



# VELS



INSTITUTE OF SCIENCE, TECHNOLOGY & ADVANCED STUDIES (VISTAS)  
(Deemed to be University Estd. u/s 3 of the UGC Act, 1956)  
PALLAVARAM, THALAMBUR, PERIYAPALAYAM, THIRUVANMIYUR - CHENNAI

## PROMOTION POLICY

### PURPOSE

Promotion of employees is a process of recognizing and motivating employees for their contribution towards the Institution.

### SCOPE

This policy applies to all employees who qualify for promotion and who have served the institution for a minimum period of 5 years.

### OBJECTIVE

- To consider and reward an employee's performance.
- To provide avenues for career development.
- To motivate and support employees leading to job satisfaction.
- To nurture a learning environment by offering growth opportunities
- To retain trained and professional talents.

### MECHANISM

- At the beginning of the academic year, the Registrar will issue a circular stating that the interested and eligible candidates can apply for promotion under the "Career Advancement Scheme".
- The interested and eligible candidates can apply for promotion along with the self-appraisal score sheet.
- The applicant should have worked at VISTAS for a minimum for 5 years to be eligible to apply for promotion.
- The Internal Quality Assurance Cell (IQAC) validates the credentials submitted by the applicant and submits a consolidated report to the Vice Chancellor.

Registrar  
Vels Institute of Science, Technology  
& