

- The employee record is regularly updated by the Registrar Secretariat with respect to:
 - Academic achievement,
 - Research work,
 - Promotions,
 - Additional assignments etc.

The employees can also make changes in personal data by informing and submitting the proof for the same to Registrar Secretariat.

6.3.3 Medical Fitness

The continuance of appointment is subject to the employee being found and remaining medically (physically and mentally) fit. The management reserves the right to have any employee medically examined at any time during the course of employment through a medical practitioner nominated by it to test the employee's physical or mental fitness necessary for the efficient discharge of the duties of his/her post; and a report of medical examination will be submitted to the management, whose decision in this regard will be final and binding.

In case the employee is found medically unfit or is suffering from an infectious disease or protracted illness and/or remains habitually irregular in attendance, the management shall have the right to terminate his/her services without notice.

6.3.4 Employee Probation - Confirmation

All newly appointed employees (teaching & non-teaching) will be on Probation for one/two years (depending upon experience and interview performance) from the date of their appointment. During this period the performance will be reviewed and on completion of one year, there would be a performance evaluation done through a formal feedback session.

On satisfactory performance the services will be confirmed in writing. In the event of unsatisfactory performance, behavior or attitude, he/she will be either counseled to improve the performance and the probation period would be extended or the services may be terminated depending on the circumstances (as deemed fit by the competent authority).

6.3.5 Payment of Salary

The salary will be credited directly to the bank account in bank designated by the institution by 7th of every month.

The pay scale of both teaching and non-teaching staff shall be as per UGC norms.

7. Work Timings

Hours of Operation and Work Schedule

All the employees have to complete stipulated hours of work. The work timings and schedule for teaching and non-teaching are same. Full-time professional/administrative positions are expected to be on time; in many cases, however, additional hours may be necessary in order to satisfactorily fulfill the requirements of a job. The university observes 6 days' week.

8. Annual Appraisal System

