

SECTION-VI

PROMOTION POLICY**6.1. Preamble**

Any progressive institution should make sufficient provision for the satisfactory promotion of personnel to higher positions. Opportunity for promotion to higher positions within an organisation gives personnel an opportunity to fully utilize their abilities and therefore serves as a basis for motivation.

6.2. Application of the Policy

The policy applies to all regular teaching faculty who are seeking for the promotion from the post of **Assistant Professor to Associate Professor & Associate Professor to Professor.**

6.3. Objectives

- ✓ This policy governs the promotions for the faculty so as to encourage scholarship through high quality teaching, research and Institutional commitment.
- ✓ The policy is expected to generate interest in the faculty to undertake their roles to the highest standard, besides developing a sense of belonging to the organization as reflected in their commitment and loyalty to the organization.
- ✓ It adopts the principles of transparency, openness and equality of opportunity, responsiveness, good management and efficiency.

6.4. General Principles underlying this Policy

- ✓ The promotion of an employee is purely based on the merit cum seniority basis and vacancy position in the concerned department.
- ✓ All promotions shall be subject to completion of minimum qualifying period and other requirements such as employee's current academic performance, their research work, number of publications, commitment of the staff to the improvement of the institution etc.
- ✓ Promotion shall not be influenced by the employee's race, religion or gender.
- ✓ The promotion from Assistant professor to Associate Professor and Associate Professor to Professor post are purely vacancy based.

- ✓ Promotion are considered by a Committee consisting of the following:
 - Principal of the college concerned
 - Principal of another college within the group
 - HoD of the Department concerned
 - One Senior Professor of the Department and college concerned
 - HoD/Two Senior Faculty of concern Department of another college within the group
- ✓ The Screening Committee will review the performance appraisal, academic performance and other capabilities of each candidate and personally interview the candidates.
- ✓ The Committee, based on the above factors, shall prepare a list of candidates recommended for promotion in the order of merit and submit for approval. The list will be placed before the Governing Council along with the Service Register of the individuals for approval. The approved candidates shall be promoted from the rank of Assistant Professor to Associate Professor or Associate Professor to Professor.
- ✓ Those who are promoted shall be placed in the pay scale applicable to that category.
- ✓ All decisions on promotions shall be taken up in the month of June-July every year. However, the revised pay will be implemented with effect from the date of acquired Doctorate Degree/Submission of Provisional Certificate in case of Associate Professor and date of next increment due in case of Professor.
- ✓ Filling up of any post's consequent to retirement, resignation, termination, cessation of employment, transfer, demotion, promotion etc. of permanent incumbent shall not be automatic and will be done at the discretion of the Chairman/CEO/Principal.

6.5. Eligibility & Pay Scales

Promotions to higher positions are based on competencies, past performance and on merit. Hence, on promotion the individual's work profile and responsibility will

change. The organisation will always consider the AICTE rules and regulations in this matter. VIEW will follow a criterion for determining the promotion.

6.5.1. For the post of Associate Professor:

The category wise eligibility criteria and pay scales for the post of **Associate Professor** are being listed below:

Category-1

Eligibility Criteria:

1. The candidate should lay down the eligibility criteria as per 2.3.3.2 in Section-II of the manual.
2. The candidate should also satisfy the following in addition to the above.
 - (a) *Should be ratified by the Affiliating University (JNTU, Kakinada)*
 - (b) Research publications should be from unpaid journal of Scopus/SCI or UGC Care list (with not more than two co-authors); Leading role in sponsored research projects will add significantly to the credit)
 - (c) Acceptable pass-percentage i.e. not less than 85% on an average during the last 2 academic years.
 - (d) Demonstrated academic administration (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)

Pay Scale:

Engineering	
Basic Pay	37,400
DA (87% of BP)	32,538
HRA (15% of BP)	5,610
Gross Salary	75,548+

Non-Engineering (MBA & BSH)	
Basic Pay	37,400
DA (18.5% of BP)	6,919
HRA (15% of BP)	5,610
Gross Salary	49,929+

+No. of Increments equivalent to 1/2 of the teaching experience with PG will be additionally added to the Gross Salary.

