

CENTURION UNIVERSITY OF TECHNOLOGY AND MANAGEMENT

ODISHA



INDUCTION

FOR

NEW EMPLOYEE

Presented by :
Registrar / Dean(HRD)
CUTM, ODISHA

CENTURION UNIVERSITY OF TECHNOLOGY AND MANAGEMENT

Centurion University has since inception built a culture where behaviors such as collaboration, integrity and teamwork are not just encouraged but rewarded. It has always strived to build a process driven organization whilst ensuring that the overall policy and process framework doesn't become an impediment to creativity and risk taking. This has been ensured by clearly articulating and sharing policies and processes (listed below) in all academic and administrative areas.

Besides this, regular investments have been made in establishing a quality policy/system to ensure continuous improvement as well as a robust and integrated Enterprise Resource Planning (ERP) system is seamlessly integrated with the LMS/SIS systems (ERP Login Link)

[<https://cutm.icloudems.com/corecampus/index.php>].

These together ensure a culture of self-service where all the relevant stakeholders can freely access the information relevant for them in secure manner **cutm.ac.in**

UNIVERSITY DETAILS (Go through Link) :

- University history : [<https://cutm.ac.in/about/history/>]
- Mission & Vision : [<https://cutm.ac.in/about/mission-vision-core-values/>]
- Gazette : [<https://cutm.ac.in/about/cutm-gazette/>]
- Organization Structure : [<https://cutm.ac.in/about/organogram/>]
- Board of Governors : [<https://cutm.ac.in/about/university-authorities/>]
- Board of Management : [<https://cutm.ac.in/about/university-authorities/>]
- Academic Council : [<https://cutm.ac.in/about/university-authorities/>]

RULES AND POLICIES (Go through Link) :

[<https://cutm.ac.in/about/rules-policies/>]

Policy Against Sexual Harassment : [<https://cutm.ac.in/download-pdf/?pname=/wp-content/uploads/About/Act-Statutes-Ordinances/Policy-on-Sexual-Harassment&catID=144>]

Anti – Ragging Policy : [<https://cutm.ac.in/download-pdf/?pname=/wp-content/uploads/About/Act-Statutes-Ordinances/Anti-Ragging-Policy-of-CUTM&catID=144>]

• Grievance Redressal Policy : [<https://cutm.ac.in/download-pdf/?pname=/wp-content/uploads/About/Act-Statutes-Ordinances/Grievance-Redressal-Policy-of-CUTM&catID=144>]

• Equal Oppurtunities Cell : [<https://cutm.ac.in/download-pdf/?pname=/wp-content/uploads/About/Act-Statutes-Ordinances/Equal-Opportunities-Cell&catID=144>]

Policy for Promotion of Research CUTM :

[[https://cutm.ac.in/download-pdf/?pname=/wp-content/uploads/About/Policy for Promotion of Research 1&catID=](https://cutm.ac.in/download-pdf/?pname=/wp-content/uploads/About/Policy%20for%20Promotion%20of%20Research%201&catID=)]

• CUTM Seed Money Policy : [[https://cutm.ac.in/download-pdf/?pname=/wp-content/uploads/About/CUTM Seed Money Policy 1&catID=](https://cutm.ac.in/download-pdf/?pname=/wp-content/uploads/About/CUTM%20Seed%20Money%20Policy%201&catID=)]

• Research Incentive Policy : [<https://cutm.ac.in/download-pdf/?pname=/wp-content/uploads/About/Research%20Incentive%20Policy&catID=>]

• Code of Conduct – CUTM : [[https://cutm.ac.in/download-pdf/?pname=/wp-content/uploads/About/Code%20of%20Conduct-CUTM 2016&catID=](https://cutm.ac.in/download-pdf/?pname=/wp-content/uploads/About/Code%20of%20Conduct-CUTM%202016&catID=)]

• HR Policy : [<https://cutm.ac.in/download-pdf/?pname=/wp-content/uploads/naac/hr-policy&catID=>]

COMMITTEES (ACADEMIC AND ADMINISTRATION):

