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25. Internal Promotion Policy for Faculty

1. Preamble

- 1.1 This policy governs the promotions for the faculty so as to encourage scholarship through high quality teaching, research and Institutional commitment.

2. Eligibility

- 2.1 From Assistant Professor to Associate Professor, and Associate Professor to Professor, in all disciplines

2.1.1 PhD Qualification

2.1.2 5 years in the current position (from the date of joining/attaining previous promotion/completing PhD)[#]

2.1.3 Prescribed research output

2.1.4 Acceptable teaching feedback

2.1.5 Demonstrated academic administration

- 2.2 The Eligibility shall stand modified in the following cases:

2.2.1 For those whose probation may have been extended, the 5 year period will commence only after confirmation

2.2.2 For those who may not have cleared the ratification on the first attempt, the 5 year period will commence only after the date of ratification

- 2.3 The Eligibility conditions may be extended at the discretion of the Management, in the following cases:


2.3.1 Faculty whose annual increments are on hold/delayed/deferred for want of fulfillment of academic commitments

2.3.2 Faculty with track record of misconduct

3. Policy and Procedure:

- 3.1 When PhD is just completed, completion shall mean possessing certificate of completion of PhD from the degree awarding Institution (or provisional degree certificate)



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3.2 Indicated Output (Assistant Professor to Associate Professor)

- 3.2.1 At least 2 papers in peer-reviewed and respected journals (with not more than two co-authors); 2 conference / seminar papers in reputed conferences/ seminars. Participation in sponsored research projects will add significantly to the credit.
- 3.2.2 Teaching feedback from the students above 4 on a 6 -point scale. It will also be expected that the pass-percentage of students taught by the faculty shall not be less than 85%.
- 3.2.3 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.


3.3 Indicated Output (Associate Professor to Professor)

- 3.3.1 At least 3 papers in peer-reviewed and reputed journals as the first author* (with not more than two co-authors); 3 conference/seminar papers in reputed conferences/seminars (which are shortlisted in the Dept.). Leading role in sponsored research projects will add significantly to the credit.
- 3.3.2 Teaching feedback from the students above 4 on a 6-point scale. It will also be expected that the pass-percentage of students taught by the faculty shall not be less than 85%.
- 3.3.3 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.

3.4 Assistant Professor to Senior Assistant Professor

- 3.4.1 Hitherto, movement from Assistant to Senior Assistant Professor was considered a “promotion”. However, this policy views movement to Senior Assistant Professor as an “early recognition system” of a promising Assistant Professor. Those making it to Senior Assistant Professors are more likely to make it to Associate Professor in the minimum prescribed time, if their performance remains at a sustained high level.



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3.4.2 The eligibility conditions for moving from Assistant Professor to Senior Assistant Professor shall be as follows:

- 3.4.2.1 PhD: Significant progress ((completion of pre Ph.D course work, and literature survey)
- 3.4.2.2 Three years as Assistant Professor[#]
- 3.4.2.3 Prescribed research output (At least two published paper in peer-reviewed and respected journals (with not more than two co-author); 2 conference/seminar papers in reputed conferences/seminars)
- 3.4.2.4 Teaching feedback above 4.5 on a 6-point scale
- 3.4.2.5 Demonstrated initiatives in institutional affairs

3.4.3 The Senior Assistant Professor shall be eligible for two additional increments

3.4.4 The additional increments will be applicable as long as the faculty remains in the Senior Assistant Professor and will not be carried forward to the next grade

3.5 The UGC is planning to introduce a system of *Academic Performance Indicator (API)*. In due course, GMRIT shall endeavor to link the promotion conditions to API. Until such time, the above framework shall be applied

4. Administration of the Promotions:


4.1 Two separate Promotions Recommendations Committee, one each for Assistant Professor to Associate Professor, and Associate Professor to professor, shall be constituted.

4.2 Each Committee shall comprise

- 4.2.1 Director (Education)
- 4.2.2 Principal
- 4.2.3 Associate Dean, Research
- 4.2.4 Associate Dean, Academic Affairs
- 4.2.5 Associate Dean, Faculty and Student Affairs
- 4.2.6 Head of the Department to which the Faculty belongs
- 4.2.7 Two external members in the discipline of the concerned faculty

4.3 Of the above seven, at least five must support a promotion



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5. Grievance Redressal

- 5.1 Faculty shall have the right to represent their grievance to their HOD.
- 5.2 The HOD shall redress the grievance within 7 working days, failing which the grievance may be escalated to the next higher level.
- 5.3 If the grievance persists for over one month, the matter may be escalated to the CEO.


