



CRITERIA 6

6.3.1

6.3.1 The Institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression (4 Marks)

IN THIS FILE –

Sample of placement/ appraisal (Asst. Prof to Associate to Professor)for teaching staff recently done against KRA's achieved and sample of promotion of non-teaching staff recently done.

Promotion Letter

Sr. No.	Name	Year	Current Designation	After Promotion	Category
1	Ms. Asha	2024	Teaching Assistant	Assistant Professor	Teaching
2	Mr. Abhisek Yadav	2024	Sr. Executive	Assistant Manager	Not Teaching
3	Mr. Lalit Yadav	2024	Lab Technician	Tutor	Not Teaching
4	Mr. Bhulle	2023	Lab Technician	Teaching Assistant	Not Teaching
5	Ms. Priyanka Shokhand	2023	Admission Counsellor	Manager Admission	Not Teaching
6	Mr. Reema Kanojia	2022	Academic Coordinator	Sr. Academic Coordinator	Not Teaching
7	Mr. Reema Kanojia	2024	Sr. Academic Coordinator	Assistant Administrative Officer	Not Teaching



SU/HR/PF/2024/999

October 10, 2024

Ms. Asha
Teaching Assistant
Department of Pharmacy
School of Health Sciences
Sushant University, Gurugram

Subject: Promotion from Teaching Assistant to Assistant Professor

Dear Ms. Asha,

As part of our ongoing commitment to achieving new milestones and fostering growth, the management would like to recognize your valuable contribution to the success of the University.

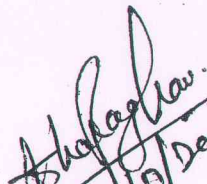
In recognition of your dedication and efforts, we are pleased to announce your promotion to the position of **Assistant Professor**, effective **November 1, 2024**.

Please note that all other terms and conditions of your employment remain unchanged and will continue to be governed by the University's HR policies.

We look forward to your continued contributions and many more accomplishments as a key member of Sushant University.

Sincerely,


14/10/2024
Registrar
Sushant University


15/10/2024



SU/HR/PF/2024/ SU0864

July 24, 2024

Mr. Abhisek Yadav
Sr. Executive, Admissions
Sushant University, Gurugram

Subject: Salary Revision & Promotion

Dear Mr. Abhisek,

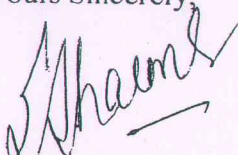
In our constant endeavor to achieve new milestone and pursue a high trajectory of growth, the management team shall like to acknowledge your contribution in achieving these goals in the overall success of the University.

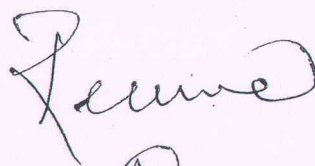
In recognition of this, the management is pleased to revise your monthly compensation to INR **48600/-** w.e.f **July 01, 2024**.

You are further informed that you are promoted to the post of **Assistant Manager**. This promotion comes with the **confirmation of your services**. Please note that this appraisal in monitory terms and elevation to higher position comes with the commitment from your side to serve to minimum of **Three (3) months** of the date of issue of this letter.

We look forward to many more achievements in the coming years with you as part of the Sushant University.

Yours Sincerely,


Registrar


27/07/24



July 12, 2024

Mr. Lalit Yadav
Department of CVT
School of Health Sciences
Sushant University Gurugram

Subject: Promotion to Tutor

Dear Lalit,

Heartiest congratulations on your promotion.

This is in reference to your application dated May 30, 2024, and the recommendation from the management dated July 10, 2024, we are pleased to inform you that you have been promoted to the position of Tutor, effective from July 01, 2024.

All other terms and conditions of your employment, as stipulated in your appointment letter or subsequent changes thereof, remain unchanged and will be governed by the University's HR policies.

Wishing you all the best in your future endeavors.

Best Regards,

Sharma
12/7/24

Dr. Sanjeev Sharma
Registrar

Received.
Lalit Yadav
12/7/24



SU/HR/PF/2023/SU0906

April 1, 2023

Mr. Bhulle
Lab Technician - Pharmacy
Sushant University, Gurugram

Subject: Salary Revision & Promotion

Dear Mr. Bhulle,

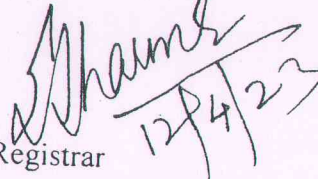
In our constant endeavor to achieve new milestone and travel a high trajectory of growth, the management team shall like to acknowledge your contribution in achieving these goals in the overall success of the University.

In recognition of this, the management is pleased to revise your monthly compensation to 30000/- w.e.f April 01, 2023.

You are further informed that you are promoted to the post of Teaching Assistant.

We look forward to many more achievements in the coming years with you as part of the Sushant University.

Yours Sincerely,


Registrar



I am not leave university for last one year.

SU/HR/PF/2023/SU0876

January 13, 2023

Priyanka Shokhand
Admission Counsellor
Sushant University
Gurugram

Subject: Increment letter

Dear Priyanka,

I am pleased to inform you that competent authority of Sushant University has revised your terms and conditions of appointment as follows:


1. You are re designated as Manager Admission
2. Your Monthly CTC is revised to Rs. 55000/-
3. Additional proposed appraisal of Rs.5000/- per month on achieving 20 more admissions from the date of issue of this letter.
4. Effective Date of revision is 1st January, 2023.

All the other terms & condition of your employment as stipulated in you appointment letter or subsequent changes thereof remain unchanged and will be governed by the University's HR policies. Moreover, you will not resign from your duties before the end of admission cycle 2023-24 or 30th September 2023 whichever is earlier. In case you resign before the stipulated time you need to deposit at least 1 month salary in addition to your notice period. Further, any incentive paid or due during the admission cycle 2023 shall stand forfeited.


We look forward to many more achievements in the coming years.

Please sign the **duplicate** copy of this letter as a token of acceptance for the same.

Your Sincerely,


Registrar





SU/HR/PF/2022/AU0095

December 15, 2022

Ms. Reema Kanojia
Academic Coordinator- Dept. of Admissions
Sushant University, Gurugram

Subject: Salary Revision & Promotion

Dear Ms. Reema Kanojia,

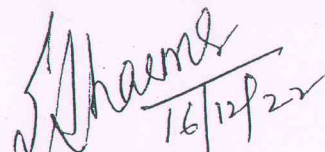
In our constant endeavor to achieve new milestone and travel a high trajectory of growth, the management team shall like to acknowledge your contribution in achieving these goals in the overall success of the University.

In recognition of this, the management is pleased to revise your monthly compensation to. 42000/- w.e.f January 01, 2023.

You are further informed that you are promoted to the post of Senior Academic Coordinator.

We look forward to many more achievements in the coming years with you as part of the Sushant University.

Yours Sincerely,


16/12/22
Registrar



Received, 16/12/2022.
Reema