



3.9. Staff Background Check Policy

The GIET University is to educating the whole person and to linking learning and scholarship with leadership and service GIET University believes that hiring qualified individuals to positions contributes to the GIET University's overall strategic success. Background checks serve as an important part of the selection process.

GIET University may conducts background checks on all full-time, part-time and temporary faculty and staff employees post-offer (contingency offer) as well as non-employees who are not on the GIET University's payroll, but are on campus serving in various roles such as, volunteers, contractors, visiting researchers, consultants, etc.

GIET University may also use a third-party administrator to conduct background checks.

3.10. Identity Cards

All regular staff members are issued an identification card that enables them to use the various facilities where staff identification is necessary. A new staff member must obtain an authorization card from the Office of Human Resources.

3.11. Promotion and increment Policy for Teaching Staff

3.11.1. Eligible faculty members shall be promoted to the next eligible cadre as per the UGC / AICTE norms.

3.11.2. The teacher must fulfill the following criteria of the University to be eligible to get yearly increment. .

- ☐ A teacher must have at least one publication in the peer reviewed journals in a year.
- ☐ He / She should achieve 80% pass results for the 75% of the papers he taught in the academic year.
- ☐ He/ She should achieve 80% Feed back in 75% of the papers taught in the academic year.
- ☐ He/ She should have got at least one NPTEL Certification course in the academic year.



3.12. Promotion Policy for Non-Teaching and Supporting Staff

3.12.1. Purpose

The purpose of the GIET University's promotion policy is to ensure opportunity for internal mobility consistent with the commitment to equal employment opportunity and affirmative action. A further purpose of the policy is to provide a mechanism whereby employees can be recognized and rewarded for their successful performance and professional development at the University.

3.12.2. Procedures

Promotions may result from an upward reclassification of an existing position or from applying for a position posted either internally and/or externally. In determining an employee's eligibility for promotion, the following factors should be considered: performance, skills and abilities, relevant experience, professional development, and education.

A promotion may occur as follows:

- ☐ When an employee is uniquely qualified for an open position, the office of the HR may request to facilitate the promotion via bypassing the typical recruitment process.
- ☐ Approval from the authorities will be required before proceeding with the requested promotion. Accordingly, the job-related factors for considering an employee's eligibility for promotion, as listed above, will also be considered.

3.12.3. Increment for non teaching staff shall be allowed through yearly appraisal system.

3.13. Duration of Employment

Employees are not employed for any definite term and the employment relationship is "at will" and may be terminated at any time by either party for any reason with or without cause with one month notice (or as mentioned in the appointment order) /one month salary (or as mentioned in the appointment order) in lieu thereof.

The provisions of employment or benefits for a fixed term to employees are valid only when a written contract/letter of appointment has been executed by the Authority of GIET University and the individual.