

**Centurion**  
**UNIVERSITY**

*Shaping Lives...*  
*Empowering Communities...*

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

**FACULTY AND STAFF HANDBOOK**



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## **DISCLAIMER NOTICE**

Although care has been taken to provide as much information as possible, faculty and staff members should be aware that there are other important policies and procedures specific to the University's schools, departments and other academic units that should be referred to as the need arises.

The policies and procedures mentioned in the Faculty Handbook are regularly in the process of review and revision. Centurion University of Technology and Management reserves the right to amend its policies and procedures from time to time in the best interest of the University. Faculty and staff members are encouraged to be alert to official notifications from time to time.



**MESSAGE FROM THE VICE CHANCELLOR**



Dear Faculty and Staff members

I congratulate you, for being a part of Centurion University of Technology and Management. You will be disseminating the information, in the serene environment to the ambitious students of CUTM. You will be equipped with well furnished Laboratories and Library. Flexible design of curriculum enables you to teach your own way effectively. Hope you will make use of all the facilities available and enhance the students' knowledge through continuous interaction, which will be helpful in building up their career and thus reach the zenith.

Wishing you good luck in your endeavour.

**Prof. (Dr.) Supriya Pattanayak**



**PURPOSE OF THIS HANDBOOK**  
**AND**  
**OVERVIEW OF CUTM**



## **1. PURPOSE OF HANDBOOK**

This handbook contains information which is applicable to all employees of Centurion University of Technology and Management (CUTM). It is a compiled version of the rules, regulations, codes of conduct, classification of grade, benefits and facilities extended to employees of CUTM and describes the roles and responsibilities of faculty and staff members of the University.

The aim of this handbook is to communicate the required information to all employees of CUTM. However this handbook does not apply to every situation an employee may experience during his / her employment in CUTM.

## **2. OVERVIEW OF CUTM**

### **2.1. An Introduction**

The Centurion University of Technology and Management was established by The Centurion University of Technology and Management, Odisha Act, 2010. It has been promoted by eminent edupreneurs who had the ambition to engineer social change through education. The University comprises of the constituent campuses - one at Parlakhemundi and one at Bhubaneswar, and the group carry out a plethora of social and environmental programmes across Odisha and Andhra Pradesh. At present it has the Schools of Management, Schools of Technology and Schools of Vocational Training and Education under its Umbrella.

The infrastructure of the University aims to provide its faculty members the most conducive teaching-learning environment. The university has state-of-the-art labs, well-stocked libraries, hitech IT facilities in a setting close to nature - through well manicured lawns, sprawling open spaces, and trees dotting the campus. The campuses at Parlakhemundi, Bhubaneswar, Rayagada, Bolangir, Chatrapur and Visakhapatnam are self-sufficient townships - with colleges, students and staff housing, conference facility, playgrounds, ATM, medical centre, accessible schools, etc.



### **2.2. Mission**

“A globally accredited human resource Centre of excellence catalyzing sustainable livelihoods in the less developed markets across the globe”.

### **2.3. Vision**

- Provision of quality, globally accredited academic programmes in all disciplines focusing initially on technology and management.
- Provision of globally accredited employability training for less endowed segments of the population.
- Promotion of entrepreneurial culture and enterprise in the target areas.
- Facilitating improved market access to goods and financial services to the target population.
- Promotion of lighthouse project interventions in the target area.

### **2.4. Values**

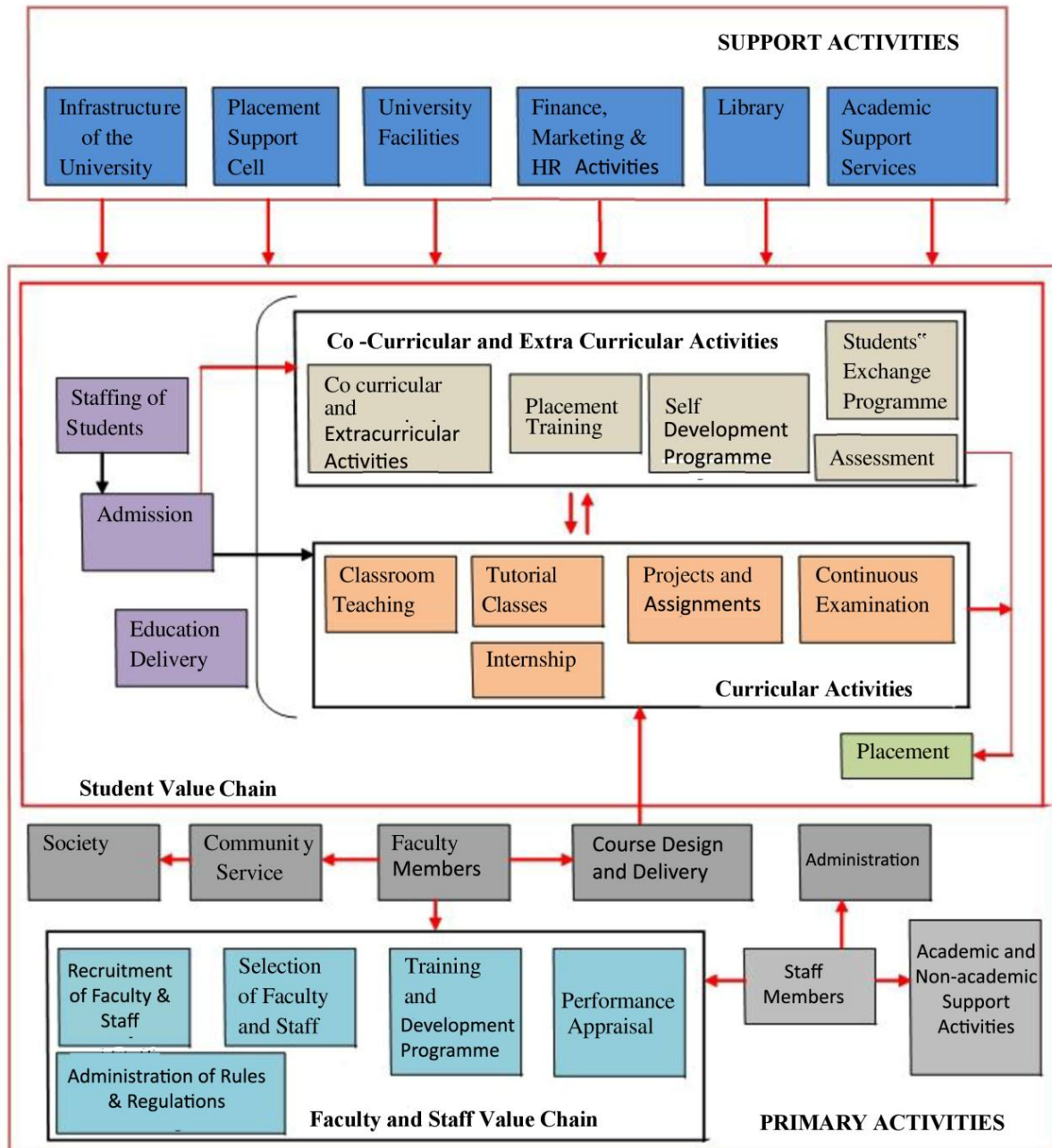
To achieve strategic purpose, the mission and vision will have coherence which is built on following values:

- Strive to achieve economic, environmental and educational sustainability of the community where Centurion University operates.
- Equality and equity remain the fundamental principles.





2.5 Value chain



Although there is a seemingly infinite set of activities that is performed by CUTM, these myriad tasks can be analyzed under the notion of a value chain. In the diagrammatic representation of Value Chain of CUTM the tasks have been divided into Support activities and Primary activities. The Primary activities explain the line functions of the University whereas the support activities explain the staff functions of the University.

### Primary Activities:

The Primary activities embrace the student value chain and the faculty and staff value chain.

The Student Value Chain highlights the followings:

- Staffing of students: This involves the complete chain from advertising for admission to the admission of the students.
- Admission: The admission process constitutes a number of activities for entry into CUTM so as to choose the best among the many.
- Classroom delivery:
  - Classroom Teaching: The delivery of lectures and the methodology adopted for its delivery constitutes classroom delivery.
  - Tutorial Classes: Faculty members take up additional classes for doubt clearing and extra guidance to the students.
  - Projects and Assignments: Different projects and assignments are part of the course curriculum to enhance the quality of delivery of the programme.
  - Continuous Examination: Continuous examinations are conducted to assess the students at regular intervals.
  - Internship: The students undergo compulsory live training (internship) in different organizations for a certain period as a part of the programme.
- Co-curricular and Extra-curricular Activities: The University conducts numerous co-curricular and extra-curricular activities like sports, games, academic competitions, functions and lots many to mention.
  - Placement Training: Training programmes are organized throughout the year with an effort to prepare the students for the final campus selection.
  - Self Development Programme: Self Development Programmes are imparted to the students to help them become more productive, and enhance their required skills.



- Students Exchange Programme: It is generally defined as a programme where the selected students of an institute or University are chosen to study in the partner institute / University. These students come from overseas namely Australia, UK, Malaysia and Norway under the student exchange programme of Centurion Globe.
- Assessment: Continuous assessment is done to measure the test takers' knowledge, skills, aptitude and understanding of the subjects taught.
- Placement: Students' placement is the most vital activity of an Institute or University. It includes active engagement in disseminating information of job opportunities to the students, calling companies, arranging campus interviews and handling all the related activities.

The following is the description of the Faculty and Staff Value Chain:

- Recruitment and Selection of faculty and staff: This involves all the activities starting from advertising for the posts to the final requirement of the faculty / staff members.
- Administration of Rules and Regulations: To ensure that the rules and regulations of the University are followed in letter and spirit.
- Training and Development: It is concerned with organizational activity aimed at improving the performance of faculty and staff members in organizational setting.
- Performance Appraisal: Performance Appraisal is the analysis of an employee's recent successes and failures, personal strengths, challenges and suitability for promotion or further requirement of the training and mentoring. This is a part of the process for guiding and managing an employees' career growth.

### **Support Activities:**

- Infrastructure of the University: The physical and technological infrastructure required for supporting the academic and non-academic needs of the student, faculty and staff members.



- **Placement Support Cell:** The placement cell caters to the needs of students at CUTM by providing the required domain training and for facing the interviews on Campus with various organization.
- **University Facilities:** The facilities that are provided to the students, faculty and staff members for making their stay and experience in CUTM comfortable and convenient.
- **Departments:** The finance, marketing and HR departments have their specified role to facilitate the smooth functioning of the University.
- **Library:** A well stocked library is the nerve centre of any university which is made available at all CUTM campuses.
- **Academic Support Services:** Several academic support systems have been designed for the smooth and efficient working of the employees of CUTM.
- **CUTM provides adequate medical support and pollution free environment keeping to the employee safety and health.**

The value chain also describes the key responsibilities of the faculty and staff members of the University and gives an overall image of the functioning of CUTM.

