

# PARUL UNIVERSITY

R/Circular-29/2016-17

Office of the Registrar  
July 26, 2016

## CIRCULAR

### **Sub: Sanction of annual increments**

For sanction of annual increments, teachers in the University will have to submit the annual self-appraisal reports based on which the HOIs, after ranking, will send the report to the University with their recommendation. It is observed that in some cases, at the last moment, when the increment is due to a teacher, some recommendations are sent to the University suggesting that the increment of the teacher must be withheld/ postponed. The University, in such cases, will not know whether the procedures are being followed before a suggestion is made to withhold/postpone the increment. With an intention to make the system of sanction of annual increment to the teachers transparent and fair play, the following procedures may be strictly followed by all concerned:

- If there are reports of underperformance of any type (ex. Not taking classes properly, lapses in performance of examination duty etc...) either reported by the Academic Directors or observed by the HOD/HOI, a notice shall be issued by the HOI to the errant teacher.
- The errant teacher shall be asked to explain his/her behaviour resulting in lapses.
- Wherever necessary, the University may be requested to form a Committee to inquire into the conduct of the errant teacher and the Committee shall submit its recommendations to the University for further action.
- The report of the concerned Academic Director shall be factored into by the HOI while making recommendations on withholding increments.

- The HOI shall be solely responsible for the recommendations made to the University regarding the increments of teachers.
- Any such report shall be made well before the date of increment of the teacher and not just informing the University about withholding the increment.

  
Registrar

To,

- 1) Principals/ HOIs/Directors of Institutions/ Colleges
- 2) Central Administration
- 3) Accounts Section
- 4) MIS Coordinator with a request to upload this information on the university website

Submitted To,

- 1) The President
- 2) The Vice President
- 3) The Provost

# PARUL UNIVERSITY

R/Circular-299/2018-19

Office of the Registrar  
December 28, 2018

## CIRCULAR

**Sub: Linking of increments of teachers to research performance**

**Ref: (i) No.R/Notification-253/2018-19 dated 7.6.2018**

**(ii) Orders of the President**

The attention of all HOIs and others concerned is drawn to the notification cited at ref.(i) in which it was mentioned

*"The annual increment of the teachers will be linked to the performance outlined in (1) and (2) above. A teacher, who does not fulfill the conditions as specified above, will not be eligible for the annual increment starting from 1.1.2019 wherein (1) referred to publication of papers in UGC recognized journals and (2) referred to submission of proposals to outside funding agencies."*

The HOIs and other concerned may take note and also inform all the teachers working with them that the above policy will be implemented from 1.1.2019 as was informed earlier. Hence, those teachers who don't fulfill the above conditions will not be entitled to the annual increment during 2019. The HOIs and those who are responsible for recommending the annual increments for the teachers are informed that they shouldn't forward any case which doesn't fulfill the above criteria.

  
Registrar

To,

- 1) Director of Research
- 2) Dean, Doctoral Studies and Research
- 3) Deans of Faculties
- 4) Principals/ Directors/HOIs of Colleges/ Institutes with a request to bring this information to the notice of teachers in their respective institutions
- 5) Director, Research and Development Cell
- 6) Campus Director and Campus Director (Academic)
- 7) Executive/ Academic Directors
- 8) MIS Coordinator
- 9) Central Administration
- 10) Accounts Section

**Submitted to,**

- 1) The President
- 2) The Vice President
- 3) Dr.Parul Patel, Member, Governing Body and Chairperson, Admissions Committee
- 4) Dr. Geetika Madan Patel, Member, Governing Body and Medical Director
- 5) Dr.Komal Patel, Member, Governing Body
- 6) The Provost



# PARUL UNIVERSITY

Office of the Registrar  
January 28, 2019

R/Circular-310/2018-19

## CIRCULAR

**Sub: Linking of increments of teachers to research performance**

**Ref: (i) No.R/Circular-299/2018-19 dated 28.12.2018**

**(ii) No.R/Notification-253/2018-19 dated 7.6.2018**

**(iii) Orders of the President**

Through a Notification cited at ref.(ii), the policy of the university regarding linking of annual increment of teachers to their research performance including mandatory registration for Ph.D programmes ( for those teachers who don't possess a Ph.D degree) was notified. It was further reiterated through a Circular cited at ref.(i) informing the HOIs not to forward any proposal for increments of teachers who don't fulfill the conditions mentioned in the earlier Notification.

The MHRD as well as UGC have been giving primary importance for research and publications of teachers in the universities while ranking the universities. It must be realized that the performance of teachers in research and publications is vital for the survival of not only the university but also the individual teachers. Hence, the University is insisting on these two issues regarding teachers involving in these activities.

The HOIs are once again requested to inform the teachers working with them about the importance of publications and research work. This may be done by writing a communication to each teacher (draft of the communication enclosed).

