Promotion Policy

KUMARAGURU
college of technology
character is life

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Promotion Policy Manual

1. KCT - Vision and Mission

Vision

The vision of the college is to become a technical university of International Standards through continuous improvement.

Mission

Kumaraguru College of Technology (KCT) is committed to providing quality Education and Training in Engineering and Technology to prepare students for life and work equipping them to contribute to the technological, economic and social development of India. The College pursues excellence in providing training to develop a sense of professional responsibility, social and cultural awareness and set students on the path to leadership.

Quality Policy Statement

We at Kumaraguru College of Technology strive to achieve customer satisfaction by providing Quality Education and Training in Science, Engineering, Technology and Management in a congenial and disciplined environment through

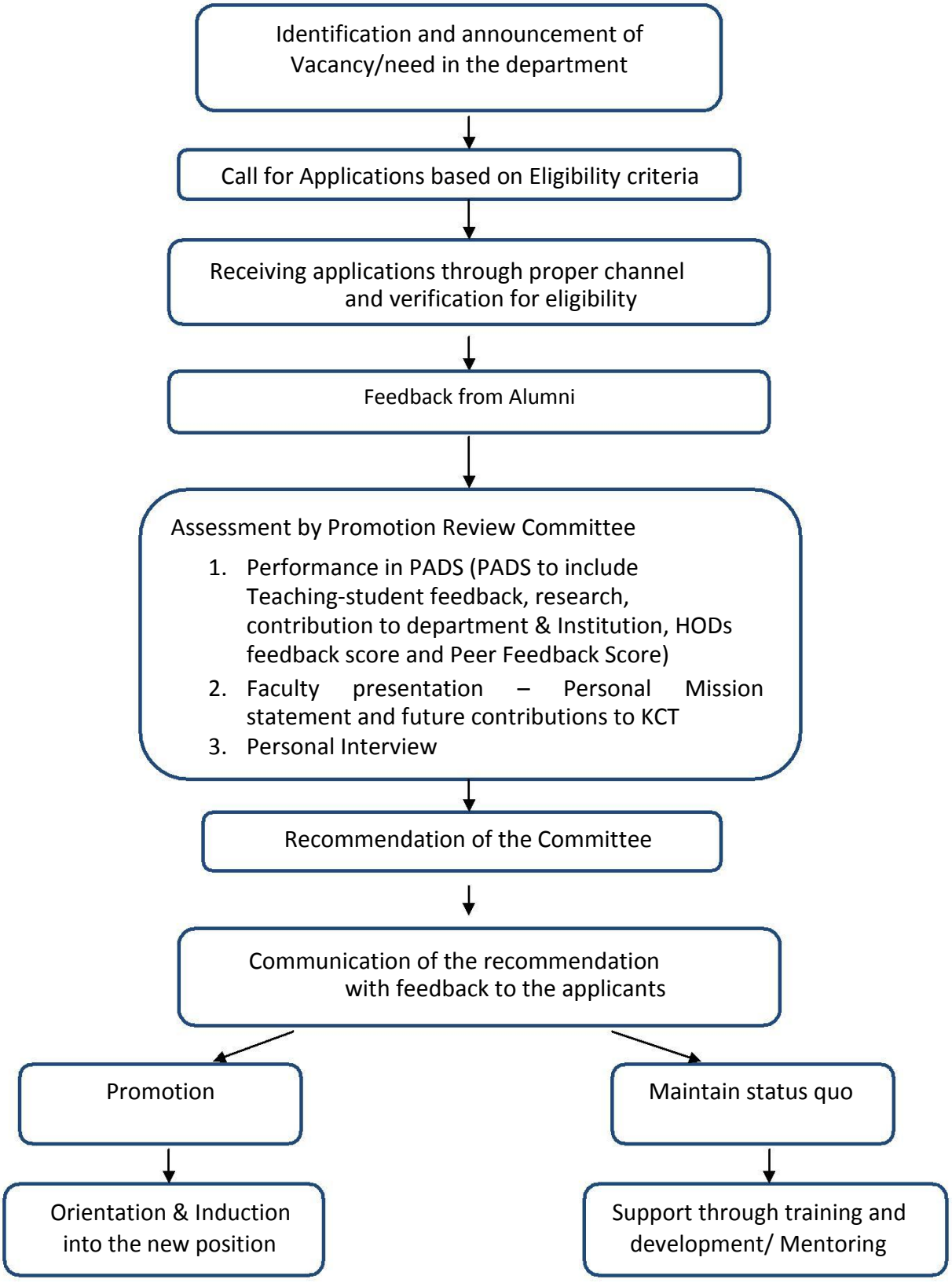
- Involvement at all levels
- Up gradation of facilities and human resources
  Commitment to continual improvement

