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HR SERVICE BOOK



University of Engineering and Management, Kolkata

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1. Vision

To be a globally recognized educational institution known for outcome based education and application oriented research.

2. Mission

To assist students to understand and enjoy seamless nature of knowledge and encourage them to apply the acquired knowledge to practical use, so that they become worthy, socially responsible good human beings sought after for their leadership qualities.

To foster creativity, innovation, and excellence through example-based teaching-learning process imparted in the most simple and easily comprehensible way.

To continuously upgrade knowledge base of our manpower, improve infrastructure and use of latest technology/pedagogical tools, and update curriculum through periodic feedback from stakeholders to enable students to meet professional requirements and their expectations.

3. Objective of HR Policy

Human resource (HR) policies serve as the foundation for managing a organization's workforce. They are designed to guide employees and managers in their interactions and decisions, ensuring consistency, fairness, and legal compliance across the organization. The objective of this HR policy is multifaceted, aiming to achieve several key goals:

1. **Compliance:** HR policy is designed in such a way to ensure that the organization complies with relevant labour laws, regulations, and industry standards. This includes laws prohibiting discrimination, harassment, wages, working hours, and health & safety.
2. **Fairness and Equity:** HR policy helps promote fairness and equity in the workplace by establishing clear guidelines for recruitment, promotion, and performance evaluation. They aim to ensure that all employees are treated fairly and that decisions are based on merit and job-related criteria.
3. **Employee Relations:** HR policy provides a framework for managing employee relations. They help promote a positive work environment by providing a clear process for resolving conflicts and addressing employee concerns.
4. **Workplace Culture:** HR policy plays a key role in shaping the organization's workplace culture. They communicate the organization's values, expectations, and behavioral standards, helping to create a positive and inclusive work environment.
5. **Employee Development:** HR policy supports employee development by outlining training and development opportunities, performance expectations, and career advancement paths. They help employees understand what is expected of them and how they can grow and advance within the organization.
6. **Organizational Efficiency:** HR policy contributes to organizational efficiency by providing clear guidelines and procedures for key HR processes, such as recruitment, onboarding, performance management, and leave management. They help streamline these processes and ensure consistency across the organization.

4. Scope of HR Policy

This policy applies to all employees of the University and its associate Schools.

5. General Conditions

1.1 The employees of the University or its associate Schools shall consist of the following categories, viz.

- (i) Faculty Members
- (ii) Non – Faculty Members

1.2 The Governing Board of University may, in accordance with AICTE/UGC/BCI from time to time, determine the category in which a particular post or cadre may be placed.

1.3 The Governing Board of University may in accordance with AICTE/UGC/BCI with the approval of the State Government, from time to time, fix the grade of pay of all categories of employees of the University or its associate Schools.

1.4 The qualifications scales of pay and allowances of different categories of employees of the University and its associate Schools shall be such as may be prescribed by the Governing Board in accordance with the rules prescribed by State Govt./AICTE/UGC/BCI.

1.5 An employee must dedicate their full time to the service of the University and its associate Schools. They are not allowed, without explicit permission from the relevant authority, to engage directly or indirectly in any trade, business, or other work that, in the opinion of the authority, might interfere with the proper discharge of their duties.

1.6 No member of the ‘teaching-staff’ shall undertake private tuition.

1.7 In addition to the teaching work, a faculty member shall be responsible to perform such extra- curricular duties, supervision and other work in connection with any examination held by the University and/or its associate Schools as may be allotted to him by the relevant authority. Non-performance of such duty shall be deemed to be negligence in the discharge of his duties.

1.8 Governing Board reserves the right of changing/amending/revising this book of Service Rules after due consideration. .

6. Recruitment Procedure

The recruitment process for both faculty and non-faculty members in university and its' associate Schools should be methodical and innovative. Recognizing the critical roles played by both groups in the educational ecosystem, it's imperative to ensure that the recruitment procedures are versatile and designed to attract the best talent. By adopting a versatile and innovative approach to recruitment, university and its associate Schools can attract, select, and retain top talent, thereby strengthening their academic programs, research endeavors, and overall organizational effectiveness.

Recruitment of Faculty Members:

The University and its associate Schools recruit and retain the faculty members who are competent, qualified, experienced and experts in their respective fields of study.

- A. Advertisement:** The University and its associate Schools advertise the requirement of the faculty member in the state and national level newspapers and conducts interviews by inviting the outside subject experts and internal senior faculty members. The AICTE/UGC/BCI and University guidelines are being followed for recruitment of faculty & staff.
- B. Direct Application:** Department also maintain a data bank for applications received directly from qualified people and also referred candidates from HR consultants/own sources etc. An internal committee consisting of the Deans, Principle of the Schools respective HOD, and senior faculty members are entitled to short list the applications and prepare the list of eligible candidates to be called for interview.
- C. On Campus Recruitment:** The University and its associate Schools conduct the on-campus recruitments from the various Engineering and Science Departments of different nationwide Universities, IITs', NITs, IEST Shibpur, IISC Bangalore, IIMs' etc.

The recruitment procedure comprises of the following processes.

1. Shortlisting of resume.
2. Technical interview
4. Demo class.
5. HR interview.

Upon confirmation from Governing Board the Selection Committee is formed including:

- ❖ External Subject Experts
- ❖ Academician
- ❖ Vice Chancellor of the University
- ❖ Pro Vice Chancellor of the University
- ❖ Principal of Associate Schools
- ❖ HODs
- ❖ Representative of the Governing Board

Candidates are called for interview with minimum 10 days prior notice.

Upon recommendation of the Selection Committee, the selections are made and the appointment letters are issued. Wherever the Selection Committee feels required, candidates are asked to take trial classes and appear for final interview.

