



MAR BASELIOS COLLEGE OF ENGINEERING AND TECHNOLOGY

INSTITUTIONAL POLICIES

Policy No. 15 (a)

Title: FACULTY CAREER ADVANCEMENT POLICY

Date of Issue: 01-05-2025

Page No. 1 of 5

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 and consultancy. The entry cadre (for a candidate without prior experience) is Assistant Professor (AGP of Rs 6000). Though the minimum qualification and experience for academic staff selection and promotion are as per the **AICTE norms (F. No. 37-3/Legal/AICTE/2012)**, the following criteria also apply during the process of selection.

3.0 CRITERIA

3.1 Assistant Professor (AGP of Rs 7000)

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

- (a) Teaching-Learning related activities
- (b) Co-curricular, Extension and Professional Development related activities
- (c) Research and Academic Contribution
- (d) Assistance in fostering/developing Departmental/College activities
- (e) Organizing short term courses/workshops/Conferences
- (f) Roles undertaken in various Cells and Centers of the College.

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Policy No. 15 (a)

Title: FACULTY CAREER ADVANCEMENT POLICY

Date of Issue: 01-05-2025

Page No. 2 of 5

3.2 Assistant Professor (AGP of Rs 8000)

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

- (a) Teaching-Learning related activities
- (b) Co-curricular, Extension and Professional Development related activities
- (c) Research and Academic Contribution
- (d) Responsibilities undertaken in fostering/developing Departmental/College activities
- (e) Supervision of student projects
- (f) Organizing short term courses/workshops/Conferences
- (g) Roles undertaken in various Cells and Centers of the College.

3.3 Associate Professor

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

- (a) Teaching-Learning related activities
- (b) Co-curricular, Extension and Professional Development related activities
- (c) Research and Academic Contribution
- (d) Active participation in administrative and scholarly activities
- (e) Organizing short term courses/workshops/Conferences
- (f) Roles undertaken in various Cells and Centers of the College.

3.4 Professor

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

- (a) Teaching, Learning and Evaluation related activities
- (b) Co-curricular, Extension and Professional Development related activities

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Date of Issue: 01-05-2025

Page No. 3 of 5

- (c) Research and Academic Contribution
- (d) Leadership in teaching/research/related activities
- (e) Continuing engagement in scholarly field, which includes leadership roles in organizing conferences, training sessions, membership in Professional bodies, etc.
- (f) Prizes, awards, honors or fellowships received
- (g) Roles in participation/development/implementation of administrative policies and activities in the Department/Institution.

4.0 PROCEDURE

Principal/Dean (Administration) issues a notice seeking applications for Career Advancement twice in a year (July and December) to avoid stagnation in career growth of faculty. Selected applicants will undergo a detailed evaluation to identify and assess his/her strengths and weaknesses in their job performance. The faculty appraisal is carried out by a three tier evaluation process:

- (a) Evaluation of self-appraisal submitted by the candidate (CAS Application forms and e-appraisal) by a **Departmental level Assessment Committee** led by the HoD,
- (b) Evaluation by an **Institute level Screening Committee**, and
- (c) the ultimate selection process by an **Institute level Selection Committee**.

4.1 Evaluation by a Departmental level Assessment Committee

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 to the concerned HoD.

A departmental level Assessment 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)

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Title: FACULTY CAREER ADVANCEMENT POLICY

Date of Issue: 01-05-2025

Page No. 4 of 5

In addition to the qualification and experience prescribed in the above mentioned AICTE norms, the following criteria are evaluated:

- (a) Teaching-Learning related activities
- (b) Co-curricular, Extension and Professional Development related activities
- (c) Research and Academic Contribution

The committee shall also 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 Confidential Report (CR) to the Principal's Office.

4.2 *Evaluation by an Institute level Screening Committee*

Screening at the institute level will be conducted by an Institute level Screening Committee consisting of the following members:

- I. Director
- II. Bursar
- III. Principal
- IV. Dean (Administration)
- V. Office Superintendent

The committee scrutinizes the CR submitted by the departments, and the shortlisted candidates will be called for interview.

4.3 *Evaluation by an Institute level Selection Committee*

The ultimate selection process will be conducted by an Institute level Selection Committee consisting of the following members:

- I. Director
- II. Bursar
- III. Principal
- IV. Dean (Academics)-PG
- V. Dean (Administration)
- VI. HoD (concerned Department)
- VII. Two external members
- VIII. One subject expert (internal), if required

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Page No. 5 of 5

The Selection Committee assesses the applicant's competence in sustained academic, administrative and research activities. Promotion under CAS is based on the guidelines prescribed by the **AICTE norms (F. No. 37-3/Legal/AICTE/2012)**. The Selection 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 submitted to the Director for final approval and subsequent issue of promotions/orders.

5.0 Other Guidelines

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

6. POLICY HISTORY

Version/Date	Prepared by	Approved by	Remarks
V1.0/			
V2.0/			

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