

**Promotion Policy of
Saintgits College of Engineering (Autonomous)**

(Implemented from 1st June 2024)

SAINTGITS, in its journey towards a Centre of Excellence in technical education emphasises on career advancement of its staff and so reintroduces its promotional policy which emphasises on individual and team performance for institutional building. The policy is formulated considering the following objectives:

- To recognize and reward, merit and competence
- To recognize demonstrated ownership of faculty members
- To provide career opportunities and a sense of fulfillment to faculty members of the college
- To develop our faculty members to meet the future needs of the organization
- To improve organizational and functional effectiveness

The guidelines and procedures are detailed below:

1. Application for Promotions for the year will be invited by HR in the month of June and will be reviewed during July to September. Promotions will be implemented with effect from 1st of October.
2. The different positions which will be considered for promotion for teaching faculty at SCE are as follows.

Level 5	Professor
Level 4	Associate Professor (Special), Associate Professor (Senior) and Associate Professor
Level 3	Assistant Professor (Selection), Assistant Professor (Special), Assistant Professor (Senior) and Assistant Professor

3. All promotions shall be subject to completion of the minimum qualifying period and other requirements as laid down in this policy. Mere fulfillment of the qualifying period of service will not entitle any right for promotion.





4. AICTE norm of 1:2:6 will be followed to decide the number of vacancies and cadre ratio. The number of positions is restricted to:

Designation		Norms
Assistant Professor		1:2:6 norm
	Assistant Professor	1:2:6 norm
	AP Senior	Based on a need analysis
	AP Special	Maximum of 25% of sanctioned asst professor vacancies ¹
	AP Selection	Maximum of 20% of sanctioned asst professor vacancies ¹
Associate Professor		1:2:6 norm
	Associate Professor	1:2:6 norm
	Asso. Prof. Senior	Based on a need analysis
	Asso. Prof. Special	Based on Need analysis
Professor		1:2:6 norm
	Professor	1:2:6 norm

4.1. In case of decimal point, nearest integer will be considered.

5. Promotions to various posts are based on
- Satisfying the minimum requirement of educational qualifications
 - Minimum norms of experience (as on 30th June)
 - Teaching performance
 - Research and development output
 - Students' advisory support and
 - Contributions to institutional development.
 - Demonstrated ownership
6. Doctoral degree is compulsory for posts of Assistant Professor (Selection) and above levels. Acquiring an online certification in the relevant area after the previous promotion is mandatory for applying for promotion.
7. Promotion will be decided by a panel consisting of the Principal (as Chair), Governing Body Representative, a senior faculty at the level of Dean and above nominated by the Principal, and an External Expert. The decision of the panel will be final.



8. Once promoted, the next promotion will be considered only after two years. Staff can reapply for promotion in subsequent year(s), if they are not offered a promotion, during the year. New joiners and reappointed faculty members can apply for promotion, only after two years of service at Saintgits. However, Doctoral degree holders (currently working, new joiners and rejoiners) with confirmation can apply for promotion in the next cycle, if eligible for a higher post.
9. The promotion assessment procedure will be as follows:

Process	Month	Responsibility	Remarks
Call for promotions	June	HR	By mail
Submission of application thru HoD	July	Faculty	In given format
Review of Credentials (HoD and HR)	August	HR	-
Interaction with shortlisted candidates	September	HR	By the Review Panel
Announcement of Results	September	HR	Mail
Implementation of Promotion	Oct	HR	By office order

9.1 If the Head of the Department is an applicant, the recommendation will be made by the Department Dean and in the absence of the Dean, by the principal

10. Promotion Norms: Norms with respect to Educational qualifications, Experience, Publication requirements and Research developments points are detailed below.