In case of on-campus recruitment, the list of final selects are sent to the placement department of the respective institute/university along with the offer letters.

D. Foreign Recruitment: The University and its associate Schools has initiated the process of recruiting visiting professor from Foreign Universities and Institutes in 2021. The main purpose is to collaborate with these organizations for enhancing the teaching and research of the University and its associate Schools.

Recruitment of Non Faculty Members:

Non-teaching staffs play a crucial role in the smooth functioning and overall environment of an educational institute. From managing administrative tasks to keeping campus facilities in top shape, they wear many hats. Whether it's ensuring safety, balancing budgets, engaging with the community, or guiding institutional decisions, their contributions are indispensable. In essence, they're the backbone of the college, vital for fostering a nurturing environment where students can thrive academically and beyond.

Given the pivotal role non-teaching staff play in the seamless functioning of a college, recruiting them should be approached with utmost care and precision. Their diverse responsibilities necessitate finding individuals who not only possess the required skills and qualifications but also exhibit a strong commitment to the institution's mission and values. Each position, whether in administration, facilities management, security, or finance, requires careful consideration to ensure the right fit. By prioritizing thorough evaluation and alignment with the college's objectives, the recruitment process can effectively identify candidates who will contribute significantly to the institution's success.

7. Performance Appraisal System for Faculty & Non Faculty Members

This policy sets out the framework for a clear and consistent assessment of the overall performance of teaching and non-teaching staff for supporting their development within the context of the institution plans. The broad purpose of appraisal system is to help staff members for their professional growth and development. The staff appraisal is evaluation of their performance on measurable parameters.

I. Policy for Appraisal of Faculty Members

The Faculty appraisal is to be carried out on **four** parameters:

Sr.	Parameter	Weightage
1	a) Student Passing Percentage b) Course Result of Semester Examinations of the subjects taught by the faculty	10 20
2	API Score Sheet	40
3	Student's Feedback about the classroom teaching	10
4	Institutional/Departmental Compliance	20

Parameter-1: Course Results (30 points)

Every semester, after the declaration of results, course wise result analysis is carried out. In the appraisal system, a weightage of 30 points is assigned to the parameter of course results of the subject's faculty have taught. There is two layer checking in this process:

1. Student Passing Percentage.
2. Average of Marks obtained by the students in the Course Result of Semester Examinations of the subjects taught by the faculty.

Parameter-2: API Score (40 Points)

The Academic Performance Indicator (API) is a transparent, objective and credible methodology of analysis of the merits and credentials of the applicants based on weightages given to the performance of the Faculty Members in different relevant dimensions and his/her performance on a scoring system pro-forma, based on the API,

Key Points measured in API:

- Direct Teaching Hours
- Research Paper Publication (International/National)

- Books/Chapter of the Books Authored and Published (International/National)
- Editors of Monographs / invited contributory Chapters in the Monographs (International/National)
- Awards/Fellowship
- Invited lectures/Resource Person/ paper presentation in International/National Seminars/ Conferences/full paper in Conference.
- Patent Registered
- Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.
- Professional Development activities
- Development of Innovative pedagogy
- MOOCs (developed in 4 quadrant) per module / lecture
- Content writer/subject matter expert for each module of MOOCs
- Course Coordinator for MOOCs 4 Credit Course
- Development of E-Content in 4 quadrants for a Complete Course / E-Book
- Ph.D./M.Phil. Guidance (Degree Awarded) Ph.D. Guidance (Awarded) (Single Supervisor)
- Ongoing or Completed Research Project (More than Rs.10 lakhs)
- Consultancy etc.

Considering the above parameters the management committee has set the following bench mark for Teaching Staff Members:

Sr. No.	Designation	Desired API Score
1.	Professor	500
2.	Associate Professor	400
3.	Assistant Professor	300
4.	Technical Assistant	145

In terms of Appraisal weightage we consider the Final obtained API score on percentile basis considering the Designation of the Faculty Members.

Parameter-3: Student's Feedback (10 Points)

The parameter of student feedback will carry 10 points in appraisal system. Student's Feedback will be on following points:

(Rating: 5-Excellent, 4-Good, 3- Average, 2- Below Average, 1- Poor)

For Theory:

Sl. No.	Description
1	Ability to control class
2	Encourage students to raise relevant questions during the class
3	Capability to clear doubts on the subject matter
4	Completion of prescribed syllabus on time
5	Paying attention to your academic/nonacademic problems and try to solve them (within as well as beyond class hours)
6	Using various teaching aids (Laptop/desktop , white board/blackboard , models, PPT , projector/LCD, Google classroom, Google form etc)
7	Presentation and Explanation skills to make the lectures interesting

For Practical/Sessional:

Sl. No.	Description
1	Ability to control class
2	Encourage students to raise relevant questions during the class
3	Capability to clear doubts on the subject matter.
4	Completion of prescribed syllabus on time.
5	Paying attention to your academic/nonacademic problems and try to solve them (within as well as beyond class hours)
6	Ability to explain the objective of the experiment/assignment/program and help to solve the problem by necessary demonstration/explanation
7	Evaluation of report of the practical assignments and providing necessary correction on weekly assignments

Parameter-4: Institutional/Departmental Compliance (20 points)

University/Departmental Compliance comprises of activities that support coordination, management, and monitoring of the risks associated with federal, state and local laws and regulations. One of the major goals of educational institutions is to gain the loyalty of their students by complying with those norms. A population of loyal students is a source of competitive advantage to every Educational Institute. Our University and its associate Schools are very much focused to comply with laws, regulations framed by competent authorities time to time. Internal Policies are framed accordingly to ensure that all the activities of the University and its associate Schools should be executed in a compliant way. Taking note of the same in our University and its associate Schools, the Institutional / Departmental Compliance carry a good weightage in the Appraisal System. Vice Chancellor of the University /Principal of the University associate Schools & respective HODs' are the key personnel to evaluate the same and marking the Faculty Members.