2. Objectives of Promotion Policy

The Promotion policy aims to provide the faculty members with an opportunity to progress in their career based on performance and competence by applying for internal promotions. The promotion policy aims to

- To integrate the aspirations for growth and development of faculty members with the future requirements of the institution
- To ensure equity, fairness and transparency in matters relating to promotion
- To recognize and reward meritorious performance

3. Process of Promotion



3.1.1 Establishing the Promotion Review Committee

3.1.1.a. Composition and Size: The promotion review committee shall have 5 members, three internal members and two external members. The HR Department in association with the Heads of the department shall form a committee that will ensure the fairness and transparency in the promotion appointment decisions of the faculty.

The committee shall comprise of the

i) Head of the Department
ii) Cross functional Head (preferably under whom the faculty had worked during collaborative events)
iii) Principal
iv) Industry Expert
v) External Academic Expert / University Representative who holds the rank of a Professor
vi) Advisor
vii) Management Representative
viii) Representative from the HR

3.1.2 Identification and announcement of Vacancy / Need in the department

The Promotion process starts with the Heads of the Departments identifying a vacancy / need in the department. The vacancy may arise in order to fulfill the requirement for AICTE or to upgrade special portfolios /functions of the department so as to retain talent.

A requisition form for the same has to be submitted to the HR Department in the prescribed format (Annexure HR - P1). Once approved by the Principal, the details regarding the vacancy is communicated to the faculty members in the respective departments.

3.2 Call for Applications based on eligibility criteria

The Head of the department shall communicate the details of the vacancy and the eligibility criteria. The Heads shall also discuss with the aspiring faculty about the expectations with respect to excellence in academic teaching, research, original contributions to the area of specialization, impact in other institutional developmental initiatives and ability to function independently in specific assignments. The eligibility criteria as per AICTE Norms are provided in annexure (HR – P2). The faculty members shall submit a detailed CV to the Heads who shall forward the same with the recommendation in the prescribed format (Annexure HR P3)

3.2.1 Applying for the Promotion

Faculty who seek promotion, shall apply to the HR Department, through proper channel by submitting a copy of

3.2.1.a Curriculum vitae that is complete, current, updated, and accurate through proper channel

3.2.1.b Personal Dossier : Faculty members who apply for promotion shall prepare and submit a dossier that provides the following information about their professional progress so far

i. A narrative statement of not more than two pages indicating their scholarship in teaching, research and other creative accomplishments. The statement shall be prepared by the faculty and shall serve as an opportunity to record their accomplishments till date. The purpose of statements is to give faculty the opportunity to place their work and activities in the context of their overall goals and agendas.
ii. Promotion / Offer of appointment in the present position
iii. Statement of contribution to department and institution building
iv. Letters of Appreciation / Accomplishment from external stakeholders
v. Awards won / Achievements in teaching and research
vi. Two scholarly publications with the highest impact factor in the last two years
vii. One Paper presented premier institution/ abroad in the last two year
viii. Letters of award of Research grants /funding from external bodies
ix. Any other documents that are found to be relevant for

3.2.1.c Personal Mission Statement: A personal Statement which is not more than 3 pages is to provide the faculty with an opportunity to present their future plans and the contributions in terms of teaching, research and special assignments for department/institution development building. Any work in progress, future plans

regarding interdisciplinary work with external stakeholders, collaborative work with other industry /funding bodies are to be highlighted.