Designation	Experience in years		Publications ^{1,2,4,8&9}	Cumulative Research & Development points ^{1to5, 8 & 9}
	With Ph.D.	Without Ph.D.		
Assistant Professor	0	2	1	100
Asst. Prof. - Senior	2	8	2 ⁶	350
Asst. Prof. - Special	6	12	2	400
Asst. Prof. - Selection	10	Not Eligible	2	650
Associate Professor	Total 9 years OR 8 years with 2 years post Ph.D. experience		6 with 2 post Ph. D publications ¹¹	750
Asso. Prof. - Senior	10 years with 2 years post Ph.D. experience		2	800

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Asso. Prof. - Special	15 years with 2 years post Ph.D. experience	2	850
Professor	A. 15 years of experience out of which (a) 3 years at Asso Professor special level or (b) 5 years at Asso Prof senior level or (c) 7 years at Asso-Prof Level OR B Total Experience of 18 years with 2 years of post Ph.D. experience.	12 with 2 post Ph. D publications ¹¹ & 1 PhD produced ⁷	1000
Professor - Senior ¹⁰	20 years of experience with 5 years at Professor level	With post Ph.D. publications and with a minimum of 2 Ph. Ds produced	

- 10.1. Faculty members who were/are in with administrative responsibilities for more than one year and designated as Exam controllers, Deans, HoDs, IQAC/ NBA/ exam college level coordinators etc. will be assessed on their contributions in Administrative areas for the period which they hold administrative responsibilities.
- 10.2. Faculty need to publish the prescribed number of publications, in specified journals as one among the first three authors, after the last promotion. In case of appointment and reappointment, the period starts from joining/ rejoining date.
- 10.3. 60% of the "Research & Development" points needed are to be from "Research & Innovation" Criteria.
- 10.4. Saintgits affiliation is mandatory for research outcome made after joining Saintgits; otherwise, it will not be considered.
- 10.5. In case of "Non Saintgits period research and development points", only 60 % of actual score will be considered.
- 10.6. Out of the two publications, one must be post Ph. D for Ph. D holders.
- 10.7. Relaxed to "Guiding" for assessment during the years 2024-25 & 2025-26 instead of "Produced".
- 10.8. No. of Publications and total Research Points will be relaxed in the assessment year 2024-25.
- 10.9. Publications need to be in SCI/ SSCI/SCOPUS/ UGC/AICTE approved journals.
- 10.10. Application will not be entertained; This position will be awarded by the Management, based on the recommendation of the principal.
- 10.11. Minimum number of publication required at this stage to apply for this position.



11. Experience

- 11.1 Previous Academic Experience: Faculty's previous experience will be considered and equivalency will be decided by the panel based on the accreditation and reputation of the college(s) worked and programme taught.
- 11.2. Previous Industry experience: Faculty's previous industry experience will be considered and the equivalency will be decided by the panel based on the position and profile of the firm(s) worked.
- 11.3 Full time Research experience: Full time research will not be considered equivalent to teaching experience. In case of Fulltime Research with teaching assignment, the equivalency will be decided by the panel, if the faculty has handled at least one subject independently per semester and subject to satisfactory submission of documents.
- 11.4 Loss of pay: Loss of pay period will be excluded from the service period. However, Loss of Pay due to maternity, up to 6 months per child for two children during the career of the staff will not be reduced for promotion for confirmed staff.

12. Distribution of Research points: In case of joint research work for any parameter under Research and Development, the eligible points (points after allocating quality based weightage as per P13.1.2) will be distributed as follows:

(All units are in%)

No of authors	1st author	2nd author	3rd author	4th author	5 & above	Total
1	100					100
2	100	100				200
3	100	100	80			280
4	80	70	60	40		250
5 and above	70	60	40	20	20	210

12.1 In case of *Saintgits undergraduate student's project converted publications*, the project guide will be treated as 1st author.