Policy for Non-Faculty Members

The works of the Non-Faculty Members are assessed periodically through a structured mechanism:

- Work efficiency and commitment.
- Initiative towards learning newer trends in their respective areas.
- Leadership and team work.
- Discipline and regularity

The Non-Faculty Members are periodically trained and also encouraged to pursue their higher studies.

The feedback had helped take the following decisions.

- Conduct of language and soft skill programme for non-teaching and administrative staff.
- Leadership training programme for senior faculty to identify the succession lines.
- Deputation of staff to various orientation programs relating government policies and rules concerning HR management and Education.
- Sensitize faculty members and international students with regard to cultural issues and sensitivities.

The appraisal of Non-Faculty Members will be done on following parameters:

- Job knowledge and performing skills – Clear Understanding of the job responsibility – Deep Knowledge and skills necessary to perform the job efficiently – Innovativeness - Ability to deal with critical issues and solving them in timely manner - Willingness to learn new skills, methods, processes - multitasking abilities.
- Regularity and punctuality
- Quality of service
- Interpersonal skills, cooperation and collaboration
- Planning, organization and achievement of goals
- Problem analysis and decision making
- Documentation
- Leadership and teamwork

In accordance with the outlined criteria, staff members are requested to complete a self-appraisal form provided in the designated format. Following this, their evaluations are reviewed by their respective Heads of Departments (HODs) and other competent authorities, who assess the submissions against predetermined benchmarks and performance indicators. Subsequently, this final stage ensures a holistic evaluation that considers both self-assessment and supervisory input, thereby facilitating fair and objective appraisals aimed at recognizing and rewarding exemplary contributions.

Sr. No.	Observations, conclusion	Remedial action
1.	Excellent	Not required. However, staff will be encouraged to maintain the performance.
2.	Appreciable	Not required. Staff will be encouraged for further improvement if required
3.	Below expectations	Need improvement in weaker areas. Motivation and support will be given for improvement.
4.	Poor	Need overall improvement. Motivation and support will be given for improvement.

8. Leave Rules

The primary goal of leave policy of our University and its associate Schools are to offer staff members a fair chance to address their medical emergencies, personal matters, and domestic needs. We recognize that when staff are burdened with other concerns, their ability to focus on teaching and other official duties may suffer. Providing them with the opportunity to take leave while still earning their salaries is intended to alleviate these burdens and ensure they can perform effectively in their roles. This policy has been formulated with these considerations in mind.

All employees of the Institute should be entitled to the following leaves**:

- | | | |
|-----|-------------------|---|
| (a) | Casual Leave | 7 days in a year |
| (b) | Medical Leave | 7 days in a year |
| (c) | Privilage Leave | <ul style="list-style-type: none">• Vacation Leave (For Faculty Members)• Earned Leave (For Non Faculty Members) |
| (d) | Maternity Leave | 180 days |
| (e) | Paternity Leave | 15 days between six months of the baby's birth |
| (f) | Marriage Leave | 15 days |
| (g) | Bereavement Leave | 15 days |

**During probation, first 2 months no leave is assigned.

1. Conditions of Leave:

1.1 Authority & Discretion:

Leave of any nature, though admissible as per policy, shall not be claimed as a matter of right. The sanctioning authority retains full discretionary power to grant, refuse, defer, or revoke leave based on institutional requirements, academic continuity, and administrative exigencies.

1.2 Prior Approval & Documentation:

All leave applications must be formally submitted through the prescribed system and approved prior to availing leave.

In case of emergencies, intimation must be given on the same day, and formal reporting must be completed within three (3) days, subject to valid justification. Proper documentation shall be maintained for audit and review purposes, ensuring transparency and accountability

1.3 Unauthorized Absence & Disciplinary Compliance:

Unreported or unauthorized absence shall result in proportionate deduction of salary and allowances.

Repeated violations or habitual irregularity shall be treated as **professional misconduct**, attracting disciplinary action including termination, in line with institutional HR policy and statutory norms.

1.4 Academic Continuity Mechanism:

To ensure uninterrupted academic delivery (NBA – Teaching Learning Process), the concerned faculty member must mandatorily arrange for substitute teaching prior to availing leave.

- Delegation of classes must be formally documented
- Consent of the assigned faculty must be recorded
- Department HOD shall ensure compliance and monitoring

1.5 Professional Ethics During Leave:

Employees shall not engage in any remunerative or professional assignment during leave without prior written approval.

1.6 Applicability:

This policy shall apply uniformly to all employees of the University and its associated schools and institutions.

1.7 Clearance & Asset Accountability:

Employees proceeding on long leave (study leave/deputation/extended leave) must obtain No Dues Clearance covering:

- Library resources
- Laboratory equipment
- Institutional assets
- Financial obligations

1.8 Duty Hours and Attendance Rules:

Duty Hours:

All faculty members are required to adhere strictly to the prescribed duty hours from **9:00 AM to 5:00 PM**.

Attendance Compliance:

- **Late Entry / Early Exit:**
 - Punch-in after 9:01 AM and up to 10:00 AM, or
 - Punch-out between 4:01 PM and 5:00 PMshall be treated as Late Entry or Early Exit.
- **Compliance Requirement:**

At least one of the punches (either **in-time or out-time**) must strictly adhere to the prescribed duty hours to avoid being marked as Half Day.
- **Less than 4 Hours of Duty:** Shall be considered as an Off Day.
- **More than 4 Hours but less than 8 Hours of Duty (and non-compliance with punch-in/out rules):** Shall be treated as a Half Day.

