

# **PROMOTION POLICY**

## **PURPOSE**

To recognize and reward employee performance, enhance motivation, and support career development within the institution. Promotions help retain talent and ensure that qualified individuals are positioned to drive institutional success, fostering a positive workplace culture.

## **SCOPE**

This policy applies to all employees who qualify the academic performance and service requirement.

## **OBJECTIVE**

- To consider and reward an employee's performance.
- To retain trained and professional personnel.
- To inspire workers to higher efficiency by their effectiveness and that of the institution.

## **MECHANISM**

- At the beginning of the academic year, the faculty members who satisfy the minimum academic performance and service requirement of CAS (Annexure - I) apply for promotion in the staff profile individual dashboard of ERP.
- Data Resource Centre verifies the document submitted by the applicant.
- CAS committee validates the credentials submitted by the applicant and submits a consolidated report to the Vice Chancellor.
- The Vice Chancellor along with Dean of the concerned School interacts with the applicant on one to one basis. If there is any grievance, it is redressed during this interaction.
- The eligible candidates are given promotion with revised pay scale
- The entire process is transparent.

## Annexure - I

### Minimum Academic Performance and service requirement for promotion under Career Advancement Scheme

Designation	Minimum API Score in Research component	UGC Service requirement	AICTE Service Requirement
<b>Assistant Professor to Associate Professor</b>	<b>75</b>	i) A Ph.D Degree in the subject concerned/allied/relevant discipline. ii) Minimum of <b>12 years of experience of which 3 years in VISTAS</b> in teaching / research / industry and <b>3 years</b> shall be post Ph.D iii) A minimum of <b>7 publications</b> in the peer-reviewed or UGC-listed journals.	i) Ph.D degree in the relevant field and first class or equivalent at either Bachelor's or Master's level in the relevant branch AND ii) Minimum of <b>12 years of experience of which 3 years in VISTAS</b> in teaching / research / industry. iii) At least total <b>6 research publications</b> in SCI journals / UGC / AICTE approved list of journals
<b>Associate Professor to Professor</b>	<b>120</b>	i) An academicians <b>who has completed 3 years of service as Associate Professor in VISTAS</b> ii) A Ph.D degree in the subject concerned/allied/relevant discipline. iii) A minimum of <b>10 research publications in peer reviewed or UGC - listed journals</b> out of which three research papers should have been published during the tenure as Associate Professor. iv) Evidence of having <b>successfully guided at least 1 doctoral candidate.</b>	i) Ph.D degree in relevant field and first class or equivalent at either Bachelor's or Master's level in the relevant branch. AND ii) <b>Minimum of 15 years of experience in teaching / research / industry</b> out of which <b>3 years shall be at a post equivalent to that of an Associate Professor and 3 years of service in VISTAS.</b> AND iii) At least <b>6 research publications</b> at the level of Associate Professor in SCI / Scopus journals iv) Evidence of having <b>successfully guided at least 1 doctoral candidate</b>