13. Research & Development points details



13.1. Research & Innovation activities and points

Sl No	Parameters	Maximum point / year	Explanations						
			Amount Rs in Lakhs	0 to 1	1 to 5	5 to 10	10-25	25 to 50	above 50
1	Funded Research projects (Rs) ¹	100	On submission	10				15	
			On Completion	20	30	40	50	80	100
			50 Per publication	Quality of Journal	Q1	Q2	Q3	Q4	UGC/AICTE
2	Research papers published in indexed journals	150	Weightage	1	0.9	0.8	0.7	0.3	
			Type	Inside India Conference	Outside India Conference				
3	Research Papers in Conferences & Publication in Conference Proceedings ^{2,3 &4}	50*	Points	0-20	20-40				
			Book/chapters Publications	International Publication of repute ⁴	National publication of repute ⁴	Others			
4		50	Book -Points	30	15	5			
			Chapter-Points	15	10	0			
5	Patents	100	Details	Publishing	Grant				
			Points	20	50				
6	Start ups ⁴	100	Details	Submission of a plan after 2 reviews	implementation of the project				
			Points	0-20	0-80				
7	Consultancy ⁵ / MDP/ Training/ FDP /Workshop amount brought	100	Amount Rs in Lakhs	0 to 1	1 to 5	5 to 10	10-25	25 to 50	above 50
			Points	20	30	40	50	80	100
8	Industry/ Academic Delegation/ Internship	100	Participation	1 to 3 months	4 to 6 months	7 to 12 months			
			Points	10	25	50			
			Outcome ⁴	0-50					

13.1.1 in case of funded Research, points can be claimed either at the time of submission or sanction.



13.1.2. Conferences without proceedings will not be considered

13.1.3. Absentia and online presentation earns only 50% of sanctioned marks

13.1.4. Will be awarded by the promotion Panel

13.1.5. Testing will not be considered as consultancy

13.1.6. Single work cannot be claimed for points for multiple areas

13.2 Professional Development activities and points

Sl No	Parameters	Maximum point per year	Explanations			
1	Participation in Faculty Development Programmes ¹	20	Days in a year	5 to 8	9 to 12	13 and above
			Points	10	15	20
2	Participation in Conferences / Symposiums / Workshops / Seminars ¹	10	Days	1-2 days	3 and above	
			Points	5	10	
3	Resource Persons in FDP/EDP/MDP / invited talks/ session chair ¹	20	one talk/3 hour/ 1 day	State level	National level	International
			Points	10	15	20
4	Online courses developed	100	Type & Duration	Swayam/ Cousera/ SOOC	Cousera Builder	
			4 to 12 hours	40	20	
			13-24 hours	60	30	
			25-36 hours	80	40	
			> 36 hours	100	50	
5	Online certification courses attended ²	20	Type & Duration	Swayam/ Cousera		
			12-24 hours	15		
			>24 hours	20		
6	Editorial board member/ reviewer ³	10	Details	Editorial Board member	Reviewer	
			Points	10	6	

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7	Awards and achievements	20	Details	State	National	International
			Points	10	15	20
8	Membership in professional Bodies ⁴	20	Details	College/ Dept. Level coordinator	State Level/ MC/member	
			Points	10	15	
9	Post Doc Fellowships /Pursuing PhD/ Ph. D awarded ⁵	20	Details	Ph. D doing	Ph. D Awarded	Post Doc
			Points	5	15	20

13.2.1 If online, it carries only 50% score :

13.2.2. Certificate submission is compulsory

13.2.3. Editorship/ reviewership needs to be in SCI/ SSCI/SCOPUS indexed journals only.

13.2.4. Will be awarded by the promotion Panel.

13.2.5. Ph. D. doing and awarded can be claimed only for the first six years from the date of registration; Post Doc can be claimed during the year of undertaking. In the year of award of Ph. D, the marks of Ph. D doing cannot be claimed.

13.2.6. Single work cannot be claimed for points from multiple areas.

14. The decision of the panel will be final. The Management reserves the right to postpone the promotions of any employees wholly or in part in any years, if situation warrants so.

Er. Punnoose George
Executive Chairman and Secretary