2. Casual Leave:

- 2.1 Casual Leave is the leave on full pay which an employee is obliged to avail of for short period not exceeding three days at a time with or without previous intimation on account of certain emergency which may arise.
- 2.2 Casual Leave shall always be applied for and sanctioned before it is taken except in case of emergency, for which application shall be made at the earliest.
- 2.3 Casual Leave may be granted by the Head of the Department/Section concerned. Casual Leave for more than three days at a time shall not be granted to an employee without the permission of the relevant authority of the University and its associate Schools.
- 2.4 Casual Leave cannot be suffixed or prefixed to any other leave.

3. Privilege Leave :

- 3.1 Privilege Leave is the leave which is earned by an employee by discharge of duties for a certain period and granted to him/her at the discretion of the authority on application being made by the employee at least 15 (fifteen) days prior to the date on which he/she proposes to go on leave. Prior sanction should be obtained for extension of leave at least 7 (seven) days before expiry of leave of 30 (thirty) days or more than 3 (three) days for leave less than thirty days.
- 3.2 Privilege Leave can be availed after completion of 1 year of service.
- 3.3 Faculty members can be taken Vacation Leave during Academic recess of the University and/or its associate Schools.

4. Medical Leave :

4.1 Sick Leave is the leave which may be granted to an employee who becomes ill, on application made by him/her. An employee may be granted sick leave for a period not exceeding 7 (seven) days for every 12 (twelve) months service completed upon an application being made and being supported by a certificate from a qualified registered medical practitioner. The same is applicable in case of more than two days sick leaves. However, the authority may ask the employee to submit to an examination by a medical practitioner appointed by the authority before granting him/her leave.

4.2 An employee who has been granted Sick Leave on medical certificate, will be required to produce a certificate of fitness for resumption of duty after Sick Leave has been awaited of or earlier.

5. Maternity Leave:

Maternity leave may be granted to a female employee permanent or temporary on full pay rata she was drawing at the time of taking leave for a maximum period of 180 days.

6. Paternity Leave:

15 days of paternity leave can be taken within six months of the baby's birth.

7. Marriage Leave:

Marriage Leave may be granted for a maximum period of 15 working days.

8. Bereavement Leave:

In the eventuality of demise of parent, Bereavement Leave may be granted for a maximum period of 15 working days.

9. Leave of Absence 'On Duty:

An employee of the University or its associate Schools, with prior approval from the relevant authority may be considered on "on duty" for various purposes. These include attending business meetings, delivering academic lectures, conducting examinations, or inspecting Academic Institutions of any recognized University, Government, or statutory body. They may also be considered on duty for attending meetings of committees organized or constituted by the Government, the annual sessions of any academic conference duly recognized by the University or its associate Schools or for any other purpose deemed appropriate by the relevant authority. However, the total period of absence for such purposes should not exceed three weeks in a year. On Duty leave shall be granted strictly for activities relevant to the University or its associated institutions/schools.

10. Leave without Pay:

Leave without pay may be granted to an employee by the relevant authority under conditions to be determined in each individual case. Such leave shall not count towards increment, and shall be reported and recorded at the subsequent meeting of the Governing Board.

Procedure to Avail Leave

An employee shall apply for leave in online mode through IEMCRP software. Auto generated Leave Form will be received at official mail id. A printed copy of the leave-form must be signed by delegated members, responsible for handling work in the employee's absence. The same has to be submitted to the HOD for recommendation/sanction. Duly signed Leave Applications duly signed by the higher authority shall be submitted to the HR for further processing. Leave records will be updated subject to the highest authority approval.

In case a member of staff wants to cancel sanctioned leave in full or in part, he/she should obtain the recommendation of the HOD on his leave cancellation letter and submit the same to the HR. The application should be submitted within 24 hours of the availing dates and in any case before 17th of the current month.

As pay roll is processed from 01st to 30th/31st of the month and attendance from 16th of the preceding month till 15th of the current month, leave availed till 15th of the present month will be taken into account in order to calculate monthly salary. Leaves availed from 16th to 30th/31st of the current month will be calculated in the succeeding month's payroll.

Time and Attendance:

The policy expects employees to arrive at work on time and mark their attendance.

Employees are required to adhere to punctuality norms by arriving at the workplace and marking attendance via the Biometric System at the designated start and end times of the working day. While allowances for occasional tardiness are granted, with relaxation permitted twice a month, consistent late arrivals or early exit beyond this threshold will incur consequences. Upon the third instance of late entry or early exit, one casual leave will be deducted from the employee's leave balance. If no casual leave is available, one day's salary for the month will be debited. Additionally, employees exceeding the permissible number of grace period instances in a quarter will have their names reported to the Head of the Department and relevant authorities for further action. This policy ensures accountability and reinforces the importance of punctuality in maintaining operational efficiency.

9. Capacity Building Plan

A capacity building plan is a structured approach to enhancing the skills, competencies, and abilities of individuals or organizations to effectively perform their roles or functions. The goals and objectives of the capacity building plan should be specific, measurable, achievable, relevant, and time-bound (SMART). Our University and its associate Schools mainly focused on the following areas:

- **Training & Development:** The authority strongly believes that continuous updating of knowledge and technology is the hallmark of a faculty member. To meet this need, the institute encourages the HRDC Cell to organize FDP and Work Shop for the benefit of the faculty members and also lends support when the faculty wants to attend FDP and Work Shop in other reputed institutions.
- **Enhancing Continuous Learning:** The University is focused to continuous improvement initiatives and about the commitment to spread a culture of lifelong learning and professional development. Effective immediately, the University and its associate Schools are allocating full Coursera and LinkedIn Learning course licenses at no cost to all faculty, staff, and students. This initiative is designed to empower our community members to enhance their skills, explore new interests, and stay up to date with the latest trends in their fields.
- **Driving Research & Innovation:** As part of the ongoing commitment to prioritize research and innovation, several **Centers of Excellence** have established. These centers serve as hubs for intense research work, fostering collaboration among researchers, industry partners, and other institutions to drive meaningful advancements in various fields. University encourages all members of the community to explore opportunities to engage with our Centers of Excellence, whether through research collaborations, attending events, or participating in projects.
- **Funding Innovation:** The University and its associate Schools take action on Project Grant initiative aimed at supporting innovative research and projects that align with our commitment to excellence in education, research, and societal impact. These grants are designed to provide financial support to faculty, researchers, and students to pursue projects that have the potential to make significant contributions to their fields and society as a whole. We welcome proposals from all disciplines and encourage interdisciplinary collaboration to address complex challenges and explore new avenues of research.

