



THE ASSAM

ROYAL GLOBAL UNIVERSITY

(Under Section 2(f) of UGC Act 1956)

OFFER LETTER

Ref: RGU/HR/F-OL/2021-22/৭৪

Date: 30/09/2021

To,
Ms. Indrani Kakati
Last Gate, Dispur
Guwahati:781006; Assam
Email id:indranikakati@gmail.com
Contact No: 8753925758

Dear Ms. Kakati,

With reference to the interaction/interview held, we are pleased to offer you the post of **Assistant Professor (on consolidated pay), Royal School of Law & Administration (RSLA)** in The Assam Royal Global University. You shall be required to cooperate with your Head of School/Department in managing and developing your department and your school to ensure it achieves the highest possible standards of excellence in all its activities.

Specifically, your role as an Assistant Professor will include:

1. Responsibility for Teaching and Students

- a) ensure the best possible student experience through the fulfilment of the University's responsibilities concerning students in respect of their admission, instruction, motivation, progress and examination;
- b) arranging and undertaking academic counseling as and when instructed by the Head of School/Department
- c) disseminating information of interest to students.
- d) responding to student grievances and requests.
- e) teaching UG & PG students as per laid down norms for teaching load.
- f) Apart from the existing department/schools classes may also be allotted in other departments/schools with an approach to develop projects/teaching in interdisciplinary subjects as and when required.

2. Responsibility for Research

- a) ensure the highest levels of quality, integrity and ethics in all research undertaken
- b) create a dynamic and forward-looking research environment for students
- c) continue to develop one's position as a leading academic researcher; including publication, securing of external funding and the pursuit of other relevant indicators of standing in the field
- d) encouraging and facilitating professional development through activities such as suggesting funding sources, discussing research ideas, and urging attendance at professional meetings and workshops.



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3. Faculty Management in association with the Head of School/Department
 - a) engender a culture of excellence, co-operation and respect both within and beyond the department
 - b) ensure a safe and healthy environment for students, and full compliance with health and safety requirements
 - c) make effective use of all staffing resources and seek opportunities for collaboration and joint working with others beyond the department and beyond the school.
 - d) assist in providing programs that are pedagogically sound and that use available resources maximally.
4. Financial Management
 - a) ensure adherence with University Financial Regulations and other financial operating procedures and regulations
 - b) ensure that University equipment/facilities under the department's control are properly maintained and serviced as required
5. Any other academic/administrative responsibility as and when entrusted by Vice-Chancellor/Competent Authority of the University.
6. Your compensation package will be as per the discussion held with you at the time of interaction.
7. **You are requested to join on or before 1st of November 2021.**
8. If the offer is acceptable, you are requested to give your consent on a duplicate copy of this letter as token of acceptance of this offer **within 5 working days.**
9. The appointment letter will be handed over to you on the day of your joining.

Thanking you,


(Angira Mimani)
Registrar