

## **Promotion Policy**

### **1. Aim**

The objective of the policy is to recognize and reward the services of meritorious faculty / staff. The institute firmly believes that the added benefits of promotion serve as an incentive for better work performance, boosts morale, enhances retention rate, increases loyalty and create a sense of individual achievement and recognition.

### **2. Scope**

Faculty / staff members working in ANITS and seeking promotion to higher cadre have to put up at least 3 years of service in ANITS to be eligible. Eligibility and qualifications for promotions is as per the regulations of AICTE / UGC / State Government.

### **3. Process**

**(i) Identification and announcement of vacancy positions in the department:**

The Promotion process starts with the Heads of the Departments identifying vacancy positions in their respective departments. Vacancy may arise in order to satisfy the requirements of AICTE / AU / NBA / NAAC or due to resignation of employees in higher cadre or to retain talent. HoDs submit a requisition with the details of vacancies to the Principal. The vacancies from all the departments is consolidated by the office of the Principal and after scrutiny by the Principal, the final list is forwarded to the management for approval. Once approved by the management, the details of vacancies is communicated to the faculty / staff members in the respective departments.

**(ii) Applying for the promotion:**

The faculty / staff members shall submit a detailed CV to the concerned HoD who shall forward the same with their recommendations to the Principal. The CV submitted should be complete, updated, and accurate and contain the information related to achievements in teaching & research, contributions to the department and institute. The aspiring faculty members have to submit Academic Performance Index (API) score at the time of interview.

(iii) **Selection process:**

The vacancies in all positions are filled in the open competition, however weightage will be given for internal candidates. Standing committee constituted with the following members interviews the candidates and finalizes the promotion list.

1. Principal, Chairman
2. Head – Academics, Member
3. A senior professor nominated by the Principal, Member
4. Head of the concerned department, Member
5. Representative from HR Department, ANES, Member
6. Subject expert, Member

The committee evaluates the suitability of prospective candidates for a particular position based on academic performance, research ability, experience, contributions to the department and the institute, through an interview. Based on the observations, the committee recommends the list of candidates for promotion to the management. Taking approval from the management, the successful candidates are issued appointment orders for the new cadre. The candidates promoted has to submit joining report on receiving the appointment order. All the promotions made are placed before the governing body for ratification. The candidates promoted will be in probation for 1 year and after successful completion of their probation, their services will be regularized.

(iv) **University ratification of the promoted candidates**

Faculty promoted to the higher cadre are to be ratified by the affiliating university. A Committee is constituted under the chairmanship of the Vice Chancellor of the affiliating university, to oversee the ratification procedure. The Committee interviews the candidates and recommends the list of selected candidates to the institution. The procedure is carried out on a regular basis, as per the requirement.

**PRINCIPAL**