10. Staff Welfare Measures

Staff welfare measures are policies, programs, and initiatives implemented by the University and its associated Schools to promote the well-being, health, and satisfaction of their employees. These measures are designed to improve the quality of work life and create a positive work environment. Here are some common staff welfare measures initiated by the authority:

- **Educational Benefits:** Employees who have been working full time with the group for minimum 10 years without gap, their children will be eligible for full Tuition Scholarships in our group of Schools and colleges from 2022-23 academic admission session onwards if the children have minimum 80% aggregate marks throughout and attendance must be 90% throughout and must be within top 20% of the students total marks for the scholarships to continue.
- **Medical Reimbursement:** Medical test expenses reimbursement is a policy or benefit offered by the authority for an overall employee healthcare or insurance program. Coverage for health checkups and diagnostics services up to Rs. 1,00,000/- per year for employees and their immediate family members can greatly benefit their health and well-being. Address of the diagnostic centre is as follows for your ready reference.

Dr. Sudarshan Chakrabarti Memorial Centre
P-198, Ultadanga Main Road, SCH –VII-M,
Kolkata – 700067

- **Medical Insurance:** Employees can avail the medical insurance facility offered by the University and its associate Schools, and for the same, the premium amount up to Rs. 12,000/- per year can be reimbursed by the authority. This is a valuable benefit that can help employees' secure essential healthcare coverage for themselves and their families.
- **Doctor Facility:** There is an on-campus doctor facility available during working hours, which is a great convenience for employees. It helps them access medical care more easily and quickly, which contributes to their overall health and well-being.
- **Complementary Meal:** The university and its associate Schools offer a generous benefit to all staff members by providing complimentary breakfast, lunch, and dinner. This amenity not only ensures that employees are well-nourished throughout the day but also fosters a sense of community and well-being within the campus environment. By removing the hassle of meal preparation and expenses, staff members can focus more fully on their professional responsibilities and enjoy the convenience of on-campus dining facilities. This perk serves as a tangible expression of the institution's commitment to supporting the health and welfare of its workforce, contributing to a positive work-life balance and overall job satisfaction.

- **Gym Facility:** Gym provides employees with a convenient way to stay fit and healthy, which can lead to improved productivity and overall well-being.
- **Play–Ground Facility:** The University and its associated Schools offer playground facility to the employees as a space for relaxation, recreation, and physical activity. Inter departmental tournaments; annual sports, annual picnic are conducted there on regular basis.
- **Advance against Salary:** Advances can be requested in cases of emergency, such as medical emergencies, unexpected expenses, or other urgent situations. Approval will be granted based on the nature of the emergency and the employee's past record. In any unforeseen circumstances, it is encouraged to use this option responsibly and only in genuine emergencies. Misuse of this policy may result in disciplinary action.

11. Incentive Schemes for Faculty and Staff Members

Grant in Aid Policy:

Grants upto Rs. 10 lacs are going to be disbursed to Project groups/Principal Investigator whose research aligns with Govt. of India's thrust areas in the emerging technology applications to practical and societal/national problems.

Faculty Development Programmes:

Faculty taking courses from the SWAYAM portal / NPTEL / MOOCS upon taking courses approved by the Competent Authority, the course fees upto Rs. 20,000/- in a year will be reimbursed by the institute.

** Certain certification courses available on Coursera and LinkedIn Learning can be accessed fully free of cost when registered using the official institutional email ID, subject to institutional eligibility and platform policies.*

Professional Organization Membership:

Membership fees for professional organizations like IEEE, IEI, IETE etc. will be reimbursed for faculty members who are Chapter co-ordinators and Conference/Workshop organizers upto Rs. 20,000/- in a year.

Patent (for patents filed in the name of the University / Institute):

Earning Sharing: 50% of patent earning will be retained by the institute and 50% will be shared amongst the inventors after selling the rights of the granted patent.

Reward:

-Rs 10,000/- to the inventors and co-inventors (shared equally) after a patent is granted with the applicant's name as the institute / university.

Consultancy Earning Sharing:

30% of consultancy earning obtained by faculty will be retained by the institute and 70% will be disbursed to the faculty members.

Reputed Journal Publication Incentive Policy:

The Institute recognizes and rewards faculty members for publishing research papers in reputed journals. Incentives will be provided to the First Author affiliated with University of Engineering and Management, Kolkata, and/or any associated School of the University of Engineering and Management, Kolkata, as per the following guidelines:

1. The publication must clearly mention the affiliation of the University of Engineering and Management, Kolkata, and/or any associated School of the University of

Engineering and Management, Kolkata. The First Author must be either a faculty member or student of UEMK.

2. In case of multiple authors from University of Engineering and Management, Kolkata, and/or any associated School of the University of Engineering and Management, Kolkata, the incentive amount will be shared equally among the UEMK-affiliated team members, provided the First Author belongs to University of Engineering and Management, Kolkata.

Incentive Structure:

Category	Incentive Amount (Rs)
SCI/ SSCI/ SCI(E)/ Scopus Q1 Category Journal	Rs. 10,000/-
Scopus Q2/ ABDC Category Journal	Rs. 7,000/-
SCOPUS Q3 / ESCI	Rs. 3,000/-
SCOPUS Q4 Category Journal	Rs. 2,000/-
IEM-UEM Foreign Journals*	Rs. 1,000/-

*Except where the same article is published in a conference proceeding.

Additional Guidelines:

- Incentives **will not be applicable** for research papers counted toward the **Ph.D. degree requirement** or for **self-published papers**.
- At the time of submission of research paper details, authors must mention the **Citation Count, h-index, i10-index, and Journal Impact Factor**.
- If the **First Author is from another institution**, UEMK co-authors will be eligible for **50% of the applicable incentive**, to be **equally shared** among the UEMK co-authors.

Book Publication* Incentive:

In case of First Author Award for Publications of text books in relevant engineering & management discipline:

- Rs. 25,000/- if the text book is published by an international publishers like McGraw Hill, Prentice Hall, Oxford University Press, IEEE Press, Springer-Verlag GmbH or other internationally reputed publishers.
- Rs. 15,000/- if the text book is published by a national publisher like TataMcGrawHill, Prentice Hall of India, MacMillan India, Sage.
- Rs. 10,000/- if the text book is published by Regional / Local publishers.
- Rs. 3,000/- if a Scopus indexed book chapter is published.

Incentives will not be applicable for book chapter counted towards requirements for PhD degree and self-publication is not eligible for incentive.

** Publication, where the first author is from a different institution, there co – authors will be eligible for half of the amount in all the above cases. (For multiple co – authors, the half amount will be given equally)*

External Exam Co-ordination:

30% of earning will be retained by the institute and 70% will be disbursed to the faculty and staff.

Foreign Visits Reimbursement:

Each faculty member shall be eligible for **reimbursement up to Rs. 2,00,000/- (Rupees Two Lakh only) per financial year** towards **air tickets and accommodation expenses** incurred for approved **foreign visits**.

The purpose of such foreign visits must be strictly related to **academic and institutional collaboration** with recognized **Universities / Institutions** abroad. The visit should result in one or more of the following tangible outcomes:

- Research initiatives / joint research projects
- Memorandum of Understanding (MoU)
- Student internships / exchange programs
- Student Academic Programmes (SAP)
- Any other related academic or institutional activities approved by the competent authority

All visits shall require **prior approval** of the competent authority, and reimbursement will be processed **subject to submission of supporting documents and outcome reports**, as per institutional norms.

Conference Publication & Participation Reimbursement:

Each faculty member shall be eligible for reimbursement of conference registration fees and/or travel expenses for presenting research papers in conferences included in the University-recognized list of conferences.

Reimbursement Limits

A. National Conferences: Up to Rs. 20,000/- towards registration fees and/or travel expenses.

B. International Conference: Up to Rs. 70,000/- towards registration fees and/or travel expenses.

C. High-Ranked International Conferences: In order to encourage participation in highly reputed global conferences, the University has updated its incentive policy for A,

A1, and A* category international conferences, providing enhanced reimbursement support of up to Rs. 1,00,000/- towards registration fees and travel expenses.

D. University Conferences: Faculty members presenting research papers in conferences organized by UEM/IEM shall be eligible for full reimbursement of the conference registration fee, subject to compliance with the applicable guidelines and necessary approval from the competent authority.

**The classification of conferences shall be verified through recognized international conference ranking platforms such as CORE Conference Rankings and other accepted global ranking databases.*

(<https://portal.core.edu.au/conf-ranks/> <http://www.conferenceranks.com/#data>)

**** Reimbursement shall be applicable only when the First Author is affiliated to the University of Engineering & Management, Kolkata (UEMK), and the paper is published under the university's official affiliation. Abstract publications are not eligible for reimbursement under any circumstances.**

***** If the paper includes authors from multiple educational institutions, the reimbursement will be processed only after the publication of the official conference proceedings.**

Medical Reimbursement:

Rs 1,00,000/- will be reimbursed to each staff member and/or their children, spouse and natural parents for medical expenses from organization under MOU with the institute.

Tuition Scholarship for Children:

For all IEM-UEM family members who have been working full time with the group for minimum 10 years without gap, their children will be eligible for full Tuition Scholarships in our group of schools and colleges from 2022-23 academic admission session onwards if the children have minimum 80% aggregate marks throughout and attendance must be 90% throughout and must be within top 20% of the students total marks for the scholarships to continue.

Tuition Fellowship & Research / Teaching Assistantship for full time Ph.D Research Scholars under supervision of Ph.D Faculty:

Full time M.Tech and Ph.D students of IEM and UEM doing in-person classes and attendance everyday (90% attendance) will be eligible for full tuition waiver scholarships along with Teaching Assistantships / Research Assistantships of Rs. 20,000/- (for full time M.Tech students) and (Rs. 30,000/- for full time Ph.D students) if students have 8.0 and above (or 80% and above) throughout in aggregate.

The tuition waiver scholarships and Teaching Assistantships / Research Assistantships will not be applicable for part-time students or students who hold jobs or students whose attendance is not 90% or students who do not have aggregate 80% throughout to continue. The additional condition for the tuition waiver scholarship and TA / RA to continue is to publish at least 2 Scopus / SCI indexed papers publication after 1 year of coursework.

