



To,

The Registrar
Usha Martin University
Ranchi

Subject – JOINING REPORT

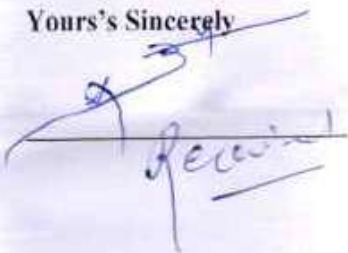
Date – 03 June 2024

Dear Sir,

This is to inform you that I Dr. Arvind Hans have joined today dated **03/06/2024** for the post of Director in the Center of Distance & Online Education of Usha Martin University.

I assure that I will be doing all my work effectively and efficiently.

Yours's Sincerely



Arvind

Ref:- UMU/OL/033/24-25

Date:-03/06/2024

To,

Dr. Arvind Hans
Ranchi, Jharkhand
Contact- 97719 40561
Email- lokesh@umu.ac.in

Dear Dr. Arvind Hans,

With reference to your application and subsequent approval and recommendations of the Selection Committee, we are pleased to appoint you as **Director, Centre for Distance and Online Education of the University** on the following terms and conditions:-

1. You will ordinarily be located at **Ranchi, Jharkhand.**
2. Your current Cost to University would be band pay of **Rs. 37,400 – 67000 with AGP of Rs 10,000/- on a monthly gross salary of Rs 1,15,000/- Per month.**
3. Your date of joining is **03rd June 2024.**
4. You will be on probation for a period of one year, extendable by a maximum period of one more year in case of unsatisfactory performance.
5. You will be responsible for :
 - Ensuring regulatory compliance and maintaining academic quality in all distance and online programs.
 - Oversee curriculum development, SLM preparation, and learner support.
 - Coordinate with faculty and technical teams for smooth content delivery and assessments, manage administrative functions related to admissions and examinations
 - Promote the use of technology and partnerships to enhance program outreach and learner engagement.
6. An outcome based performance appraisal shall be conducted every year of completed service, actual date would vary depending upon the period of performance appraisal cycle. Your performance would be judged as per the academic performance indicators developed by the University based on UGC norms.
7. You will be paid no salary in case you leave the service of the University within one month of your joining or within probation period on your own accord. You will have to serve a notice period of one month or salary in lieu thereof in case you leave the service on your own accord during probation period However, if the management terminates your service within one month, you will be paid salary up to the date of your termination.



8. During your entire tenure with the University, you will devote full attention to safeguard the interest of the University. You will maintain complete confidentiality regarding the affairs of the University and the information entrusted to you during your tenure.
9. During the course of your service in the University, you will not engage yourself in any other trade, business or profession without written permission of the Board of Management.
10. You will be responsible for the safekeeping and return in good condition and order all University property entrusted to your care and charge.
11. You will inform the University expeditiously about any change in your contact details recorded in the University.
12. You will abide by the standing order and service rules and regulations of the University in force from time to time.
13. Your service may be terminated at any time during the period of probation without any notice or payment in lieu thereof. After confirmation, your service can be terminated by either side by giving, to the other party, three month's notice or three month's salary in lieu thereof. However, in case of indiscipline, insubordination, non-performance, dishonesty or negligence or in the event of your becoming incapacitated to carry out your duties efficiently, the management shall be at liberty to terminate your services.
14. You will not be relieved in between a semester.
15. You should obtain approval of the University before applying to any University / Agency outside UMU. Those failing to do so will not be relieved without serving the notice period as stipulated in the appointment letter.
16. You shall retire from the services of the University on attaining the age of superannuation as determined from time to time. For this purpose, the official record of your age with the University shall be treated as final. The age limit, however, can be raised by mutual agreement.
17. Confidential Information: -
 - A. **Definition:** During the course of your employment with the University, you may come across or become privy to information in documentary, electronic and/or oral form relating to the University, its associates, their business plans, strategies, processes, systems, intellectual property rights (IPRs), financial information, course development, pedagogy and other materials (collectively described as "Confidential Information)
 - B. **Obligations:** The Obligation contained here shall survive the termination of this agreement. The Obligation shall include, but not be limited to the following: You shall not at any time make copy, take possession, disclose or divulge or make public any confidential information to any person including but not restricted to competitor(s) of the University nor use such confidential information for any purpose other than in the discharge of your duties under the terms of your employment.
 - C. **Return of confidential information:** Upon any termination of your employment or cessation of your association with the University for any reason, you shall immediately turn over to the University any confidential information. You shall have no right to retain any copies of any confidential information for any reason whatsoever after termination of your employment or cessation of your association with the University without its express written consent.



18. If you indulge in any act or omission amounting to fraud or dishonesty, embezzlement, misrepresentation, misappropriation of funds, thefts or other unethical activities or have conducted yourself in a manner inappropriate to your position in the University and which is prejudicial to the interest of the University, or do not adhere to the confidential information security requirements of the University, the University shall have the right to terminate your services with immediate effect, without prejudice to any of its other rights including the right to pursue civil or criminal proceeding.
19. It is mandatory to submit self-attested copies of the following documents at the time of reporting for duty, failing which your joining will be delayed: -
- Photocopies of all educational/professional qualification certificates and marks sheets.
 - Relieving certificate from the previous employer, if in Govt. service.
 - Four passport size photographs.
 - Medical fitness certificate from a registered medical practitioner
 - Address/Residential proof (Any one of the following: - Voter ID, Driving License or any other address proof issued by Govt. authority)
 - Copy of Pan Card
 - Proof of age.
 - Bank Details (Copy of front page of Pass book)
 - Salary drawn statement from last organisation (Salary slip / Bank statement)
20. In the event of your having furnished false information, documents, testimonials or credentials, your service shall be terminated with immediate effect and no payment/compensation shall be made to you.

If the offer of the appropriate is acceptable to you on the terms and conditions mentioned above, please signify your acceptance by signing the duplicate copy of the letter.


3/6/24
(Dr. Anil Kumar Mishra)
Registrar
Usha Martin University
(E-Mail: registrar@umu.ac.in)
उषा मार्टिन विश्वविद्यालय
Ranchi-835103/रांची-835103

ACCEPTANCE

I hereby declare that I have read and understood the terms and conditions of employment mentioned above and the same are acceptable to me. I further declare that I have never been convicted in any court of law.

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