



HUMAN RESOURCES POLICY 2024

1. ABOUT THE INSTITUTION

Nallamuthu Gounder Mahalingam College, founded in 1957, has grown into one of Tamil Nadu's most respected institutions, dedicated to providing quality education for over six decades. Established by Pollachi Kalvi Kazhagam in 1957, under the leadership of Shri S.P. Nallamuthu Gounder and Dr. N. Mahalingam, the college aimed to serve students from Pollachi and Udumalpet.

The college opened on July 12, 1957, with 160 students enrolled in the Pre-University course. By 1959, it expanded into a degree college and began offering a range of undergraduate programs. In 1975, co-education was introduced, marking a significant milestone in its journey. The college further enhanced its academic offerings in 1979 when it began postgraduate courses, and by 1987, it was granted autonomy by the UGC.

Nallamuthu Gounder Mahalingam College has consistently prioritized providing exceptional services to its students, ensuring a holistic and enriching educational experience. The college focuses on nurturing the academic, personal, and professional development of its students through a wide array of programs and initiatives.

1.1. VISION:

"Our dream is to make the College an institution of excellence at the national level by imparting quality education of global standards to make students academically superior, socially committed, ethically strong, spiritually evolved and culturally rich citizens to contribute to the holistic development of the self and society."

1.2. MISSION:

"Training students to become role models in academic arena by strengthening infrastructure, upgrading curriculum, developing faculty, augmenting extension services and imparting quality education through an enlightened management and committed faculty who ensure knowledge transfer, instill research aptitude and infuse ethical and cultural values to transform students into disciplined citizens in order to improve quality of life."





1.3. QUALITY POLICY:

Quality policy for the institution has been derived from the vision and mission of the institution depicting its commitment to exceed the expectations of interested parties and continual improvement in all possible ways, with every one's participation.

2. RECRUITMENT

The Recruitment Manual of the Institution provides the framework, processes and systems that facilitates merit-based recruitment of academic and academic support staff as per the norms mandated by AICTE, UGC and Affiliation norms.

Cadre Structure for Teaching Staff as per AICTE norms

Level	Cadre
1	Principal
2	Director
3	Dean
4	Professor
5	Associate Professor
6	Assistant Professor
7	Librarian

2.1 RECRUITMENT PROCESS

- ❖ Based on the requirement, prior approval will be obtained from the Management for the required vacancy.
- ❖ An advertisement will be given in the print media, online portal, social media and other job portal.





- ❖ The applications will be received from the candidates within 10 / 15 days from the advertisement date.
- ❖ A selection panel will be constituted with the following members:
 - The Principal
 - The Director
 - The Dean
 - Head of the department
 - Subject expert from other institutions / industries
 - Head – HR
 - Management Representative
- ❖ The received applications will be scrutinized and get shortlisted. Short-listing of applicants to be done based on job requirement.
- ❖ The Interview call letters will be sent to the short-listed candidates by e-mail and informed over phone well in advance.
- ❖ Selection Panel members will interview the short-listed candidates.
- ❖ Based on the candidate's performance in the interview and other consideration, the Selection Panel Members will give the list of three persons on the merit basis.
- ❖ The final result of the interview will be communicated to the selected candidates through e-mail.

3. PROBATION POLICY

The Probation policy** of the Institution covers the scope and applicability of the probation period and the process for confirmation

(** Annexure 1)

4. CODE OF CONDUCT

- ❖ An employee of the college shall dedicate his whole time to the service of the college and shall not engage directly or indirectly in any trade or business, in another institution, or in any other work that is likely to interfere with the proper discharge of his or her duties. The provision shall not apply to academic work like giving guest lectures, giving talks, or any other work undertaken with prior permission of the Director/Principal.





