



भारतीय प्रबंध संस्थान अमृतसर
INDIAN INSTITUTE OF MANAGEMENT AMRITSAR

Ref.No. IIM ASR/Rectt./AA-6/02/2022/006

Date: 01.02.2022

To

Mr. Arabinda Senapati
At/PO/via- Nayakanidihi,
Distt- Bhadrak, Odisha
Pin Code-756164

Offer Letter

Dear Mr. Arabinda Senapati,

With reference to your application dated **30.12.2021**, and subsequent participation in the selection process for the Academic Associate Program on **22.01.2022**, we are happy to inform you that you are selected for the **Academic Associate Program** in the Area of **Economics** at the Indian Institute of Management, Amritsar, on the following terms and conditions:

1. The initial appointment is for one year from the date of your joining. Depending upon your performance and overall academic contribution/self-development each year, the institute may consider extending your term on a year-to-year basis up to the maximum period of five years.
2. It is expected that as an AA, you spend up to a maximum of five years in the institute and pick up the necessary skills and understanding of the area of specialization to take up higher academic positions in other educational institutes in India or abroad.
3. You will be paid an all-inclusive consolidated stipend of **Rs.26000/- (Twenty-Six Thousand only)** per month. This may be revised based on the review of your performance/program progress at the end of the year. You will not be eligible for any other allowances/benefits or remuneration. However, should you be required to undertake any official travel during your contractual engagement, you shall be reimbursed actual travelling expenses subject to production of receipt and as per the institute's policy.
4. At the time of joining, you should submit (I) The original relieving certificate form your present employer (II) Attested certificates of all Educational Qualification, Experience, and Date of Birth (III) Two recent passport size photographs and (v) A valid proof of your Photo Identity in original.



भारतीय प्रबंध संस्थान अमृतसर
INDIAN INSTITUTE OF MANAGEMENT AMRITSAR

5. As per the policy prevalent at present, during the contractual period, you shall be entitled to 24 days of leave, calculated at the rate of 2 days of leave per month of completed service. You may take such leave with the approval of leave sanctioning authority. You will be entitled to public and festival holidays observed by the institute, as announced from time to time. Please note that the institute reserves right to change the leave policy at any time of its discretion.
6. Due to the nature of academic work and/or other exigencies, you may be asked to work on weekends and holidays.
7. The Academic Associate's services can be terminated without assigning any reason by either party upon giving one month's notice in writing or the payment of one-month stipend in lieu of the notice period. Academic Associates are not allowed to leave in the middle of an academic term and should complete all the pending assignments before being relieved.
8. Please note that you will have no claim for further employment at the institute on the completion of your tenure.
9. During your tenure as Academic Associate at the institute, you will strictly adhere to all the institute's norms, and when in doubt, you may contact your Chair or Dean for clarification.

Details of the Academic Associate Program is given in Annexure-I

Please let us know immediately on receipt of the letter whether you accept this offer. If so, please return the duplicate copy of this letter duly signed as a token of your acceptance indicating your joining date **as soon as possible**. Please note that if you do not join the institute on or before **28 February 2022**, this offer stands canceled automatically without any further correspondence.

Yours Sincerely,

Shivali Rathore
Nodal Officer
Shivali Rathore

SHIVALI RATHORE
शिवाली राठी
SHIVALI RATHORE
नोडल अधिकारी/Nodal Officer
अमृतसर
भारतीय प्रबंध संस्थान
Indian Institute of Management Amritsar
पी.आई.टी. बिल्डिंग
सरकारी पॉलीटेक्निक परिसर, अमृतसर-143105
Govt. Polytechnic Compound, Amritsar-143105

Acceptance of Offer

I accept the above terms and conditions of your offer of provisional engagement and agree to abide by this.

Date:

Full Signature:

Place:

Name:



भारतीय प्रबंध संस्थान अमृतसर INDIAN INSTITUTE OF MANAGEMENT AMRITSAR

Annexure-I

1. Academic Associate Program:

1. Academic Associate Program is designed to prepare qualified individuals with an aptitude for academics/research to work in other educational or research sectors, either public or private.
2. Academic Associates (AA) **are not employees** of the institute but are **trainees** to learn the art of teaching and research work in an educational setting. They are expected to support and learn from the faculty in their varied academic activities such as assessment of student performance, providing feedback to the students about their performance, development and distribution of course materials, assist in their research, and other related duties assigned by the instructor.
3. It is expected that an AA spends up to a maximum of **five years** in the Institute and picks up necessary skills and understanding of their area of specialization to take up higher academic positions in other academic institutions in India or abroad. **AAs are appointed on annual contracts, renewable up to a maximum of five years**, based on institutional needs.
4. AAs are paid a **consolidated stipend per month** based on industry norms and as determined by the Director based on individual merits, qualifications, and upon such terms and conditions as may be specified in the contract. They are not eligible for any other allowances or remuneration.

2. Roles and Responsibilities:

1. Assist faculty members in the classroom such as taking attendance, keeping track of class participation, noting deadlines and other instructions given by the instructor;
2. Assist faculty in searching for appropriate course material (cases, articles), preparing syllabus under the directions of the faculty, preparing course packs, ensuring course packs are reproduced and distributed in a timely manner;
3. Perform evaluation of minor assignments and cases such as quizzes, case write-ups, etc., as per the grading rubric given by the instructor;
4. Maintain the gradebook and share the grades with the concerned students;
5. Inform the instructor of excessive absences by the students;



भारतीय प्रबंध संस्थान अमृतसर
INDIAN INSTITUTE OF MANAGEMENT AMRITSAR

6. Assist faculty members in the design and curriculum development such as case studies, course articles, etc.
7. Assist faculty members in the research through library search, making copies as needed, etc.
8. Act as a liaison between the instructor and the students, as needed and maintain regular communication with the students;
9. Set up online classes, video conference meetings, etc., as per schedule and ensure that they work properly;
10. Any other duties assigned by the instructor or the PGP/MDP office, as needed.

Shivali Rathore
01/02/2022
Nodal Officer

शिवाली राठीड़
SHIVALI RATHORE
नोडल अधिकारी/Nodal Officer
भारतीय प्रबन्ध संस्थान अमृतसर
Indian Institute of Management Amritsar
पी.आई.टी. भवन/P.I.T. Building
सरकारी पॉलीटेक्निक परिसर, अमृतसर-143105
Govt. Polytechnic Compound, Amritsar-143105