Further, the university has decided to extend the time given for publishing papers and submitting proposals to funding agencies upto June-2019 for those teachers whose increments fall due from January to June-2019. The teachers who don't possess a Ph.D/Master's Degree shall also be informed that they have to register for the respective higher degrees before June-2019. For all other teachers, the conditions relating to research publications, submission of proposals and registration for higher degree shall be implemented from their date of increment itself.

There will be no further extension of such a deadline and in case the teachers fail to comply with these conditions, the university will be constrained to view the matter seriously and implement punitive action in the matter.

  
Registrar

**To,**

- 1) Director of Research
- 2) Dean, Doctoral Studies and Research
- 3) Deans of Faculties
- 4) Principals/ Directors/HOIs of Colleges/ Institutes with a request to bring this information to the notice of teachers in their respective institutions
- 5) Director, Research and Development Cell
- 6) Campus Director and Campus Director (Academic)
- 7) Executive/ Academic Directors
- 8) MIS Coordinator
- 9) Central Administration
- 10) Accounts Section

**Submitted to,**

- 1) The President
- 2) The Vice President
- 3) Dr.Parul Patel, Member, Governing Body and Chairperson, Admissions Committee
- 4) Dr. Geetika Madan Patel, Member, Governing Body and Medical Director
- 5) Dr.Komal Patel, Member, Governing Body
- 6) The Provost

## Draft of the Letter to be sent to the teachers

Dear Sir/Madam,

You may be aware that the university has implemented the policy of linking annual increments to teachers' performance in publications/ research. As per the policy, a teacher to be eligible for annual increments from January-2019 shall have published atleast one research paper in a recognized journal and shall have submitted atleast one proposal for funding by an outside funding agency. Further, the teachers, who don't possess Ph.D/Master's Degree, shall register for the respective higher degree before June-2019. It is observed that you don't fulfill the above criteria. Hence, you are advised to publish atleast one research article in research journal and submit atleast one proposal to an outside agency for funding. You may note that without fulfilling these two conditions, your proposal for sanction of annual increment-2019 and later will not be processed.

Further, since you don't possess Ph.D/Masters' Degree which is made compulsory for a teacher from the year 2022 to be in service, you are informed to register for the higher degree immediately failing which the university will be constrained to initiate punitive action against you.



# PARUL UNIVERSITY

Office of the Registrar

R/Circular-552/ 2020-21

March 1, 2021

## CIRCULAR

**Sub: Modification in annual increment cycle**

**Ref: Orders of the President**

The President appreciates and congratulates each one of the employees for the way all of them have adopted new normal of online pedagogy and ensured best results for the Institution.

Keeping this in view, the Management has decided to introduce a fixed minimum increment for all teaching and non-teaching staff henceforth. In addition to this, for all teaching staff, the management has decided to incentivise by sanctioning additional increment for publication of papers in Journals and registration for / completion of Doctorate Degree. The details of incentive increment will be announced in due course of time.

In addition to above policy changes, it has also been decided that current practice of processing annual increment as per employee's joining month shall be discontinued with effect from February 2021 and henceforth a standard annual increment cycle shall be implemented in line with academic year, **i. e July to June every year with effect from 1<sup>st</sup> July 2021**. This will also help us in bringing in standardization of appraisal cycle across University

### Applicability & Coverage:

#### (A) For existing employees

- For employees whose increments are due during the months of February-2021 to June-2021, their increment will be sanctioned during July and the arrears of increment upto June will be paid along with salary of July-2021
- For employees whose increments are due in July-2021, their increment will be sanctioned in July-2021
- For employees whose increments are due from August-2021 to December-2021, their increment will be released with the salary of July-2021. Such increment will be proportional in % terms considering full increment for a year.

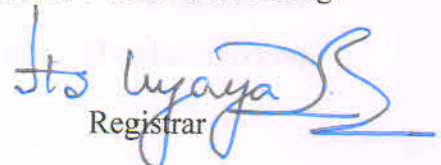
**Illustration:**

<b>Increment due in</b>	<b>Total months to be completed in July, 2021</b>	<b>Eligible for increment in July, 2021</b>
January - 2021	--	Already released. Next increment in July, 2022
February - 2021	17	Annual increment + Arrears of 05 months
March - 2021	16	Annual increment + Arrears of 04 months
April - 2021	15	Annual increment + Arrears of 03 months
May - 2021	14	Annual increment + Arrears of 02 months
June - 2021	13	Annual increment + Arrears of 01 month
July - 2021	12	Annual increment
August - 2021	11	92% of Annual Increment
September - 2021	10	83% of Annual Increment
October - 2021	9	75% of Annual Increment
November - 2021	8	67% of Annual Increment
December - 2021	7	58% of Annual Increment

- The employee shall submit the Annual Self Appraisal Report approved by the HOD/HOI and Academic Director before May 31 each year. **Revised API form will be issued in due course. Do not use API Form which is already in use.**
- This policy is effective from February-2021 and hence, increments will not be released from the salary of February-2021 upto June-2021.
- There is no linkage between promotion and increment policy. Promotions policy will be as per UGC/ Councils norms only.