12. Code of Conduct and Ethics

Code of Conduct for Faculty Members:

- All the activities should be conducted in an ethical manner. Research and teaching shall be carried out in an environment of academic freedom and honesty
- The faculty member shall perform his/her duties efficiently as per the university /institutional norms.
- Every faculty member shall update his/her skills and knowledge professionally.
- While carrying out the interactions at all levels, the dignity and respect of an individual is observed.
- The faculty member should strive for excellence in academic and research and evolve as a role model for the students.
- The faculty member shall always encourage the students to participate in curricular and co-curricular activities.
- The faculty member shall organize various technical events for the benefit of student's community and also for the benefit of the society.
- The faculty member shall not discriminate any student based on the caste, creed, language, and place of origin, social and cultural background.
- The faculty member shall not be absent from the duties assigned at any time without prior permission.
- The faculty member shall not engage in any unlawful activities. The faculty member shall not violate the norms of decency or morality in the behavior, inside and outside the campus.
- The faculty members are expected to be impartial in the assessment/evaluation of students' performance.
- The faculty member shall not accept any assignments given by an external agency without the permission of the competent authority.
- The faculty member shall not associate in any organizational activities which are against the ethics of teaching profession and against of policies of University.
- Faculty members are required to follow the dress code prescribed by the highest authority and applicable for the University and its associate Schools.
- It is the collective responsibility of the entire faculty groups to work together in order to achieve the institutional core values and targets set by the authority from time to time.

Code of Conduct for Non-Faculty Members:

- Ensure that all the students, academic employees and supporting staff are dealt with courtesy and respect and uphold the values of the organization.
- Be fully conversant with the Policies, rules and regulations of the University and shall be prepared to implement them.
- Ensure that the duties assigned to the team members are appropriate to the qualification, experience and skills of the employee.
- Ensure that the goals of the University and its associate Schools are well disseminated across the stakeholders and the activities planned in the institution are towards achieving the targets.

- Support the team members with the training needed, to upgrade the skills and also to successfully discharge the responsibilities assigned.
- Ensure a cordial relationship with the administrative and other non-administrative staff for the smooth conduct of the Institution.
- Be very precise and clear in communicating all the information to the concerned teaching and non-teaching members.
- Ensure all the expenditures are within the budget approved by the University and also ensure that a fair practice is followed in budget allocation.
- Exercise caution to avoid favourism and shall not involve or encourage in any kind of activities that cause any disrupt between the team members.
- Demonstrate professionalism in resolving any conflict by respecting all parties involved and ensuring that the complaints are well received, studied and all the solutions are well documented. Ensure that they shall not misuse their authoritative powers which shall affect the reputation of the Institution.
- Ensure that the information submitted to the external agencies and other stake holders about the institution is unambiguous and correct.

13. Disciplinary Policy & Procedure

Every employee should take a note of the importance of adhering to the policies and procedures, duly approved by the Governing Board of the University, particularly in regard to job performance, attendance, and conduct. It is crucial for maintaining a positive work environment and upholding the standards of professionalism expected from all employees.

All employees are expected to conduct themselves in a manner conducive to efficient and smooth working of the University and its associate Schools. An employee who does not conduct himself/ herself in a proper manner must be corrected through appropriate disciplinary action. An illustrative list of 'misconducts' warranting disciplinary action is given in sub-section below. The purpose of disciplinary action is to correct rather than to punish the employee. If the offense is of a grave nature or if efforts at correction do not meet with success, severe disciplinary action such as discharge or dismissal may have to be resorted to.

Disciplinary Authority:

Subject to the provisions made hereinafter, the highest authority of the University shall be the disciplinary authority in respect of all employees. The governing board shall be the final appellate authority with respect to any decision taken by the disciplinary authority. Decision of the Governing Board will be final.

Act of Misconduct:

Any of the following act of an employee shall be construed as an act of misconduct:

- Negligence in the discharge of duties.
- The applicability of willful insubordination or disobedience to an order of a higher authority, as per the provisions of the Act, Statutes, Regulations, and Rules of the University, extends to its associate Schools as well. Any breach of discipline, including acts of insubordination or disobedience, will be addressed with appropriate measures as outlined in university policies and procedures.
- Theft, fraud or dishonesty in connection with the property of the University and / or its associate Schools.
- Giving false information regarding one's name, father's name, age, qualifications, previous service, etc. at the time of employment or subsequently.
- Habitual late attendance or willful absence from duty without leave or sufficient cause and reasons.
- Taking or giving bribes or any illegal gratifications or indulging in corrupt practices.
- Sexual Harassments.
- Indecent behavior or any other act subversive of discipline.

- Assaulting or intimidating any employee of the University and its associated Schools as applicable.
- Sabotage or willful damage to or causing loss of goods or properties or harming the goodwill of the University and its associated Schools, as applicable.
- Spreading false information with a view to cause disruption of the normal work of the University and its associate Schools, as applicable.
- Unauthorized use of Land and Building of the University and its associate Schools, as applicable.
- Conviction in a court of Law for offence involving moral turpitude.
- Breach of rules and regulations, orders and circulars of the University and / or its associate Schools, as applicable of any of the higher authorities.
- Abetment or attempt to commit any of the acts of misconduct.
- Any other ground which may be considered by the Board of Management to be detrimental to the interest of the University and / or its associate Schools.

Penalties:

The following penalties or any of these may be imposed on any employee for misconduct, for good and sufficient reasons and after complying with procedure laid down hereinafter.

- Censure.
- Withholding of increment/s or promotion including the stoppage of increment at an efficiency bar, if any.
- Reduction of position to a lower stage in the time scale of pay for specified period with further direction as to whether or not the employee will earn increment of pay during the period of such reduction and whether on the expiry of such period the reduction will or will not have the effect of postponing the future increment of his pay.
- Recovery from pay of the whole or part of any pecuniary loss caused to the University and / or its associate Schools due to negligence or breach of order by the employee concerned.
- Suspension
- Compulsory retirement.
- Dismissal from service.

Suspension:

The disciplinary authority may place an employee under suspension.