Note: The above are only eligibility criteria. Mere eligibility to promotion does not entitle one to promotion.

The management may in exceptional circumstances relax or extend the eligibility criteria, at its discretion.

- * When the faculty is a second author and not the first author, two publications as the second author shall be counted as equivalent to one publication as the first author.
- # When a faculty joins GMRIT from another Institution, if that institution is regarded comparable to GMRIT, the earlier experience may be counted for the purpose of eligibility period.

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26. Internal Promotion Policy for Non-Teaching Staff

1. Objective

- 1.1 To provide a detailed framework for advancement of career for the staff in a manner that shall incentivize superior work performance and provide for greater recognition of efforts

2. Eligibility

- 2.1 All non-teaching staff, up to Grade N1

3. Policy & Procedure

3.1 Pre-requisites for promotion


- Promotions shall always be subject to appropriate vacancy in the higher grades, except when the management, at its discretion, enhances a job at a given grade to a higher grade.
- A promotion must always lead to an enhanced responsibility in the organization.
- The Employee shall have the potential, beyond mere eligibility, to take up higher role / responsibility.

3.2 Eligibility for promotion

- Requisite performance rating in the previous years (Annexure-1)
- No adverse remarks/reprimand in the personal file in the preceding three year.
- Requisite educational qualifications as per Job Description
- No. of years of experience in the existing grade (Annexure-2)

However, mere eligibility is not a criteria for promotion.



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3.3 Promotion Process

The process governing the promotion cycle is as under:

List of eligible employees (LEE): HR Department shall prepare LEE by April 30th.

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 HR department by specified timeline.

Verification and submission of PRFs by HR Department to Principal and Director - Education: 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 and Director Education.


HR department, under intimation to the Director-Education, shall bring any exceptional cases recommended for promotion to the notice of the CEO.

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. The PRC will comprise the following:

- Director – Education
- Principal, GMRIT
- Head – Finance, Accounts & Administration
- Two Heads of Departments (GMRIT)
- AGM-HR (Member secretary of the Committee)
- Manager-HR (Corporate office, GMRVF)

- 4. 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 Director – Education.



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5. Responsibility of the Promotion Recommendation Committee

- To scrutinize, review and discuss all PRFs diligently in terms of eligibility, ascertain the staff member's ability to take up higher responsibility in the promoted position, before making the final recommendation.
- HR shall verify the job description and the new JD provided by the HOD.

6. Implementation


- Promotions shall be taken up only once in a year during the PMS cycle.
- As a rule, all promotions shall be effective from July 1st. Exceptions, if any, shall be approved by the CEO. Promotion letter along with the JD shall be prepared by HR and handed over to the HOD.
- All promotions letters shall be handed over to the employee by the HOD.

Annexure-1

Performance Rating	Eligibility for promotion
Outstanding	Minimum of 2 years of Outstanding rating
Excellent	Minimum of 3 years of outstanding or excellent rating
Good	Minimum of 4 years of consistent performance
Previous year: Outstanding 2 years before: Excellent 3 years before: Good	An increasing trend of performance is also considered for eligibility for promotion

The details mentioned above are only the eligibility criteria, but does not mandate promotion.



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Annexure-2

Grade / Segment	Required Qualifications for the grade		Minimum No. of years of experience in present grade
	Technical qualifications with relevant specialization	Non-Technical qualifications	
N1	NA	Post Graduation / professional qualification	3
	NA	Graduation with functional experience	5
N2	NA	Post Graduation / professional qualification	3
	NA	Graduation with functional experience	5
N3	Graduation in Engineering	Post Graduation / professional qualification	3
	Dip. In Engineering	Graduation with functional experience	5
N4	Graduation in Engineering	Post Graduation / professional qualification	3
	Diploma in Engineering or graduation / ITI with functional experience	Graduation with functional experience	5
N5	Diploma in Engineering or graduation / ITI with functional experience	Graduation with functional experience	5
N6	Diploma in Engineering or graduation / ITI with functional experience	Graduation with functional experience	5
N7	Graduation / ITI	Graduation	5
N8	NA	No educational qualification / SSC	No movement to higher grade

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