### **2.6. Classification of Grades**


CUTM follows the grades and pay scales as recommended by UGC / AICTE for its all faculty members.

For staff members CUTM follows the grades and pay-scales as prevalent in the state Universities, Odisha.





2.7. CUTM Extended Family



# Centurion University of Technology & Management


*Shaping Lives... Empowering Communities...*

**Mission:** To become "A globally accredited human resource centre of excellence catalyzing sustainable livelihoods in the less developed markets across the globe."

**EDUCATION & TRAINING**

**SCHOOL OF ENGINEERING & TECHNOLOGY**


**JAGANNATH INSTITUTE FOR TECHNOLOGY AND MANAGEMENT (JITM), PARALAKHEMUNDI GAJAPATI, ORISSA**



**B.Tech (4 year NISA Accredited)**

- Electronics & Communication Engineering
- Electrical & Electronics Engineering
- Electronics & Instrumentation Engineering
- Mechanical Engineering
- Computer Science Engineering
- Information Technology
- Civil Engineering
- Chemical Engineering

**CENTURION INSTITUTE OF TECHNOLOGY (CIT), JATNI, KHURDA, ORISSA**




**B.Tech (4 years)**

- Electronics & Communication Engineering
- Electrical & Electronics Engineering
- Mechanical Engineering
- Computer Science Engineering
- Civil Engineering

**SCHOOL OF MANAGEMENT**

**CENTURION SCHOOL OF RURAL ENTERPRISE MANAGEMENT (CSREM), PARALAKHEMUNDI GAJAPATI, ORISSA**



**MBA (2 years)**


**Functional Specialisations:**

- Marketing
- Finance

**Domain Specialisations:**

- Rural Enterprise Management & Financial Services

**CENTURION INSTITUTE OF TECHNOLOGY (CIT-MBA), JATNI, KHURDA, ORISSA**



**MBA (2 years)**

**Functional Specialisations:**

- Marketing
- Finance
- HR


**Domain Specialisations:**

- ERP with SAP, Financial Services & Business Analytics

**SOCIAL ENTREPRENEURSHIP**

**GRAM TARANG**

Gram Tarang is the social entrepreneurship vehicle of the Centurion Group which aims to develop and empower communities at the Bottom of the Pyramid. Gram Tarang derives its strength from a formidable field network of over 160 associates and the grassroot linkages built over 25 years across East India.



**GRAM TARANG EMPLOYABILITY TRAINING SERVICES**

Gram Tarang is a skill development initiative focused on tapping rural talent and providing marketable skills to socially weaker sections of society thus enhancing rural employability.

Certification Programs Offered (in affiliation with Govt and leading Corporate Houses)

- Ministry of Labour & NCVT MES certification programs: IW welding certification, CTC Machine Tool operation
- CCNA (Cisco Certified Network Academy)
- SAP training program
- IT & FS Seam training program
- Mission Shakti: Training program for mentors of Women Self Help Groups across 18 districts of Orissa
- Narayana Training program for skill reconstruction workers
- Udanta training program for project displaced families

**GRAM TARANG FINANCIAL SERVICES**


**Building Financial Capability**

A Microfinance Institution (MFI) founded with a mission to promote entrepreneurship and support rural development through:

- Income Generation Loans: Loan size between INR 5,000 to 20,000. Aims to support small businesses.
- Supplementary Loans: Loan size between INR 2,000 to 6,000. Additional loan for small businesses.
- Educational Loans: Loan size between INR 10,000 to 25,000. Aims to support students pursuing IT and Engineering courses.

**PRIMARY & SECONDARY EDUCATION**


**CENTURION PUBLIC SCHOOL (CPS), PARALAKHEMUNDI, GAJAPATI, ORISSA**  
Adjoining JITM Campus



Primary & Secondary School  
KG to 8th Standard

**HIGHER SECONDARY EDUCATION**


**CENTURION JUNIOR SCIENCE COLLEGE (JCSC), PARALAKHEMUNDI | BOLANGIR | JATNI**



+2 Junior Science College

**SCHOOL OF VOCATIONAL TRAINING**

**SKILL DEVELOPMENT CENTERS & INDUSTRIAL TRAINING CENTERS PARALAKHEMUNDI | BOLANGIR | JATNI | RAYAGADA**



**PROVISIONAL FACILITIES:**

- CCNA, JNCIS & CCNP Courses
- PROGRAMS:
- IT & ITI - 1 Year - 1 Semester - 1 Month
- ITC Programming & ITC Operator
- Web & JSP Making & Network - (JSP/JSP)
- Industrial Automation, PLC & HMI
- Java & JavaScript & Scripting Shell & Operator
- Computer Hardware & Networking & ITI Model Computer

Engineering colleges & MBA Programmes approved by AICTE, recognized by Government of Orissa and affiliated to BPUT

PGDM Programme approved by AICTE, New Delhi (Autonomous College)

Approved Industrial Training Centres for 1-2 Year ITI Programmes, DGET & NCVT

Approved by CTC as a Centre for offering Machinist and Fitter Certificate Courses

200+ acres of residential campus area across 7 locations with 10 Mbps leased line connectivity

Approved by SAP as a Certified SAP Training and Testing Centre & IPC & EDC by AICTE

Certified Vocational Training provided for all Trades, Ministry of Labour and Employment

Approved Centre for 3 Levels of Certification Programs and Diplomas, Indian Institute of Welding

Approved by CISCO as a Certified CISCO Training and Testing Centre for CCNA Course

Certified EDI to impart entrepreneurial training to rural youth, Ministry of MSME

Training Centre for the Rural BPL Youth, Ministry of Rural Development & Training-cum-Incubation Centre of NSIC, Ministry of MSME

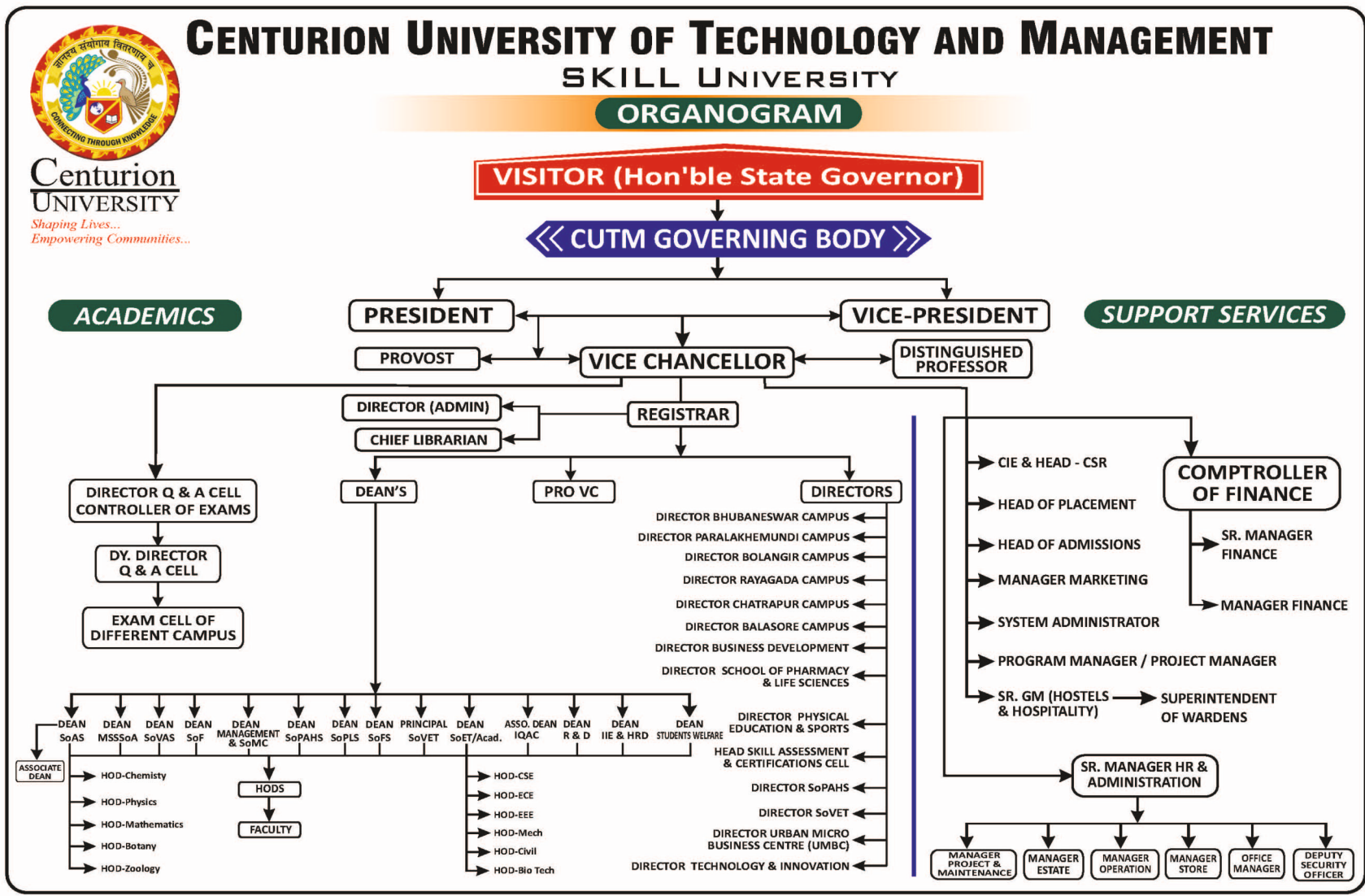
Centre of Excellence of IBM and Sun Microsystems & Prime Minister Employees Guarantee Institute

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2.8. Organogram





# **DUTIES AND RESPONSIBILITIES**



### 3. DUTIES & RESPONSIBILITIES

The duties and responsibilities of each employee of CUTM are defined on the basis of their cadre and designation. Though the job description of each employee will be provided separately, a glimpse of the roles and responsibilities are given below.

#### 3.1. Faculty Duties and Responsibilities

Every faculty member has a set of academic and non-academic responsibilities. All the classroom responsibilities are compiled under the academic responsibilities while other responsibilities which include self-development activities, are listed under non-academic responsibilities. The roles and responsibilities of faculty members as per their cadre are as follows:

##### 3.1.1. Detailed Roles and Responsibilities for each function and position

###### Vice Chancellor

1. He/She shall be entitled to be present at and address at any stage of any meeting of any authority of the University.
2. He/She shall be responsible for the maintenance of the discipline among the students, teaching staff and other employees of the University.
3. He/She shall have power to institute an enquiry in respect of any matter concerning the University.
4. He/She shall have power to constitute such ad-hoc Committees as he may deem necessary to help him in the performance of his duties as the Principal Executive Officer of the University.
5. It shall be duty of the Vice-Chancellor to bring before the Board all matters of business requiring attention of Board and arising from or within the University, and to supply all such information and records relating to the University as may be required by the Board or by its Committees.



