

PARUL UNIVERSITY

R/Circular-664/2021-22

Office of the Registrar
February 1, 2022

CIRCULAR

Sub: Increment Policy for Teaching Staff for the year 2022

Ref: (i) R/Circular-604/2021-22 dated 2.7.2021

(ii) Orders of the President

The university had notified modification in annual increment cycle vide ref.(i). This year also, the increment will be released with the salary of July 2022, payable in August 2022. For granting increment to the teaching staff in the university, the following criteria shall be followed:

A total API score shall carry 70% weightage while the marks secured by teachers in ARC shall carry 30% weightage.


- Teaching staff has to submit revised API form attached herewith to HOD/HOI in soft copy only with necessary proofs on or before May 31, 2022.
- HOD/HOI has to verify the API score of the faculty and submit institute wise one consolidated summary report of API score in prescribed format attached herewith in hard copy duly verified and signed by Academic Director and Dean on or before June 7, 2022 to the Director, IQAC along with API Form in soft copy only.
- The API score will be further verified by IQAC Director and approved by the Hon. Provost and forwarded to the HR department on or before June 14, 2022 for Hon. President's approval.
- The ARC Scores shall be sent to the Central Administration from the Office of the Provost as soon as they are finalized.
- API score verified by the IQAC Director and ARC score shall be considered for calculation of additional increment (Multiplying Factors).

Teaching staff members who have joined upto 31-12-2021 are eligible for increment (with arrears/proportionate as the case may be) for the year 2022. Therefore, revised API Form and API score summary report should be prepared and submitted for eligible teaching staff only.

Further, Principals are requested to send a details of their staff members after bifurcation in three categories viz. ME (Met Expectations) – 20% of the staff, EE (Exceeding Expectations) - 60% of the staff and SEE (Significantly Exceeds Expectations) - 20% of the staff working in same cadre/designation considering their performance (good, very good and excellent), sincerity and hard work etc during the year. Those who are not meeting expectations shall be considered under DME “Did not Met Expectation” category.

Increment policy shall be determined considering following points.

- Increment shall be granted on the basis of API score secured by the teaching staff. API score shall be given the weightage of 70% . 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 and 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.
- Total marks secured by the teachers in ARC carries 30% weightage for the purpose of calculating annual increment. 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


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/ CHRD
- Head, Central Administration/ Accounts / Students' Section/ Purchase / Transport / MIS / Visiting Parents Cell/ Internship Cell

Submitted to,

- The President
- The Vice President
- Dr.Parul Patel, Member, Governing Body and Chairperson, Admissions Committee
- Dr. Geetika Madan Patel, Member, Governing Body and Medical Director
- Dr.Komal Patel, Member, Governing Body and Director
- The Provost
- The Pro Vice-Chancellor

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
- 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

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 1st 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.

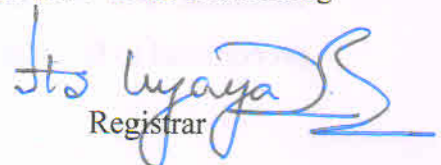
Illustration:

Increment due in	Total months to be completed in July, 2021	Eligible for increment in July, 2021
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-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