



**CENTURION UNIVERSITY OF TECHNOLOGY AND MANAGEMENT,
ODISHA, INDIA**

HUMAN RESOURCE POLICIES AND PRACTICES



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HR POLICIES AND PRACTICES

The Organization has predefined HR policies and practices and expects its employees to abide by the below mentioned policies:

1. Appointment

Nothing is more important for a University than the quality of its employees, and this realization has been the guiding philosophy while designing the procedures, guidelines and terms and conditions of service for employees of CUTM. CUTM follows a progressive and non-discriminatory recruitment policy for various openings for faculty and staff positions. The details of the same are available on the University website.

1.1. Guidelines for a Newly Recruited Faculty and Staff

After the appointment of a faculty in the University, he / she has to submit the following documents in the Personnel Section, HR department.

- Joining report to the Dean / Principal / PGP Coordinator / HoD.
- Completed faculty profile, EPF nomination form, CUTM registration form.
- Photo copies of all academic certificates.
- Relieving order from the institute / University where he / she served last.
- Savings Bank Account No. of Oriental Bank of Commerce, Main Branch, Bhubaneswar (if not opened, he / she has to open the account immediately) for the release of salary. Further he / she has to report to the concerned Reporting Head immediately after joining.



1.2. Terms and Conditions of Service

The newly appointed faculty member will have to serve one year of probation period. The confirmation of service will be dependent on successful completion of the probation period.

The faculty can resign unilaterally by giving a 3 months' notice or by surrendering 3 months' salary or as equivalent of the notice period.

The management can terminate the service of the faculty member / staff by giving a notice period of 1 month with or without assigning any reasons thereof.

Each employment order specifies conditions of contract. The conditions given in the employment contract apply to the specific individual. The faculty and staff hand book is an additional document and will be applicable for all such areas of work which are not specifically mentioned in the employment order.

2. Guidelines to Invite Visiting Faculty

A visiting faculty will be invited to offer/engage a course on the basis of recommendation by Head of the Department / Dean UG/ Dean PG/ Area Coordinator, as the case may be, to the Principal / PGP coordinator. After assessing the recommendation, the Principal / PGP coordinator would send a letter to the concerned visiting faculty to engage the particular course on the terms and conditions mentioned in the letter.

3. Benefits

The faculty and staff members of CUTM are entitled to benefits in addition to their pay according to the cadre / grades they are as applicable. The tables given below highlights the benefits available to employees of different cadre:



Type of Benefits	Description	Eligible Grades / Employees	Benefits
Employee Provident Fund	The University provides Provident Fund facilities under Employees' Provident Funds and Miscellaneous Provisions Act, 1952, for all the employees who are coming under attendance roll of the University.	Asst. Professor, Associate Professor, Professor	The University has fixed a maximum wage amount of Rs. 15000/- for such contribution. On the basis of the fixed wage the 12% contribution from employee side and 13.61% from employer side will be contributed EPF.
Medical Insurance	A policy that will pay specified sums for medical expenses or treatments during illness of the insured person.	Asst. Professor, Associate Professor, Professor	Yearly Rs. 100,000/- Medical Insurance coverage for Faculty member.
Personal Loan Facility	Faculty member can avail loan at a concessional rate of interest from the	Asst. Professor, Associate Professor,	Personal Loan facility can be available from



	University during financial emergencies.	Professor	different banks through CUTM.
Project Related Benefits	Faculty members who are successful in bringing projects for the University are entitled to get project related allowances / benefits for such activities	Asst. Professor, Associate Professor, Professor	Policy exists for allowance; however it differs from project to project. Detailed circulars will be issued from time to time.
Faculty Accommodation and Cafeteria	The University provides four types of accommodation facilities to its Faculty members & other Staffs". They are also entitled to get food in the Cafeteria at a concessional rate.	Asst. Professor, Associate Professor, Professor	The University provides A, B, C, & D type quarters. Inside the Campus there is one staff mess and bakery shops for snacks & one Dhaba for evening snacks & dinner purposes.
Travel Allowances and Dearness Allowances	All the employees of the University shall be entitled to traveling and daily allowances according to the rules of the University.	Asst. Professor, Associate Professor, Professor	Provides an opportunity to work in other location of CUTM (short term/Long term)

Table 1 - Faculty and Staff Benefits



4. Leave of Absences

Leave rules will be provided to the concerned individual at the time of joining.