6. He/She shall coordinate the activities of the Board by facilitating the convening and holding of regular meetings, providing for necessary information in the work of the Board and the committees and in every way possible to encourage the prompt and timely consideration and judicious disposal of matters deserving the Board's attention.

7. He/She may, subject to the ultimate approval of the Board, make adhoc appointments for a period not exceeding six months in urgent cases and all such appointments shall be reported forthwith to the Board and in case the Board does not approve of the said appointments, such appointments shall stand terminated with effect from the date of decision of the Board.

8. He/She shall have authority to assign specific duties to all officers and monitor their performance. He shall initiate any disciplinary proceedings including suspension against any of the errant employee and the proceeding shall be concluded as provided in clauses 89 to 92 of the statute.

9. He/She shall review the performance of the teachers and officers of the University and submit a report there onto the President. Based on the report and his own assessment, the Vice- Chancellor shall recommendation to be taken for consideration of the President.

10. He/She shall prepare the Annual Report of the University under the direction of the Board of Management and submit the same to the Board for its approval. A copy of the Annual Report duly approved by the Board shall be sent to the Visitor and to the State Government as required under section 48(1) of the Act.

11. He/She shall sanction recurring and non-recurring expenditure chargeable to contingencies within the budget provision.

12. He/She shall countersign his own traveling allowance bill and the traveling allowance bills of the Officers of the University subject to the other provisions of these Statutes.

13. He/She shall re-appropriate from one detailed head to another in the same account provided that no recurring liability is involved, and further that such appropriation shall be reported to the Board for its approval in its next meeting.

14. He/She shall sanction the temporary transfer of amounts from one fund to another with the prior approval of the President.



## Centurion University of Technology and Management

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15. Subject to the provisions of the Act and the Statutes, the Vice-Chancellor for smooth execution of the Schemes and business of the University may delegate his administrative and financial powers to the subordinate officers of the University with prior approval of the Board.

16. He/She shall have the power to write off irrecoverable losses and value of stores lost or rendered unserviceable due to fair wear and tear subject to such stipulations as may be laid down by the Board from time to time.

### DVC

1. He/She shall be responsible for overall Administration of the University.
2. He/She shall be responsible for admission for all the courses/programmes offered by the University.
3. He/She shall be responsible for Training & Placement related activities.
4. He/She shall be responsible for Media Resource Centre.
5. He/She shall in the execution of his duties, be subject to the immediate direction and control of the Vice-Chancellor and shall generally render such assistance as may be desired by him in the performance of official duties.

### Registrar

1. He/She shall in the execution of his duties, be subject to the immediate direction and control of the Vice-Chancellor and shall generally render such assistance as may be desired by him in the performance of his official duties.
2. The Registrar shall make all correspondence relating to the University and be responsible for the proper maintenance of all the records of the University.
3. He/She shall be responsible for the general discipline of the University office and shall have disciplinary control over the University office.



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4. He/She shall be in charge of registration of the students of the University and shall maintain a register of all degrees, diploma and certificates conferred by the University.
5. He/She shall be responsible for admission of the students to the University, including the supervision of the Entrance Examination, if any.
6. He/She shall issue notices convening the meeting of the Board, the Board of Management, the Academic Council, and other Committees and facilitate them with requisite / relevant documents for taking appropriate decisions.
7. To exercise such other powers and perform such other duties, as may be conferred and imposed on him by the Board and the Vice-Chancellor.
8. He/She shall be the controlling officer for all Technical and Administrative staff of the University as specified in the Statutes. He can transfer any of the staff under his control from one place to another with prior approval of Vice-Chancellor.
9. The Registrar with approval of the Vice-Chancellor may send inspection team to any campus for compliance of any Government, University and AICTE requirements.
10. He/She shall have power to register faculty and students of the University as per the approved Academic Regulations and norms and recommend cancellation of the same to the Vice-Chancellor.
11. He/She shall with respect to the University employees working under him, exercise powers of drawing, disbursing and collection of money under relevant statute.
12. He/She shall have the power to countersign the traveling allowance bills of the University employees working under him.
13. He/She shall have such other financial powers as may be delegated to him by the Board / Vice-Chancellor.

### Examination Controller / Director (Quality Assurance)

1. Conducting examinations in fair manner in the constituent campuses and off-campus centres of the different schools of the university, observing utmost confidentiality in the



process of paper setting, printing and sending question papers to the centres of examinations followed by evaluation and publication of results.

2. Coordinate with the examination cells of the various campuses to ensure all exam related processes are smoothly conducted.
3. Coordinate with the system administrator to ensure that internal exams and external exams are aligned and there is a seamless transition from ERP to EMS.
4. Appointing Flying Squad Supervisors, Invigilators, Examiners, Scrutinizers etc. from amongst the registered teachers of the University with the approval of the Vice -Chancellor.
5. Maintaining academic records, examination records, tabulation records and ensuring processing of results, preparation of transcripts, certificates, degrees and diplomas and issue of the same to the successful students concerned.
6. Maintaining confidential accounts and obtaining approval of the Vice-Chancellor before payment.
7. Conducting investigations into alleged malpractices by the students and recommending action, including removal of student's name from the Register of University.
8. He/She shall be the Member Convener of Examination committee meeting, Disciplinary Committee Meeting and shall be responsible for forwarding their recommendations to the Vice-Chancellor for his approval before publication of results.
9. He/She shall prepare a calendar of all examinations to be conducted by the University during a year well in advance preferably at the beginning of the Academic Year and cause it to be circulated to all concerned after the same has been approved by the Academic Council. Prepare programmes of various examinations and cause their circulation to all concerned well in advance, after the same has been approved by the Vice-Chancellor.
10. He/She shall register candidates for various examinations of the University and scrutinize all such cases with reference to the relevant regulations, if any; on collection of prescribed fees.
11. He shall initiate payment of remuneration and other allowances to examiners and examination expenses, as admissible, to all centres of examination.



12. He shall render such assistance to the Registrar and Vice-Chancellor as may be necessary in the performance of their duties.

13. He shall prepare Examination manual covering all aspects of activities involving Examination, Valuation and Publication of result with the approval of the Board and shall ensure implementation of the same.

14. He shall have the powers to countersign traveling allowance bills of the University employees working under him.

15. He shall have powers to sanction expenditure chargeable to examination related contingencies within the budget provision.

16. There is a statutory requirement of retaining/storing answer papers for a period of 5 years and he will be responsible to destroying them in an appropriate manner.

#### **Comptroller of Finance / Chief Finance Officer**

1. The Comptroller of Finance shall be responsible for keeping all accounts of receipt, payment and utilisation of funds as specified under sections 44, 45, 46 and 47 of the Act.

2. To receive all contributions, grants, gifts and endowments made in favour of or for the purpose of the University.

3. To devise and install suitable systems of accounting and business procedure for use in all University Offices.

4. To act as the Treasurer for all funds contributed for student organization, if any, of the University.

5. To maintain and develop business procedures for the use of students' loan and scholarship fund.

6. To develop and operate an audit system so that records of all offices and University employees responsible for the receipt or expenditure of money, for keeping accounts or for the custody of property may be verified by the chartered accountant as referred to in section 49(2) of the Act .



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7. To prepare the annual accounts and the Balance Sheet of the university under the direction of the Board of Management as required under section 49(1) of the Act.
8. To present the annual accounts, the Balance Sheet and the audit report before the Board as required under section 49 (3) of the Act.
9. To facilitate submission of the annual accounts, the Balance Sheet and the audit report to the Visitor and the State Government as required under section 49(4)of the Act.
10. To facilitate compliance to the directions of the State Government as required under section 49(5) of the Act.
11. To purchase materials and properties required by the University as may be authorized by the Board of Management within the budgetary limit.
12. To perform such other duties as may be required from time to time by the vice-Chancellor with respect to matters pertaining to accounts and finances of the University.
13. He shall be the Convener of the Finance Committee meetings.
14. He shall prepare Annual Budget and supplementary Budget of the University.
15. He shall prepare utilisation certificates for funds, received from the University Grants Commission /AICTE and other funding agencies and cause them to be sent in time to the appropriate authority.
16. He shall prepare pay and allowance bills of the officers, teachers and other employees of the University and draw and disburse the amounts there of giving effect to deduction of tax at source, Provident Fund, Insurance Premium, etc.
17. To be responsible for Inventory Management and Physical Verification in regular intervals.

### Chief Mentor

Providing overall direction and mentoring for wellness and maintenance of student, staff and faculty of the University.



### *Mentoring*

Mentoring faculty, staff and students for individual and collective well-being, professionalism, life- long learning and ethical living.

### *Safety*

Taking lead for safety initiatives in the University Campuses.

### *Yoga and Meditation*

Facilitation practise of Yoga and Medication.

### *Garden*

Maintenance of all garden, garden tools and machinery.

### *Director (Planning and Co-ordination)*

1. Managing the Planning Cell for the university.
2. Arranging of the funding of the University from various funding agencies and making plans for new initiative for University.
3. Exercising such other powers as may be delegated by the Vice-Chancellor or the Board.
4. He shall have the powers to counter sign traveling allowance bills of the University employees working under his administrative control.

### *Director (Training and Placement)*

1. He shall be responsible for Training & Placement related activities for across all the locations of the University.
2. He shall in the execution of his duties, be subject to the immediate direction and control of the Deputy Vice-Chancellor and shall generally render such assistance as may be desired by him/her in the performance of official duties.
3. Establish close liaison with industry for internship and placement of students.

4. Work in consultation with Department HoDs for Industry-Institute Interaction through Seminars, Workshop, Training of Teachers (ToT), Summer Immersion for faculty, skill integration, etc.
5. Collect feedback about the performance of our Alumni and strengthen alumni networks for future placements.
6. Organize entrepreneurship workshops.
7. Holding monthly meeting with all placement committee members (including department faculty coordinators of placements, training) and appraising them about the plan, progress and outcome of placement activities
8. Formation of Students placements committee to support placements activities
9. Preparing database of final year students eligible for placements
10. Conduct student engagement activity to understand their career options and counsel them as per the present placements scenario and opportunities available
11. Collecting regular feedback from industry about their specific skill/technical knowledge requirement and inform students to prepare accordingly
12. Taking support from faculty and students for developing industry database
13. Developing a strategic plan to influence companies for campus drive
14. Making monthly and weekly action plan for industry linkage through mail, phone call and personal visit
15. Submitting periodic progress report to President, Vice President, Vice Chancellor, Deputy Vice Chancellor, Pro Vice Chancellor and Deans
16. Due diligence of the company's credential before proceeding for any kind of agreement.
17. Partner with consultancy firms for students placement, review their credential and also their performance in regular intervals.
18. Adherence to the University's core values and ethics in every business transaction with any external agency.





