



# SGT UNIVERSITY

SHREE GURU GOBIND SINGH TRICENTENARY UNIVERSITY  
(UGC Approved)

Gurugram, Delhi-NCR  
Budhera, Gurugram-Badli Road, Gurugram (Haryana) – 122505 Ph : 0124-2278183, 2278184, 2278185

## Policy on Career Advancement and Salary Increment for the Awardees

### 1. Introduction:

Career advancement is a Broad domain that encapsulates several factors related to professional goals and ambitions. An Individual's ability to envision professional goals and put them into action can lead to career advancement opportunities. For any professional, it is important to understand how one can better oneself within the organization. In order to have enhanced performance and promote teaching faculty to continually evolve their skills and contribute effectively to the teaching-learning cycle, teachers should be appreciated for their performance in academic and research activities. The provisions of the policy will provide incentives for highly motivated and qualified teaching faculty to remain committed to striving for better career advancement.

### 2. Terms & Definitions:

**Career Advancement:** Career advancement is the process by which professionals across functional areas use their skill sets and determination to achieve new career goals and more challenging job opportunities.

**Incentive:** An incentive is something that motivates or drives one to do something or behave in a certain way.

### 3. Objective:

- To provide guidelines about the provision of Career Advancement to teaching faculty who receive awards/ recognition at State National and International levels.
- To motivate the faculty members towards a better career.
- To promote research aptitude among the faculty members.
- To provide the necessary initial thrust towards career upliftment of the faculty members.

### 4. Scope:

The policy extends to all the teachers serving in various designations with any of the constituents Faculty/Department under SGT University, Gurugram,

### 5. Criteria for selection of the award:

- Faculty should be a full-time employees of the University
- The awarding authority may include the following from state/national and international organizations:



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## State Awards may include:

- Lifetime achievement award from the state Govt. or Govt. recognized organization.
- Best Doctor/Dentist/Physiotherapist/Pharmacist/Nurse etc. awarded by State Government or Govt. recognized organizations.
- Science and Technology award by State Government or Govt. recognized organizations.

## National Awards may include:

- Padma Bhushan
- Padma Vibhushan
- Padma Sri
- Award from Central Universities/Institutes
- Fellow of national academics/DST/DBT/UGC/CSIR/ICAR etc.
- Fellow of the National Academy of Medical Sciences/National academic or research organizations such as INSA
- Young Scientist Award by National Authority
- Any Award on Research, Innovation and teaching-learning awarded by Central Govt. or national level Govt. recognized bodies/organizations.

## International Awards may include:

- Nobel prize/Nobel equivalent prize in the field of Medicine, Dentistry, Paramedical, Aayush, etc.
- Fellowships and recognition by international universities like Fellow of Royal Colleges of the UK.
- Awards by WHO, UNESCO and similar bodies.
- Any Award on Research, Innovation and teaching-learning awarded by Internationally recognized bodies/organizations.

## 6. Career Advancement and Quantum of Increments:

The career advancement and the incentive in the form of salary increment would be broadly proportionate to the type of awards received by any faculty from among any one of the above-mentioned categories. In case of any teacher who has been awarded any State, National, or International Award(s) on their achievements, a provision of points/marks for calculation of score has already been included in the Application Form of Career Advancement as well as in the Application Form for Appraisals/Increments, to prepare the merit for promotion and calculate the quantum of increments.



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For State Awards 2 marks each, National Awards 3 marks each, and for International Awards 4 marks each are given with a cap of 4, 6, and 8 respectively. However, in order to maintain objectivity and fairness in the evaluation process, a designated committee would assess the level and type of career advancement as well as to decide the quantum of increments to be granted on the basis of quantifiable and measurable parameters contained in the respective formats. This may be supplemented by the APIs score, publications, research & patent, etc. standing in the name of the faculty member concerned.

## 7. Policy Administrators:

- The Head of the Department/Dean/Principal.
- Department of Human Resources.

## 8. Implementation Procedure:

Career advancement and Salary Increment for Awardees
Applicants has to apply the HOD/Dean/Principal of the respective department/faculty. with proof
HOD/Dean/Principal scrutinizes the application.
HOD/Dean/Principal forwards the applications along with the remarks to the HR office for further processing.
Vice-Chancellor appoints a special committee for the evaluation of the applications.
The committee scrutinizes the applications and recommends career advancements/increments for the applicant.
The committee submits the evaluation report to the Vice-Chancellor.
The final decision on the application is taken and the career advancement/increment is provided proportionate to the type of awards.
The applicant will be informed of the decision.

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SGT University  
Budhera, Gurugram

Registrar

Vice-Chancellor



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