

Chapter XVIII PROMOTION POLICY

18.1 Preamble

This policy governs the promotions for the faculty so as to encourage them through high quality teaching, research and Institutional commitment.

18.2 Eligibility

18.2.1 From Assistant Professor to Associate Professor, and Associate Professor to Professor, in all disciplines

18.2.2 PhD Qualification

18.2.3 Required number of years of experience

18.2.4 Prescribed research output

18.2.5 Acceptable teaching feedback

18.2.6 Demonstrated academic administration

18.2.7 Performance / Self Appraisal system

18.2.8 The Eligibility shall stand modified in the following cases:

18.2.9 For those whose probation may have been extended.

18.2.10 The Eligibility conditions may be extended at the discretion of the Management, in the following cases:

18.2.11 Faculty whose annual increments are on hold/delayed/deferred for want of fulfilment of academic commitments

18.2.12 Faculty with track record of misconduct

18.3 Policy and Procedure:

18.3.1 When PhD is just completed, completion shall mean possessing certificate of completion of PhD from the degree awarding Institution (or provisional degree certificate).

18.3.2 Indicated Output (Assistant Professor (1) to Assistant Professor (2))

- Should have minimum 3 years of teaching experience.
- Should have minimum 2 paper publication, workshop / seminar conference and one online MOOC / NPTEL every year.
- Teaching feedback from the students
- Results
- Proactive and enthusiastic participation in such tasks of academic administration tasks as may have been asked, required or expected of the faculty by the Management.

18.3.3 Indicated Output (Assistant Professor (2) to Senior Assistant Professor)

- Should have minimum 5 years teaching experiences and should have registered for Ph.D/ minimum 8 years of teaching experience.
- Should have minimum 2 paper publication, workshop/seminar/conference and one online MOOC / NPTEL every year.
- Teaching feedback from the students
- Results
- Proactive and enthusiastic participation in such tasks of academic administration tasks as may have been asked, required or expected of the faculty by the Management.
- Requisite appraisal score.

18.3.4 Indicated Output (Senior Assistant Professor to Associate Professor)

- Should have acquired Ph.D

- Should have minimum 5 years of teaching experience and 2 years post Ph.D experience.
- Should have minimum 2 paper publication, workshop/seminar/conference and one online MOOC / NPTEL every year.
- Minimum 2 paper publication every year.
- Teaching feedback from the students
- Should give an undertaking for 3 years.
- Results
- Requisite appraisal score.
- Proactive and enthusiastic participation in such tasks of academic administration tasks as may have been asked, required or expected of the faculty by the Management.

18.3.5 Indicated Output (Associate Professor to Senior Associate Professor)

- Should have acquired Ph.D
- Should have minimum 5 years of teaching experience and 4 years post Ph.D experience
- Should have minimum 2 paper publication, workshop/seminar/ conference and one online MOOC / NPTEL every year.
- Should give an undertaking for 3 years.
- Teaching feedback from the students
- Results
- Proactive and enthusiastic participation in such tasks of academic administration tasks as may have been asked, required or expected of the faculty by the Management.

- Requisite appraisal score.

18.3.6 Indicated Output (Senior Associate Professor to Professor)

- Qualification and experience as required by the AICTE.
- Should have minimum 2 paper publication, workshop/seminar/ conference and one online MOOC / NPTEL every year.
- Should give an undertaking for 3 years
- Should have minimum 10 years of teaching experience and 2 years post Ph.D experience.
- Teaching feedback from the students.
- Results.
- Requisite appraisal score.
- Proactive and enthusiastic participation in such tasks of academic administration tasks as may have been asked, required or expected of the faculty by the Management.

18.3.7 Indicated Output (Professor to Senior Professor)

- Qualification and experience as required by the AICTE
- Should be very active in research, institute development and P G programme along with student development activities.
- Should be guiding atleast 3-4 students for Ph.D programme.
- Should have minimum 2 paper publication, workshop / seminar / conference and one online MOOC / NPTEL every year.
- Should give an undertaking for 3 years.
- Teaching feedback from the students.
- Results

- Requisite appraisal score.
- Proactive and enthusiastic participation in such tasks of academic administration tasks as may have been asked, required or expected of the faculty by the Management.

18.4 Grievance Redressal

18.4.1 Staff shall have the right to represent their grievance to their Director / Dean / HOD.

18.4.2 The Director / Dean / HOD shall redress the grievance within 7 working days, failing which the grievance may be escalated to the Principal and Head – Human Resources.

18.5 Administration of the Promotions:

18.5.1 Promotions Recommendation Committee, shall be constituted and the Committee shall comprise :

- Chairman
- Principal
- Sr. Executive Director – Accounts and Finance
- Registrar
- Dean – Academics
- Head – Human Resources
- Head of the Department to which the faculty / staff belongs

Note: The above are only eligibility criteria. Mere eligibility to promotion does not entitle one to promotion.