### Head (Admission)

1. Setting up of targets for the number of students to be enrolled.
2. Develop a team by referring potential candidates to HR.
3. Budget estimation for admission activities including advertisement, visits etc.
4. Conducting brand building exercises.
5. Monitoring admission work at different locations and using these visits to make cold calls to industries for placements in the region.
6. Conducting seminars for promoting the University.
7. Request for facilities required (room, vehicle, allowance, etc).
8. Counseling sessions to be conducted for parents and students.
9. Exploring possibilities of new programs in collaboration with Deans of respective schools and, new markets.
10. Rationalising the fee structure in collaboration with senior management
11. Analysing student data bases for various purposes including fee collection, hostel/ mess facilities, cancellation and distribution, new programs and new markets, etc
12. Collaborate with the team to ensure smooth reporting of students post admission
13. He shall in the execution of his duties, be subject to the immediate direction and control of the Deputy Vice-Chancellor and shall generally render such assistance as may be desired by him/her in the performance of official duties.

### Deans

1. To be responsible for the academic leadership for the faculty, including all aspects of teaching, learning, research and knowledge transfer.
2. To carry out overall planning, development, renewal and changing of academic programmes to ensure meaningful academic outcomes, quality and effectiveness.



3. To obtain the necessary approval of the Board of Studies and develop, administer and promote the academic programs and academic support functions of the University including international programs.
4. To be responsible for developing budget for the faculty as part of the planning and resources allocation process and then managing within the budget.
5. To ensure that the faculty meets targets agreed as part of the planning and resources allocation process, for example, student recruitment and retention targets.
6. To lead and deploy faculty staffing as required in order achieving maximum effectiveness.
7. To be an active part of the internal communications network ensuring faculty staff are kept informed of and contribute to University and faculty developments.
8. To establish a sound research culture in the faculty.
9. Fostering and maintain sound personal and professional relationships among the members of staff, between staff, clients and students.
10. To represent the Vice-Chancellor on the Campus and to the local community
11. To have lead responsibility for identifying service levels required from contracted services on the Campus and monitoring of service delivery.
12. Member of Senior Management Team, Board of Studies, Academic Council, Research cell, Placements and Training Cell and all other statutory committee of the University
13. Carry out performance appraisal of HoDs and all faculty.
14. Address students' grievances.
15. Monitor activities of Exam cell.
16. Preside over all the meetings of the concerned Schools.
17. Observation of the statutes and Regulations and in guiding the deliberations of the School
18. Present the degree recipients concerning the faculty to the Hon'ble Visitor for the award of the degree in the Convocation.



19. Due observation of the Statutes and Regulations and in guiding the deliberations of the Schools.

### Head of Department

1. The Head of each Department shall be responsible to the Dean of the School for the organizational operation of the Department.
2. Within each Department, the Head of the Department shall be responsible for teaching and research in respect of particular subject matter of that Department.
3. The Head of the Department shall maintain close liaison with the Dean of the School and arrange for provision of facilities necessary for carrying out research by members of his Department in accordance with the approved programme.
4. The Head of the Department shall have responsibility for supplying accurate and up to date information on the results of research in his Department to the Subject Matter Specialists who may be posted as specialists in that Subject Matter area. He will furnish them with office facilities in connection with the teaching and research faculty and in every way possible, promote close cooperation between such Subject Matter Specialists and the members of his Department.
5. He/She shall prepare the Departmental budget and submit it to the Dean of School for inclusion in the budget of the University.
6. He/She shall be responsible for distribution of expenditure of departmental funds and for the care of departmental property.
7. Member of Faculty council, BoS and Academic Council of the University.
8. Preside and conduct department faculty council meeting on a regular interval.
9. Assign teaching and co-curricular activities to department faculty and supervise.
10. Address grievance of students.
11. Prepare Monthly Information Report(MIR) and submit to SMT.
12. Share his/her opinion about department faculty during performance appraisal.



### Programme/CBCS Coordinator

1. Preparation of academic calendar and coordinate with faculties for preparation of course book.
2. Arrangements for the Preparatory Programme and Orientation Programme of School.
3. Preparation of term-wise timetable in consultation with all the faculty of the School, with final approval from Dean.
4. Monitor leave and absence of students regularly and intimation to the responsible person.
5. Arrangement of infrastructure, accommodation and other facilities during the various programmes being held at respective schools.
6. Communicate with concerned faculty and obtaining teaching plans, course announcements to students.
7. To provide all the information regarding office to the management team.
8. Brief students about CBCS scheme.
9. Guide students to choose appropriate course linking to their personal career plan.
10. Coordinate with other departments for academic support.
11. Maintain MIS with individual student-wise subject registration database.
12. Ensure students register in ERP as per their choice.
13. Address queries of students related to programme/courses.
14. To execute all the above mentioned roles and responsibilities within stipulated time frame.

### Training and Placement Coordinator

1. To look after the training and placement activities of the students
2. To have close liaison with industry for internship and placement of students
3. To work in consultation with coordinator for industry-institute interaction for organizing lectures from the industry professionals



4. To collect feedback from the companies coming for internship or placement
5. Arrange Training programmes for CV preparation, soft skills and interview facing skills for the students using institutional and external expertise
6. To arrange Summer Internship for students
7. Member of Placement and training cell and will take active role in related activities
8. Facilitate smooth conduct of training and placements activities as per SoP
9. Plan and coordinate training activities for students

### Admission Coordinator

1. Setting up of targets for the number of students to be enrolled
2. Budget estimation for admission activities including advertisement, visits etc.
3. Conducting brand building exercises
4. Official tours to different strategic locations
5. Conducting seminars for promoting the institute
6. Request for facilities required (room, vehicle, allowance, etc)
7. Counselling sessions to be conducted for parents and students

### Research Coordinator

1. To innovate new areas where research can be carried out
2. To supervise research projects from the early planning stages to project completion
3. To communicate with team members and verify that all projects and tasks are on schedule
4. To coordinate with each faculty for writing papers in different areas and go for publication, at least one paper in one year



5. Supervise undergraduate students working on the research project (maintaining records on assignment completion, acting as liaison/mediator between the undergraduate students and the faculty researcher)
6. Attend area seminars and other meetings as necessary

### Faculty

1. To work in the field of teaching, learning, research, consulting, providing training and involve in assessment processes recruitment, admissions, enrolment, induction etc.
2. Counsel and mentor the students once in a week and prepare the report.
3. Teach at both undergraduate, graduate and other level in areas allocated by the Head of Department and reviewed from time to time by the Head of Department.
4. To carry out research and produce publications, or other research outputs, in line with personal objectives agreed and obtain research funding support.
5. To engage with the broader scholarly and professional communities.
6. To supervise or assist with supervision of undergraduate, post graduate (Masters) or research graduate (MPhil/PhD) students.
7. To contribute to the development, planning and implementation of a high quality curriculum and develop new teaching methodology, prepare course book and e-learning material for the subjects.
8. To assist in the development of learning materials, preparing schemes of work and maintaining records to monitor student progress, achievement and attendance.
9. To participate in departmental and faculty seminars aimed at sharing research outcomes and building interdisciplinary collaboration within and outside the department and with other colleges/Universities.
10. To participate in the development, administration and marking of exams and other assessments.



11. To participate in the administration of the department's programmes of study and other activities as requested.
12. To maintain own continuing professional development.
13. Deliver co-curricular activities as assigned to him/her.
14. Submit Self Engagement Plan (SEP) at the beginning of each academic session to Dean through HoD and comply.

### IQAC Coordinator

1. Maintain all relevant records of department related to IQAC
2. Comply with the timelines as per the requirement
3. Share the relevant data as and when required
4. Updation of records and practices as per norms at department level
5. Coordination with Central IQAC Coordinator
6. To maintain own continuing professional development

### Examination Coordinator

1. Assist central examination cell for smooth conducting of exam
2. Sharing and maintaining student results
3. Analysis of the result, action plan and circulation at department level
4. Prepare a list of invigilators and providing the data to examination cell as and when required
5. To address queries of students related to examination
6. Monitor internal assessment system and ensure ERP is updated with the department data



### Academic Roles and Responsibilities

#### ➤ Classroom Responsibilities

- To develop the course syllabus, prepare the lecture plans and to communicate it to the students.
- To develop the course material and to ensure its timely distribution among the students.
- To teach by employing useful methods and approaches that facilitates students' learning and to complete the Programme syllabus on time.
- To foster class room discipline.
- To provide leadership for continuous development through self-learning and encourage the optimum utility of library.
- Encouragement of students to actively participate in curricular and extracurricular activities that contributes to their learning and development.
- To provide value add classes and mentor-mentee relation as a part of mentoring process.

#### ➤ Tutorial Responsibilities

- To co-ordinate with other faculty members in preparation of tutorial assignments and other tutorial work.
- To motivate the students through various activities to utilize the tutorial facility.
- Assisting the students in completing the assignments.
- To identify the learning difficulties of students and help them to overcome the same.
- To help the students in solving problems hindering the completion of assignments and ensure the completion of assignments on time by all students.





- To participate in compilation of question banks with solutions.
  
- Laboratory Responsibilities (For Engineering Faculty Members)
  - To participate with other faculty and staff to select and set up laboratory experiments, to prepare the laboratory instructional manuals, and to recommend the laboratory
  - Facility planning, supplies and equipment's.
  - To monitor the proper functioning of equipment's and to ensure the availability of consumables for the experiments.
  - To instruct, assist and guide the students in performing the experiments and encourage the students to interact for any kind of difficulty or confusion.
  - To conduct Viva-voce sessions of the students and to maintain record of students' grades and post-tests records.
  
- Students' Project Responsibility
  - To help select a project and to serve as an instructor, guiding the identification, design, and completion of appropriate research work.
  - To guide the students to get access to the required resource and to maintain the students' progress report.
  - To provide the students with timely feedback and extend support in each phase of project completion.
  
- Examination Responsibility
  - To set up the question papers for internal examination.



