

PROMOTION / INCREMENTS POLICY FOR NON-TEACHING STAFF

Promotion/ Increments are given to the deserving individuals who are capable of managing higher responsibilities. These responsibilities could be due to job enrichment or job enlargement. Promotion/ Increments are meaningful only if there are increased responsibilities.

- 1.1. Promotion/ Increments are meant to create career growth for deserving individuals and to strengthen organizational structure by filling leadership positions with individuals having the right potential.
- 1.2. It is our endeavor to recruit people from outside, when necessary, only at the appropriate level and also to provide an opportunity to our own people with leadership potential to grow with the organization. The growth may come by way of higher responsibilities and/or elevation to higher grade commensurate with higher responsibilities.
- 1.3. A candidate for Promotion/ Increments is the one, whose overall performance on task objectives and personality traits are exceptional and who displays tremendous potential for growth.
- 1.4. Promotion/ Increments are linked with Annual Appraisal Process. It must be strictly understood that all recommendation for Promotion/ Increments will be accepted through the appraisal process only. Refer Annexure – I
- 1.5. The basic criterion for Promotion/ Increments is the potential of the individual to perform effectively. Promotion/ Increments are not the reward for performance, though performance is one of the important indicators to judge the potential of the individual. The potential can be judged by demonstrated competencies in his/her present assignment and through his/her behavioral skills.
- 1.6. Promotion/ Increments may be either structure based or based on years of service, performance and technical knowledge. Potential and capabilities of the employee are important while promoting an individual, the length of service does not really mean much. However, the relevant qualifications, experience, skills and competencies are taken into consideration. The employee can be promoted basis on the career graph. Refer Annexure - II
- 1.7. For promotion/ increments, an employee must satisfy the following-
 - Any individual looking for Promotion must have annual performance level of **Very Good/ Excellent continuously for last two years**
 - Any individual being considered for Increments must have annual performance level of **Average/Good/Very Good/Excellent.**
 - While being considered for Promotion/ Increments, an individual will be **assessed on the given set of Key Result Areas (KRAs) and any additional responsibilities** carried out during the assessment period
- 1.8. The **Sectional Head and Human Resources Officer** recommend the individual for Promotion/ Increments. This recommendation is reviewed by **Registrar** and then approve as the case may be, in consensus with **Vice - Chancellor.**
- 1.9. Though not as routine practice but there is a provision to promote an individual during mid term as a special case. For this, mid term appraisal is to be filled and put up to **The Registrar** and **Vice- Chancellor** for consideration.

- 1.10. Upon receipt of approval from the Competent Authority, HR will prepare the letter of Promotion/ Increments for the concerned individual and send it to the Registrar Office for signatures and thereafter HR will distribute the letter to the concern employee. HR on receipt of the acknowledged copy of the letter from the individual shall file the same in the individual's personal file and give one copy to Finance for processing in pay rolls.
- 1.11. Upon Promotion/ Increments, the concerned individual shall be allowed the grade allowance applicable to the grade in which the person is placed after Promotion/ Increments.
- 1.12. The GLA University reserves the absolute right to consider any candidate fit or not for Promotion/ Increments.



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Accredited with **A** Grade by NAAC

12-B Status from UGC

NON-TEACHING STAFF PERFORMANCE APPRAISAL SYSTEM AT GLA UNIVERSITY, MATHURA.

All non-teaching staff is assessed through an Annual Performance Appraisal System. The staff members will be assessed on various parameters as mentioned in Staff Appraisal Form.

Level of efficiency- **Outstanding; Very Good; Good; Average; Below Average**
(Description of the same given in Table 1.1)

- 1.1. The overall assessment is based on the cumulative grade by the Sectional Head and Human Resources Officer, which is then forwarded to the Registrar and approved as the case may be in consensus with Vice - Chancellor.

On satisfactory performance, all employees are granted promotion/increments. The Performance Appraisal System has significantly helped in the evaluation of the performance of employees, in motivating them, analyzing their strengths and weaknesses and ensuring better performance.

(Ashok Kumar Singh)

Registrar

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Registrar

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Table 1.1 Performance Rating Guidelines

| Assessment Areas | Rating Guidelines (For reference only, the MC should develop the ratings based on the staff performance requirements) |
|------------------------------|--|
| 1. Attendance | 5 = No late for work or absence record, willing to take urgent duty at short notice 4 = No late for work or absence record other than the allowed relaxation during the appraisal period 3 = 2 times of late for work or absence other than the allowed relaxation record during the appraisal period 2 = 3 times of late for work or absence record other than the allowed relaxation during the appraisal period 1 = Any late for work or absence record other than the allowed relaxation during the appraisal period |
| 2. Job knowledge and skills | 5 = Substantially exceeds job requirements |
| 3. Quality of work | 4 = Exceeds job requirements |
| 4. Initiative and motivation | 3 = Meets job requirements |
| 5. Team work | 2 = Partially meets job requirements |
| 6. General conduct | 1 = Does not meet most job requirements |
| 7. Discipline | 5 = No disciplinary record, always follow supervisor's and working instructions 4 = No disciplinary record 3 = Less than 3 times of disciplinary record 2 = 3 times of disciplinary record 1 = More than 3 times of disciplinary record |

Confidential Form (Non-Teaching Staff)

Staff Performance Appraisal Form GLA University, Mathura

Part 1 Personal Particulars (To be filled by the Human Resource)

| | |
|---------------------------|-------------------------------------|
| Name of Appraiser | |
| Employee code | |
| Designation | |
| Department | |
| Date of Employment | / / (dd / mm / yyyy) |
| Period under Review | From / / To / / (dd / mm / yyyy) |
| Leave & Attendance Record | |

Part 2 Performance Assessment

| Parameters for Appraisal | Rating (✓) (refer to guidelines on page 3) | | | | |
|---------------------------|--|------|------|------|------|
| Attendance | 5() | 4() | 3() | 2() | 1() |
| Job knowledge and skills | 5() | 4() | 3() | 2() | 1() |
| Quality of work | 5() | 4() | 3() | 2() | 1() |
| Initiative and motivation | 5() | 4() | 3() | 2() | 1() |
| Team work | 5() | 4() | 3() | 2() | 1() |
| General conduct | 5() | 4() | 3() | 2() | 1() |
| Discipline | 5() | 4() | 3() | 2() | 1() |

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Special task taken up or commendation obtained by the appraisee during the appraisal period (to be filled by the Supervisor)

Part 3 Record of Assessment / Review

| | To be filled by the Appraisee | To be filled by the Sectional Head of the Appraisee |
|-----------------------|-------------------------------|---|
| Name | | |
| Signature | | |
| Designation | | |
| Date (dd / mm / yyyy) | | |

For Office Purpose

Overall Performance Rating by the Sectional Head and Human Resource Officer:

| Substantially exceeds job requirements | Exceeds job requirements | Meets job requirements | Partially meets job requirements | Does not meet most job requirements |
|--|--------------------------|------------------------|----------------------------------|-------------------------------------|
| 5() | 4() | 3() | 2() | 1() |

Overall comments on performance (to be filled by the Sectional Head)

Overall comments on performance (to be filled by the Human Resource Officer)

Reviewed By:

Approved By:

VP – HR

Registrar