

THOMAS T. JOHN

Director



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Promotion Policy of SAINTGITS College of Engineering (Autonomous)

Modified Version 2025: Issued on 26th June 2025.

SAINTGITS, in its journey towards a Centre of Excellence in technical education emphasizes on career advancement of its staff and so reintroduces its promotional policy which emphasizes 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

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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 a 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 the contributions of the employees during the last five years of service at Saintgits except in case of publication's. For newly joined faculty, the period of assessment will be from the date of joining. Publications of faculty during their entire career period in Teaching/ Industry / Research will be considered. 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

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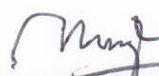


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- Contributions to institutional development
 - Demonstrated ownership
- 5.1. Applicant who meets minimum expected level on qualification, experience, publication and research & development points only will be called for interaction.
- 5.2. The details of assessment on the above parameters are detailed in Annexure 1.
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 time/ year(s), if they are not offered a promotion, during the year. New joiners and reappointed faculty members with confirmation 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 and if they have at least one publication in specified journals as one among the first three authors after the last promotion.
9. The promotion assessment procedure will be as follows:

Process	Month	Responsibility	Remarks
Call for promotions	June	HR	By mail
Submission of application to Principal through HoD	July	Faculty	In given format
Review of Credentials (HR, HoD, Deans and Panel)	August	HR	-

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Interaction with shortlisted candidates	September	HR	By the Review Panel
Announcement of Results	September	HR	Mail
Implementation of Promotion	Oct	HR	By office order

10. In case of vacancies in cadre positions, the management may use its discretion to fill the vacancies by a mid-year promotion in January based on staff qualifications and experience as of December 31st of the previous year.
11. 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.
12. Promotion Norms: Norms with respect to Educational qualifications, Experience, Publication requirements and Research developments points are detailed below.

Designation	Experience in years		Publications ^{1,2,4,7} &8	5 years Cumulative Research & Development points ^{1to4}
	With Ph.D.	Without Ph.D.		
Assistant Professor	0	2	1	100
Asst. Prof. - Senior	2	8	2 ⁵	150
Asst. Prof. - Special	6	12	2	200
Asst. Prof. - Selection	10	Not Eligible	2	250
Associate Professor	Total 9 years OR 8 years with 2 years post Ph.D. experience		6 with 2 post Ph. D publications	350
Asso. Prof. - Senior	10 years with 2 years post Ph.D. experience		2	400
Asso. Prof. - Special	15 years with 2 years post Ph.D. experience		2	450

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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 & 1 PhD produced ⁶	500
Professor Senior ⁹	-	20 years of experience with 5 years at Professor level	With post Ph.D. publications and with a minimum of 2 Ph. Ds produced	

- 12.1. Faculty members who were/are in with administrative responsibilities will be given exemptions in Publications as per norms as detailed in annexure 2.
- 12.2. Faculty need to publish the prescribed number of publications, in specified journals as one among the first three authors and need to earn the required Research & Development Points. Publications of faculty during their entire career period in Teaching/ Industry / Research will be considered subject to one publication after the previous promotion (after joining in case of a newly joined employee). Equivalents to Publication is detailed in Annexure 3.
- 12.3. Out of the total Research & Development points required at different levels, 30% needs to be from Research and Innovation, 20% from Professional Development and 20% from Institutional Development
- 12.4 Saintgits affiliation is mandatory for research outcome made after joining Saintgits; otherwise, the same will not be considered.
- 12.5. Out of the two publications, one must be post Ph. D for Ph. D holders.
- 12.6. Relaxed to "Guiding" for assessment the year 2025-26 instead of "Produced".
- 12.7. Publications need to be in SCI/ SSCI/SCOPUS approved journals. Equivalents to Publication is detailed in Annexure 3.
- 12.8. Minimum number of publications required at this stage to apply for this position.

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12.9. Application will not be entertained; This position will be awarded by the Management, based on the recommendation of the principal

13. Experience

13.1 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.

13.2. 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.

13.3. Full time Research experience: Full time research will not be considered equivalent to teaching experience. However the service of Saintgits employees, the Full Time Research experience for their doctoral program will be considered at 50% of the actual research period subject to satisfactory submission of documents. The period spent for Full time Post-Doctoral work which are approved by Saintgits also will be considered at 50%.

13.4 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.

