

Effective Jan 2019



UPES

UNIVERSITY WITH A PURPOSE

UPES PRINCIPLES OF ENGAGEMENT

Human Resources

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I. Rewards and Recognition Policy

1. Objective

- 1.1 The policy aims at recognizing and rewarding the individuals and teams who go that extra mile to raise the bar of performance levels while demonstrating constructive behaviors and actions, in alignment with the vision and values of UPES (Respect, Trust, Innovation, Passion, and Inclusivity).

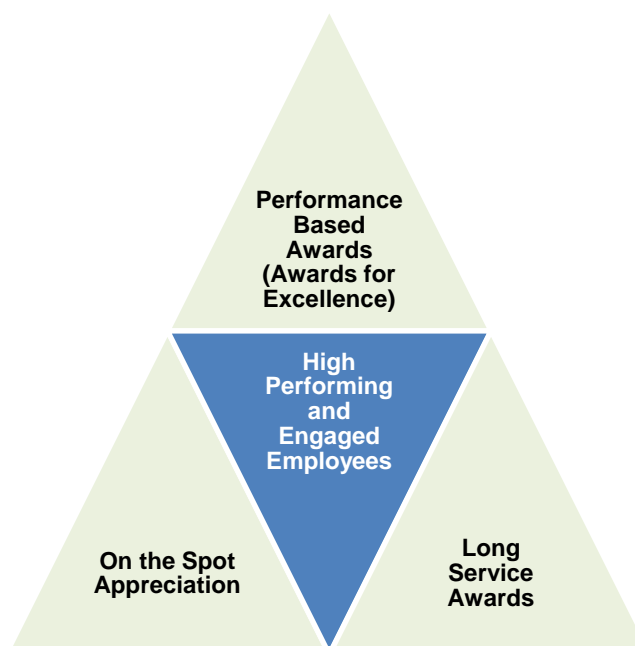
2. Applicability

- 2.1. This policy is applicable to all full-time and part-time employees, including those appointed on contract basis.

3. Guidelines

3.1. Reward and Recognition Framework

- 3.1.1. Reward and Recognition initiatives at UPES are aimed at building and reinforcing a culture where employees are appreciated for their high performance, everyday contribution and commitment towards UPES.
- 3.1.2. The three pillars of Reward and Recognition at UPES are indicated below:



- 3.1.3. The recognition and awards covered under each pillar and related guidelines are explained in the following section.

3.2. Performance based Awards (Awards for Excellence)

- 3.2.1. UPES intends to recognize individuals and teams on the below mentioned indicative list of criteria, to reinforce a performance-driven culture.

3.2.2. Award Selection Committee

- a. There will be an independent Selection Committee comprising of the Chancellor, Vice-Chancellor, HERS Chairperson and Director - HR which will review all nominations for each category of award.

3.2.3. Categories of Awards

a. Award for Individual Teaching Excellence – Best Faculty

The individual teaching excellence award will recognize the faculty who has exhibited consistent excellence in teaching and has had a significant impact on the personal and academic growth of students. This award is for an individual.

- **Eligibility:**

All Faculty members at all Schools, at Bidholi and Kandoli campuses.

- **Selection Criteria:**

- ✓ A record of outstanding teaching effectiveness both within and outside the classroom by:

- i. Demonstrating the ability to inspire, promote, and sustain the intellectual development of students,

- ii. Adopting an innovative, intellectually rigorous, creative, and engaging pedagogical approach (new approaches using current or new models of teaching),

- iii. Demonstrating scholarly/ professional contribution and their integration into the classroom that fosters critical thinking and challenges students to independent inquiry,

- iv. Developing or enhancing curricula in the field.

- ✓ Strong external achievements leading to brand building;

- ✓ industry outreach;

- ✓ Exemplary Conduct viz. positive attitude and diligence;

- ✓ Epitomizes the values of UPES;

- ✓ Any special achievement.

- **Nomination:**

Nomination to this category will be made by the Heads of the 5 schools with each school giving up to a maximum of 3 nominations from their respective schools. There will be one faculty from each school who will be conferred the award.

Total No. of Awards: 5

b. Award for Individual Research Excellence – Best Researcher

The individual research excellence award will recognize the faculty who has exhibited consistent excellence in research & development. This award is for an individual.

- **Eligibility:**

All Faculty members at all the 5 Schools, at Bidholi and Kandoli campuses.

- **Selection Criteria:**

Focus on Research and Professional Practices

- ✓ Combined metric for Publications – no. of publications (PU);
- ✓ Combined metric for Quality of Publications (QP);
- ✓ Developing or enhancing curricula in the field;
- ✓ IPR and Patents: Filed, Published, Granted and Licensed (IPR);
- ✓ Footprint of Projects, Professional Practice and Executive Development Programs (FPPP);
- ✓ Wide industry outreach;
- ✓ Exemplary Conduct viz. positive attitude and diligence;
- ✓ Epitomizes the values of UPES;
- ✓ Any special achievement.