- The question papers are to be prepared in a format prescribed by the University.
  - Only one question paper is to be prepared for each subject irrespective to the number of teachers involved in teaching the subject. So, the question paper is to be finalized after proper discussion among the faculty members.
- To evaluate of internal examination answers sheets and to submit the marks of the same.
- An answer script has to be prepared in a justified manner by taking some main features of key words into consideration, by virtue of which marks can be awarded impartially to all the students.
  - The concerned faculty is to receive the answer sheets from the examination section for evaluation after the immediate completion of the examination.
  - The faculty has to show the answer sheets to the students for further clarification and take their signatures at the top of the answer sheet.
  - The final marks of each class test have to be displayed on the notice board before submitting them in the examination section.
  - The faculty members have to submit the final marks in the prescribed format (available in the examination section) within the stipulated time as declared by the examination section in the detail programme during each class test.
  - The faculty members are also required to attend to the invigilation duties and abide by the guidelines to the invigilators in the examination/student manual.



➤ Non Academic Roles and Responsibilities

HR Functions

(Director - HR)

Developing and implementing HRD Policy

### Talent Acquisition

1. HR Planning – vacancy position/manpower requirement – Deptt-wise
2. Recruitment
3. Induction/Orientation of a new employee
4. Preparation of Job Descriptions – for each position

### HRD

1. Employee Safety Measures
2. Employee Separation – Resignation/Termination of service etc.
3. Employee Transfers, Relocation, Reassignment (Job Rotation etc.)
4. Employee Grievance – Grievance Handling System/Mechanism
5. Employee Suggestions – Suggestion Box Mechanism
6. Employee Disciplinary Action Matters – for employee misconduct, minor & major offences
7. Support the top management in formulating HR Policies, Processes, Procedures, Systems, Rules & Regulations etc. from time to time
8. Organisational Communication – issuance of notifications on important employee service matters /policy matters etc.
9. Training Needs Identification (TNI)/Training Needs Assessment (TNA)
10. Design training programmes – for Capacity Building & Skill Enhancement
11. Prepare an Annual Training Calendar



12. Faculty Development Programme (FDP)
13. Staff Training Programme
14. Career Planning/Career Counselling
15. Monitor sexual harassment complaints
16. Exit Interview – on employee separation like resignation
17. Organise special employee awareness programmes – for example, Prevention of sexual harassment of women at the work place, Employee Health Insurance, Employee Life Insurance, Provisions of EPF & NPS etc.

### PMS

1. Employee Promotion
2. Incentive System
3. Employee Benefit Measures/Employee Welfare Measures
4. Performance Appraisal System/Performance Management System (PMS)

### General Administration

Supervising Administration support activities, student welfare, campus maintenance and infrastructure development.

1. Coordination and liaison with Govt. and other external agencies
2. Compliance of AICTE, UGC matters
3. Coordination with other functional departments including various Schools, Centres of the University
4. Event Management
5. Managing Vendors and vending zone



### Administration Support

#### Manager (Admin Support)

Managing personal administration; campus, employee and student Security; Transportation; Guest house and pantry; Stores and purchase. Personal Administration

1. Compensation Management – Wage & Salary Administration
2. Employee Leave Administration
3. Compliance of relevant labour and employment laws & other statutory requirement
4. Engagement of contract labour/Labour Relations Matters – compliance of relevant labour and employment laws and other statutory requirement
5. E-HRM – Human Resource Information System (HRIS) – Employee Database
6. Employee Records – safe custody of Employee Personal Files, Appraisal Reports etc.

#### Office Assistant

1. Responsible for maintaining office filing and recordkeeping systems databases, preparation of identity card, timetable, subject registration in ERP, recording SIP documents, filling all records and other related information for department needs in respective files.
2. Ordering, stocking, making photocopies, sending faxes
3. Maintain all records for visiting faculty, resources persons etc
4. Attend and assist with community events
5. Assist with other special projects related to design and exhibitions



6. Coordinate and prepare for meetings and special events by assisting with registrations, Payments, confirmation, reserving rooms, arranging for refreshments and necessary equipment.
7. Prepare office requisitions
8. Arrange and monitor of classes day wise
9. Load lesson plan and attendance for senior management faculty on a daily basis
10. Act as a verifying officer for student's credibility regarding certificates and others

### Security

1. Protecting life, property and image of the University and its members, while in the campus
2. Ensure all students/staff/faculty fully conform to the established policy as well as Standing Orders and other instructions of the University
3. Roll out training and relay all memos and University information
4. Ensure the site is equipped with adequate communications
5. Ensure proper monitoring system at gates
6. Manage and upkeep of building/department rosters
7. Ensure proper reporting system to the Security In-charge
8. Ensure position rotation of guards
9. Ensure all guards are correctly uniformed and licensed
10. Carefully handling local issues in-case of disturbances
11. Handling strikes/unrest/disturbance inside or near by the University campus
12. Promote customer service by providing courteous and helpful assistance to client enquiries



13. Ensure prompt attention is given to any customer dissatisfaction by communicating to the relevant In-charge

### Transport

1. Providing transport services on demand from student, staff, faculty and guests of the University as per the rule
2. Plan and organise day to day schedule of work
3. To maintain Vehicle movement registers at the gate
4. Co-ordinate and undertake day-to-day maintenance (cleaning, inspecting, arranging routine repairs) and servicing of transport vehicles ensuring that they are ready in time and in the best condition
5. Pollution control checks and certificate for all vehicles
6. Fire safety in all vehicles
7. Vehicle insurance
8. Mileage checking and life of a vehicle
9. Repair and maintenance cost of a vehicle and its life
10. Supervise parking, cleanliness, storage and security of the vehicles
11. Ensuring drivers of right knowledge, skill (including health and fitness) and attitude are in place
12. Continuous training programme for Drivers/Helpers about latest traffic rules, motor vehicle laws etc.
13. Ensuring compliance of statutory obligations
14. Operationalization of a feedback system for continuous improvement of services

### Guest House

1. Allotment of guest rooms and supervise them



2. Checking and maintaining the guest room register
3. Maintenance and management of the guest house and of its attached mess
4. Responsible for proper pursuance of complaints relating to civil/electrical works, repairs / replacements of furniture, fittings etc. Periodic verification and action for their repairs/replacement or for obtaining additional furniture/fittings
5. Ensure proper housekeeping on daily basis
6. Responsible for the overall security of the guest house and will coordinate with the Security Officer of the University
7. Coordination with Administration for check in and check out of the guests
8. Formal feedback from every guest
9. Presenting monthly report to the Admin

### Head Purchase

1. Establish and implement purchasing policies, procedures and best practices
2. Monitor ongoing compliance with purchasing policies and procedures
3. Direct procurement policies to ensure all items are purchased and delivered within budget and time constraints
4. Identify and source new suppliers and vendors
5. Establish and update an approved vendor/supplier database
6. Manage vendor and supplier selection process based on price, quality, support, capacity and reliability
7. Develop and maintain strategic relationships with key suppliers and vendors
8. Develop, negotiate and administer purchasing agreements and contracts with suppliers in support of organizational requirements
9. Evaluate contracts to ensure compliance with legal requirements and organizational policies





10. Monitor supplier and vendor compliance with contractual agreements
11. Measure and manage the vendor and supplier cost, quality and delivery performance
12. Oversee supplier compliance with internal quality standards and external regulations
13. Troubleshoot cost, quality and delivery concerns
14. Manage risk relating to quality, cost, delivery and supply of purchases
15. Introduce performance improvement measures for suppliers and vendors
16. Work with relevant departments to manage inventory requirements
17. Facilitate timely placement of purchase orders
18. Review purchase orders for proper authorization and compliance with organizational policy and procedures
19. Develop and manage purchasing budgets and forecasts
20. Monitor and reduce purchase variances to meet profit objectives
21. Produce regular reports on purchase commitments, costs and delivery performance
22. Oversee the operations and daily activities of the purchasing department
23. Performance manage, develop and motivate purchasing staff
24. Direct continuous improvement of purchasing processes in line with changing organizational needs and market conditions

### Stores

1. Once the purchase team raises a purchase order, one copy shall reach Stores
2. Responsible for receiving the items against the valid purchase orders issued by Purchase team
3. To involve the end user to cross check the quality and quantity of the items



4. To create a Goods Receipt Note which shall be signed by Stores In Charge and End User which shall confirm the quantity and quality of the item against the purchase order
5. A copy of the Good Receipt Note shall be forwarded to Finance for payment, and to Purchase to close the order
6. Maintain the physical stock in the system and regular internal checking of the items
7. Cleanliness and 5S to be maintained in the stores
8. To update the inventory and stocks in ERP and close coordination with Inventory Management team
9. To generate monthly report for the total number of stocks and of fast moving and slow moving items and non-moving items
10. Close coordination with finance for updating the internal transaction i.e. issuance of items to the end user

### Student Welfare

Manager (Student Welfare)

Taking care of day to day requirement of students in the campus and support in developing an enabling learning environment.

### Student Matter

1. Arrange for Boarding, Studying, Playing, Entertainment and Security of the students living in hostels
2. Interact with guardians about welfare of students
3. Coordinate with hostel and mess in-charges for the cleanliness and to improve the quality and taste of food served in the mess and cafeteria



4. Addressing complaints of students
5. Collect the facts of all complaints arising under the Code of Ethics and to verify if a complaint has any merit
6. Facilitate an amicable resolution to complaint or to take it to the concerned authority
7. Conduct all disciplinary hearings
8. Arrange for congenial living environment in the campus including hostels for the students
9. Monitor day to day essential support required for academic and co-curricular activities of students
10. Arrange for special care for the weaker and needy sections of students
11. Enable students to participate effectively in the management of Hostels and also in organization of the students related activities
12. Work with the Hostel Wardens, Sport Officer, Cultural Officer and other relevant officers for all matters related to students' welfare
13. Arrange to depute students to participate events/programmes outside the University
14. To provide first aid/medical facilities for sick students

### Hostel

1. Responsible for resident students' welfare, their discipline, messing, administration and security of the particular hostel
2. Responsible for allotment of Hostel Rooms
3. Transferring residents from one wing of the hostel to another
4. Permitting the stay of a resident's guest
5. Proper maintenance and management of the hostel and of its attached mess



6. Supervise hostel staffs to look after mess, common room, health and recreational facilities, and maintenance and sanitation
7. Chairing the monthly meetings of the Hostel Committee in the hostel
8. Imposing fines and waiver of fines as per rule
9. Regulating expenditure out of the authorized hostel budget and for timely adjustment of temporary advances
10. Maintenance of imprest accounts and for the custody of imprest money
11. Sanctioning payment of security deposit to suppliers for goods to be supplied or services rendered in the hostel
12. Sanctioning refund of all kinds of security money for the hostel facility
13. Securing the timely completion of and will examine the bank reconciliation statement of all accounts pertaining to the hostel
14. Ensuring proper checking by Office In charge and shall verify the wage bills pertaining to the mess, sanitary and other staff provided by the private manpower service provider
15. Sanctioning repairs to furniture in emergent cases
16. Pursuance of complaints relating to civil/electrical works, repairs/replacements of furniture, fittings etc.
17. Sanctioning or recommending leave in respect of mess and other staff of the hostel as per delegation of authority given in this Manual