Category-2

Eligibility Criteria:

1. The candidate should lay down the eligibility criteria as per 2.3.3.2 in Section-II of the manual.

2. The candidate should also satisfy the following in addition to the above.

(a) Faculty need to appear before the selection committee and should be recommended by the Committee consisting of the following:

- ✓ One Management Representative
- ✓ Principal of the Institution (will be acted as Chairman of committee)
- ✓ Two subject experts from any other Institutions within the group.
- ✓ Head of the Department of the college concerned
- ✓ Two senior professors of respective Department of the college concerned

(b) Research publications should be from unpaid journal of Scopus/SCI or UGC Care list (with not more than two co-authors); Leading role in sponsored research projects will add significantly to the credit)

(c) Acceptable pass-percentage i.e. not less than 85% on an average during the last 2 academic years.

(d) Demonstrated academic administration (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)

Pay Scale:

Engineering	
Basic Pay	37,400
DA (87% of BP)	32,538
HRA (15% of BP)	5,610
Gross Salary	75,548

Non-Engineering (MBA & BSH)	
Basic Pay	37,400
DA	0
HRA	2,600
Gross Salary	40,000

Category-3

If the faculty neither ratified by the affiliating University nor recommended by the selection committee, the faculty is eligible to the following fixed allowance to their existing gross salary.

Engineering
<i>Rs.10,000</i>

Non-Engineering (MBA & BSH)
<i>Rs.5,000</i>

6.5.2. For the post of Professor:

1. Promotion from Associative Professor (ASP) to Professor Cadre is considered based on vacancy.
2. The candidate should lay down the eligibility criteria as per 2.3.3.3 in Section-II of the manual.
3. The candidate should also satisfy the following in addition to the above.
 - (a) Research publications should be from unpaid journal of Scopus/SCI or UGC Care list (with not more than two co-authors); Leading role in sponsored research projects will add significantly to the credit)
 - (c) Acceptable pass-percentage i.e. not less than 85% on an average during the last 2 academic years.
 - (d) Demonstrated academic administration (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)
 - (e) They also need to appear for self-appraisal interview with screening committee.
4. Based on the recommendation of the screening committee, those who are promoted shall be placed in the VI pay scale applicable to that category.

6.6. Promotion Process

The process governing the promotion cycle is as under:

List of Eligible Employees (LEE):

Dean-Admin shall prepare List of eligible employees by 30th May.

Communicate LEE to HODs:

The LEE shall be sent to the respective HODs for their Recommendation

Promotion Recommendation Form (PRF):

The HOD shall fill in the PRF for the employee recommended for promotion and send it to the Dean-Admin by specified timeline.

Verification and submission of PRFs by Dean-Admin 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.

Review of PRFs:

A duly constituted Promotion Recommendation Committee (PRC) shall review all the LEE cases and submit their final recommendations to the CEO for approval.

Approving Authority:

The CEO 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 CEO. Upon approval, CEO shall review and approve the PRFs. All the promotion letters will be then be signed and issued by Principal.

Implementation

Promotions shall be taken up only once in a year during the Promotion cycle. As a rule, all promotions shall be effective from 1st August. Exceptions, if any, shall be approved by the CEO. Promotion letter shall be prepared by Dean-Admin and handed over to the Principal. All promotions letters shall be handed over to the employee by the Principal.

In case a sudden vacancy at a higher level needs to be filled immediately with an internal candidate from a lower level, he/she may be given an 'acting' responsibility by the Chairman/CEO/Principal till normal recruitment to the position can be held.

6.7. Promotion of Non-Teaching Staff:

For Non-Teaching staff, time-bound Grade Promotions as stipulated in the Pay Revision will be granted.