

## **Salary Increment Policy**

### **1. Introduction**

This policy outlines the procedures and criteria for salary increments for the employees of Tantia University. The policy aims to ensure fair, transparent, and merit-based salary adjustments that reflect the contributions and performance of faculty members.

### **2. Objectives**

- To recognize and reward faculty members for their contributions to teaching, research, and service.
- To ensure a transparent and equitable process for salary increments.
- To motivate and retain high-performing faculty members.
- To align salary increments with the strategic goals and financial sustainability of the university.

### **3. Eligibility**

- All full-time faculty members who have completed one year of service at the University are eligible for salary increments.
- Faculty on probation may be considered for salary increments upon successful completion of the probation period and based on performance evaluation.

### **4. Criteria for Salary Increments**

Salary increments will be based on the following criteria:

#### **1. Performance Evaluation:**

- Annual performance appraisal considering teaching effectiveness, research output, publications, student feedback and peer reviews.
- Contribution to institutional development and community service.

#### **2. Academic and Professional Achievements:**

- Attainment of higher qualifications, awards and recognitions.
- Participation in national and international conferences, workshops, and seminars.
- Publications in reputed journals and presentation of papers at significant conferences.

**3. Research and Innovation:**

- Securing research grants and funding.
- Patents and innovations developed.
- Collaborative research projects and interdisciplinary work.

**4. Institutional Contribution:**

- Involvement in committees, administrative roles, and special projects.
- Leadership roles in academic and extracurricular activities.
- Mentorship and support provided to junior faculty and students.

**5. Professional Development:**

- Participation in faculty development programs and continuous education.
- Membership and active participation in professional bodies and organizations.

**5. Increment Structure**

- Salary increments will be determined based on performance ratings from the annual appraisal.
- The University will establish a percentage range for increments, which may vary according to the university's financial position and budgetary provisions.
- Exceptional performance may warrant additional recognition in the form of bonuses/Incentive or accelerated/special increments.

**6. Increment Process**

**1. Performance Appraisal:**

- The performance will be appraised annually, involving self-assessment, peer reviews and supervisor evaluations.
- A performance review committee will review the appraisals and recommend salary increments.

**2. Recommendation and Approval:**

- Recommendations for salary increments will be made by the performance review committee to the University's executive council or designated authority.

- Final approval for salary increments will be given by the executive council or the designated authority.

**3. Communication and Implementation:**

- Faculty members will be informed about their salary increments through official communication from the HR department.
- Increments will be implemented in the subsequent payroll cycle following the approval.

**4. Appeal Process**

- Employees willing to appeal for the salary increment may submit a formal application to the HR department.
- The appeal will be reviewed by a special committee, and the decision will be communicated to the faculty member within a specified time frame.

**7. Performance Allowance:** 10% performance allowance is inbuilt in the salary of all employees, which can be deducted in any month, upon the recommendation of the immediate reporting officer, if their performance observed is below the level prior to increment. This rule shall be applicable to all the employees of the University.

**8. Mode of Payment:** The salary of each employee is directly transferred to his/her Bank Account each month.

**9. Retention of Security Amount:** To discourage the practice of leaving the job by the employees without serving one month notice, the University may deduct 8% of the salary of each new employee for up to 12 months. The amount will be deposited in the form of security. The amount so deducted during 12 months will be returned in entirety to employees serving one Month Notice along with No Dues.

**10. Allowances:** Includes DA, HRA, CCA or other allowances as per declaration by the University from time to time.

**Rules for punctuality:**

- (a) It is expected that the employee should report his/her duty 5 minutes prior to scheduled time, however, a grace period of 5 minutes can be considered for all employees. Thereafter extra five minutes to 20 minutes will be treated as late.

(Either coming or going).

- (b) A relaxation of 3 post scheduled time reporting or early departure (5 - 20 mins) in a month are permissible, for which, there shall be no deduction in salary.
- (c) Thereafter, salary will be deducted at the rate of number of late reporting or early departure multiplied by  $\frac{1}{3}$ <sup>rd</sup> salary of a day.
- (d) An employee reporting 20 minutes later or leaving 20 minutes prior to scheduled time will be marked half day leave.
- (e) It is obligatory for all the employees to submit their biometric impression in time for getting their attendance marked. Punctuality by the employee is expected during services in the University.
- (f) In case the President and the Registrar of the University are unable to record their attendance biometrically their respective offices may maintain their movement registers to record their attendance.

#### **11. Issual of Certificates:**

- The employee requiring a salary or experience certificate shall apply in prescribed format one week prior to the HR office.
- Certificates will be issued only if the service period equals to or greater than an academic session.
- For the employees leaving the organization, certificates may be released only if the concerned employee has served one month's notice prior to leaving the job.
- Certificates will not be issued if the job of an employee is terminated due to moral turpitude or due to gross negligence in the performance of duties or continued dismal performance.
- The Certificate(s) will be issued under signature of the **Registrar**.

#### **12. Review and Amendment**

- This policy will be reviewed periodically to ensure its relevance and alignment with the university's strategic goals and financial capabilities.

- Amendments to the policy will be made as per the need, based on feedback and emerging best practices in higher education.