

INVERTIS

UNIVERSITY BAREILLY
BUILDING VIBRANT PERSONALITIES

Criterion 6.3.1

**Promotion and Increment
Policy**



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INVERTIS UNIVERSITY
Annual Increment and Promotion Policy
(As per University Employee Hand Book)

i. Promotion

The management believes in development of employee skills and promotions on regular basis. For faculty members, posts have to be filled by way of selection process prescribed by the University. Teachers are expected to keep themselves busy in research, consultancy and publication of papers in refereed journals. Whenever the vacancies are advertised by the University, they are welcome to apply for higher posts and appear for interview.

Teachers getting postdoctoral fellowships from foreign universities would be encouraged to avail the same (outside the bond period, if any) and the University will grant them leave without pay. On return the teacher will serve as per mutually agreed period.

In case a teacher desires to work at some center of excellence or of higher learning under a well-known scholar in his/her area, the University will be happy to permit such teacher for a limited period to move to such university etc. and spend time in developing oneself. It is necessary that the teacher after returning will submit a detailed report of the work done and the benefit derived. In such cases management will use its discretion to reimburse living expenses at such places and grant leave with or without pay. If desired, certain conditions can also be laid down before granting the reimbursement or leave of absence. It will be case specific.

ii. Increment Policy

A faculty member shall be eligible for increment(s) on annual basis subject to the satisfactory/ extra ordinary work done by him/ her. Performance of the faculty member shall be assessed at periodical intervals in relation to his/her teaching, research, conduct, integrity and other parameters including performance appraisal report.



Registrar
Invertis University
Bareilly

INVERTIS UNIVERSITY
Annual Appraisal and Salary Package Review Form
For the Employee/ Faculty Members

Service File No.:

Name of the Employee/ Faculty Member:

Designation:

Date of Joining:

Present Salary/Package:

Salary:

Other Allowance:

Total:

Next Review/ Enhanced Due on:

Date from which he is working under the recommending authority:

Report of - Recommending Authority:

- | | | | |
|--|-----------|------|---------------|
| 1. Performance: | Excellent | Good | Above average |
| 2. Conduct: | Excellent | Good | Above Average |
| 3. Remark (Brief about good work if any done by him (in case Excellent rating is given)) | | | |

4. If rated above average a letter in the enclosed format be addressed to the employee. It is conformed that the letter has been delivered to the employee. Acknowledged copy enclosed.

Signature of Recommending Authority

Remarks of Chairman/ Chancellor:


Registrar
Invertis University
Bareilly

INVERTIS UNIVERSITY

Faculty Increment Form

NAME
DESIGNATION

Date of joining:
Present Salary:
Increment due on:

WORKLOAD

Course & Semester	Workload	Subject taught

RESULT ANALYSIS

Course & Semester	Subject	Previous year Result	Current year result

EXTRA DUTIES

SEMINARS ATTENDED/ORGANISED

RESEARCH WORK DONE/PUBLISHED

BOOKS PUBLISHED/ REVIEWED

GUEST LECTURES DELIVERED


 Registrar
 Invertis University
 Gareilly

INVAJRETI UNIVERSITY
Staff Increment Form

File No.
Subject

File Name

Date of joining:
Present Salary:
Increment due on:

Respected Sir/ Maam,

Kindly give your remarks on the performance of and
recommend for annual increment.

HR Department