

EMPLOYEE PROMOTION POLICY

Document	Policy and Procedures Compendium
Department	Administrative Office
Document Code	AO/P&P/03
Title	EMPLOYEE PROMOTION POLICY
Approved by	Maharani Lakshmi Ammanni College Trust (Regd.)

INTRODUCTION

Excellence, Team work, Integrity and Responsiveness which are the core values of Maharani Lakshmi Ammanni College for Women, provide direction to the teaching, administrative and support staff in their career trajectory. The college focuses on providing a robust environment for professional development of employees to enable them in their career growth and for meeting the changing expectations of higher education. To foster the culture of excellence, mLAC has formulated an Employee Promotion Policy.

OBJECTIVES

- To recognize and reward merit and competence
- To motivate employees towards professional growth
- To ensure upward career trajectory for the employees
- To provide scope for professional growth

PRE-REQUISITES FOR PROMOTION

Every employee shall

- engage effectively in all the activities of mLAC
- contribute substantially to the academic community of mLAC
- display willingness to collaborate for the overall growth of mLAC
- contribute to creating a harmonious and healthy work environment at mLAC
- maintain the highest ethical standards in the performance of duties and responsibilities

SCOPE

The Promotion Policy of the employees shall cover various levels in their career path. All the promotions shall be subjected to completion of minimum qualifying period and other requirements such as employee's current academic/research credentials, feedback from stakeholders, commitment to the college etc.

This policy shall be applicable to the non-grant-in-aid employees of mLAC.

ATTESTED

Sleshwara
Principal

Maharani Lakshmi Ammanni College
for Women, Autonomous
Science Post, Bangalore - 560 012.

LEVELS OF PROMOTION

Teaching Faculty	Administrative staff	Support staff
Assistant Professor	SDA	Attendant
Senior Assistant Professor	FDA	Lab Assistant
Associate Professor	Superintendent	
Dean, Controller of Examinations, Vice Principal		

CRITERIA FOR PROMOTION

Teaching Faculty

Promotion	Minimum Requirements
Asst. Professor to Senior Asst. Professor	<ul style="list-style-type: none"> Ph.D. Five years of teaching experience on completion of Ph.D. <p>OR</p> <p>Teaching faculty who join mLAC with a Ph.D. qualification – five years teaching experience from the date of joining.</p> <ul style="list-style-type: none"> Minimum three research publications in reputed journals during the period under review Should have attended minimum of one Faculty Improvement program* Performance appraisal rating > 4 (on a scale of 1 to 5) Contribution to a collaborative academic environment at mLAC
Senior Asst. Professor to Associate Professor	<ul style="list-style-type: none"> Ph.D. Minimum five years of teaching experience after promotion to Senior Asst. Professor Minimum five research publications with Impact Factor College responsibility Funded research projects**/ Consultancy Should have attended minimum two Faculty Improvement Program* - during the period under review Performance appraisal rating > 4 (on a scale of 1 to 5) Contribution to a collaborative academic environment at mLAC
Associate Professor to Deans (3) ** Controller of Examinations, Vice Principal***	<ul style="list-style-type: none"> Commitment to values of mLAC Should demonstrate Continuous progress in research and sponsored projects Academic / Research initiatives Community service / Entrepreneurship initiatives Organisational / Leadership initiatives

ATTESTED

Sherlock

Principal

Maharani Lakshmi Ammanni College
for Women, Autonomous
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*Faculty Improvement Program includes - Refresher course / Research Methodology workshop / Teaching, Learning, Evaluation Technology workshop / Soft skills development programs / Faculty Development Program etc. (minimum duration of one week)

**Research projects funded by recognized external funding agencies

*** By selection process

Non-teaching staff

Promotion	Years of service at mLAC	Qualification
SDA to FDA	10 years	<ul style="list-style-type: none"> Graduation Computer skills for office management Performance appraisal rating > 4 (on a scale of 1 to 5) Contribution to a collaborative academic environment at mLAC
FDA to Superintendent	12 Years as FDA	<ul style="list-style-type: none"> Graduation Computer skills for office management Performance appraisal rating > 4 (on a scale of 1 to 5) Contribution to a collaborative academic environment at mLAC
Attendant to SDA	5 years as Attendant	<ul style="list-style-type: none"> Graduation Exceptional work/skill Performance appraisal rating > 4 (on a scale of 1 to 5) Contribution to a collaborative academic environment at mLAC

- Eligible faculty/ non- teaching staff shall apply for promotion before commencement of the academic year
- Self-appraisal (for non-teaching staff) covering the regular duties / additional work assigned from time discharged to the satisfaction of the Office Superintendent and Principal
- Promotions to all the designated positions shall be based on the recommendations of an assessment and evaluation panel constituted by the Board of Trustees. This process shall be carried out once a year.

ATTESTED

Shobha
Principal

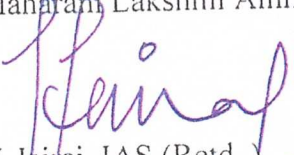
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Note: None of the above eligibility criteria shall adversely affect the interests of any person who was appointed / promoted prior to commencement of these rules, subject however to the condition that such person shall not be eligible hereafter for appointment / promotion to any other position without possessing or acquiring such qualifications as are prescribed for that position. (Refer to Recruitment Policy)

For Maharani Lakshmi Ammanni College Trust (Regd.)


Sri. K. Jairaj. IAS (Retd.,)
Managing Trustee

MANAGING TRUSTEE

Maharani Lakshmi Ammanni College Trust (R.)
Malleswaram, Bangalore - 560 012

ATTESTED


Principal

Maharani Lakshmi Ammanni College
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Science Post, Bangalore - 560 012.