application/interview dated 27th February, 2023 and basing on your performance in the interview, the Management is pleased to appoint you as "Asst. Professor – Deptt. of IT." with effect from 13th March 2023 subject to the following terms & conditions:

1. You will be under probation for 6 months (180 working days) from the date of joining. And after satisfactory completion of your probation period your case will be considered favorably.
2. During the probation period the appointment may be terminated with 7 days prior notice whereas during the confirmed period the appointment may be terminated with 30 days prior notice of either side.
3. You will be paid a salary of Rs.21,600/- (Rupees Twenty One Thousand Six Hundred only).
4. Besides your academic assignments you must involve yourself in extracurricular and co-curricular activities.
5. You will report to the Principal on a daily basis and may be reporting to the CEO/CAO/Director as and when required.
6. You will abide by the rules and regulations of the institution.
7. You are requested to join on 13th March 2023.
8. You are requested to acknowledge the receipt of this letter and submit your joining report at the time of joining.

Thanking You,

Director

DAMITS, Rourkela-42
DIRECTOR

Dr. Ambedkar Memorial Institute of
I.T. & Management Science
Jagda, Rourkela - 42

Received
Pujarani Nanda
07/03/2023



Dr. Ambedkar Memorial Institute of Information Technology & Management Science

Approved by All India Council for Technical Education, New Delhi
Affiliated to Biju Patnaik University of Technology, Rourkela.

Ref: DAMITS/3926/2023

Date: 27.06.2023

To
Dr. Mamata Nayak
Plot No - JB-23, Jagda
Po - Shaktinagar, Rourkela-14, Odisha

Sub: Appointment for the post of "Professor – Deptt. of IT"

Ref: Your application & interview dated 24.06.2023

Dear Madam,

In inviting a reference to your application/interview dated 24th June, 2023 and basing on your performance in the interview, the Management is pleased to appoint you as "Professor – Deptt. of IT" with effect from 1st July.2023 subject to the following terms & conditions:


- 1 You will be under probation for 6 months (180 working days) from the date of joining and after satisfactory completion of your probation period, your case will be considered favourably.
- 2 During the probation period the appointment may be terminated with 7 days prior notice whereas during the confirmed period the appointment may be terminated with 30 days prior notice of either side
- 3 You will be paid a salary of Rs.29,900/- (Basic Rs.20,900/- + Grade Pay Rs.9,000/- (Rupees Twenty Nine Thousand Nine Hundred only) and PF & ESI as per rule.
- 4 Besides your academic assignments, you have few specific assignments as per the attached Annexure.
- 5 You will report to the Principal on a daily basis and may be reporting to the Director/CEO/CAO as and when required.
- 6 You will abide by the rules and regulations of the institution.
- 7 You are requested to join on 1st July 2023.
- 8 You are requested to acknowledge the receipt of this letter and submit your joining report at the time of joining

Thanking You,

Director

DAMITS
DIRECTOR

Dr. Ambedkar Memorial Institute of
Information Technology & Management Science
Jagda, Rourkela - 42


PRINCIPAL
Dr. Ambedkar Memorial Institute of
I.T. & Management Science
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Received

Mamata Nayak
01/07/2023

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Affiliated to Biju Patnaik University of Technology, Rourkela.

Ref: DAMITS/4313(3)/2024

Date: 11.03.2024

To
Arnapurna Panda
Mining Colony, Uditnagar
Rourkela-769012, Odisha

Sub: Appointment for the post of "Asst. Professor – Deptt. of Management"

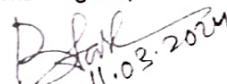
Ref: Your application & interview dated 10.03.2024

Dear Madam,

In inviting a reference to your application/interview dated 27th January, 2024 and basing on your performance in the interview, the Management is pleased to appoint you as "Asst. Professor – Deptt. of Management" with effect from 18th March, 2024 subject to the following terms & conditions:

1. You will be under probation for 6 months (180 working days) from the date of joining and after satisfactory completion of your probation period; your case will be considered favourably.
2. During the probation period the appointment may be terminated with 7 days prior notice whereas during the confirmed period the appointment may be terminated with 30 days prior notice of either side.
3. You will be paid a salary of Rs.21,600/- (Rupees Twenty one Thousand six hundred only) and PF & ESI as per rule.
4. Besides your academic assignments you have few specific assignments as per the attached Annexure.
5. You will report to the Principal on a daily basis and may be reporting to the CAO/CEO/ Director as and when required.
6. You will abide by the rules and regulations of the institution.
7. You are requested to join on 18th March, 2024.
8. You are requested to acknowledge the receipt of this letter and submit your joining report at the time of joining.

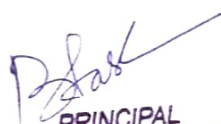
Thanking You,


Principal
11.03.2024

DAMITS

PRINCIPAL

Dr. Ambedkar Memorial Institute of
I. T. & Management Science
Jagda, Rourkela-42


Received.
PRINCIPAL
Arnapurna Panda
11/03/2024.
Dr. Ambedkar Memorial Institute of
I.T. & Management Science
Jagda, Rourkela-42.

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