

Promotion Policy for employees



**PARVATHANENI BRAHMAYYA
SIDDHARTHA COLLEGE OF ARTS & SCIENCE**
Autonomous
Siddhartha Nagar, Vijayawada-520010
Re-accredited at 'A+' by the NAAC

PROMOTION POLICY FOR EMPLOYEES

Policy Name:	Promotion Policy for Employees
Originating/Responsible Department:	Promotion Committee
Approval Authority:	Governing Body
Date of Original Policy:	March, 2018
Last Update:	

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PREAMBLE

Parvathaneni Brahmayya Siddhartha College of Arts and Science is committed to foster an open and transparent environment in which personal career growth is linked to merit and potential of its employees. As far as possible and keeping in mind the legacy of the college, the Promotion Policy of the college will reflect the promotion criteria envisaged by UGC in its Regulations on “Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities & Colleges and Measures for the Maintenance of Standards in Higher Education, 2018” as amended from time to time.

APPLICABILITY

- This Policy shall be called the **Parvathaneni Brahmayya Siddhartha College of Arts and Science Promotion Policy for Employees:**
- This Policy shall come into force from the date of approval by the Board of Management.
- This Policy is applicable to all confirmed full-time employees of the college.

GUIDELINES

- a) Parvathaneni Brahmayya Siddhartha College of Arts and Science will have in place a structured Performance Management Appraisal System, to evaluate and promote employees based on the performance and subject to meeting all other minimum criteria as envisaged in this Policy.
- b) Recommendations for Promotion shall be typically made at the end of the Annual Performance Appraisal Cycle i.e., January to December / April to March
- c) In case of vacancy or new role arising during the year, a movement/promotion may be made at the discretion of the Parvathaneni Brahmayya Siddhartha College of Arts and Science

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The final decision on promotion shall be taken by the principal, based on the recommendation of the Head of the Department and core committee and to the Manager in case of Non-Teaching Employees

- e) In addition to the Guidelines of this Policy, the Chancellor shall have the right to identify and promote any employee based on his assessment of the employee.

ELIGIBILITY CRITERIA FOR PROMOTION OF ACADEMIC TEACHING STAFF

The Promotion of Teaching Faculty from One Level to another is based on the Performance of the respective Faculty Member as evaluated through the Performance Appraisal Process.

1) Level 1: From Assistant Professor to Assistant Professor (Senior Scale)

- a) Assistant Professors who have completed four years of service and having a Ph.D., **or**
- b) Having five years of service and having a PG Degree professional courses **or**
- c) Having six years of service for those without Ph.D./ PG Degree in professional Courses, **and**
- d) Attended one Orientation course of at least 10 days' duration on Teaching Methodology along with Refresher/Research Methodology Course, **or** completed any Faculty Development Programme of not less than 5 days duration in aggregate, **or** successfully completed one MOOC Certification during the assessment period.

2) Level 2: From Assistant Professor (Senior Scale) to Assistant Professor (Selection Grade)

- a) Assistant Professors who have completed five years of service in the Level Assistant Professor (Senior Scale).
- b) Having mandatorily published 1 paper in peer-reviewed and reputed journals specified by UGC

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- c) Any two of the following, during the Assessment Period (during the last five years) as Assistant Professor (Senior Scale),
- I. Completed Refresher Course **or** a Research Methodology course
 - II. Attended Workshops on Teaching-Learning-Evaluation/Syllabus Upgradation **or**
 - III. Faculty Development Programmes of at least ten-day duration in aggregate **or**
 - IV. Successfully completed the MOOC in relevant domain subject with Certification

3) Level 3: From Assistant Professor (Selection Grade) to Associate Professor

- I. Assistant Professor who has 3 years Teaching Experience at the Level of Assistant Professor (Selection Grade) and has met the following criteria during the Assessment Period.
- II. A Ph.D. Degree in the subject concerned/allied/relevant discipline
- III. Having mandatorily published 2 papers in peer-reviewed and reputed journals specified by UGC;
- IV. Any two of the following during last three years:
 - i. Participation in Sponsored Research Projects **or**
 - ii. Completed Refresher Course **or** a Research Methodology course **or**
 - iii. Faculty Development Programme of at least ten days duration in aggregate **or**
 - iv. Successfully completed a MOOC in relevant domain subject with Certification

4) Level 4: From Associate Professor to Professor

- a) Having completed three years of service as Associate Professor
- b) Having Ph.D. degree in the subject or discipline concerned/allied/relevant
- c) A minimum of ten research publications in the peer reviewed or UGC-listed Journals, out of which three research papers should have been published during the assessment period.

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- d) Evidence of having successfully guided doctoral candidate.
- e) Minimum of 110 Research Score desirable
- f) As per the guidelines of UGC, those who have proven expertise in their specific profession or role with at least 15 years of service/experience, preferably at a senior level, will be eligible for **Professor of Practice.**

5) Level 5: From Professor to Senior Professor

- a) Having Ten years' experience as Professor
- b) A minimum of ten publications in the peer-reviewed or UGC-listed journals and
- c) Ph.D. degree has been successfully awarded to two candidates under his/her supervision during the assessment period.

NON-TEACHING STAFF


All regular employees will be promoted based on their Annual Performance Appraisal.

GENERAL NOTE

The Management will have the discretion not to promote a specific individual because of poor performance or having been found guilty of Misconduct.

AMENDMENTS

This Policy can be amended from time to time, based on Operating Exigencies, and relevant Rules and Regulations in force.


(Dr.M. RAMESH)
PRINCIPAL