- ❖ Every employee shall, at all times, maintain absolute integrity and dedication to duty, do nothing against the dignity and prestige of the college, and extend the utmost courtesy in his or her relationships with all faculty members, staff, students, and visitors to the college.
- ❖ No employee shall, without obtaining the prior sanction of the Principal / Director, ask for, accept, or in any way participate in the raising of any subscription or other pecuniary assistance in pursuance of any objective whatsoever, except for routine, farewell, and felicitation functions connected with the college.
- ❖ An employee shall not, without the knowledge and approval of the principal and management, have recourse to any organisation, authority, or the press for vindication of his or her grievances.
- ❖ No employee may absent himself or herself from duty without prior permission. In cases of emergency where prior permission was not sought, he or she must explain the circumstances that were beyond his or her control before returning to duty.
- ❖ Every employee shall be at work punctually at the time fixed unless permitted otherwise by his or her superior.

5. FACULTY DEVELOPMENT

Pursuant to our belief that learning is a continuous and lifelong process, we undertake the training and development of faculty members as a formally mandated requirement. The following norms have accordingly been laid down:

- ❖ Every faculty member will normally be sponsored for two national conferences per year to present a paper on the subject of his/her interest.
- ❖ Every faculty member shall be encouraged to publish at least two papers in a refereed journal of repute (Scopus/ Web of Science/ UGC CARE/ Anna University Annexure etc).
- ❖ Faculty members will be encouraged to undertake sponsored research and consultancy assignments as a part of their own development and to strengthen their interface with the industry.
- ❖ Faculty members will be encouraged to guide research as a part of their academic work.
- ❖ Faculty members will be expected to keep a close watch on contemporary societal problems and work towards their resolution as a part of their social responsibility.





6. PERFORMANCE MANAGEMENT

Performance management in the institution is guided by the Performance Appraisal and Development System (PADS), which covers all staff of the institution. A rigorous process of Goal Setting and Periodic Reviews that involve a three-tier model comprising of Assessment by Self.

Head of Department and Institutional Leadership is enabled through a custom-designed system. The outcomes of this elaborate process contribute to Performance Ratings that guide decisions on salary revisions, rewards and recognition, development opportunities, and readiness to assume higher responsibilities.

7. PROMOTION POLICY

The Promotion Policy## of the institution details the Career growth, Performance and other indicators that enable career program.

(## Annexure 2)

8. RETIREMENT

- ❖ An employee of the college shall be superannuated when he or she attains the age of 58 for teaching, administration, and academic support. The management may consider extending the service of teaching staff beyond 58 years, without gratuity, pension, or provident fund benefits based on review and need.
- ❖ However, this rule does not apply to those who are appointed on a contract basis, for whom the management will decide the age of retirement.

9. STAFF WELFARE

9.1. GRATUITY SCHEME:

A regular employee who has worked for the institution for more than 5 years is eligible for gratuity. The staff above 58 years of age are not eligible for gratuity. The gratuity is calculated as per government norms.





9.2. EMPLOYEE'S PROVIDENT FUND:

Employee's contribution towards the PF is 12% of their total salary (PB + Grade Pay). The employer's contribution towards the PF will be 12% of the total salary, subject to a salary limit of Rs. 15,000 per month (Rs. 1800). The EPF contribution will be credited at 8.33% to the pension scheme and the balance at 3.67% to the PF account.

9.3. ESI: ELIGIBILITY AND CONDITIONS FOR STAFF

Those who are earning a gross salary of less than Rs. 21,000 per month will be covered under the ESI Scheme, irrespective of their mode of appointment or their designation.

9.4. HEALTH INSURANCE

Health Insurance Cover will be provided to all faculty with Sum insurance to 2Lakhs per individual.

10. WORK SCHEDULE, TIMINGS AND LEAVE

The work schedule and the holiday calendar will be declared through the Academic Calendar at the beginning of the academic semester by the Head of the Institution.

The second and fourth Saturdays of every calendar month and all Sundays will be observed as non-working days by administrative staff and academic support staff.

In the event of any exigencies, the institution may declare a non-working day or holiday as a working day. In such case a compensatory off will be declared by the Head of the Institution.