- **Nomination:**

Nomination to this category will be made by the Heads of the 5 schools and Dean - Academic Development & Innovation with each school giving up to a maximum of 3 nominations from their respective schools. There will be one faculty from each school who will be conferred the award.

Total No. of Awards: 5

- c. **Award for Individual Operational Excellence - Best Employee Award**

The award will recognize an individual who through her/his work has delivered high Code of excellence, is innovating, collaborating, ensuring perfection and is making a significant impact by delivering quality outcomes for her/his department and for UPES at large. This award is for an individual.

- **Eligibility:**

All employees, except the direct reports of Chancellor, Vice-Chancellor and Functional Heads. This category will include nominations from sub categories as below:

- ✓ IT
- ✓ Finance
- ✓ HR
- ✓ Administration including General Administration like Food & Beverages, Transportation, etc., Hostels, Infirmary, Projects and Technical Services
- ✓ Sales
- ✓ Marketing
- ✓ Career Services & Corporate Relations

- ✓ Centre for Continuing Education (Commercial)
 - ✓ Student Record & Evaluation
 - ✓ Student Development & Support
 - ✓ Product Development & Innovation
 - ✓ Quality Assurance & Accreditation
 - ✓ Corporate Learning & Development
 - ✓ Hybrid Blended Online
 - ✓ Institutional Affairs
 - ✓ Incubation
 - ✓ International Affairs
 - ✓ Public Affairs
 - ✓ Executive Support
 - ✓ Library
 - ✓ Academic Planning & Monitoring
 - ✓ Procurement
 - **Selection Criteria:**
 - The criteria will be as below:
 - ✓ Excellence in delivery in terms of timelines and quality;
 - ✓ Responsiveness to customer requirements;
 - ✓ Innovative solutioning and its impact;
 - ✓ Exemplary Conduct viz. positive attitude and diligence;
 - ✓ Any special achievement;
 - ✓ Epitomizes the values of UPES.
 - **Nomination:**
 - Nominations to this category will be made by the Functional Heads and Heads of the respective schools with each giving up to a maximum of 3 nominations from their respective Schools/departments.
- Total No. of Awards: 1**
- d. **Best New Comer Award (Academic and Non-Academic)**
- The award will recognize the employee who has made a distinctive contribution at UPES and has demonstrated examples of high-quality of service that have led to continuous improvement within a small period of

time since her/his joining. This award is for an individual – one from academics and the other from non-academics.

- **Eligibility:**

All employees who have joined the University in the last 12 months (at the time of nomination).
- **Selection Criteria:**

The criteria will be as below:

 - ✓ Enthusiasm and positive impact;
 - ✓ Extraordinary Contribution;
 - ✓ Exemplary Conduct viz. positive attitude and diligence;
 - ✓ Epitomizes the values of UPES;
 - ✓ Any special achievement.
- **Nomination:**

Nominations to this category will be made by the Functional Heads and Heads of the respective schools with each giving up to a maximum of 3 nominations from their respective Schools/ departments. There will be one award each in Academics and Non-Academics being conferred.

Total No. of Awards: 2

e. **Best School in Teaching/ Research/ Outreach Practices**

This award will recognize the school that has demonstrated commitment to excellence in teaching/ research/ outreach through innovative approaches, structures, curriculum and holistic support services that contribute to student success. This award is not for an individual.

- **Eligibility:**

All Schools – School of Engineering, School of Computer Science, School of Design, School of Business and School of Law will be eligible for this award.
- **Selection Criteria:** The Criteria will be as below
 - ✓ A record of outstanding teaching effectiveness both within and outside the classroom by:
 - i. Demonstrating the ability to inspire, promote, and sustain the intellectual development of students;
 - ii. Adopting an innovative, intellectually rigorous, creative, and engaging pedagogical approach (new approaches using current or new models of teaching);
 - iii. Demonstrating scholarly/professional contributions and their integration into the classroom that fosters critical thinking and challenges students to independent inquiry;

- iv. Developing or enhancing curricula in the field.
- ✓ Focus on Research and Professional Practice
 - i. Combined metric for Publications – no. of publications (PU);
 - ii. Combined metric for Quality of Publications (QP);
 - iii. IPR and Patents: Filed, Published, Granted and Licensed (IPR);
 - iv. Footprint of Projects and Professional Practice and Executive Development Programs (FPPP).
- ✓ Outreach and Inclusivity
 - i. Percentage of Students/faculty from other states/countries (Region Diversity RD);
 - ii. Percentage of Women (WF) + (WS);
 - iii. Economically and Socially Challenged Students (ESCS);
 - iv. Facilities for Physically Challenged Students (PCS);
 - v. No. & quality of industry-academia tie-ups at national and international level;
 - vi. No. and quality of student faculty events/activities/awards.
- ✓ NPS Scores – improvement;
- ✓ Enrolment Growth;
- ✓ Epitomizes the values of UPES;
- ✓ Any special achievement.

- **Nomination:**

Nomination to this category will be made by the Chancellor/ Vice-Chancellor/ Chairman – HERS and Director – HR with citations submitted by Heads of the respective schools to support their nomination for this category.

