




NAAC Grade "A" 3rd Cycle
under Autonomous Category

Autonomous College
(Since 2014) Conferred by UGC

Annual Increment Policy – 2024

w.e.f. 1st January 2024

Amritsar Group of Colleges
Amritsar

| | | |
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|  AMRITSAR GROUP OF COLLEGES <small>NAAC Grade "A" 3rd Cycle under Autonomous Category</small> | Annual Increment Policy (AIP - 2024) <i>DAA/AGC/2024/046 Date: 10/4/2024</i> | Office of the Dean Academic Affairs |
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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 teaching faculty of AGC Amritsar w.e.f. January 2024. It shall supersede existing or prevailing increment policy and shall be known as **Annual Increment Policy-2024 (AIP-2024)**:

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 regular faculty members who shall complete at least one year of uninterrupted service from their date of joining shall be eligible to be considered for increment under AIP-2024.

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

- Faculty, 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.
- Faculty, 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 faculty for the annual increment as per AIP-2024.

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 | 3% |
| 2 | Faculty's own academic growth during last one year. a. Attending FDP/STPs (2%) b. Contribution in Research (3%) | 5% |
| 3 | Contribution towards institutional/administrative activities | 5% |

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 faculty member who has served for, and completed past one year of uninterrupted service shall get a basic increment of 3%.

C.2. Faculty's own academic growth during last one year.

The faculty members shall be self-motivated towards their own academic growth. They shall keep updating their knowledge by getting exposure through Faculty Development Programs organized

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by reputed institutions/universities in their specialized domain. The reputation of the organizing institution/University shall be decided on the basis of its accreditations or ranking in NIRF. The faculty shall also engage themselves in quality research which should be reflected through their research publications in Journals and grant of patents. Patents applied/granted outside India shall be in accordance with Section 39 of The Patents Act-1970.

a. Attending FDP/STPs:

The faculty members may attend the FDPs/STPs in online or physical mode. The FDPs/STPs related to the following themes shall be considered for increment as mentioned below:

| S. No. | Relevance of the theme of FDP/STP | Increment per FDP/STP(%) | Limit of increment (%) |
|--------|---------------------------------------------------------------------------------------------------------------------------------------|--------------------------|------------------------|
| 1. | Directly related to the domain of specialization of the faculty | 2% | 2% |
| 2 | Related to a subject taught or Related to a subject to be taught in coming semester. | 2% | |
| 3 | Linked to the study scheme of a programme presently being offered by the parent department, or to be offered from next academic year. | 2% | |
| 4. | Universal Human Values / Indian Knowledge System. <i>or</i> Any other academic area as per the personal interest of the faculty. | 1% | |


In order to further encourage the faculty, AGC Amritsar shall extend the following support to the attending faculty:

| Mode of attending FDP/STP | Benefits/Assistance/Support by the institute |
|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Offline (Physical mode) | Academic Leaves |
| Online | Faculty shall attend the FDP from the college. He/She shall be exempted from his routine teaching load and other assignments during the period of FDP/STP. |

b. Contribution in Research:

Research outcome of the faculty shall be considered as below

| S. No. | Form of Research Output | Increment per output (%) | Limit of increment (%) |
|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|------------------------|
| 1. | Grant of Patent, Design Patent | 3% | 3% |
| 2 | Publication of research article in journal (SCI, Scopus, UGC-CARE, Google Scholar or any peer reviewed journal that offers free publication without any processing fee/charges) | 3% | |

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Faculty members should prefer to involve students of UG/PG Programmes in their research work. Their research should preferably be based on Industry-survey or to address Local/Regional/National issues. The findings of UG/PG projects should preferably be published as research articles in the journals/conferences. Students should be encouraged to attend the conferences and present their research papers themselves.

C.3. Contribution towards institutional/administrative activities.

Contribution of a faculty in the activities at central level shall be appreciated in the form of a component of the increment up to 5%. Exact value of this component shall be decided as follows, subject to the verification by the task assigning authority:

| S. No. | Contribution | Increment per contribution (%) | Limit of increment (%) |
|--------|------------------------------------------------------------------------------------------------------|--------------------------------|------------------------|
| 1. | Central level duty/responsibility assigned by Principal/Registrar. | Up to 5% | 5% |
| 2. | Central Coordinator in Convocation/ Prayas/ Freshers' Party/ Athletic meet etc. | Up to 5% | |
| 3. | Member of central organizing team of National/International level events like Conference/Seminar/FDP | Up to 5% | |
| 4. | Personal efforts leading to Placement of students or admissions in college. | Up to 5% | |


D. General Terms and Conditions

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

1. Faculty shall take prior approval from the concerned Head for attending any academic event.
2. Keeping in view the teaching / academic activities in department, Heads shall ensure that at least 70% faculty shall be available in the department at any point of time. Not more than 30% faculty shall be allowed at a time for attending conferences/FDPs etc and exempted from teaching load during this period.
3. The proofs of attending FDPs and publications/presentation of papers shall bear the affiliation of AGC Amritsar.
4. In order to avoid any academic loss to students, the faculty members shall ensure to conduct the number of classes as committed in the instructional plan. The faculty proceeding on academic leave or availing exemption from teaching load for attending any academic event shall himself/herself be responsible to make up the missed classes by conducting extra classes during free slots or Saturdays.

E. Procedure of Increment Fixation

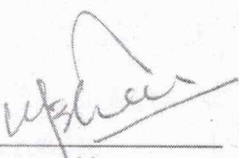
1. Eligible faculty members shall apply for the increment in the prescribed format (Annexure-I).
2. All the relevant documents/proofs in support of the claim of increment shall be attached with the application for verification by the concerned authority.

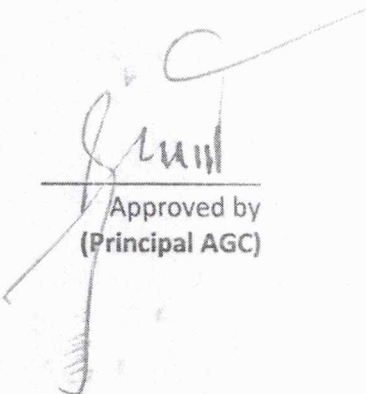
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3. The application, duly verified by the concerned authority should reach to the office of Registrar AGC through respective Heads, as per the following deadlines:

| 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 faculty | 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 faculty to the concerned Head (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 department and forwarding to 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 by the office of Registrar AGC | 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
 (Dean Academic Affairs)


 Approved by
 (Principal AGC)

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Annexure – I

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

Name of the Faculty: _____ Designation: _____

Department: _____ Date of Joining: _____

| Parameter | | Increment claimed (%) | Verified by | Increment Approved |
|------------------------------------------------------------------------------------|--|-----------------------|-------------|--------------------|
| C1: Period of service at AGC Amritsar (3%) | | by Faculty | Registrar | |
| Eligibility (Yes/No) | | | | |
| C2: Academic growth during last one year. (up to 5%) | | by Faculty | Dean (R&D) | |
| C2a: FDP/STPs Attended | | | | |
| | | | | |
| | | | | |
| C2b: Contribution in Research | | | | |
| | | | | |
| | | | | |
| C3: Contribution towards institutional/administrative activities (up to 5%) | | by Faculty | | |
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| Total Increment Approved | | | | |

Name and Signature
(Applicant Faculty)

Forwarded by
(Head of Department)

Recommended by
(Registrar AGC)

Approved by
(Principal AGC)