3.3 Assessment by Promotion Review Committee

The promotion review committee established shall assess the faculty members based on a range of assessment criteria like teaching, learning impact, research and development, student engagement, work place behaviors etc.,

	PADS					
	PADS Form	Student Feedback	Peer Feedback	HOD s Feedback	Alumni Feedback	Promotion Interview
Performance						
Teaching - Learning Impact	√					
Contribution to Department and Institution	√					
Research - Publication and Funding	√			√		
Administrative Roles	√			√		
Outreach and External Expertise	√					
Student Engagement						
Learning		√		√		
Individual Rapport		√				
Assessment and Grading		√				
Classroom Management		√				
Enthusiasm					√	
Depth of Knowledge					√	
Building originality inside Classroom					√	
Organization					√	
Professionalism at Workplace						
Commitment			√	√		
Student Faculty Interaction			√	√		
Departmental Contribution			√	√		
Workplace Behaviors			√	√		
Potential Appraisal						
Domain Knowledge						√
Research Competency						√
Future Plans Mapped - Department & Institution						√
Overall Attitude						√

A personal interview with the Promotion review committee shall assess the domain knowledge, research competency, future plans mapped to the departments goal and overall attitude. The committee chairs shall be provided with factual information from different stakeholders about the faculty member

3.3.1 Performance Assessment and Development System (PADS)

Performance in PADS shall be a major factor in the promotion decision. PADS should include student's feedback, peer assessment and Heads feedback, apart from other criteria in teaching, research and contributions to department. The PADS Score for last three consecutive years shall be made available to the Promotion review committee at the time of the interview. For exceptional performers in the department, the promotion policy shall allow for fast track career advancement.

3.3.1.a HOD Feedback

The Head of the Department shall provide feedback about the candidate on their past performance in the department. The Feedback form prescribed in Annexure shall be used for the purpose (HR P3).

3.3.1.b Student Feedback

A report of the student feedback for at least two courses handled by the faculty in the last two semesters for different batches (sections) to be compiled and reported in the prescribed format. (Annexure HR- P4). The feedback shall cover aspects like Learning, Individual Rapport with Students, Assessment and Grading and overall organization by the faculty

3.3.1.c Peer Assessment

Peer assessment aims at understanding the commitment of the faculty, their relationship with students, involvement in departmental activities and also with a focus on workplace behaviors. The heads shall identify peers who will exhibit professionalism while rating their peers and shall orient them before they assess

their peers. The peers as far as possible shall be from all levels and shall include Professors, Associate Professors, Assistant Professors and support staff from the department who has closely worked with the concerned faculty. The appended format to be used to measure the same (Annexure HR P6)

3.3.2 Alumni Feedback

The Alumni Feedback shall elicit feedback from a group of alumni from at least three different batches in the past from the year of assessment. The alumni feedback shall have factors relating to enthusiasm of the facilitators, Depth of Knowledge, overall organization and ability of the faculty to bring out the originality of students inside classroom. (Annexure HR – P5)

3.4 Recommendation of the Committee

The faculty members are given an opportunity to discuss about their personal statement in a promotion committee review that will assess the faculty on their potential for upward elevation. The promotion committee shall be provided with the reports of the above documents during the time of the review by the HR department in the prescribed format (HR P7). The feedback received from various stakeholders in different formats to be consolidated for use by the Promotion Review committee by the HR department using the below weights.

PADS –	30 %
Feedback –	10 %
Presentation –	10%
Peer Feedback –	10%
Student Feedback –	10 %
Promotion Interview –	30%

The decisions regarding the recommendation for promotion by the committee shall be communicated to the faculty. The committee shall also provide feedback to the faculty. The faculty shall provide a feedback on the Promotion process after the interview (HRP7).