Total No. of Awards: 1

f. **Best Team Award**

Best team award will recognize a group of employees for outstanding teamwork. The award will promote the spirit of teamwork within and between departments. This award is not for an individual.

- **Eligibility:**

- ✓ This category will include nominations from sub categories as below:
- ✓ IT
- ✓ Finance

- ✓ HR
- ✓ Administration including General Administration like Food & Beverages, Transportation, etc., Hostels, Infirmary, Projects and Technical Services
- ✓ Sales
- ✓ Marketing
- ✓ Career Services & Corporate Relations
- ✓ Centre for Continuing Education (Commercial)
- ✓ Student Record & Evaluation
- ✓ Student Development & Support
- ✓ Product Development & Innovation
- ✓ Quality Assurance & Accreditation
- ✓ Corporate Learning & Development
- ✓ Hybrid Blended Online
- ✓ Institutional Affairs
- ✓ Incubation
- ✓ International Affairs
- ✓ Public Affairs
- ✓ Executive Support
- ✓ Library
- ✓ Academic Planning & Monitoring
- ✓ Procurement
- **Selection Criteria:**
 - The criteria will be as below:
 - ✓ Excellence in delivery of outcomes in terms of timelines and quality;
 - ✓ Responsiveness to customer requirements;
 - ✓ Innovative solutioning;
 - ✓ Extraordinary contribution;
 - ✓ Exemplary teamwork and collaboration;
 - ✓ Epitomizes values of UPES;
 - ✓ Any special achievement.
- **Nomination:**
 - Nomination to this category will be made by the Chancellor/ Vice-Chancellor/ Chairman – HERS and Director – HR with citations

submitted by Functional Heads to support their nomination for this category.

Total No. of Awards: 1

g. **Best Leadership Award (Academic and Non-Academic)**

Best leadership award will recognize an individual who has made exceptional contributions within her /his department/school. This award is for an individual – one from academics and the other from non-academics.

- **Eligibility:**
All direct reports of Chancellor, Vice-Chancellor, Functional Heads and School Heads
- **Selection Criteria:**
The criteria will be as below:
 - ✓ Positive Leadership;
 - ✓ Exemplary Conduct viz. positive attitude and diligence;
 - ✓ Impact;
 - ✓ Extraordinary Contribution to the University;
 - ✓ Epitomizes values of UPES.
- **Nomination:**
Nominations to this category will be made by the Chancellor / Vice-Chancellor/ Chairman – HERS and Director – HR. There will be one award each in Academics and Non-Academics in this category.

Total No. of Awards: 2

h. **SOUL of UPES Award**

The SOUL of UPES Award is awarded to the employee who represents the true spirit of UPES. This award is for an individual.

- **Eligibility:**
All employees
- **Selection Criteria:**
The criteria will be as below:
 - ✓ Innovation;
 - ✓ Positive Impact;
 - ✓ Extraordinary Contribution;
 - ✓ Exemplary Conduct viz. positive attitude and diligence;
 - ✓ Epitomizes values of UPES.
- **Nomination**

Nominations to this category will be made by the Chancellor / Vice-Chancellor/ Chairman – HERS and Director – HR

Total No. of Awards: 1

3.3. Long Service Awards:

3.3.1. Purpose:

To recognize those employees who have dedicated themselves to the service of UPES and to appreciate their loyalty & contribution towards the University.

3.3.2. Eligibility:

All full-time employees will be eligible for Long Service Award on completion of 10, 15 and 20 years of continuous service with UPES.

3.3.3. Reward:

Employees will be given a cash award and a certificate of appreciation at each milestone year, as detailed below:

Milestone Year	Reward
10 years	<ul style="list-style-type: none"> • Certificate of Appreciation and Memento • Cash Award of INR 10000
15 years	<ul style="list-style-type: none"> • Certificate of Appreciation and Memento • Cash Award of INR 15000
20 years	<ul style="list-style-type: none"> • Certificate of Appreciation and Memento • Cash Award of INR 20000

Effective from June 01, 2020

1.1. On-the-Spot Awards

1.1.1. Purpose:

On the Spot Awards provide an opportunity to recognize an individual for her/his efforts immediately / on the spot of the event occurring. It is aimed at reinforcing a culture of appreciation by saying “Thank You” more often than it is said.

1.1.2. Eligibility:

All employees will be eligible for On-the-Spot Awards.

1.1.3. Criteria:

On the Spot Awards may be given to any employee for a specific action, beyond their regular call of duty, which could be work or non-work related, for example extending help to another colleague, demonstrating resourcefulness in challenging situations, implementing creative solutions at work, etc.

1.1.4. Types of On-the-Spot Awards:

a. Thank You Cards:

- At any time, an employee can give a “Thank You Card” to another employee to recognize and appreciate their efforts and contributions.
- Employees, who intend to appreciate a colleague, can collect Thank You Card from HR.
- Employees can either give the card to the colleague in person or may put it up on the Gratitude Wall.
- Thank You Cards will be bought and managed by HR.