



**VIGNAN's** INSTITUTE OF INFORMATION TECHNOLOGY  
(AUTONOMOUS)

Re-accredited by **NAAC** with '**A**' Grade (CGPA of 3.41/4.00)  
DUVVADA, VISAKHAPATNAM

# PROMOTION POLICY



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# PROMOTION POLICY

## 7.1 PROMOTION POLICY:

It is natural that any prospective employee of an organization would give high priority to the existence of a promotion policy and its transparent implementation, before he/she makes a choice.

Vignan IIT gives significant importance to the needs and aspirations of its employees in order to achieve a sustainable growth and quality of human resources. A promotion offered to employees is a recognition of his /her meritorious service in a time-frame; while incentives offered as detailed in chapter XIV are short terms in nature.

The policy adopts the principles of transparency, openness, and equality of opportunity, responsiveness, good management and efficiency. The policy is expected to generate interest in the faculty to undertake their roles to the highest standard, besides developing a sense of belonging to the organization as reflected in their commitment and loyalty to the organization.

### SALIENT FEATURES OF THE POLICY

- a. During an estimated active service span of 30-35 years, a faculty member joining the organization as an assistant Professor can expect four promotions
- b. Promotions are based on performance evaluation as per the details indicated in chapter XI.
- c. Competent teachers can expect to grow the level of a Director/Dean in the various institutions of the group.
- d. Promotions are considered by a committee consisting of the following.
  - Two Deans from the group of institutions
  - Principal/Rector of the college concerned
  - Senior most professor/HOD of the college concerned,
  - Principal of another college within the group

This committee meets once in a year, preferably in the months of August/September to include the performance of the current year as well.

- e. A minimum continuous service of is essential for being considered for promotion, where “service” means

- 1) The period elapsed between the date of joining and the date of committee meeting period.

- 2) The service rendered shall be in the Vignan group of institutions.
- 3) Service rendered in any other institutions/s before joining Vignan may be considered in exceptional cases, depending upon the reputation/image of that institution and the teachers' performance during that period through verifiable documents.
- f. Promotions are not automatic and are linked to consistent academic performance reflected in the evaluation.
- g. Basing on the recommendations of the committee and approved by Chairman, those found eligible for promotion, promotion orders are issued latest by September end.
- h. Promotions up to Professor Level are need based. Promotions to other posts are vacancy based.
- i. In exceptional circumstances, an individual may be given a scale for which no vacancy may be existing.
- j. The background material/documents/records for promotions shall be maintained by each college. The Principal/Dean shall be responsible for this.
- k. This document shall be the basis for consideration for promotions. Original documents of integrated evaluation of teachers and the associated documents shall be included in the background material.
- l. Internal candidates can apply against advertisement for recruitment, if they are eligible for such posts. This has nothing to do with the annual exercise by the promotion committee.
- m. The committee will also keep in view the overall strength of the faculty (quantitative as well as qualitative) while making recommendations on promotions.