ANNEXURE – 1: Leave Rules

https://drive.google.com/file/d/1S3OU_VDF3opPVTUYL8HDZB0aekCmplc7/view?usp=sharing

5. Review and Evaluation: Performance Appraisal

5.1. Purpose of Appraisal

The purpose of performance appraisal of employees is:

- To review the performance of the employees over a given period of time.
- To identify the gap between the actual and the desired performance as per the goals of University.
- To help the management in exercising organizational control.
- To diagnose the training needs and development from time to time and meet the future goals by effectively implementing through FDP (Faculty Development Programme).
- Provide information to assist in the HR decisions like promotions, transfers etc.
- Provide clarity of the expectations and responsibilities of the functions to be performed by the employees.
- To monitor the effectiveness of the other human resource functions of the organization such as recruitment, selection, training and development.
- To reduce the grievances of the employees.
- To help strengthen the relationship and communication between student - employee and management - employees.



5.2. Performance Appraisal

The performance appraisal of faculty and staff members is done from time to time. Increment in salary and other benefits will depend on the performance of the faculty and staff member concerned. Increment may have a fixed part and a performance linked part (bonus) depending on the performance. As and when there is a change in the employee performance appraisal system, the same will be notified to the teaching and non-teaching staffs.

ANNEXURE – II: Performance Appraisal

<https://drive.google.com/file/d/12mBnb6yTI8HKCGbII5iR9tiAINcEEyEx/view?usp=sharing>

6. Faculty Incentive Policy (Applied to all CUTM Faculty)

Certifications	<p>For Incentive:</p> <ol style="list-style-type: none"> 1. Industry certification such as AWS/ Dassault etc. of at least Associate level -- Incentive of Rs. 5000 per month for a period of one year. OR 2. AMCAT Score of $\geq 75\%$ -- Incentive of Rs 2500 per month for a period of one year. Score $\geq 80\%$ -- Incentive of Rs. 5000 per month for a period of one year. 3. For CSE Faculty only: a) AUTOMATA score of $\geq 50\%$ and AMCAT Score of $\geq 75\%$ -- Incentive of Rs 2500/- per month for a period of one year b) AUTOMATA score of $\geq 50\%$ and AMCAT Score of $\geq 80\%$ -- Incentive of Rs 5000/- per month for a period of one year <p>Note: IELTS 6.5 is must for all faculty to claim increments (May 2019)</p>
Conference/Seminars presented paper (Registration/TA)	Reimbursement of Registration fees for Attending Conference & Seminar for Paper Presentation with Travel Expenses. One foreign trip can be supported once in two years for a faculty.
Long service bonus	For faculty served for more than 5 years – incentive bonus was announced (added to salary). Range is from 4,500 to 8000 based on length of service (≥ 5 yrs and ≥ 8 yrs), and performance
Performance Increments	Yearly performance incentives are announced based apart from regular increment
Seed money for projects	Announced time to time

Publication (journal/ book chapters/patents)	<ul style="list-style-type: none"> • For Patent publication <ul style="list-style-type: none"> i) The required fee for it will be paid by Centurion University. ii) While the Patent will be granted in the name of the University, the concerned faculty will receive an incentive of Rs. 25,000 on each such grant. • Publication in Scopus <ul style="list-style-type: none"> i) Faculty pursuing Ph.D. will receive an incentive of Rs. 10,000 on publication of a paper out of his/her research. ii) A faculty, not presently pursuing Ph.D., will receive an incentive of Rs 20,000 on publication of a research paper. • Publication in Web of Science <ul style="list-style-type: none"> i) Faculty pursuing Ph.D. will receive an incentive of Rs 15,000 on publication of a paper out of his/her research. ii) A faculty, not presently pursuing Ph.D., will receive an incentive of Rs 25,000 on publication of a research paper. • Publication in UGC approved Journals <ul style="list-style-type: none"> i) A faculty will receive an incentive of Rs 5000 on publication of a paper out of his/her research. • Book Publication For book publication, a faculty will receive an incentive as below. <ul style="list-style-type: none"> i) International Publication - Rs 30,000 per book ii) National Publication - Rs 15,000 per book • Book Chapter <ul style="list-style-type: none"> i) Book chapter with ISBN number – Rs 5000
PhD enrolment (fee reimbursement)	The Fee paid by the faculty will be refunded annually, for maximum period of 3 years of doctoral work, after successful annual progress defense certified by the Doctoral Progress Review Committee.
Research	The faculty/team who has written the proposal, followed up to sanction will get 5% of the project value linked to release of money.
Consultancy	The faculty/team that has written/negotiated and bagged the project will be given 10% of the gross value of the project subject to release of the money.