### Mess

1. Supervise the functioning of the mess and the working of the Mess Managers/Supervisors,  
Cooks and Helpers under his/her charge



2. Keeping a watch over the cleanliness of the dining hall and the kitchen and of the food prepared
3. Conducting regular inspection of the kitchen room and the dining hall, especially when the residents take their meals
4. Checking of the quality of food grains, vegetables and other ingredients coming to the kitchen/mess store
5. Supervising the system of purchases of mess stores, provision etc.
6. Ensuring the correctness of receipts and issues of mess stores, crockery etc. and of the stock balance and will attest all entries in the relevant stock register. Will check the valuation of the closing stock
7. Investigating cases of shortage/excess of stores
8. Checking and certifying the bills received from suppliers with reference to the stock register
9. Enforcing discipline and decorum in the dining hall
10. Ensuring that stores are kept in good and efficient condition
11. Drawing temporary advance when necessary and keeping watch over its adjustment
12. Examining the monthly income and expenditure statement of the Mess
13. Sanctioning mess rebate and lunch rebate in accordance with Mess rebate rules
14. Taking strict action for defaulting payment of mess bills
15. Making recommendations to the Head Admin about refund of mess security to students (if any)
16. Supervising the deployment of Cooks and Helpers on daily wage and overtime when necessary as per rules
17. Granting leave to the Mess staff



18. Ensuring the required number of mess staff in every shift and shall ensure implementation of the Minimum Wage Act and the contractual obligations by the contractor towards the mess staff

19. Arranging disposal of empty cans etc. and depositing of sale proceeds in the appropriate head of account

### Manager (Campus Maintenance)

Taking care of overall operation and maintenance of the campus and its facilities.

#### Facility Maintenance

1. Maintenance related to Mechanical, Electrical and Civil
2. Supervising periodic maintenance, servicing and inspection of equipment including central air conditioning, other mechanical devices, heating and ventilation systems, plumbing fixtures, sewage systems, electrical fixtures and circuitry, pumps, motors, lifts, related instruments and controls, etc.
3. Setting up of the Planned Maintenance Program and schedules for campus facilities. Must compile, publish, implement, and measure the planned maintenance plan for all built or installed assets
4. Establishing preventive and emergency maintenance procedures
5. Reviewing all facility maintenance contracts/agreements and ensure terms and conditions are implemented
6. Planning the need and feasibility of minor additions, modifications and alterations to existing facilities and equipment. Participates in the design of such modifications to ensure modified/new equipment and installations are maintainable as per university standards
7. Working in coordination with various departments especially sister departments in Facilities for the smooth operation of the facilities under his/her custody
8. Proactively coordinating with supervisors and heads of other sections, establishes



standardized working relationship protocols

9. Directing and supervising maintenance contractors/staff

10. Recommending and performing technical training to staff

11. Ensuring safety of personnel and building tenants when performing jobs

12. Responding to, and resolving problems or complaints raised by building occupants in a systematic and professional manner with follow up correspondence and manual customer satisfaction surveys

13. Ensuring responsiveness to complaints and on-time professional work completion

14. Performing other related duties as required. Works with management to establish both permanent long-term and temporary short term section performance metrics

15. Preparing and managing the yearly budget for the section. Discussing the budget with supervisor, recommends and justifies any variances

### Housekeeping

1. Manage the daily activities of the Housekeeping department to include appropriate cleaning of all offices, halls, seating areas, washrooms, classrooms, and all public spaces

2. Ensures the proper maintenance of all equipment; makes arrangements for repair and/or replacement of used and damaged equipment

3. Determines and maintains the department work schedule used to notify staff of upcoming events and ensure proper preparation and staffing for each event

4. Obtaining list of rooms to be cleaned immediately and those to be scheduled

5. Assigning workers their duties and inspects work for conformance to prescribed standards of cleanliness

6. Daily supervision of the housekeeping staff, including the day, event and post-event crews



7. Coordinating work activities among departments
8. Evaluating records to forecast department personnel requirements
9. Planning, organizing and directing team members to ensure the highest degree of guest satisfaction
10. Conducting orientation training and in-service training to explain policies, work procedures, and to demonstrate use and maintenance of equipment
11. Knowledge of OSHA and safety standards within Housekeeping department
12. Investigating complaints regarding housekeeping service and equipment, and takes corrective action
13. Makes recommendations to improve service and ensure more efficient operation
14. Ensuring Inventories and adequate supplies

### Waste Management

Managing organic and inorganic waste through a process of reduce-reuse-recycle.

Live Stock Rearing:

Operation and maintenance of Fishery, Dairy Farm, Poultry Farm, Duckery, Fodder Farm etc.

Infrastructure Development

Planning, designing, contracting, supervising and implementing infrastructure development projects

### 3.2. Staff Duties and Responsibilities

All University staffs have certain defined roles and duties. The staff members are generally responsible for support functions of the University. However the duties are specific to each position. The detailed job description with roles and responsibilities will be conveyed to the person concerned at the time of joining.





**Centurion**  
UNIVERSITY

# **CODE OF CONDUCT**



## **4. CODE OF CONDUCT**

The purpose of this code of conduct is to provide a framework within which employees of the University are expected to conduct themselves with honesty, integrity and respect for fellow employees, students and customers / clients of the University. This section includes the UGC code of conducts framed for faculty members and also the employee code of conduct framed by CUTM.

### **4.1. UGC Professional Code of Conduct**

#### **Preamble**

➤ **Goal of Higher Education in our Country**

The basic purpose of education is to create skill and knowledge and awareness of our glorious national heritage and the achievements of human civilization, possessing a basic scientific outlook and commitment to the ideals of patriotism, democracy, secularism, socialism and peace, and the principles enunciated in the Preamble to our constitution.

Higher education has to produce leaders of society and economy in all areas of manifold activities with a commitment to the aforesaid ideals.

Higher education should strive for academic excellence, and progress of arts and science. Education, research and extension should be conducted in conformity with our national needs and priorities and ensure that our best talents make befitting contributions to international endeavor on societal needs.

➤ **Teachers and Their Rights**

Teachers should enjoy full civic and political rights of our democratic country. Teachers have a right to adequate emoluments, social position, just conditions of service, professional independence and adequate social insurance.



- The Code of Professional Ethics
  - Teachers and their Responsibilities

Whoever adopts teaching as a profession assumes the obligation to conduct himself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he / she should seek to inculcate among students must be his / her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition. Teachers should:

- Adhere to responsible pattern of conduct and demeanor expected of them by the community;
- Manage their private affairs in a manner consistent with dignity of the profession.
- Seek to make professional growth continuous through study and research.
- Express free and frank opinion by participation at professional meetings, seminars, conferences, etc., towards the contribution of knowledge.
- Maintain active membership of professional organizations strive to improve education and profession through them.
- Perform their duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication.
- Cooperate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling student as well as assisting in the conduct of university and college examinations, including supervision, invigilation and evaluation.



- Participate in extension, co-curricular and extra-curricular activities including community service.
  
- Teachers and their Students

Teachers should:

- Respect the right and dignity of the student in expressing his / her opinion.
- Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
- Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
- Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- Inculcate among students scientific outlook and respect for physical labour and ideas of democracy, patriotism and peace.
- Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- Pay attention to only the attainment of the student in the assessment of merit.
- Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.
- Aid students to develop an understanding of our national heritage and national goals.
- Refrain from inciting students against other students, colleagues or administration.



○ Teachers and Colleagues

Teachers should:

- Treat other members of the profession in the same manner as they themselves wish to be treated.
- Speak respectfully of other teachers and render assistance for professional betterment. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

○ Teachers and Authorities

Teachers should:

- Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organizations for change of any such rule detrimental to the professional" interest.
- Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities. Cooperate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
- Cooperate through their organizations in the formulation of policies of the other institutions and accept offices.
- Cooperate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.
- Should adhere to the conditions of contract.
- Give and expect due notice before a change of position is made.

- Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.
- Teachers and Non Teaching Staff
  - Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution.
  - Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

- Teachers and Guardians

Teachers should:

- Try to see through teacher's bodies and organizations that institutions maintain contact with the guardians of their students, and reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

- Teacher and Society

Teachers should:

- Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
- Work to improve education in the community and strengthen the community's moral and intellectual life.
- Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.



- Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices.
- Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

### 4.2. UGC Guidelines for Teachers in University

#### ➤ Working Days

- The number of actual teaching days in an academic year in a university / deemed to be university / constituent / affiliated colleges of the university should not go below 180 days excluding the preparatory days for the exam and examination days. These are days on which classes such as lectures, tutorials, seminars, laboratories are or may be conducted. Holidays cannot be counted although students may be studying in their homes or hostels or may even be informally consulting teachers. The time taken up for admission, i.e. when the classes are not formed, to start work; time meant for examinations or for preparing for examinations cannot be counted. It would be desirable for university to make an effort to raise the number to 200 or more. The University should budget their time in regard to work and holidays. For example, admissions should be completed by the last day before the long vacation. Examination results should also be compiled and announced during the vacations to enable admissions to take place. In a semester pattern, examinations should not be so prolonged as to take away more working days -- there could be more reliance on internal assessment, examiners of first semester could be internal, so that the short vacation can be utilized for evaluation. The university should also see that a working day in department or faculty does not become just a few hours of the forenoon. The time table should be spread to accommodate the various academic activities at least for 8 hours in a working day.



- - The University should also insist that the manner of delivering a course is also spelled out. The number of lectures, tutorials; seminars, lab-sessions, etc. normally adequate for each course should be worked out and preferably made known in a handbook of courses. If students cut classes, or if working days are otherwise disrupted, it should be made clear that only when the norm is reached will there be examinations. This calls for working in a disciplined manner on part of the teachers -- which should be ensured. Every item in a given syllabus may not have to be taught in the class as a pre-requisite for the examination, but on the other hand it would be counterproductive to hold examinations on reduced courses because the number of working days has been curtailed in a particular situation. If this happens, examinations will lose their credibility, students will perform poorly in competitions and interviews, and if they are admitted to the next class its standards will also suffer.