.Feedback to be provided within 3 days from the date of the interview and the docket containing the letter of promotion and other relevant materials to be handed over within 7 days from the date of the interview

Annexure 1

HR - P1

Identification of Vacancy and Request for Promotion

Department of _____

Particulars	Professors	Associate Professors	Assistant Professors
AICTE Requirement/ based on special needs of the department			
Current Status			
Requirement			
Need for promotion			
Eligible for promotion*			

*To be verified by HR

	Area of specialization	Professors	Associate Professors	Assistant Professors
Current Status				
Requirement				

Head of the Department Executive HR Manager - HR Approved

Principal

HR P2

Eligibility for Promotion

Eligibility Criteria – Engineering and Technology

Cadre	Experience	Qualification
Professor	12 years of Normalized Experience at least 10 years in teaching (or) 20 years of normalized industrial Experience	ME/ M.Tech first class with PhD from a reputed University. Guiding research scholars is desirable. Three Publications in refereed journals with impact factor
Associate Professor	10years of normalized teaching experience (or) 12 years of normalized industrial experience	ME/ M.Tech first class with PhD from a reputed University. Guiding research scholars is desirable. Two Publications in refereed journals with impact factor
Assistant Professor - III	10 years of normalized experience at least 5 years as Sr.lecturer /AP (or) 10 years of normalized industrial experience	ME/M.Tech first class pursuing Ph.D from a reputed University
Assistant Professor - II	5 years as lecturer/ AP (or) 8 years of normalized industrial experience	First Class ME/M.Tech
Assistant Professor - I	Fresher to Below 5 years of normalized Experience	ME/M.Tech with first class in both UG and PG

Eligibility Criteria – Science and Humanities

Cadre	Experience	Qualification
Professor	Total 15 years of normalized experience with at least 2 years of teaching as ASP/ Sr.ASP	First Class MA/M.Sc in Regular and Ph.D from a reputed university. Guiding Scholars and Five Publications in refereed journals with impact factor
Associate Professor	12 Years of normalized experience at least 3 years as AP	First Class MA/M.Sc in Regular with NET /SLET and Ph.D from a reputed university. Two Publications in refereed journals with impact factor
Assistant Professor - III	10 years of normalized experience at least 5 years as AP /Sr.AP	First Class MA/M.Sc in Regular with NET /SLET and Ph.D from a reputed university
Assistant Professor - II	7 years of normalized teaching Experience with at least 5 yrs as AP	First Class MA/M.Sc in Regular with NET /SLET and pursuing Ph.D in a reputed university
Assistant Professor - I	2 years of normalized Teaching Experience	First Class MA/M.Sc in Regular with NET /SLET

Eligibility Criteria – Management Studies

Cadre	Experience	Qualification
Professor	15 years of normalized experience at least 2 years as Sr.Associate professor / ASP (or) 20 years of normalized Industrial Experience	First Class MBA or Equivalent in regular program with PhD from a reputed University. Guiding Research Scholars. Three publications in refereed journal with impact factor
Associate Professor	12 years of normalized experience at least 3 years as AP (or) 15 years normalized industrial Experience	MBA or Equivalent in regular with first class and Ph.D in a reputed University. One publication in refereed journal with impact factor
Assistant Professor - III	10 years of normalized experience at least 5 years as Lecturer / AP (or) 12 years of normalized Industry Experience	MBA or Equivalent in regular with first class and Ph.D in a reputed University
Assistant Professor - II	7 years of normalized experience at least 5 years as Lecturer /AP (or) 8 years of normalized Industry Experience	MBA or Equivalent in regular in first class and pursuing Ph.D in a reputed University
Assistant Professor - I	2 years of normalized Teaching / Industry Experience	MBA or Equivalent in regular in first class.

Eligibility Criteria – Computer Applications

Cadre	Experience	Qualification
Professor	15 year of normalized teaching experience at least 2 years as Sr.Associate Prof /ASP	First Class ME/M.Tech or MCA in regular programme with Ph D from a reputed University. Guiding atleast five research scholars and three publications in refereed journals with Impact Factor
Associate professor	12 years of normalized experience. At least 3 years as AP	First Class ME/M.Tech or MCA in regular programme with Ph D from a reputed University. Guiding atleast one research scholars and one publications in refereed journals with Impact Factor
Assistant Professor - III	10 years of normalized teaching experience. At least 5 years as Sr.Lecturer/AP	First Class ME/M.Tech or MCA in regular programme with Ph D from a reputed University.
Assistant Professor - II	7 years of normalized teaching experience. At least 5 years as Lecturer/AP	First Class ME/M.Tech or MCA in regular programme pursuing Ph D from a reputed University.
Assistant professor - I	2 years of normalized teaching experience.	First Class ME/M.Tech or MCA in regular programme.