7. Norms to qualify for Faculty Promotion

Programme/ Discipline	Cadre	Qualification	Criteria
Humanities & Sciences	Associate Professor	A master degree with 55% marks with good academic record and Ph.D degree in the concerned / allied / relevant discipline.	<ul style="list-style-type: none"> i) A minimum of 8 years of teaching and/or research experience in an academic/research position excluding the period of Ph.D. research. ii) A minimum of 5 publications as books and/or research/policy work. iii) A minimum score (300) as stipulated in the API based Performance Based Appraisal System (PBAS).
Humanities & Sciences	Professor	A master degree with 55% marks with good academic record and Ph.D degree in the concerned / allied / relevant discipline and published work of high quality, actively engaged in research with evidence of published work with a minimum of 10 publications as book and/or research/policy papers.	<ul style="list-style-type: none"> i) A minimum of 10 years of teaching experience in University/College, and/or experience in research at the University/National Level institution/ industries, including experience of guiding candidates for research at doctoral level; of which at least 5 years should be at the level of Associate Professor. ii) Contribution to educational innovation, design of new curricula and courses and technology – mediated teaching learning process. iii) A minimum score (400) as stipulated in the API based Performance Based Appraisal System (PBAS).
Management	Associate Professor	First class degree in MBA or an equivalent management course (02 yrs full time course) accredited by AIU/ AICTE/UGC with consistently good academic record. or Ph.D. or Professional work experience which is equivalent to Ph.D. (minimum 8 yrs of experience) Post Ph.D. publications and guiding Ph.D. students is highly desirable.	<ul style="list-style-type: none"> i) A minimum of 5 years of experience in teaching/ research/ Industrial of which at least 2 yrs post Ph.D. experience is desirable. ii) A minimum score (300) as stipulated in the API based Performance Based Appraisal System (PBAS).
Management	Professor	First class degree in MBA or an equivalent management course	<ul style="list-style-type: none"> i) A minimum of 10 years of teaching/ research/ Industrial experience of which

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		(02 yrs full time course) accredited by AIU/ AICTE/UGC with consistently good academic record. Or Ph.D. or Professional work experience which is equivalent to Ph.D. (Minimum 12 years of experience) Post Ph.D. publications and guiding Ph.D. students is highly desirable.	<p>at least 5 yrs should be at the level of Associate Professor.</p> <p>ii) A minimum score (400) as stipulated in the API based Performance Based Appraisal System (PBAS).</p>
Engineering / Technology	Associate Professor	ME/M.Tech in relevant subject with First Class and Ph.D or equivalent, in appropriate discipline, Post PhD publications and guiding Ph.D students is highly desirable.	<p>i) Minimum of 5 years' experience in teaching / research / industry of which at least 2 years shall be post PhD is desirable.</p> <p>ii) A minimum score (300) as stipulated in the API based Performance Based Appraisal System (PBAS).</p>
Engineering / Technology	Professor	Qualifications as above that is for the post of Associate Professor, as applicable and PhD or equivalent, in appropriate discipline. Post PhD publications and guiding PhD students is highly desirable	<p>i) Minimum of 10 years teaching / research / industry experience of which at least 5 years should be at the level of Associate Professor. or Minimum of 13 year's experience in teaching and/ or Research and/or Industry.</p> <p>ii) In case of research experience, good academic record and books/research paper publications/ IPR/patents record shall be required as deemed fit by the expert members in selection committee.</p> <p>iii) A minimum score (400) as stipulated in the API based Performance Based Appraisal System (PBAS).</p>