14. 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 P15.1.2) will be distributed as follows:

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(All units are in%)

No of Researchers	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

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

15. Research & Development points are classified into three categories as detailed below:

1. Research & Innovation Activity points
2. Professional Development Activity points
3. Institutional Development points

. 15.1. Research & Innovation activities and points

Sl No	Parameters	Maximum point year	Explanations						
1	Funded Research projects (Rs) ¹	100	Amount Rs in Lakhs	0 to 1	1 to 5	5 to 10	10- 25	25 to 50	above 50
			On submission	5				10	
			On Awarding	10				20	
			On Completion	10	25	30	40	60	70

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	Research papers published in indexed journals			Weightage	1	0.9	0.8	0.6	0.3
3	Research Papers in Conferences & Publication in Conference Proceedings ^{2,3,4&5}	50	Type	Inside India Conference ⁴	Outside India Conference ⁴				
			Points	0-20	20-40				
4	Book/chapters Publications ⁴	50		International Publication of repute ⁴	National publication of repute ⁴	Others			
			Book -Points	20-30	10-15	2-5			
			Chapter-Points	10-15	5-10	0			
5	Patents (2 design patent=one patent)	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 ⁶ / MDP/ Training/ FDP /Workshop amount brought ⁷	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 ⁸	100	Participation	1 to 3 months	4 to 6 months	7 to 12 months			
			Points	10	25	50			
			Outcome ⁴	0-50					

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

15.1.². Conferences without proceedings will not be considered

15.1.³. Absentia and online presentation earn only 50% of sanctioned marks

15.1.⁴. Will be awarded by the promotion Panel

15.1.⁵. Once claimed, points cannot be claimed again for P.15.2.2 since single work cannot be claimed for points for multiple areas

15.1.⁶. Testing will not be considered as consultancy

15.1.⁷. Funds received/ Activities done as professional association coordinator cannot be claimed by individual since it is institutional funding

15.1.⁸. Industry/ Academic Delegation/ Internship needs to approved by the institution and must be on offline mode.

15.2 Professional Development activities and points

Sl No	Parameters	Maximum point per year	Explanations			
1	Participation in Faculty Development Programmes ^{1,2, 3,4&5}	20	Cumulative Days in a year	3 to 6	7 to 11	12 and above
			Points	10	15	20
2	Participation in Conferences / Symposiums / Workshops / Seminars ^{2,3,4&5}	10	Days	1-2 days	3 and above	
			Points	5	10	
3	Resource Persons in FDP/EDP/MDP/ invited talks/ session Chair ^{2 3,4& 5}	20	one talk/3 hour/ 1 day	State level	National level	International
			Points	10	15	20

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4	Online courses developed	100	Type & Duration	Swayam/ NPTEL /Coursera/ SOOC	Coursera Builder	
			3 to 4 weeks	40	20	
			5 to 8 weeks	60	30	
			9 to 12 weeks	80	40	
			Above 12 weeks	100	50	
5	Online certification courses attended ⁴	20	Type & Duration	Swayam/ NPTEL /Coursera		
			4 to 8 weeks	12		
			9 to 12 weeks	15		
			Above 12 weeks	20		
6	Editorial board member/ reviewer ⁶	10	Details	Editorial Board member	Reviewer	
			Points	10	6	
7	Awards and achievements ⁴	20	Details	State	National	International
			Points	10	15	20
8	Membership in professional Bodies ^{7 & 8}	25	Details	Member	College/ Dept. Level	State Level/

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					coordinat or	MC/membe r
			Points	10	10-20	15
9	Post Doc Fellowships /Pursuing PhD/ Ph. D awarded ^{8&9}	20	Details	Ph. D doing	Ph. D Awarded	Post Doc
			Points	5	5-15	10-20

15.2.¹ Minimum duration of FDP needs to be 3 days.

15.2.² If online, it carries only 50% score

15.2.³ In-house programmes are eligible for only 50% allowable points

15.2.⁴ Certificate submission is compulsory

15.2.⁵ Single work cannot be claimed for points for multiple areas

15.2.⁶ Editorialship/ reviewership needs to be in SCI/ SSCI/ SCOPUS indexed
journals only.

15.2.⁷ Can be claimed for all the three; but limited to a maximum of 25 per
year

15.2.⁸ Will be awarded by the promotion Panel.

15.2.⁹ 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
completion. In the year of award of Ph. D, the marks of Ph. D doing
cannot be claimed.