1. Where the disciplinary proceedings against him / her is contemplated for and is pending
or
2. Where a court case against him / her in respect of any criminal offence is under investigation, enquiry or trial.

An employee shall be deemed to have been placed under suspension by an order of the disciplinary authority:

- With effect from the date of detention, if he / she is detained in police custody on a criminal charge for a period exceeding 48 hours.
- With effect from the date of his/her conviction, if, upon such conviction, he / she is sentenced to a term of imprisonment exceeding 48 hours.
- Where the penalty of dismissal or removal from service imposed upon an employee, under suspension, is set aside on appeal or review under this Statute or under any order of the Court of Law and the case is remitted for further enquiry or action with any other direction his / her suspension shall be deemed to have continued and in force from the date of original order of the dismissal and shall remain in force until further orders of the disciplinary authority.
- During the period of suspension, the employee concerned shall be entitled to a subsistence allowance of an amount equal to one third of his / her basic pay only. In the event of his suspension being followed by punishment he / she shall not be entitled to any further emoluments other than what he / she had already been paid from the date of his suspension unless the Governing Board directs otherwise.

An order of suspension under this Statute shall not be deemed to be or construed as punishment for any purpose.

Procedure for Imposing Penalties:

No order of imposing of the penalties shall be made except after an enquiry held in the manner as following:

The Disciplinary Authority shall draw or cause to be drawn up –

i) The substance of the imputation of misconduct / misbehavior into definite and distinct article or articles of charge;

ii) A statement of imputation of misconduct or misbehavior in support of each article of charge which shall contain a statement of relevant facts including any admission or confession made by the employee;

iii) The Disciplinary Authority may, for the purpose of enquiry, appoint an Enquiry Authority to advise the highest authority about the action to be taken.

14. Employee Exit Process

The objective of an employee exit policy is to ensure a smooth and organized transition when an employee leaves the organization. It aims to protect the company's interests by ensuring that departing employees comply with confidentiality agreements, return company property, and fulfill any pending obligations. Additionally, the policy helps in maintaining confidentiality regarding the reasons for an employee's departure, especially in cases of termination or disciplinary action. By ensuring compliance with relevant labor laws and regulations governing employee exits, such as notice periods, severance pay, and exit interviews, the policy helps the organization avoid legal issues.

Policy & Procedure:

1. **Resignation:** Any staff member desiring to resign must submit a written application stating the reason(s) for resigning. A staff member must provide an employment notice period in writing during service or pay in lieu of such notice, as per the terms of their appointment. If a faculty member wishes to exit employment during the probation or confirmation period, they must provide a one-month employment notice or equivalent payment of salary in lieu of notice period/days. Failure to comply with this condition may result in legal proceedings initiated by the competent authority as applicable under employment laws. Upon submission of resignation, the staff member must hand over to the Head of Department (HOD) all correspondence, documents, etc., belonging to the institution or related to its business, as they are the property of the institution.
2. **Termination:** Any employee if not abiding the rules and regulation, the managing authority has full right to terminate the employee. Termination of an employee is a serious and sensitive matter that should be handled with care and in accordance with the institution's policies and applicable laws. Before terminating an employee, it is important to conduct a thorough investigation to gather relevant facts and evidence related to the grounds for termination. The termination should be carried out in compliance with relevant employment laws and regulations, including providing the employee with any required notice period or severance pay.
3. **Retirement:** The date of retirement of all Faculty Members shall be the last date of the month on which he / she completes the age of 65 years. The date of retirement of all Non-faculty members shall be the last date of the month on which he / she completes the age of 60 years. In case of special need of the University and/or its associate Schools the highest authority may give extension to an employee which may not be more than a year at a time.
 - Extend not beyond the limit of 70 years of age, the service of a faculty members and 65 years for a non-faculty members.
 - Re-employ a faculty member as per guidelines laid down in the Government of West Bengal order in force from time to time.

Voluntary Retirement:

An employee on the completion of the age of 50 years or on the completion of twenty continuous years of loyal and faithful service of the Institute will have the option of voluntary retirement with benefits of provident fund, gratuity and such other amenities as would be admissible on the date of retirement.

Relieving/Clearance Certificate:

Upon departure, an exit meeting is conducted, and Human Resources Department confidentially records the details, which are then shared with the Institutional Quality Assurance Cell (IQAC) to enhance the University's operations. A staff member will be required to submit an exit clearance certificate and no dues certificate to the Human Resources Department for full and final settlement of dues. If the staff member fails to return any University and/or its associate Schools' property, its cost shall be deducted from his/her wages, or recovered in any manner suitable, to the management.

The Accounts will process the Full & final settlement and coordinate for statutory claims related to employee.

Certificate of Service: Every employee shall be entitled to a service certificate at the time of leaving service, discharge or retirement from service.

15. Full Form of Abbreviations

University	University of Engineering & Management, Kolkata
Associate Schools	Institute of Engineering & Management, Kolkata
	IIEHM
AICTE	All India Council for Technical Education
UGC	University Grant Commission
BCI	Bar Council of India
HOD	Head of the Department
IIT	Indian Institute of Technology
NIIT	National Institute of Information Technology
IEST Shibpur	Indian Institute of Engineering Science and Technology
IISC Bangalore	Indian Institute of Science
IIM	Indian Institutes of Management
MOOCs	Massive open online course
NPTEL	National Programme on Technology Enhanced Learning
IEEE	Institute of Electrical and Electronics Engineers
IEI	Institute of Electrical and Electronics Engineers
IETE	The Institution of Electronics and Telecommunication Engineers
SCI	Science Citation Index
SSCI	Social Sciences Citation Index
SCIE	Science Citation Index Expanded
MOU	Memorandum of Understanding