



NOIDA INTERNATIONAL UNIVERSITY

Policy on Performance Appraisal, Career Advancement, Promotion & Increment

1. PERFORMANCE APPRAISAL - Annual Review:

The Management of the University reviews the performance of faculty members every year and based on this, annual increment, career advancement, etc will be given to the faculty. The following are the important provisions:

- i) Every faculty member should submit his/her annual performance report in the appraisal format prescribed by the University. Detailed instruction issued in this regard has to be followed scrupulously. As it is a self-introspection of his/her performance, reporting by the faculty member should be factual and accurate, supported by evidence wherever necessary.
- ii) It is incumbent on the part of Director / HOD, to check the entries and append his/her comments in an unbiased manner taking into account the interest of the department.
- iii) A review committee formed by the University shall review the performance of every faculty member and recommend annual increment; career advancement if it is due to him/her and his/her performance is good. In case, a faculty member's performance is consistently unsatisfactory, based on the recommendation of the committee, the Management would take appropriate action including termination of his/her service.

2. Career Advancement Scheme (CAS) for faculty

For all teaching faculty Career Advancement Scheme (CAS)/ Promotion will be given following the procedure and guidelines prescribed by "UGC Regulations on minimum qualification for appointment of teachers and other academic staff in Universities and Colleges and measures for the maintenance of standards in Higher Education 2010" (published in the Gazette of India,



September 18, 2010) and latest amendment including 4th amendment and updated regulations published on 18th July, 2018 with minimum duration of service and API score thereof.

3. Promotion of Non-Teaching Staff (Administrative and Technical Staff)

Career Advancement Scheme (CAS) is provided for the administrative and technical category subject to the condition that they should put in certain number of years of service and have satisfactory performance as evaluated by an appropriate review committee/authority

4. Grouping of staff for sanction of increment

i) The annual increment will be sanctioned twice in a year i.e. March and September of the calendar year instead of quarterly or any day throughout the year.

ii) Those who join duty in the middle of a semester will get their first increment after one year service from the date of their joining to be effective from the nearest increment month cycle. The increment from the subsequent year will be sanctioned from March or September as per the cycle of the preceding year.

iii) In the event of either postponement / withdrawal of increment for a staff member on disciplinary grounds or otherwise, his/her case will be decided depending on the time duration of such postponement.

iv) This policy is with effect from 01.03.18.

v) The policies, regulations and procedures being mentioned are subject to change without prior notice, if necessary.

vi) This policy is to be reviewed once a year. The Management reserves the sole discretion to make exceptions, review, change rules and other requirements as it may deem fit from time to time.