



NAAC Grade "A" 3rd Cycle | Autonomous College
under Autonomous Category (Since 2014) Conferred by UGC

Annual Increment Policy for Non-Teaching Staff (AIPNTS) – 2025

w.e.f. 1st January 2025

**Amritsar Group of Colleges
Amritsar
(Autonomous College)**

The increment in the salary of an employee is a way to appreciate his/her contribution in the growth of the institution. In addition to meeting the inflation, the regular increment in salary maintains a positive retention rate. The following guidelines for the annual increment in the salary shall be adopted for all the non-teaching staff of AGC Amritsar w.e.f. January 2025. It shall supersede existing or prevailing increment policy and shall be known as **Annual Increment Policy for Non-Teaching Staff-2025 (AIPNTS-2025)**.

A. Increment

The term **increment** refers to the percent-hike in the monthly salary for next one year. The increment decided as per this policy shall be applicable to the gross monthly salary drawn in the month prior to the increment.

The increment shall be applicable from 1st January (salary paid in February) or from 1st July (salary paid in August) of any calendar year. Any delay in deciding the increment due to any administrative reason shall call for the arrear from the due-date of increment.

B. Eligibility

All the non-teaching staff members (**belongs to Cadre C1**) who shall complete at least one year of uninterrupted service from their date of joining shall be eligible to be considered for increment under AIPNTS-2025.

B.1. While checking the eligibility of new incumbents, date of joining shall be considered as follows:

- Staff member, who joins the institute during semester session **Jan-June** of any calendar year, shall be assumed to have joined on 01st January of that academic year.
- Staff member, who joins the institute during semester session **Jul-Dec.** of any calendar year, shall be assumed to have joined on 01st July of that academic year.
- The above clauses B.1 (a and b) shall be applicable only for the purpose of ascertaining the eligibility of a staff members for the annual increment as per AIPNTS-2025.

C. Fixation of the increment

The annual increment shall be decided on the basis three parameters mentioned below:

S. No.	Parameter	Limit of increment (%)
1.	Period of service at AGC Amritsar	03%
2.	Professional growth of staff during last one year. a. Attending one week (minimum 5 days) SDP/STP	03%
3.	Performance in routine work performed in office/department concerned	Up to 05%

C.1. Period of service at AGC Amritsar

Every additional year of service calls for an increment of 3% irrespective of the total duration of service/experience. Hence, every eligible staff member who has served for, and completed past one year of uninterrupted service shall get a basic increment of 3%.

C.2. Professional growth of staff during the last one year

The staff members shall be self-motivated towards their own professional growth. They shall keep updating their knowledge by getting exposure through Staff Development Programmes/Staff Training programmes organized by reputed institutions. The reputation of the organizing Institution shall be decided on the basis of its accreditations or ranking in NIRF.

a. Attending SDPs/STPs:

The staff members may attend the SDPs/STPs in online (any time in the year) or physical mode (during vacations or other days with the approval of HOD). The SDPs/ STPs related to the following themes shall be considered for increment as mentioned below:

S. No.	Relevance of the theme of SDPs/STPs
1.	NEP2020 Orientation/Sensitization
2.	Indian Knowledge Systems (IKS)
3.	Personality Development
4.	Environment Conservation & Enrichment/ Climate Change/ Waste Management/ Sustainable Development & Living
5.	Use of ICT & AI Tools in Education/Office Work
6.	Academic Leadership & Effectiveness
7.	Human Values / Ethics
8.	Directly related to the domain of specialization of the Staff
9.	Related to a practical course offered or Going to offer in coming future
10.	Other theme decided by the Office/department in which staff is employed

Staff shall attend the SDPs/STPs from the college in addition to his/her routine office work and other assignments.

C.3. Performance in routine work performed in office/ department concerned.

Contribution of a Staff in the work allocated in the Office/ Department shall be appreciated in the form of a component of the increment up to 05%. Exact value of this component shall be decided based on the satisfaction of performance in routine work performed in office/ department concerned:

D. General Terms and Conditions

Following terms and procedure shall be adopted for the annual increment:

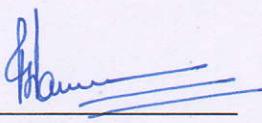
1. Staff shall take prior approval from the concerned HOD for attending any event.
2. The proofs of attending SDPs shall bear the affiliation of Amritsar Group of Colleges, Amritsar.
3. It is the responsibility of the staff concerned to make adjustments in the office (with the approval of HOD) to avoid any work loss in office concerned.

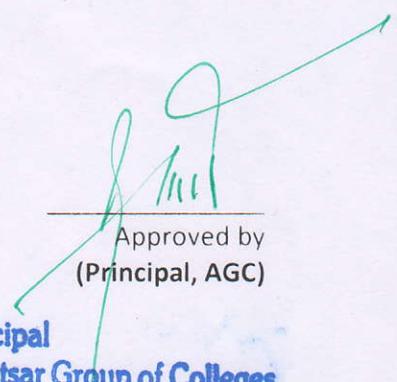
E. Procedure of Increment Fixation

1. Eligible staff members shall apply for the increment in the prescribed format (Annexure-I).
2. All the relevant documents/proofs in support of the claim of increment shall be attached with the application for verification by the concerned authority.
3. The application, duly verified by the concerned authority, should reach to the office of Registrar through respective HODs, as per the following deadlines:

S. No.	Description	For Increment w.e.f.	
		1 st January of year X (paid in February)	1 st July of Year X (Paid in August)
1	Period of performance of staff	1 st Jan of Year (X-1) to 31 st Dec of Year (X-1)	1 st July of Year (X-1) to 30 th Jun of Year X
2	Deadline of Submission of application by Staff to the concerned Incharge/HOD (after verification by the concerned authority / authorities)	10 th Jan of Year X	10 th July of Year X
3	Deadline of Compilation of all Applications of the Office/department and forwarding to the office of Registrar AGC	15 Jan of Year X	15 th July of Year X
4	Deadline of Checking the applications, approval of the increments from Principal AGC and its inclusion in salary	31 st January of Year X	31 st July of Year X

4. Principal AGC reserves the right to approve/decline/alter the increment to any faculty.


Prepared by
(Registrar, AGC)


Approved by
(Principal, AGC)

Principal
Amritsar Group of Colleges,
Amritsar.

Annexure - I

Self-Assessment Performa/Request for Increment for Jan/Jul _____

Name of the Staff: _____ Designation: _____

Department: _____ Date of Joining: _____

Parameter	Increment claimed (%)	Verified by	Increment Approved
C1: Period of service at AGC Amritsar (3%)	by Staff	Registrar	
Eligibility (Yes/No)			
C2: Professional growth of staff during the last one year (3%)	by Staff	Incharge (IQAC)	
C2: SDP/STPs Attended			
C3: Performance in routine work performed in the office/ Department concerned (up to 5%)	by Staff	HOD/ Incharge	
1.			
2			
3			
4.			
5.			
Total Increment Approved:			

Name and Signature
(Applicant Staff)

Forwarded by
(HOD/Incharge)

Verified & Recommended by
(Registrar, AGC)

Approved by
(Principal, AGC)

Cadre of Staff Members

Cadre C1	Deputy Registrar
	Assistant Registrar
	Deputy Controller of Examination
	Senior Superintendent
	Superintendent
	Office Superintendent
	Librarian (APC)
	HR
	Application Developer cum Networking Engineer
	IT Manager
	Clerk
	Warden
	Assistant Warden
	Assistant Librarian
	Personal Assistant
	Lab Instructor
	Lab Technician
	Data Entry Operator
	Placement Coordinator
	Office Assistant