The Institution will observe the following timings

Sl. No.	Category	Timings
1	Teaching Staff (Aided)	09:00 AM to 03:00 PM
	Teaching Staff (SF)	10:00 AM to 04:00 PM
2	Academic Support Staff	09:00 AM to 05:00 PM
3	Administration Staff	09:15 AM to 05:15 PM

Lunch Break : 45 minutes

During the mandated work hours, adequate time is provided for Refreshment breaks.





Any deviations from the above will require prior written / online approval. All requests for deviations will be forwarded by the concerned department head and approved by the Head of the Institution or Management.

The institution may allow flexibility in the working timings based on a case-to-case by the head of the Institution, however fulfilling minimum mandated hours of work and adhering to the policies of the institution.

11. PERMISSION FOR COMING LATE OR LEAVING EARLIER

A total of two permissions for all staff for coming one hour late or leaving one hour early will be permitted in a month.

- Extra permission will be treated as casual leave for a half day.
- If no CL is available, then it will be LOP.

12. LEAVE RULES

It is mandatory for every faculty member to make alternate arrangements for their class, lab, or departmental work when they request a leave. All such alternate arrangements should be indicated in the Attendance Management System / Leave Application Form.

- ❖ A leave request should be submitted at least one day before the date for which leave is sought, except in emergency circumstances.

Sl. No.	Category	Casual Leave (per annum)	Medical Leave (per annum)	Earned Leave (per annum)	Vacation Leave (per annum)	
					Summer	Winter
1	Teaching	12 days	5 days	3 days	14 days	14 days
2	Academic Support Staff	12 days	7 days	9 days	7 days	-
3	Administration Staff	12 days	7 days	9 days	7 days	-

12.1. Availing of casual leave

- ❖ For teaching staff, 12 days of casual leave are permitted.
- ❖ For Academic Support Staff and Administration Staff, 12 days of casual leave are permitted.





- ❖ All members of staff are eligible for one day of casual leave per month. The leave application should be submitted to the Principal / the Director/Functional Head in one day advance and leave should be availed after sanction of leave. The year for casual leave purposes will be June through May in the following year.
- ❖ Casual Leave can be prefixed and or suffixed with holidays. However, the total number of days of absence should not exceed 5 days and 3 days of Casual Leave is not to be taken at a stretch.

12.2. Medical leave (Teaching, Academic Support Staff and Administration Staff)

- ❖ On completion of one year of probation, medical leave is permitted.
- ❖ For Teaching Staff, 5 days of medical leave are permitted per year, on the submission of Medical Certificate.
- ❖ Academic Support Staff and Administration Staff, 9 days of medical leave are permitted per year, on the submission of Medical Certificate.
- ❖ For leaves of more than 30 days, a medical certificate from a "Concerned Doctor / Hospital" will be required to be produced.

12.3. Earned leave for Teaching staff:

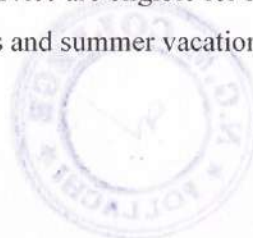
- ❖ On completion of 1 year of probation, earned leave is permitted.
- ❖ All such members of staff as are availing themselves of full vacation shall earn only three days of leave in one year after completion of probation.
- ❖ At end of the academic year available earned leave can be encashed.

12.4. Earned Leave for Academic Support Staff and Administration Staff:

- ❖ On completion of 1 year of probation, earned leave is permitted.
- ❖ For Academic Support Staff and Administration Staff, 9 days of earned leave are permitted per annum.

12.5. Vacation leave

- ❖ The members of the Teaching and Academic Support Staff and Administration Staff who have completed six months of regular service are eligible for full vacation.
- ❖ For Teaching staffs – winter vacation 14 days and summer vacation 14 days allowed





- ❖ In cases where only partial vacation is availed, the number of days of leave earned shall be calculated proportionately (3 VL : 1 EL).
- ❖ Vacation may be allowed in spells.
- ❖ No preponement or postponement of vacation periods will be permitted.
- ❖ All staff members should report to duty on the last working day prior to vacation and report to duty on the next day after the completion of vacation. If they do not report to duty on both of the days specified above, that day will be treated as loss of pay.

