

performance is good. In case, a faculty member's performance is consistently unsatisfactory, based on the recommendation of the committee, the Management would take appropriate action including termination of his/her service.

### 8.3 Promotion for Teaching and Non-Teaching Staff

For all teaching and non-teaching staff, Promotion shall be given following the procedure and guidelines prescribed by UGC/Regulatory bodies from time to time. However, primarily the promotion shall be based on satisfactory performance as evaluated by an appropriate review committee/authority.

#### A. Annual Increment

Annual Increment determined from time-to time will be awarded based on —Annual Assessment of performance as per specified Performa (amended from time-to time). However, management in its absolute discretion may consider for any staff members, advance/special increments or one-time award or on pro -rata basis according to an outstanding performance and potential of an employee at any time.

#### B. Promotion

Promotion to higher grades shall generally be made subject to needs of the University and availability of posts as well as performance of the employees. Eligibility for promotion will conform to UGC/Regulatory body norms wherever applicable.

### 8.4 Best Teacher Award

1. Best Teacher (s) Award shall be given on Teacher's Day (5<sup>th</sup> September). The performance shall be calculated on the basis of past academic year i.e. July to June.
2. Faculty Members must be in service to be eligible for award.
3. A duly constituted Jury shall make final decision.
4. Awards are at the discretion of the Management. The Management reserves the right to alter/delete, revise or modify any part of the award scheme.
5. The faculty members shall be given cash prizes

The first prize winner shall be given a certificate of Best Teacher for the year. The parameters for the same are given in ANNEXURE - E

## 9. Training and Development

Training, education, and development of human resource refers to organizational efforts to improve employees' level of performance through the acquisition of specific skills, abilities, and knowledge and/or the change of workplace attitudes. Organizations invest in such programs to have a more capable, knowledgeable, and motivated workforce that will ultimately contribute to their goals at a higher level. A brief overview to the topics of training, education, and development of staff; the benefits of such organizational programs; different types of initiatives, and their setup and guidelines are mentioned further.

### 9.1 Objectives

The objectives are:

- Integrating and facilitating new employees: "Orientation programs" to reduce the time it