**(B) For New Recruits**

- For those employees who join from January to July, their increment will be released with the salary of July next year with arrears of increment.
- For those employees who join from August to December, their increment will be released in July of the following year. Such increment will be proportional in % terms considering full increment for a year

  
Registrar



**To,**

- 1) Deans of Faculties
- 2) Dean, Doctoral Studies & Research
- 3) Dean, Students' Welfare
- 4) Principals/ HOIs of Colleges/ Institutes
- 5) Controller of Examinations
- 6) Chief Librarian
- 7) Chief Technology Officer
- 8) Director, CDC / EDC / IRC / ISAC / CR4D / CEP / EDP / Alumni Association / Teachers' Training Programmes / Security / Marketing/ AFMC
- 9) Head, Central Administration / Accounts Section / Students' Section / Transport Section / Purchase Department / MIS
- 10) Executive/ Academic Directors
- 11) Rectors (Boys'/ Girls' Hostels)

**Copy to,**

Campus Director

**Submitted to,**

- 1) The President
- 2) The Vice President
- 3) Dr.Parul Patel, Member, Governing Body and Chairperson, Admissions Committee
- 4) Dr.Geetika Madan Patel, Member, Governing Body and Medical Director
- 5) Dr.Komal Patel, Member, Governing Body and Director
- 6) The Provost

# PARUL UNIVERSITY

R/Circular-604 /2021-22

Office of the Registrar  
July 2, 2021

## CIRCULAR

**Sub: Increment Policy for the year 2021**

**Ref: (i) R/Circular-552/2020-21 dated March 1, 2021**

**(ii) Orders of the President**

As per R/Circular-552/2020-21 dated March 1, 2021 (ref.(i)), regarding modification in annual increment cycle, the Management has decided to release the increment with the salary of July, 2021 payable in August, 2021.

Teaching staff has to submit revised API form attached herewith to HOD/HOI in soft copy only with necessary proofs on or before July 7, 2021. HOD/HOI has to verify the API score of the faculty and submit one consolidated summary report of API score in prescribed format attached herewith in hard copy duly verified by Academic Director, Dean on or before July 10, 2021. The API score will be further verified by IQAC Director and approved by the Hon. Provost and forward to the HR department on or before July 12, 2021 for Hon. President's approval.

Teaching staff members who have joined upto 31-12-2020 are eligible for increment for the year 2021. Therefore, revised API Form and API score summary report should be prepared and submitted for eligible teaching staff only.

Increment policy shall be determined considering following points.

- Minimum basic increment shall be granted to all teaching staff members.
- Additional increment shall be granted on the basis of API score secured by the teaching staff. Guidelines to calculate API score is attached herewith which may be carefully considered.
- API score will include
  1. Teaching, learning & evaluation related activities, additional knowledge resources provided to students, use of participatory & innovative teaching learning methodologies, updating subject content, course improvement, examination duties assigned & performed etc.
  2. Co-curricular, extension & field based professional development related activities performed, contribution to institution through participation in academic & administrative committees & responsibilities, participation in seminars, conference, short term training courses, talks, lectures, membership of association etc.
  3. Conducted/ undertaken symposia, workshops, exhibitions, open forum, social responsibility initiatives, study tours, TTPs, FDPs, FIPs, QIPs etc.
  4. Publication of research paper in journals, book / book chapter publication, translation work, creation of ICT mediated teaching learning pedagogy, content & development of new & innovative courses & curricula, research guidance provided to Ph. D. /PG students, undertaken research projects, consultancy provided, Patent filed & awarded, policy document created, awards/fellowship received, invited lectures/resource person, paper presentation etc.



- Additional increment shall also be granted on the basis of ARC score.
- Special additional increment will be given by the Management by using discretionary powers and considering extraordinary consistent performance, targets achieved, loyalty, sincerity, hard work as a special case.
- Those faculty members who have not appeared in ARC shall not be eligible for any increment.
- Teachers whose feedback through proper channel has been unfavourable will not be eligible for annual increment
- Non teaching staff shall be granted minimum increment as per the decision of the President. Principal/Director/HOD of Cell/Department shall submit the list of non teaching staff with the recommendation for release of increment in prescribed format attached herewith.

  
 Registrar

**To,**

- Deans of Faculties
- Principals/ Directors of Colleges/ Institutes
- Dean, Doctoral Studies & Research
- Dean, Students' Welfare
- The Controller of Examinations
- Director, CDC / EDC / IRC / ISAC / CR4D / Alumni Association Cell / CEP / EDP / Events Cell/ Security/ Marketing
- Head, Central Administration/ Accounts / Students' Section/ Purchase / Transport / MIS / ERP/ Visiting Parents Cell/ Internship Cell/ Fitness Center/ Estate
- Rectors, All Boys'/ Girls' Hostels

**Submitted to,**

- 1) The President
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- 5) Dr.Komal Patel, Member, Governing Body and Director
- 6) The Provost