12.6. Maternity leave

Teaching, Academic Support Staff and Administration Staff will be permitted to avail themselves of 180 days of maternity leave.

- ❖ The women employees who have completed probation are eligible for 180 days of maternity leave with pay.
- ❖ The women employees who have not completed the probation period are eligible for 180 days of maternity leave without pay.
- ❖ The maternity leave shall be permitted twice during their full service.

12.7. Other duty

Other duty, such as central valuation and external examinership, self-development for attending their Ph.D related works, leave up to 7 days only can be availed in a semester, and one day per month is only permitted.

12.8. Long Leave

All kinds of leave for more than 3 days shall be considered and granted by the Director / Principal.

12.9. General

Teaching, Academic Support Staff and Administration Staff should strictly follow the above rules and regulations for availing leave. Leave exceeding the days specified for a month will be treated as leave on loss of pay. Leave applications are to be submitted for sanction by the staff members well in advance to the Director. The Director is to decide on accepting any leave application and granting leave. Staff availing themselves of leave





regularly without a valid reason which is acceptable and without following the mentioned procedure suitable action will be taken against them.

13. RESIGNATION

- The faculty or staff leaving the service of NGM have to submit their resignation letter by the 15th of February so that they will be relieved by the 15th of May every year. Normally, they will not be relieved in the middle of a year.
- However, the appointing authority reserves the right to waive the notice period or the compensation thereof.

13.1. SEPARATION FROM SERVICES/NOTICE PERIOD:

- ❖ The Organization or Employee may opt to terminate this Appointment of the Employee from the services of the Organization without assigning any reasons whatsoever subject to the following conditions:
 - A minimum notice period of 3 months is applicable from either side
 - The organization at its sole discretion may opt to pay relevant Notice Pay to the Employee in lieu of serving the applicable notice period in the event of the Organization's decision to initiate the termination of this Appointment.
 - The organization at its sole discretion may choose to accept or reject the Employee's offer to pay Notice Pay in lieu of serving the notice period as applicable based on the exigencies of the situation.
 - Further to the notice period as outlined herein above, no Employee from the Academic wing, entrusted / engaged with teaching responsibility, will under normal circumstances be permitted to be relieved from the services of the organization during the Academic year.
 - The Management reserves its discretion to review and recommend early release of any Employee from the Academic Wing (not assigned Teaching responsibility), Academic Support and General Administration





on a case-to-case basis during the Academic year as per the Notice period and applicable conditions as mentioned herein above.

- Where an employee requests for being relieved during the Academic year - The Management reserves its discretion to review, and on case-to-case basis, any request from the Employee for being relieved during the Academic year and any deviations will be at the sole discretion of the Management.
- ❖ The Organization reserves the right to compulsorily relieve the Employee from the services of the Organization, without any pay (or in kind) in lieu of serving any notice period that may be applicable, at any point in time for reasons including, but not limited to, the following –
 - Not abiding by the Policies, Practices, Systems, Rules and Regulations that apply to all Employees of the Organization at any given point in time including new additions, revisions and changes to Policies and Practices of the Organization by the Management.
 - Willfully or otherwise neglecting duty, responsibilities assigned, refusal to accept lawful instructions from the Management (President/Secretary) /Advisor/Director /Hod or as designated by the Management.
 - Any act(s) that constitute disobedience, insubordination, incivility, intemperance, irregularity in attendance, inconsistency in workplace availability, instigating fellow colleagues and / or students alike to act against the interests of the organization, misconduct and failure to discharge duty.
 - Performance not meeting expectations of the Organization based on communicated standards.

14. TRANSFER

You are liable to be transferred from one department to other if required by the Management due to exigencies of work.