➤ **Minimum Programme of Examination Reform**

Every university / deemed to be university shall have to adopt the following minimum examination reform in term of Syllabus / Question Paper:

- The syllabus in each paper should be demarcated into well defined units, areas of content along with a topic wise breakdown. The units may be numbered.
- Examiners should be free to repeat question set in a previous examination. This is necessary in order to ensure that students do not leave out important portions of the syllabus. Instructions to paper setters should be amended accordingly.
- There is often a very wide choice given to students for answering questions, say 5 out of 10. Such overall choice restricts the area of knowledge with which a student can pass an examination and is therefore undesirable. If there is choice, it may be provided by alternate questions in each unit of the syllabus.





- No examination should be held without fulfilling the requirement of a minimum number of lectures / tutorials / laboratory sessions, etc. which should be clearly laid down by the university.
- Examinations should be conducted in fair and impartial manner. Cheating in examinations is a cognizable offence. Universities must take all steps for the proper conduct of examinations such as effective security measures, proper supervision and invigilation, cordoning off the examination centers from the range of loudspeakers and other interference, flying squads and stern action in all cases involving copying and use of unfair means.

➤ **Work Load of Teachers**

The work-load of various activities should be not less than 40 hours a week for a teacher who is in full time employment. (Any good teacher, particularly one who is involved in creative activity and who has a spirit of challenge towards giving his best to the students, would certainly spend much more than 40 hours a week in academic pursuits.).

The breakup of work load shown below is for the sake of example. It is not a rigid breakup. But, every teacher could be given duties according to some such general pattern and no one should have a significantly reduced load.

- Asst. Professor in PG colleges/Universities
  - Asst. Professor in non Laboratory / Field Work Projects

| Activity                  | Average No. of hours per week |
|---------------------------|-------------------------------|
| Teaching                  | 10                            |
| Testing / Exams           | 1                             |
| Tutorials                 | 4                             |
| Preparations for Teaching | 10                            |
| Research                  | 10                            |
| Own Reading /Studies      | 5                             |
| <b>Total</b>              | <b>40</b>                     |



- Asst. Professor in Science Subjects or Where Field Work is Involved

| Activity                             | Average No. of hours per week |
|--------------------------------------|-------------------------------|
| Teaching                             | 10                            |
| Testing                              | 1                             |
| Laboratory work                      | 4                             |
| Teaching preparation and lab-setting | 10                            |
| Research                             | 10                            |
| Own Reading /Studies                 | 5                             |
| <b>Total</b>                         | <b>40</b>                     |

- Senior Teachers like Readers and Professors

Senior teachers like Associate Professors and Professors, in addition to their own research work guide and supervise a fairly large number of students for M. Phil. / PhD. Degrees. They have also to attend consultative meetings of various organizations, sometimes related to teaching and sometimes to research. Therefore, it is felt that their direct teaching responsibilities may be slightly curtailed allowing them a greater portion of time for guiding and supervising research work. However to the 10 hours of research per week on the average, it should be possible to add not more than 4 hours, bring the total of research to 14 hours per week. This again implies that the number of students to be supervised should be limited to perhaps 4 to 6, and that senior teachers should be able to assign specific time to each scholar whose work they are supervising.

It is also felt that with 14 hours for research and 5 or 6 hours for reading and study and perhaps another 5 hours for extra-curricular or administrative work, senior teachers should be able to put in about 8 hours of teaching and laboratory work including testing and about 8 hours for preparation of teaching work.

Teachers not having such extensive research responsibilities should put in more



teaching work. Ordinarily a teacher may not have more than two postgraduate theory courses to teach with some laboratory or tutorial responsibility. It is further observed that:

- Young people are given enough time to help in their professional growth and achievement of academic excellence particularly in the initial years of their service.
- Teachers guiding research students have adequate time to look after them.
- 'Pleasant' as well as 'unpleasant' work is shared by all teachers. In case a certain teacher likes to have an extra load at a particular time in the year, and comparatively less teaching work at some other time during the total academic year, this should be accommodated, if it does not cause any serious difficulty in the teaching programme of the department. Where teaching is organized in semesters and terms such adjustment could be made in the corresponding period, provided the teacher has given adequate notice to the university. The underlying principle being that the maximum work-load should be the same in all departments and for all teachers. In postgraduate centers where considerable research activity is envisaged it is obvious that the direct teaching of the staff will be reduced and the staff will accordingly devote the remaining time for active research.
- Teachers should spend a certain amount of time every day in the department / college whether or not they have direct teaching duties on certain days. If facilities are provided, preparation for teaching can mostly be done in the department college. This is so as to ensure that a teacher is available for his students if they need his help, and that a teacher is also available when he is needed for consultation or discussion on various matters that come up in institutions.



**4.3. University Administration Manual**

➤ **Conduct and Disciplinary Rules**

- Every person, except the Vice-Chancellor, in the service of the University holds his office during the pleasure of the Head of the University. No suit or other proceeding shall lie in a Civil Court against the University at the instance of a University employee in respect of any order affecting his conditions of service, or in respect of any disciplinary or other action taken against him in his capacity as a University employee. If a University employee feels aggrieved by any such action or order, his remedy is to appeal or to submit a memorandum to higher authorities subject to the conditions and restrictions, if any, prescribed by the rules applicable to his service. The Chancellor's decision in all such matters shall be final.
  
- No University employee shall take part in any act or movement calculated in the judgment of the Vice-Chancellor to bring the University into disrepute. It shall be the duty of everyone of the employees to honour the confidence reposed in him by the University and not to divulge any information obtained by him in the course of his official duties to outsiders or to make any use thereof which would be improper.
  
- The teachers and staff of the University shall not indulge in any public criticism of the University administration in such manner as savours of defiance and in subordination or causes or is likely to cause embarrassment to the administration in its relation to its staff or students of the Colleges. Nor shall it be permissible for them to indulge in criticisms, which will embarrass the University administration in its relation to members of the different communities among the staff or the students.



- The Registrar or any full-time or part-time teachers or staff of the University shall not take active part in politics or stand for elections, unless the Executive Council is satisfied that in their conduct and demeanour they will observe the restraint, dignity and courtesy enjoined by University traditions; and unless the Executive Council is further satisfied that their political and other public activities do not conflict with their duties to the University. The decision of the Executive Council is final.
  
- If a teacher of the University by speeches or otherwise seeks to mislead the students into activities which in the judgment of the Vice-Chancellor are objectionable, he is liable to be punished for dereliction of duty.
  
- All employees of the University, whether on the teaching or ministerial or other staff, and whether paid a salary or not paid any or whether in receipt of honorarium or allowances and whether full-time or part-time, be held to be under the general internal discipline of the University and such rules of discipline as are enforced, or as may be made, from time to time. Any infringement of these rules will be dealt with severely.

#### **4.4. General Code of Conduct**

The General Code of Conduct framed by CUTM applies to all faculty and staff members of the University. The General Code of Conduct of CUTM is listed below:

➤ **Standards of Integrity and Quality**

The University recognizes that it must earn and maintain a reputation for integrity that includes, but is not limited to, compliance with laws and regulations and its contractual obligations. Even the appearance of misconduct or impropriety can be



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very damaging to the University. The University employees must strive at all times to maintain the highest standards of quality and integrity.

In addition, each individual is required to conduct University business transactions with the utmost honesty, accuracy and fairness.

➤ Confidentiality and Privacy

The University faculty and staff members who have received or are privy to various types of confidential, proprietary and private information on behalf of the University should maintain its confidentiality. It is imperative that each member complies with all University policies and principles pertaining to the use, protection and disclosure of such information, and such policies apply even after the member's relationship with the University ends.

➤ Conflict of Interest

Faculty and staff members shall be obliged to their primary professional commitment to the University and its mission to engage in the highest level of education, research and scholarship. Outside professional activities, private financial interests or the receipt of benefits from third parties can cause an actual or perceived divergence between the University mission and an individual's private interests. In order to protect our primary mission, faculty and staff members with other professional or financial interests shall disclose them in compliance with the University policies.

➤ Human Resources

The University is dedicated to the pursuit of excellence and facilitation of an environment that fosters this goal. The University is committed to the principle of



treating each member fairly and with respect. To encourage such behaviour, the University prohibits discrimination and harassment and provides equal opportunities for all faculty members and staffs regardless of their race, color, religious creed, national origin, marital status, sex, age or any other characteristic. Where actions are found to have occurred that violate this standard, the University will take prompt action to cease the offending conduct, prevent its recurrence and penalize those responsible.

➤ Financial Reporting

All University accounts, financial reports, tax returns, expense reimbursements, time sheets and other documents, including those submitted to government agencies must be accurate, clear and complete. All entries in University books and records, including departmental accounts and individual expense reports, must accurately reflect each transaction.

➤ Compliance with Laws

Members of the University must transact University business in compliance with applicable laws, regulations, and University policy and procedure. Head of the Departments and administrative officers are responsible for teaching and monitoring compliance. When questions arise pertaining to interpretation or applicability of policy, contact the individual who has oversight of the policy.

➤ Use of University Resources

University resources must be reserved for business purposes on behalf of the University. They may not be used for personal gain, and may not be used for personal use except in a manner that is incidental, and reasonable in light of the employee's duties. The University resources include, but are not limited to, the use of



University systems (e.g., telephone systems, data communication and networking services etc.), the use of University equipment's (e.g., computers and peripherals, University vehicles etc.); the use of procurement tools such as purchasing cards and petty cash; and, the time and effort of staff, students and others at the University.

➤ **Reporting Suspected Violations**

Members of the University should report suspected violations of applicable laws, regulations, government contract and grant requirements or this Code. This reporting should normally be made initially through University management channels, beginning with the immediate supervisor, instructor or advisor. If for any reason it is not appropriate to report suspected violations to the immediate supervisor (e.g., the suspected violation is by the supervisor) individuals may go to a higher level of management within their school or department.

### **4.5. Faculty Code of Conduct**

CUTM has framed certain Code of conducts of its faculty members which are listed below:

- A Faculty of CUTM shall route his applications for appointment in any external organization through the respective Dean (UG and PG/HoD) or the PGP Coordinator which will be approved by the Registrar office.
- Whenever leaving the station (even during vacation) a faculty should inform the Dean (UG and PG) or PGP Coordinator / HoD and should submit his / her contact address where he / she would be available during the period of his / her absence from the Head Quarter / workplace.





