



Unveiling Excellence

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RECOGNITION & INCENTIVE POLICY

(Chapter - XII, University Policies & Guidelines)

UNIVERSITY OF SCIENCE & TECHNOLOGY MEGHALAYA

- ▶ Sincerity
- ▶ Performance
- ▶ Transformation
- ▶ Contribution
- ▶ Excellence



Chief Guest : Shri Siddhartha Bhattacharya
Hon'ble Education Minister, Assam

Venue : Techno City, USTM

Date : 08-2018



CHAPTER XII

RECOGNITION & INCENTIVE POLICY, USTM

Purpose:

To give reward, recognition and incentive to performers and achievers as an appreciation of the work.

OBJECTIVE :

The primary objective is to motivate the faculty members of USTM to contribute in the field of academics for qualitative growth of the University.

The incentive is awarded based on the academic performance of STAFF & FACULTY assessed through student's feedback, involvement in organisational events, departmental growth and creative endeavors.

SCOPE :

This covers all STAFF & FACULTY members of USTM.

FACULTY:

- To evince interest among the members of faculty so that they take efforts to use latest student centric methods and technological tools in realizing the respective course objectives.
- To pursue efforts to write books, book chapters, monographs etc. for publication by International and National publishers of repute.
- To encourage the faculty members to submit proposals and secure funded research projects from various funding agencies in India and Abroad.
- To encourage the faculty to address the emerging needs of the students in their domain of knowledge.

STAFF:

- To motivate and recognize the members in working towards the growth of USTM.
- To encourage their efforts and extra hours put by members for benefit of USTM.
- To appreciate and recognize the members for quality & excellence in everyday work.

Final decision will be made by the Achievement Assessment Committee.

The committee shall consist of following members:

Nominee from the Sponsor

Nominee from Vice Chancellor

Registrar (Ex Officio)

Two Senior Professors

Finance Officer/Nominee

In case of any disagreement the Vice Chancellor's decision shall be final.

A. TEACHING STAFF:

1. BOOK/ BOOK CHAPTER/ MONOGRAPH

The e-book and hard copy books are considered for research incentive.

- a. For each Book (Reference or Text) authored/edited singly or jointly and published by International Publisher or Apex bodies/Societies with ISBN (International Standard Book Number), the Authors/Editors will be given one-time incentive as decided by the committee from time to time
- b. For each “Chapter/ monograph” in Book published by International Publisher with ISBN, the Author/s will be given one-time incentive as decided by the committee from time to time.
- c. For each “Chapter/monograph” in Book published by National Publisher with ISBN, the author/s will be given one-time incentive as decided by the committee from time to time

2. COPYRIGHT AND PATENT

An incentive as decided by the committee from time to time for each copyright and patent will be given to faculty and disbursed equally to faculty.

3. INCENTIVE FOR PRESENTING PAPER and ATTENDING IN CONFERENCE/SEMINARS/ SYMPOSIUM/ WORKSHOP/ FDP ETC.

Faculty presented paper (oral/poster)/ in International or National/ State (organized in India) Conference/Seminars/ Symposium/Workshop/ FDP etc. are entitled to get T.A. as per rules plus registration fee on submission of true copy of the certificate. Only one International Seminar in two calendar years and one National/ State Conference /Seminars/ Symposium/ Workshop/ FDP etc. in one calendar year are permissible for individual faculty. The faculty can claim only one (International/National/ State Conference /Seminars/ Symposium/ Workshop/ FDP, etc.) event in a calendar year. Prior permission or approval (through proper channel) is mandatory to claim for incentive. The incentive amounts shall be decided by the committee from time to time.

4. AWARDS FOR PERFORMER FACULTY.

The performance of faculty is evaluated following a systematic mechanism on the basis of the feedback of students, faculty colleagues and administrative staffs. On the basis of the performance the following incentives are awarded annually.

- Interest Free Car Loan to top five best performer faculty
- Foreign Tour for to 10 Best Performer Faculty
- National Academic Tour for 10 faculty with additional 10 days paid leave
- Marriage Loan up to 1.5 lakhs for four best faculty having served more than two years.
- Accommodation with independent Quarter facility in the campus.
- Fellowship to continue higher studies in the university.
- Giving away awards and honour to performer faculty by Eminent Guest during prestigious functions/events in the campus.
- Cash awards and other incentives for Rank Holders faculty.

- Additional 10 paid cash leave for 100% attendance during peak academic periods of the semester i.e. Feb to May & August to Nov or getting Leave Encashment
- Extraordinary Salary Increment.
- Dedication of Rooms after the name of Founding Faculty members.

5. MEMBERSHIP IN NATIONAL AND INTERNATIONAL SOCIETIES:

Faculty are also given incentive (membership fee) for getting either life membership or annual membership in recognized National and International societies in their subject domain

Action: Registrar (Academic) USTM .

6. FELICITATION FOR R&D PROJECTS :

USTM main focus is on R&D and faculty will be rewarded for their pioneering work in the field of R&D, a % amount of the total cost of a Project secured by any faculty from any funding agency will be felicitated at the Annual day with Scarves, Mementoes, Certificates, and Cash reward.

Action : Registrar (Admin) USTM in the month of November every year.

B. EXECUTIVES & ADMINISTRATIVE STAFF :

A committee consisting of Vice Chancellor, Registrar, Administration and Registrar Academic will select Awardees under this category based on their loyalty, dedication, Team spirit and Contribution to the growth of the University. The Awardees will be felicitated with Scarves, Bouquet of Flowers, Mementoes, medals, cash awards, etc.