15. OTHER TERMS & CONDITIONS

- ❖ While serving the Institution, Staff shall show commitment in their work and devote the whole of their working time exclusively to their duties with the Institution and shall not engage themselves directly or indirectly, without prior consent of the Management in writing, to any other institution with or without remuneration in any trade, business, occupation, or employment.
- ❖ The Staff should perform all their duties to the satisfaction of the Management / Principal/Director/HOD or as designated by the Management
- ❖ The Staff should cooperate with the Institution in executing the academic, co-curricular and extracurricular activities in the college.
- ❖ The Staff will be governed by the rules and regulation of this institution which are now in force, and which may come into force in future.
- ❖ As a member of the faculty are required to continuously update their knowledge by publication / presentation of papers, participation in seminars, acquiring additional qualifications etc.,
- ❖ The Staff will identify themselves with the college and strive constantly for its improvement and establishing good public image.
- ❖ Taking leave on loss of pay will shift the date of their regular increment.
- ❖ The Staff shall not write/address in public or in the presence of students/parents anything against the interests of the Institutions and its policies.
- ❖ The Staff are expected to be at work throughout the working hours of the Institution and be present in time for any meeting or get together scheduled by the Institution.
- ❖ The Staff have to work under the supervision and guidance of the Management / Principal / Director / HOD or as designated by the Management of the college and they shall abide by the rules and regulations specified from time to time by the Institution.
- ❖ The Staff shall maintain discipline among the students.
- ❖ If any declaration furnished by you to the Institution or any document submitted for employment proves to be false or if you have willfully suppressed any material information, your services will be terminated without any notice or salary in lieu thereof.
- ❖ On the date of staff reporting for duty the staff should produce a proof of their age, relieving order from the previous employers, all original certificates of educational





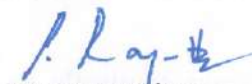
qualification and proof of last drawn salary with a true copy of the same for our records.

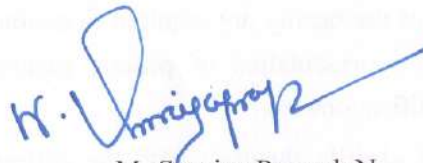
- ❖ The Staff shall retire from the services of the institution when you complete 58 years of age.
- ❖ The decisions of the Management will be final in all matters including accepting of the staff resignation and relieving you from the post.

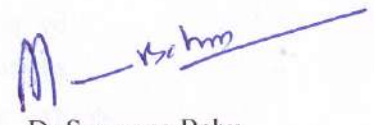
16. EXCEPTION

This policy will undergo periodic review, and the management will exercise its right to revise it as deemed appropriate from time to time.

Reviewed by

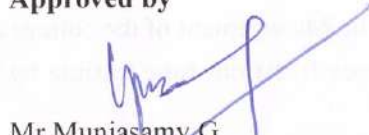

Mr. Ragunathan
Manager


Mr. Sooriya Pragash N
Assistant Vice President


Dr. Saravana Babu
Director


Dr. Manicka Chelizian
Principal i/c

Approved by


Mr. Muniasamy G
Management Representative





Annexure - I

PROBATION POLICY

Foreword

Nallamuthu Gounder Mahalingam College (Autonomous) probation policy provides information about the terms and conditions that a new employee should follow during the probationary period. The policy conveys that the probationary period is an opportunity for both the new employee and their heads to get know the growth and improve their performance. The probation policy of NGM clearly stated that a new employee should meet the set standard of performance, follow the code of conduct of the institution, and behave in an acceptable manner. The probation policy of NGM is under periodic review for incorporating necessary changes in meeting the international and national standards. This amendment also provides the essential changes necessary for improving the performance of the institution.

PROBATION POLICY

- ❖ Except for those on tenure, contract, or deputation, the teaching employee will be on probation for AP - 2 semester (1 Year), ASP & Professor - 1 semester (6 months), Experienced staff (2 years and more) - 1 semester (6 months), Fresher / Less than 2 years' experience - 2 semesters (1 year) from the date of joining. The service conditions of the employee will be governed by the rules and regulations of the college issued from time to time. The probation for the administrative and academic support staff will be one year from the date of joining.
- ❖ In cases of unsatisfactory performance, the management may extend the probation period.
- ❖ If any candidate is appointed on a purely temporary basis to fill a vacancy, he has no right to claim a permanent post. However, such candidates may also apply for a regular post in an open competition.
- ❖ If a person, having been appointed temporarily to a post is subsequently appointed on a regular basis he/she shall commence probation period from the date of appointment on probation.
- ❖ In the case of a candidate appointed on a temporary or ad hoc basis, his or her services can be terminated without any notice and without assigning any reason.
- ❖ There is no vacation during the probationary period for teaching, academic support staff and administration staff.