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- Every faculty of CUTM shall be devoted to his / her duties and responsibilities. He / she should maintain highest values of academic, financial and professional integrity, discipline and impartiality.
- No faculty should indulge in academic corruption, plagiarism, allow students to cheat in the examinations and encourage groupism among the students.
- Faculty should conduct classes regularly and punctually.
- A faculty has to necessarily attend to the invigilation duty assigned to him / her, unless a written permission for exemption from the duty has been taken from the competent authority. There should be no laxity in invigilation. While doing the invigilation duty they have to follow the instructions to the invigilators.
- While conducting classes, faculty has to take the attendance of the students in a fair way. No manipulation and proxy in the attendance report are allowed. They have to maintain the attendance register / in ERP online system along with the signature regularly and keep them in such a way that at any time during their absence also the attendance of the students can be collected for verification. Faculty members have to maintain the lecture plan and have to prepare the detailed course outline for their courses and three assignments for a subject (each from one unit). The faculty members of Management school will be governed by the guidelines provided by the PGP Coordinator. They have to distribute these to the students well in advance and submit a copy to the batch coordinator / head of the department for record.
- Faculty members have to visit the hostels during the study hour when and where assigned to maintain the discipline in the hostel.
- Faculty should not teach in other institutions without taking prior permission from the competent authority of respective Schools of CUTM.
- Faculty members are not allowed to conduct Private Tuitions for CUTM students.
- Inside the University there must be a healthy student and teacher relationship. A faculty member is not expected to get excited or behave rudely or slap or use any un-parliamentary language while dealing with any student anywhere inside the campus. He / She is expected to conduct himself / herself in a manner that is appropriate for a



faculty. The faculty members must motivate students to maintain discipline inside the class room as well as inside the campus, to behave gently to their seniors / authorities, to understand the course curriculum as well as rules and regulations of CUTM, to get well acquainted with the teaching-learning process etc.

- If a faculty deals with projects than he / she should route the projects through the University / respective Schools.

The above points are by no means exhaustive, but only indicative. Any violation of code of conduct or dereliction of duty by the faculty members will be viewed seriously and may invite disciplinary action(s).

#### **4.6. Staff Code of Conduct**

The code of conduct for the non-teaching staffs as mentioned by CUTM is as follows:

- The University staff members have to maintain highest standards of professional excellence in their work and general up keep of the premises they are posted in.
- The staff members have to uphold the highest value of professional integrity. Indulging in corruption, encouraging groupism among students, violating confidentiality and diverting students to other colleges during the admission are some of the practices that will be considered as a violation of the code of conduct of CUTM.

The above points are by no means exhaustive, but only indicative. Any violation of code of conduct or dereliction of duty by the staff members will be viewed seriously and may invite disciplinary action(s).



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# **HUMAN RESOURCE POLICIES AND PRACTICES**



### 5. HR POLICIES AND PRACTICES

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

#### 5.1. 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.

##### 5.1.1. 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.



### 5.1.2. 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 3 months 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.

### 5.2. 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.

### 5.3. 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:

| <b>Type of Benefits</b>        | <b>Description</b>   | <b>Eligible Grades / Employees</b>                       | <b>Benefits</b>  |
|--------------------------------|--|--|--|
| <b>Employee Provident Fund</b> | 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,<br>Associate<br>Professor,<br>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. |
| <b>Medical Insurance</b>       | A policy that will pay specified sums for medical expenses or treatments during illness of the insured person.   | Asst. Professor,<br>Associate<br>Professor,<br>Professor | Yearly Rs. 100,000/-<br>Medical Insurance coverage for Faculty member.   |
| <b>Personal Loan Facility</b>  | Faculty member can avail loan at a concessional rate of interest from the University during financial  | Asst. Professor,<br>Associate<br>Professor,<br>Professor | Personal Loan facility can be available from different banks   |



|  |  |  |   |
|--|--|--|---|
|  | emergencies.   |  | through CUTM.   |
| <b>Project Related Benefits</b>                  | Faculty members who are successful in bringing projects for the University are entitled to get project related allowances / benefits for such activities                           | Asst. Professor,<br>Associate<br>Professor,<br>Professor | Policy exists for allowance; however it differs from project to project. Detailed circulars will be issued from time to time.   |
| <b>Faculty Accommodation and Cafeteria</b>       | 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,<br>Associate<br>Professor,<br>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. |
| <b>Travel Allowances and Dearness Allowances</b> | All the employees of the University shall be entitled to traveling and daily allowances according to the rules of the University.  | Asst. Professor,<br>Associate<br>Professor,<br>Professor | Provides an opportunity to work in other location of CUTM (short term/Long term)  |

Table 1 - Faculty and Staff Benefits



### 5.4. Leave of Absences

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

### 5.5. Review and Evaluation: Performance Appraisal

#### 5.5.1. 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.





### 5.5.2. 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.



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# **UNIVERSITY POLICIES**



## **6. UNIVERSITY POLICIES**

The University policies of CUTM have been mentioned as follows:

### **6.1. Academic Freedom**

The University is committed to academic freedom for the faculty members. Academic freedom is the right of faculty to examine, to question, to teach, to learn, to investigate, to speculate, to comment, and to criticize with deference to prescribed principles. The University acts in accordance with this commitment in both policy and procedure. All members of the University community are free to share their ideas with fellow members. The University encourages good judgment and appropriate restraint in the expression of one's ideas and the demonstration of respect for the opinions of others.

### **6.2. Policy of Equal Opportunities**

It is the objective of the University to provide equal opportunity for employment. Accordingly, the University recruits, hires, trains, and promotes individuals without regard to race, color, religion, sex, age, national origin, disability, veteran status, or any other category protected by central, state, or local law.

- It is the University policy to solicit applications when appropriate for available positions by posting open positions in a location accessible to employees and applicants for employment. Equal employment opportunity is the right of all persons to work and to advance on the basis of merit, ability, and performance. The principle of equal employment opportunity is applied to all employment decisions. All employment decisions are, and will continue to be, based solely upon an individual's qualifications for the position to be filled.



- Promotion decisions are made in accordance with these principles by imposing only valid requirements for promotional opportunities.
- All other benefits such as compensation, benefits, employee training, and other privileges of employment are administered on the principles of equal opportunity.
- CUTM is committed to the principles of tolerance and respect, fair treatment, equal access and consideration, and recognition for contributions. All management staffs are accountable and share the responsibility for adherence to the policy. Management performance of the objectives of this policy will be evaluated equally with the performance of all other University goals.
- Violations of this policy should be immediately reported to the Registrar or the Competent Authority of the Campus at which the faculty most recently taught or is teaching, staff most recently served or currently serving. Complaints will be promptly and impartially investigated. Retaliation against complainants or individuals who participate in an investigation will not be tolerated.

### **6.3. Policy on Sexual & Discriminatory Harassment**

It is the policy of University that the employment and educational environment at each of its campuses are free from all forms of improper or unlawful discrimination and harassment, including sexual harassment or sexually offensive conduct. A Conduct that would violate this policy includes, but is not limited to:

- Unwelcome or unwanted sexual advances.
- Requests for sexual favors.
- Any suggestion, whether overt or subtle, that a grade or other academic achievement is dependent upon the granting of sexual favors or submission to sexual requests.
- Unwelcome physical contact, including patting, pinching, hugging, kissing, fondling etc. Offensive conduct, verbal or written, including sexually explicit jokes,



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comments, innuendoes, or any other tasteless action that would offend a reasonably sensitive person. The displaying of sexually offensive pictures, posters, illustrations or objects.

- Slurs, jokes, or ridicule based on race, ethnic or national origin, religion, gender, age or disability.

In addition to sexual harassment or discrimination, it is illegal and against the policies of the University for any employee to harass another employee, faculty member, or student based on ethnicity, race, national origin, religion, gender, age, disability, and / or veteran status. Such harassment and / or discrimination may include derogatory remarks, epithets, offensive jokes, the display of offensive printed or visual material, or offensive physical actions that unreasonably interfere with an individual's work or classroom performance or create an abusive work or classroom environment.

Conduct deemed to be in violation of this policy is prohibited and will not be tolerated by the University. For any such violation appropriate disciplinary action will be taken against the person found guilty of such conduct. Retaliation, in any form, against the person raising such a concern will not be tolerated by University.

### **6.4. Faculty Grievance Redressal System**

CUTM has a fair grievance redressal system to address the grievances / complaints of faculty and staff members.

### **6.5. Faculty Involvement in Community Activities**

The University will encourage faculty members to conduct research, teaching, publications, or community activities in the local area as part of the University community services.

### **6.6. Policy for Use of University Facilities**



University organizations that schedule events in the existing facilities should be certain that the program is consistent with the purposes of the University. Non-CUTM groups wishing to use University facilities must receive written authorization from the Office of the Registrar or other appropriate University official.

### **6.7. Recruitment Policy**

The steps for faculty recruitment are briefly mentioned below: (i) Vacancies are advertised in leading national newspapers (ii) UGC qualification norms are being followed while scrutinizing the faculty profile (iii) Selection committee chaired by Vice Chancellor selects the suitable candidates (iv) A demo class followed by panel interview is conducted (v) Selected candidates are appointed with a probation period of one year.

### **6.8. Faculty Self-Appraisal and Evaluation**

Once recruited, faculty are continually appraised to ensure both their development, and to match their performance to changing University standards and norms. For example, faculty are required to submit a self-appraisal report for each academic year to a committee chaired by Vice Chancellor. An appraisal system is developed where weightage is given to student feedback, research, results in examinations and based on that score is calculated. The Deans share the appraisal report with the faculty. It is based on such reports that faculty are counseled and trained for continuous development.

### **6.9. Incentive Scheme**

In order to encourage faculty involvement in research, consultancy and field projects, an incentive scheme is developed for the faculty. It is intended that faculty will use their spare time to do research leading to publications and patents. They are also encouraged to get involved in Gram Tarang activities. It is envisaged that this will also help in improving the quality of their teaching.



### **6.10. Policies for in-service Training Program**

Faculty are allowed to take a one month summer training programme or industry at reputed institutes or industries at free of cost. Additionally, faculty members are encouraged to apply for Summer Research Fellowships at reputed Organizations.

### **6.11. Policies for Organizing National /International Conferences**

Faculty can avail of financial support in advance from the University based on the level of the event (national/international) which has to return later. Faculty may use the infrastructural facility freely (seminar hall, projector etc.). Free transport facility is provided to all keynote speakers to attend the conference. All such policies are a part of faculty handbook and are disseminated to all the faculty at regular intervals.

### **6.12. Policy for Internal Promotion**

University follows a process of Internal Promotion based on qualification and experience. Salary revision also happens after upgrading qualification through a personnel interview.

### **6.13. Consulting and Training Policy**

The broad objective of the Consulting and Training policy is to provide guidelines for undertaking relevant consulting and capacity building activities. More specifically consultancy and training will be undertaken for professionally undermanaged institutions to plough back the applied knowledge into the class room. Similarly, knowledge generated and acquired by faculty and students will be transferred to client organisations. CUTM will strive to work intensively with few organisations and few themes deeply. Further, CUTM will



undertake consultancies involving large scale research and implementation projects with external funding.

You can visit the website <http://www.cutm.ac.in> to have a detail information with regard to all these policies.