

Rewards and Recognition Policy

Effective from April 2018

Revision No. 00

1. Preamble

By recognizing the truly significant contributions of employees, helping in building brand image of the University, UPES endeavors to build and maintain a highly motivated employees, reduce employee turnover, and contribute to employee job satisfaction.

2. Objective

The purpose of this policy is to recognize, reward and incentivize UPES (Academic and Administrative Staff) for the achievements including publishing their scholarship in reputed National/International Journal, receiving any recognitions/ awards/ projects at State, National & International level, which reinforce UPES objectives for performance improvement and faculty/staff development.

3. Scope of Policy

This policy recognizes any employee(s) of UPES for their achievements. However, achievement must reflect affiliation to UPES or any school/institute of UPES, reflecting the exact name of the University or school/ institute. All Regular employees, are eligible to be nominated for the incentives.

4. Applicability

This policy is effective from April 1, 2018

5. Policy Details

Based on guidance provided by the Vice Chancellor, the committee will establish standards for review, acceptance, and rating of nominations and recommend gift Coupons /monetary award(s) based on budget availability time to time.

6. Award Details

6.1 Award for Publishing Professional Articles:

First author for publishing articles in reputed journals.	Gift Coupons worth Rs.3000/-
Co- Author for publishing articles in reputed journals.	Gift Coupons worth Rs.1500/-

6.2 Award for Externally Funded Project:

Project worth Rs.5,00,000/-	Gift Coupons worth Rs.10,000/-
Funded projects between Rs.5,00,000/- and Rs.50,00,000/-.	Gift Coupons worth Rs. 20,000/-
Funded Projects Rs.50,00,000/- and Rs.1,00,00,000	Gift Coupons Rs.40,000/-


6.3 Award for receiving any awards at State, National & International level.


International Level Award	Rs.50,000/-
National Level Award	Rs. 25,000/-
State level Award	Rs. 10,000/-
Subject to recommendation by Vice Chancellor	


7 Procedures related to Operation of Policy

The following procedure shall be followed by all those who wish to submit a claim under this policy:

- All publications & research projects /Recognitions or Awards , whether application for which under this Policy is made or not, must be submitted to the Office of Research and Development and Library Publications Collection at <https://www.jotform.com/rnd.upes/upes-publication-details> prior to making an application under this Policy.
- Office of Research & Development oversees the administration of the Rewards & Recognition Policy and responsible for upkeeping of all records.
- The Applicant must duly fill the Reward & Recognition form and enclose the copy of the acceptance/e-mail/other relevant document as proof of acceptance paper/award/project along with the form and submit to the R&D Department.
- Faculty members are also encouraged to reach out to other authors cited in their Article so as to drive awareness of the publication. This will also bring UPES employees to the notice of other academicians and create opportunities for further international collaboration.
- The Application Form(s) will be forwarded to the Committee for their review.
- The committee consists of the following members:
 - Vice Chancellor – Chairperson
 - Associate Dean, Research – Member Secretary
 - Dean Academics – Member
 - Registrar – Member
 - Head HR – Member
- The Committee shall have a quorum of at least four members to review the applications.
- The Committee shall forward its recommendations to HR before end of every cycle HR shall send the award details to the Finance Department with time bound instructions to release the amount.
- In the event any Reward/Recognition Claim cannot be processed under this Policy, or does not strictly attract any of the provisions of this Policy, or there is any dispute that arises from this policy, such claim or dispute, as the case may be, shall be determined by the Vice Chancellor/Committee formed by Vice Chancellor.


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