Assessment of Head of the Department **HR P3**

Name of the Faculty Applicant:_____

Position (Current): _____ DOJ Current position_____

Position Applied For_____ DOJ the Institution _____

How would you rate the above faculty on the following parameters?
(NI - Needs Improvement – S Satisfactory – G Good –VG Very Good – E Exceptional)

Particulars	NI	S	G	VG	E
1. Domain Knowledge – Updating current developments in field					
2. Research Competency					
3. Contribution to Department					
4. Administrative Roles/ Responsibilities in department					
5. Positive, Enthusiastic, Utilizes opportunities, strives for excellence					
6. Commitment and responsibility					
7. Willingness to work beyond requirement for organisational goals					
8. Professionalism with Students/Peers					
9. Workplace Behaviours – hardworking, managing time and respecting deadlines, quality of work and reliability					
10. Team skills					

Repost at least 3 instances that support the highest scored attributes above

Repost at least 3 instances that support the lowest scored attribute above

Three Key Strengths of the Faculty :

Three areas of improvement:

Reason for Recommendation:

Signature of Head

Student Feedback

Answers to the questions should be given thoughtful consideration as the results of the evaluation will be an important component for the faculty improvements. Your responses will remain anonymous. Your response will not affect your grade in this course. For each of the following statements, select the response that most closely reflects your experience in this course. SA - Strongly Agree A – Agree N - Neutral DA- Disagree SDA - Strongly Disagree

1	LEARNING	
	I found this subject intellectually challenging and	
	stimulating I learned something that I consider valuable	
	My interest in the area increased as a consequence of this subject	
	Faculty ensured students are aware of learning outcomes	
2	INDIVIDUAL RAPPORT	
	Faculty motivates me to perform better	
	Faculty made students welcome in seeking help/advice in or outside of class	
	Faculty had Genuine interest in individual students	
	Adequately accessible to students for more learning and clarifications	
3	ASSESSMENT AND GRADING	
	Feedback on examinations / graded materials was valuable.	
	Methods of evaluating the work were fair and appropriate.	
	Faculty is willing to clarify any doubts after tests and exams	
	Assignments required readings / texts were valuable.	
	Readings, homework, laboratories contributed to appreciation and understanding of the subject.	
4	CLASSROOM MANAGEMENT	
	Students were encouraged to participate in class discussions	
	Faculty was well prepared for the class	
	Explanations and questions raised were adequately answered	
	Pedagogy adopted was novel created interest to learn more	
	Faculty illustrated the relevance of the subject for my future	
	Encourages / guides you during organizing and executing student events in department and in college	
	Identifies and motivates other talents amidst students	

If given a chance, I would prefer to take courses/attend his classes in future Yes/No

Alumni Feedback

Answers to the questions should be given thoughtful consideration as the results of the evaluation will be an important component for the faculty and course improvements. Your responses will remain anonymous. Your response will not affect your grade in this course. For each of the following statements, select the response that most clsely reflects your experience in this course.

NI - Needs Improvement – S Satisfactory – G Good –VG Very Good – E Exceptional

1	ENTHUSIASM	NI	S	G	VG	E
	Enthusiasm exhibited when teaching the subject					
	Energy and Dynamism in conducting the subject classes					
	Use of Innovative teaching Methods					
	Holding interest of students during class.					
2	ORGANISATION					
	Clarity of Explanations and demonstrations					
	Preparation and Explanation of Study Material					
	Compatibility between proposed course objective and actual teaching					
	Depth of Knowledge - Inspiring students to Learn more					
3	DEPTH OF KNOWLEDGE					
	Keeness on learning and research					
	Contrasting the implications of various theories.					
	Discussion of Origin of Ideas/Background of concepts developed					
	Different perspectives /Points of view other than their own					
	Discussion of current developments in the field					
4	BUILDING ORIGINALITY INSIDE CLASSROOM					
	Encouragement to participate in class discussions.					
	Invitation to share students ideas and knowledge.					
	Encouragement to ask questions and meaningful answers given.					
	Encouragement to express students own ideas and/or question faculty					
	Efforts to make students 'industry ready'					
	Encourages / guides you during organizing and executing student events in department and in college					
	Identifies and motivates other talents amidst students					

