



MAR BASELIOS COLLEGE OF ENGINEERING AND TECHNOLOGY

INSTITUTIONAL POLICIES

Policy No. 15 (a)

Title: FACULTY CAREER ADVANCEMENT POLICY

Date of Issue: 08.09.2021

Page No. 1 of 3

1.0 PURPOSE

The policy broadly governs the **Career Advancement of faculty in MBCET**. The prime objective is to motivate and enable faculty members to become more productive and proactive academically by facilitating promotion. This appraisal will form the primary basis for determining the performance level that merits continued employment, placement in higher grades, annual increment, etc.

2.0 SCOPE

Career Advancement is an important aspect of opportunities that exist for every faculty working in MBCET. The College recognizes that teaching responsibilities take a variety of forms, including but not limited to teaching, research, consultancy, etc. Though the minimum qualification and experience for academic staff selection and promotion are as per the AICTE norms, the following guidelines also apply during the process of selection. The entry cadre is Assistant Professor (AGP of Rs 6000)-Sixth Pay commission or equivalent.

3.0 CRITERIA

3.1 Assistant Professor (AGP of Rs 7000)

In addition to the qualifications and experience as prescribed in the AICTE norms, the selection is based on his/her

- (a) Performance in teaching
- (b) Assistance in fostering/developing Department activities
- (c) Academic/Professional ethics maintained in the college
- (d) Participation in Faculty Development Programs/Short Term Training Programs.

3.2 Assistant Professor (AGP of Rs 8000)

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Page No. 2 of 3

In addition to the qualifications and experience as prescribed in the AICTE norms, the selection is based on his/her

- (a) Performance in teaching
- (b) Responsibilities undertaken in fostering/developing Department/College activities
- (c) Supervision of student projects
- (d) Roles in fostering academic/research/consultancy and continuing education cell activities
- (e) Participation in Faculty Development Programs/Short Term Training Programs.

3.3 **Associate Professor**

In addition to the qualifications and experience as prescribed in the AICTE norms, the selection is based on his/her

- (a) Publications in National/International Journals/Conferences
- (b) Roles in fostering academic/research/consultancy cell activities
- (c) Active participation in administrative and scholarly activities
- (d) Organizing short term courses/workshops/Conferences
- (e) Roles undertaken in various Cells and Centers of the College.

3.4 **Professor**

In addition to the qualifications and experience as prescribed in the AICTE norms, the selection is based on his/her

- (a) Publications in National/International Journals/Conferences
- (b) Leadership in teaching/research/related activities
- (c) Continuing engagement in scholarly field, which includes leadership roles in organizing conferences, training sessions, membership in Professional bodies, etc.

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Page No. 3 of 3

- (d) Research activities/sponsored projects undertaken
- (e) Prizes, awards, honors or fellowships received
- (f) Roles in participation/development/implementation of administrative policies and activities in the Department/Institution.

4.0 PROCEDURE

Each year, Dean (Administration) issues a notice seeking applications for Career Advancement. Every faculty member will undergo a detailed evaluation to identify and assess his/her strengths and weaknesses in their job performance. The instrument for appraisal has three components:

Evaluation based on self-appraisal of the Individual submitted through CAS Application forms and e-appraisal, Evaluation by a Department level Screening Committee and Evaluation by a College level Promotion Committee.

4.1 Evaluation based on Self-Appraisal

Faculty members, who wish to be considered for promotion, shall fill the CAS applications available in the Intranet and submit the same along with the annual e-appraisal within the due date.

4.2 Evaluation by a Department level Screening Committee

A departmental level committee, consisting of the following members shall evaluate the CAS application forms along with the annual e-appraisal:

- (1) HoD (2) AHoD (3) Senior Faculty Member (Professor)

The committee shall verify the necessary documentary evidence for the achievements claimed and check the API score secured in each category.

HoDs shall submit the verified documents along with CR to the principal within 15 days.

4.3 Evaluation by a College level Promotion Committee

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Page No. 4 of 3

Screening at the institute level will be conducted by a committee consisting of the following members:

- I. Bursar
- II. Principal
- III. HoD Concerned
- IV. Dean (Academics)
- V. Dean (Administration)
- VI. Technical Expert on the area of specialization

The Promotion Committee assesses the applicant's competence in sustained academic, administrative and research activities. Promotion under CAS is based on the guidelines prescribed by AICTE regulations. The Screening Committee recommendations are based on the merit of the candidates and should be approved and duly signed by all the members of the Committee. These recommendations will be forwarded to the Management for final approval and subsequent issue of promotions/orders by the Bursar.

5.0 Other Guidelines

1. Those who do not meet the essential criteria despite the specified grace period shall lose the opportunity for promotion retrospectively. However, they will be eligible for promotion from the date they meet these criteria thereafter.
2. The Promotion Committee reserves the right to add/waiver criteria in the above mentioned guidelines and to make appropriate recommendations in the case of exceptionally meritorious candidates.

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