18.6 The Management may in exceptional circumstances relax or extend the eligibility criteria, at its discretion. Administration of this policy is within the sole discretion of the Management of the institution.

Chapter XIX

PROMOTION POLICY FOR NON TEACHING STAFF

- 19.1 Objective**
To provide a detailed framework for advancement of career for the staff in a manner that shall incentivize superior work performance and provide for greater recognition of efforts
- 19.2 Eligibility**
All non-teaching, library and technical staff.
- 19.3 Policy & Procedure**
- 19.3.1 Pre-requisites for promotion
- 19.3.2 Promotions shall always be subject to appropriate vacancy in the higher grades, except when the management, at its discretion, enhances a job at a given grade to a higher grade.
- 19.3.3 A promotion must always lead to an enhanced responsibility in the institution.
- 19.3.4 The Employee shall have the potential, beyond mere eligibility, to take up higher role / responsibility.
- 19.4 Eligibility for promotion**
- 19.4.1 Requisite performance rating in the previous years.
- 19.4.2 No adverse remarks/reprimand in the personal file in the preceding three years.
- 19.4.3 Requisite educational qualifications as per Job Description
- 19.4.4 No. of years of experience in the existing grade
- 19.4.5 However, mere eligibility is not a criteria for promotion.

19.5 Promotion Process

- 19.5.1 The process governing the promotion cycle is as under:
- 19.5.2 List of eligible employees (LEE): HR Department shall prepare LEE by May / June 30th.
- 19.5.3 Communicate LEE to HODs: The LEE shall be sent to the respective HODs for their Recommendation
- 19.5.4 Promotion Recommendation Form (PRF): The Head shall fill in the PRF for the employee recommended for promotion and send it to the HR department by specified timeline.
- 19.5.5 Verification and submission of PRFs by HR Department to Principal: In order to ensure due justification for a promotion, new job description shall be entered in the PRF. HR shall then submit the PRFs to the Principal.
- 19.5.6 HR department, under intimation to the Principal, shall bring any exceptional cases recommended for promotion to the notice of the Chairman.
- 19.5.7 Review of PRFs: A duly constituted Promotion Recommendation Committee (PRC) shall review all the LEE cases and submit their final recommendations to the Chairman for approval. The PRC will comprise the following:
- Chairman
 - Principal
 - Director – Accounts and Finance
 - Registrar
 - Dean – Academics
 - Head – Human Resources
 - Head of the Department to which the staff belongs

- 19.6 Approving Authority:** The Chairman will be the approving authority for all promotions. A proper statement giving all the details of the employee being recommended for promotion, together with the justification for the promotion, shall be submitted to the Chairman. Upon approval, Chairman shall review and approve the PRFs. All the promotion letters will be then signed by Chairman.
- 19.7 Responsibility of the Promotion Recommendation Committee**
- 19.7.1 To scrutinize, review and discuss all PRFs diligently in terms of eligibility, ascertain the staff member's ability to take up higher responsibility in the promoted position, before making the final recommendation.
- 19.7.2 HR shall verify the job description and the new JD provided by the HOD.
- 19.8 Implementation**
- 19.8.1 Promotions shall be taken up only once in a year during the PMS cycle.
- 19.8.2 As a rule, all promotions shall be effective from August 1st. Exceptions, if any, shall be approved by the Chairman. Promotion letter along with the JD shall be prepared by HR and handed over to the HOD.
- 19.8.3 All promotions letters shall be handed over to the employee by the respective Head of the Department through Human Resource Department.

Chapter XX

TIME AND ATTENDANCE MANAGEMENT POLICY

- 20.1 Objective:**
- 20.1.1 To communicate the general office / college timings of the institute
- 20.1.2 To lay down the general guidelines to record the attendance by everyone in the institute as per the applicable timings
- 20.2 Applicability :**
- All employees on regular rolls are covered under this policy
- 20.3 Procedure :**
- 20.3.1 The timings of the institute are from 8.50 AM to 4.50 PM on all working days (Monday to Saturday) of the week, except Sunday.
- 20.3.2 I and III Saturdays are closed and II and IV Saturdays are full working days. V Saturday will be half a day working
- 20.3.3 Employees are expected to come to their workplace, on all working days, at the designated time and mark attendance in the manual attendance register and/or in biometrics. They are expected to do this again at the time of leaving the workplace at the end of the working day as well.
- 20.3.4 **Grace Period:** Up to 10 minutes after the designated starting time is considered as “grace period”. After the grace period every late arrival to the workplace, half day casual leave will be debited from the leave account of the employee. If there is no casual leave to the credit of the employee, half day of any other type of leave to the credit will be debited. In case there is no leave available at credit, then half day salary will be debited from the employee. The names of the employees exceeding the number of instances of grace period will be notified to the Accounts department by HR Department.
- 20.3.5 Employees are expected to register out station duty like tours, trainings etc. either in advance or immediately after resuming the work. The intimation of this should be provided to the HR after approval of HOD / Principal and the same should be uploaded in HRMS