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Annexure - II

PROMOTION POLICY

Promotion to a higher level of service shall be made subject to the API score and performance, the annual performance and availability of the posts, eligibility and merit, and the commitment of the staff. Other things being equal, seniority will be the deciding criterion.

Objectives of Promotion Policy

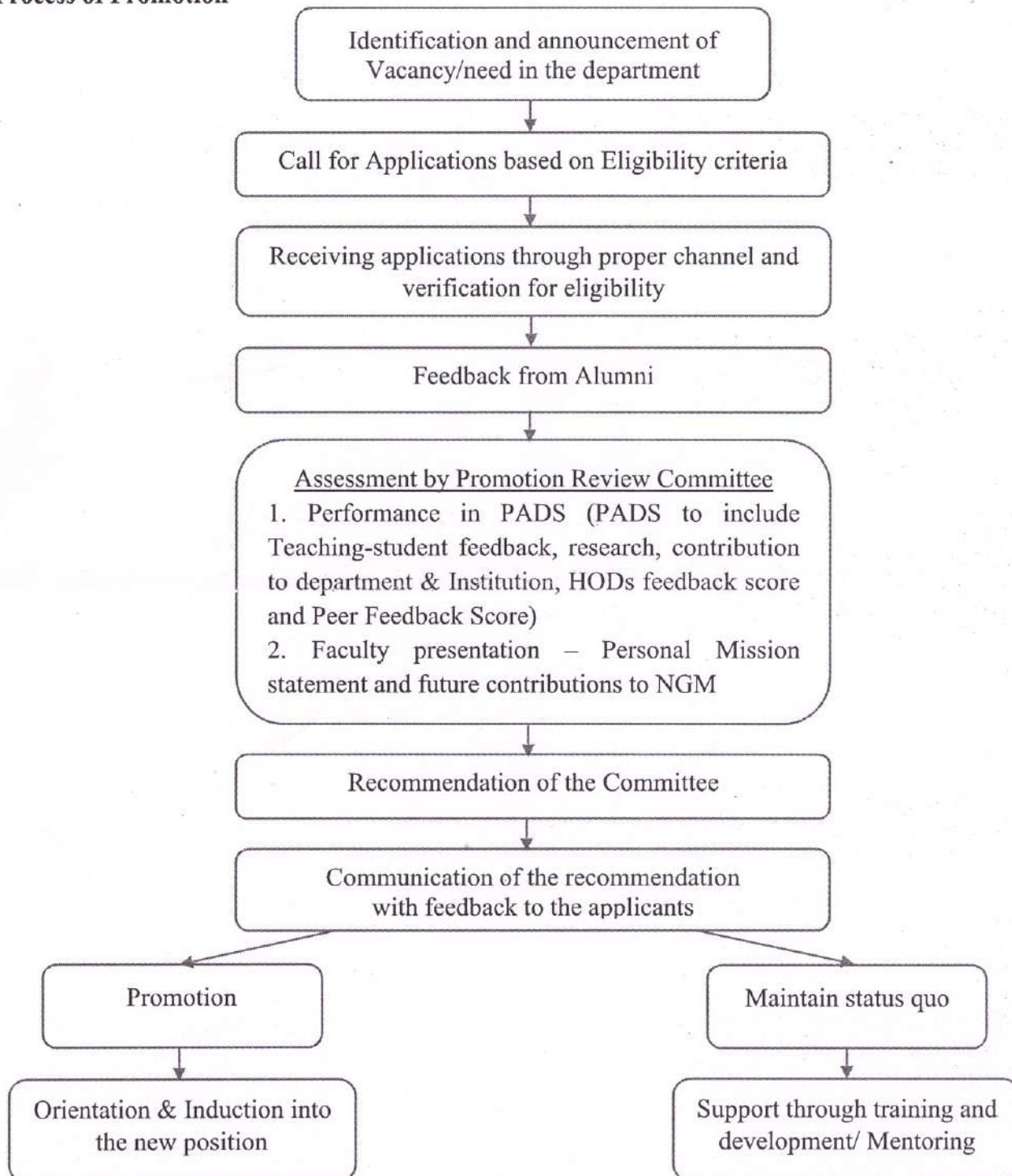
The promotion policy aims to provide faculty members with an opportunity to progress in their career based on performance and competence by applying for internal promotions. The promotion policy aims to