- Committee against Sexual Harassment
- Disciplinary Committee
- Anti Ragging Committee
- Anti Ragging Squad
- Committee for SC & ST
- Grievance Redressal Committee
- Gender Champion :
- Internal Committee for differently abled
- University Research Committee
- **Student Grievance –Redressal Committee**

HUMAN RESOURCE DEVELOPMENT & ADMINISTRATION:

- CUTM Handbook Link : <https://cutm.ac.in/connect/cutm-handbook/>
 - CUTM Faculty and Staff Handbook
 - CUTM Examination Handbook
 - CUTM Amendments to Examination Policy
 - Sports Council Handbook
- Performance Appraisal System (Policy and Process)

ATTENDANCE POLICY :

- Working hour : 9 AM to 5 PM / **9.30 AM to 5.30 PM**
- Over time : Only for Security personnel
- Half day attendance : 4 hrs
- Late coming : 9.30 AM onwards

DRESS CODE :

- Formal wear
- Hair should be trimmed
- Hygiene level to be maintained

LEAVE POLICY (Go through Link) : [<https://cutm.ac.in/download-pdf/?pname=/wp-content/uploads/About/Leave&catID=>]

- Casual Leave : 16 (Per Year/ Prorate basis-new employee)
- Earned Leave : 14 (Per Year/ ~~Prorate basis-new employee~~)
(After completion of one year service)
- Maternity Leave : 4 months (Service => 2 years in CUTM)
- Paternity Leave : 7 days (Service => 2 years in CUTM)
- Medical / Sick Leave : Based on approval of Management
- Compensatory leave : Yes, If he/she assigned to work on Sunday/Holiday. He/ she can take compensation any working day
- Half day leave provision : Yes (Fore Noon/ After Noon) only for CL
- Short Leave : No
- Holiday List (Go to Link) : [<https://cutm.ac.in/download-pdf/?pname=/wp-content/uploads/General/HOLIDAY-LIST-2020-21&catID=>]

PERFORMANCE APPRAISAL :

- The appraisal will be held once in a year.
- Performance Bonus and compensation growth are determined by the employee appraisal.
- Promotion is also determined at the same time.

EMPLOYEE COMPENSATION:

- **Salary :** Mentioned as per the Appointment Order
- **Incentive:** Based on performance/ contribution.
- **Medical:** Group Medical insurance coverage of Rs.1,50,000/- (BBSR) Rs.2,00,000/-(PKD) per year from University and above it may be paid premium by the employee.
- **EPF :** 12% of (Basic + AGP + DA) amount maximum upto Rs.15,000/- and above Rs.15,000/- is flat Rs.1800/-
- **Other Allowance :** Mentioned as per the Appointment order
- **Uniform Allowance:** Only for Security Personnel, Greenery staff, Transport staff, Pantry staff etc.

EMPLOYEE BENEFITS / FACILITIES :

- Staff Quarter : Based on vacancy and chargeable on affordable prices.
- Hostel : It is provided at the time of joining (Temporary basis for 7 days)
- Canteen Facilities : Chargeable on affordable prices.
- Certification program / Faculty Development Program/ Staff Development Program : It is being conducted regularly
- System (Computer) : Provided
- Mobile / Internet usages : WiFi (If available)
- Guest House accessibility for outing with family : Yes
- Opportunities for Training, Promotion, Transfer etc. : Yes
- Swimming Pool : Provided on affordable charges (if available)
- Zym : Provided on affordable charges
- Project related benefits : You will be entitled to get 33% of the surplus revenue out of the projects generated by you

EMPLOYEE SELF SERVICES :

- User Name : Yes
- Password : Yes
- Pay Slip : Yes (in ERP)
- Claim TA/DA : Yes
- ERP Login : Yes
- Leave Apply : Yes (in ERP)
- Time Sheet Filling : Yes
- Slack Accessing : Yes
- Bio-metric punching : Yes
- Mygate Reporting(In/Out): Yes
- Self-Appraisal : Yes

THANK YOU