15. 3. Institutional Development points

Institutional Development points are detailed in Annexure 2

16. 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.



Annexure 1

PROMOTION: ASSESSMENT MARKS							
SL No	Parameters	Designation			Marks awarded by		
		Professor	Asso. Professor	Asst Professor	HoD & Certificate Review Panel	HoD & Principal	Interview Panel
1	Educational qualifications*	10	10	10	√		
2	Experience*	10	10	10	√		
3	Teaching performance	15	20	20		√	
4	Research and development output*	10	10	10	√		
5	Students' advisory support	10	15	20		√	
6	Contributions to institutional development	25	20	10		√	
7	Demonstrated ownership	25	20	20		√	
8	Interview	20	20	25			√
	Total	125	125	125			
*Upto 25% additional mark will be given for items with SL no 1, 2 and 4 by the Certificate Review Panel							
1. Additional PG qualification in related area: 2 marks							
2. Qualification like AICTE QIP PG Certificate, M. Phil, PG Diploma, UGC NET: 1 mark							
3. Experience beyond minimum requirement: 1 mark for each additional year completed.							
4. Additional publications in SCI/ SSCI/ SCOPUS Journals: 1.5 mark per publication							
5. Excess Research & Development Points: 1 mark each for 10 % of additional points							



Annexure 2

**Norms for Exemptions in Research & Development for Faculty members
who were/are in with administrative responsibilities & Institutional
Development points**

SL No	Applicable to	Exemptions in publication	Remarks	Institutional Development Points
1	Administrative A: One-year satisfactory service as HoD (with programmes), IQAC College level coordinator ship, College level Coordinator of Autonomous Exam cell	One year as equivalent to a publication	Maximum of 2 exemptions for all level. Minimum of one publication after the last promotion is required.	25-40 points per year with a maximum of 200 points during assessment period.
2	Administrative B: Two years satisfactory coordinator ship as College level NBA, NAAC Linways, Dy & Asst CoE, / HoD without programme	Two years as equivalent to 1 publication	Maximum of 2 exemptions for all level Minimum of one publication after the last promotion is required.	20-30 points per year with a maximum of 150 points during assessment period
	Administrative C : Two years successful coordinator ship SESA (Co & coordinator), members of College Academic Cell, Dept Academic Coordinator/		Maximum of 2 exemptions for all level	15-25 points per year with a maximum of



3	Cocordinator, Dept Programme coordinator* College level: SCIE (Head & Dy Head), IEDC (Nodal officer & Dy) Dept: IQAC /NBA /CDC Coordinator Any college level Coordinator ship for special programme Assigned by the principal for 2 years	Two years as equivalent to 1 publication	Minimum of one publication after the last promotion is required.	125 points during assessment
4	Any other Dept level Coordinator ship for programme assigned by HoD	NA	NA	5 to 15 points per programme /year with maximum of 30 points in a year and 90 points during assessment period

*Applicable to Departments running multiple Undergraduate programs.

Annexure 3

List of items which will be treated Equivalent to a publication

The following outcomes also will be treated as equivalent to publications subject to the maximum limit

Sl No	Particulars	Remarks	Maximum Limit
1	Patents-Granted	Indian, Europe, UK and US patents only will be considered as equivalent for publications granted after 2025 June 30.	No of patents limited to Maximum of 20% of publications required during the assessment period. Two Design patents granted will be considered as equivalent one granted patent

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2	Consultancy/ FDP/ Funded Research	Successfully completed Consultancy/ FDP/Funded Research cumulative worth value of Rs 4 Lakhs, completed during the period of assessment will be treated as equivalent to a journal publication ¹ .	Maximum is limited to 20% of publications required during the assessment period.
3	Books and Chapter Publications ²	Books/ Chapters published by internationally reputed publishers	Book = 3 articles Maximum of one book during the assessment period Chapter = 1 publication Maximum of 2 chapters during the assessment period

¹The ratio of division of the amount will be 60 & 40 among Principle Investigator & Co Principle Investigator respectively. In case of more than two investigators, the ratio will be 50 and 30 for first two and remaining 20 will be equally divided by remaining members. Only the amount credited at Saintgits account after deducting GST, if any, will be considered. For computation Consultancy, FDP and Research fund can be combined.

² The applicant needs to be one among the first three authors.


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