- 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 recognise and reward meritorious performance.





Process of Promotion





Establishing the Promotion Review Committee

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

- Head of the Department
- Cross functional Head (preferably under whom the faculty had worked during collaborative events)
- Director
- Industry Expert
- External academic expert or university representative who holds the rank of a professor
- Principal
- Management Representative
- Representative from the HR

Identification and announcement of Vacancy / Need in the department

The promotion process starts with the heads of the departments identifying a vacancy or need in their department. The vacancy may arise in order to fulfil the requirement for Bharathiar University or to upgrade special portfolios or functions of the department so as to retain talent. A requisition letter for the same has to be submitted to the HR Department. Once approved by the principal / the director, the details regarding the vacancy are communicated to the faculty members in the respective departments.

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 Bharathiar University norms. The faculty members shall submit a detailed CV to the heads, who shall forward the same with the recommendation.





Applying for the Promotion

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

- a. a curriculum vitae that is complete, current, updated, and accurate through the proper channel
- 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 to 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 or offer of appointment in the present position
 - iii. Statement of contribution to department and institution building
 - iv. Letters of Appreciation and Accomplishment from External Stakeholders
 - v. Awards won and achievements in teaching and research
 - vi. Two scholarly publications with the highest impact factor in the last two years
 - vii. One paper presented at a premier institution or abroad in the last two years
 - viii. Letters of award of research grants or funding from external bodies
 - ix. Any other documents that are found to be relevant for
- 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 their contributions in terms of teaching, research, and special assignments for departmental or institutional development. Any work in progress or future plans regarding interdisciplinary work with external stakeholders or collaborative work with other industry or funding bodies are to be highlighted.





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 behaviours etc.,

	PADS				Alumni Feedback	Promotion Interview
	PADS Form	Student Feedback	Peer Feedback	HODs Feedback		
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 Behaviours						
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 department's goals, and overall





attitude. The committee chairs shall be provided with factual information from different stakeholders about the faculty member.

Performance Assessment and Development System (PADS)

Performance in PADS shall be a major factor in the promotion decision. PADS should include student feedback, peer assessment, and head feedback, apart from other criteria in teaching, research, and contributions to the department. The PADS score for the 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.

a. HOD Feedback

The Head of the Department shall provide feedback about the candidate based on their past performance in the department.

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) is to be compiled and submitted. The feedback shall cover aspects like learning, individual rapport with students, assessment and grading, and overall organisation by the faculty.

c. Peer Assessment

Peer assessment aims to understand the commitment of the faculty, their relationship with students, their involvement in departmental activities, and their workplace behaviours. The heads shall identify peers who will exhibit professionalism while rating their peers and shall orient them before they assess their peers. As far as possible, the peers shall be from all levels and include professors, associate professors, assistant professors, and support staff from the department who have closely worked with the concerned faculty.

d. 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 the enthusiasm of the facilitators, depth of knowledge, overall organization, and ability of the faculty to bring out the originality of students inside the classroom.

Recommendation of the Committee

The faculty members are given an opportunity to discuss their personal statements in a promotion committee review that will assess 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. The feedback received from various stakeholders in different formats is 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 feedback on the promotion process after the interview.

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