Action: Dy Registrar USTM in the month of November Every Year.

C. OPERATIONAL STAFF:

Performing operational staff consisting of Housekeeping staff, office bearers, office Attendants, Lab attendants and drivers will be felicitated and rewarded for their dedication, Sincerity, punctuality and Commitment in discharge of their duties in their own sphere keeping wheels of the University well oiled. A committee consisting of Registrar, Deputy Registrar and Academic Officer RIST will select not more than 10% of the operation staff in each category for felicitation, selected operational staff will be felicitated at the Annual day on 1st December with scarves and Mementoes, medals, cash awards, etc.

Action : Dy Registrar USTM and Dy Registrar RIST

D. STUDENTS CRACKING COMPETITIVE EXAMINATION

USTM is committed to keep its students Competitive in the fiercely Competitive World. Successful students in the competitive Examination will be rewarded appropriately to encourage the students to prepare themselves for competitive examination and succeed.

NET/GATE/SLET: The USTM students who crack NET/SLET/GATE during their final semester in USTM will get full refund of their course fees as reward for their achievement. All HoDs shall maintain the names and Roll No and Contact details of candidates writing NET/GATE/SLET during their study in USTM and report the list of successful students for felicitation. The successful students will be felicitated in a function coinciding the fresher's Social/University Week/ NEGC.

CIVIL SERVICES:

Students of USTM who cracks Union Civil services and State Civil Service of an State of India will be rewarded in the form of Refund of course fees , scarves Certificate and Mementoes. Only those successful students who sat for the concerned Civil Service Exam within one year from Date of their last examination in the USTM will be felicitated, Students who qualifies for the civil services Examination shall Report their Success to the Registrar USTM and upload it in USTM website, their felicitation will take place in Freshers' Social of USTM/NEGC EVENT.

Action: Academic Registrar in the month of January every year.

F. USTM EXCELLENCE AWARD:

Excellence Award is instituted for giving recognition to renowned personalities of North Eastern states for their Lifelong achievement in their respective fields including journalism, social work , Literature, Music Education , Civil Service, research and Development art and Culture. This award will be given biannually and in the month of January. The recipients of this award will be selected by a JURY of five eminent personalities to be nominated by the Chancellor of USTM. Not more than five personalities will be decorated with this award at the time. The award consists of a citation stating their achievement in respective field, Scarves and mementoes. The Award ceremony will be held in benefitting manner in the central Auditorium in presence of VIP Chief Guest like the State Governor/ State Chief Minister.

Action: Joint Director HR in the month of November proceeding the year of Award.

G. VISITNG GUESTS:

USTM values its guests and welcomes the visitors with warmth and due regards. Every visitor irrespective of their standing in Life should feel honored at USTM, VIP and VVIP guests shall be received and felicitated according to the protocol they deserve. The USTM Administration shall prepare a list categorizing the visitors as VVIP Guests, VIP guests, Honored Guests, Important Guests, Valued Guest and Extend due courtesy they deserve. The PR department of USTM under overall guidance of Registrar (Admin) USTM shall be responsible to conduct the guests from the point of arrival to departure including reception, transportation, accommodation, escort, food, mementoes, site seeing, conducted tour of campus, interaction with teaching and non-teaching officials and students.

H. SERVICE PROVIDERS:

Service providers of USTM will be appreciated for their services rendered to the university on its journey for achieving excellence. Service providers will include -

1. Contractors
2. Architects
3. Hostel catering service providers
4. Banking and financial service providers
5. Advertising agencies,
6. Journalists
7. Security service providers
8. Suppliers of goods and services.

Service providers selected on the basis of their efficiency, sincerity, business ethics, promptness in delivery of service will be awarded with mementos certificates and they will be felicitated at the Annual Day on 1st December. A committee consisting of 1. Director Administration, 2. Dy. Registrar (Administration) 2. Finance Officer 3. Registrar will select the beneficiaries.

I. OUTSTANDING PERFORMANCE IN SPORTS:

A member of the USTM Community who achieves outstanding performance in the areas of sports at university, state national and international level will be rewarded suitably.

J. PROMOTION OF SOCIAL CAUSE:

Members of the USTM Community who promote social causes in various areas will be rewarded suitably.

K. AWARDS & RECONGNITIONS FROM OTHER ORGANISATIONS:

A member of the university teaching and students community or administrative staff who brings laurels to the university from Governments, reputed institutions and organizations will be felicitated and rewarded for their outstanding performance.

L. OUTSTANDING EFFORTS FOR GROWTH OF USTM:

Any member of the USTM Community who exhibits outstanding and extra effort for growth and development of the university will be rewarded appropriately by way of reward in cash and career advancement

M. OTHER SPECIAL AWARDS:

1. Memorial Award
2. Best Student Award
3. Best Faculty Award
4. Best Faculty Award
5. Best Researcher Award
6. Best Innovation Award
7. Best Startup Award
8. Any other award as may be instituted from time to time.

FORMS OF RECOGNITION AND INCENTIVE:

The recognitions and incentives will be in the following forms -

1. Medals
2. Commendations
3. Excellence Awards
4. Certificates of recognition.
5. Declaration in USTM News Letter
6. Cash Award

CONTACT:

For any clarification and Details Registrar/ Academic Registrar/Director Welfare, USTM may be contacted.

NET & GATE Achievers



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