HR P6

Peer Evaluation

Answers to the questions should be given thoughtful consideration as the results of the evaluation will be an important component for the faculty and course improvements. Your responses will remain anonymous. Your response will not affect your grade in this course. For each of the following statements, select the response that most closely reflects your experience in this course.

NI - Needs Improvement – S Satisfactory – G Good –VG Very Good – E Exceptional

1	COMMITMENT	NI	S	G	VG	E
	Quality of Work delivered					
	Interest in Learning area of expertise					
	Active involvement in R & D to impact society					
	Commitment to work allocated					
	Focus and hard work to achieve goals					
2	STUDENT FACULTY INTERACTION					
	Efforts to give best in classroom teaching					
	Discussions about the new developments with students/peers					
	Demonstrating sense of responsibility among students/peers					
	Efforts to help students beyond classroom					
3	DEPARTMENTAL CONTRIBUTION					
	Active in applying for grants / Funds					
	Active in the new initiatives of the department					
	Extra mile to add value to the department					
	Openness in being a part of Collaborative Work					
	Time and Resource Utilization for institutions benefit					
	Industry/Institute Collaboration					
4	WORKPLACE BEHAVIOURS					
	Openness to share and disseminate knowledge					
	Team skills					
	Integrity and personal values at workplace					
	Friendly and amicable environment in the department					
	Continuous improvement in their activities/ events					

Review Committee Assessment Form **HR P6**

Name of the Faculty Applicant:_____

Position (Current): _____ DOJ Current position_____

Position Applied For_____

How would you rate the above faculty on the following parameters?
(NI - Needs Improvement – S Satisfactory – G Good –VG Very Good – E Exceptional)

Particulars	NI	S	G	VG	E
1. Domain Knowledge – Updating current developments in field					
2. Research Competence – Contribution through industry relevant research, funding and scope for scholarly publication					
3. Alignment - Mapping of Personal Statement and Departmental Goals in future					
4. Future Potential - Scope for taking up new portfolios /assignments in Department					
5. Drive to perform - Positive Outlook, Enthusiasm, passionate and Ambitious					
6. Committing to new responsibilities and future action plans					
7. Willingness to stretch - work beyond requirement for organisational / departmental goals					
8. Learning Orientation – Openness to new experiences , experimenting new methods and tools					
9. Leadership Skills-ability to work independently and goal oriented					
10. Integrity and Values – Imbibes and shares the organisational values, culture and beliefs					

Comments

Recommendation for Promotion and Reason :

Name and Designation of the Reviewer

Signature of the Reviewer with date

Promotion Review Committee Overall Assessment **HRP 7**

Name of the Faculty Applicant:_____

Position (Current): _____ DOJ Current position_____

Position Applied For_____ Date of Assessment _____

Source	PADS				Alumni Feedback	Presentation	Review Committee Feedback
	PADS Score	HOD Rating	Students Feedback	Peer Feedback			
Weights	30%	10%	10%	10%	10%	10%	30%

Recommendation for Promotion

Strongly Recommend ☐ Promotable in Future ☐ No Scope for Promotion ☐

Feedback

Reviewer1:
Signature

Reviewer 2:
Signature

Revieer3:
Signature

Head of the Department

Principal

HRP 8

Promotion Process Feedback

Name:_____

Position Applied for:_____

Date of the Interview :_____ **Time of the interview :**_____

Did the Promotion process provide you opportunities to express enough ?

_____

_____

_____

Your opinions on the fairness and transparency of the process

_____

_____

_____

What is your opinion on the depth of the process in bringing out the best in you.

_____

_____

_____

Will the Feedback received from the panel will help you in future

_____

_____

Grievances if any / Suggestions for Improvement

_____

_____

Signature