Policy Note No: 02 Effective: 1st July, 2015	Sub Key Area: Guidelines on Promotion Policy

PROMOTION POLICY

1. **OBJECTIVE:** In order to streamline the process of "Promotion on the basis of performance evaluation combined with the duration of experience" (Faculty Upgradation Policy), following guidelines will be considered with effect from 01 July, 2015.

   Since performance-based evaluation is the underlying principle of Promotion Policy of CGC, the evaluation process is designed in such a way that it is measured against objective (component) parameters such as academics, continuous learning, R&D and standards with equitable weightages as depicted in the evaluation format. The performance evaluation takes place once in a year, usually before the end of each academic year.
   This is to motivate and encourage faculty to upgrade their level in their respective field.

2. **SCOPE:** Applicable to all Teaching & Non – Teaching employees working in CGC at all levels in all the colleges.

3. **PROCEDURE & ELIGIBILITY CRITERIA**

   The CGC is committed to the principles of equity and a process conducted in a manner that upholds the principles of fairness and is free from direct and indirect discrimination.

   - Academic promotion is based primarily on the merit of the case presented.
   - Assessment of applications for promotion is made by a committee of peers through a process designed to enable a fair and consistent application of standards.
   - It is mandate for the applicants that he/she should have completed the probation period of service with CGC before applying for promotion or their most recent promotion.
   - The Director-Principals of respective College of CGC will ensure that all applicants who intend to apply for promotion have adhered to the guiding principles of the CGC.
   - The outcome of previous applications for promotion has no relevance in a current promotion round.
   - A performance/ evaluation round by Promotion Panel will be conducted every year in the month of May/June for all levels (Assistant Professor through to Professor). Applicants are required to submit their applications before 30th April thru their respective HOD/Principal to HR department.
   - If sufficient applications received during the year, Promotional committee can be constituted as and when required.
   - Promotions will be done through a Promotion Panel constituting of the following members:
     1. Campus Director/ Director Academics
     2. Two experts in the subjects concerned
     3. Affiliating university nominee
     4. Director-Principal of Institute concerned.
     5. Head – HR or representative nominated by Head – HR.

   - An employee whose application for promotion is unsuccessful is required to apply again for the same after 1 year.

   A) Minimum Academic Performance and Service Requirements for Promotion of Teaching Staff in CGC:

1. **From Assistant Professor to Associate Professor:** Assistant professor with at- least 05 years of completed service with Ph.D.

   - At least five publications in Recognized refereed Journals in the entire period as Assistant Professor.
   - One Course/Programme from among the categories of methodology workshops, Training, Teaching - Learning-Evaluation Technology Programme, Soft skills development Programme and Faculty Development Programme of minimum Five-week duration.
   - Performance Appraisal of the current year.

2. **From Associate Professor to Professor:** Associate professor with at- least ten years of completed service with Ph.D or Assistant Professor with at- least 13 Years of experience with PhD.

   - A minimum of 10 publications In Recognized refereed Journals level during the entire period of service.
   - Minimum no. of International Conferences attended should be two.
   - Performance Appraisal of the current Year
   - FDP of 10 Weeks.
   - Desirable
     - R & D and Patents
     - PhD Guidance,
     - Sponsored Projects/ Consultancies
     - Certification Programs

B) Minimum Academic Performance and Service Requirements for Promotion of Teaching Support Staff & Non – Teaching Staff in CGC:

- A recommendation for promotion from HOD is must.
- Performance Appraisal of the current year.
- HR to verify the facts and recommend for Final approval with the Management.

Also following factors to be kept in mind while promoting any employee:

- Leadership Skills
- Innovation, initiative and creativity
- Recognition of merit and excellence
- Integrity and high ethical standards
- Equity, opportunity and diversity
- Mutual respect, teamwork and high service standard
- Professionalism, accountability and transparency

The management reserves the right to take a decision over and above the Promotion policy in special cases considering its merits and in the interest of the institute.

Prepared & Recommended By:

Head – HR

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Approved By:

Campus Director

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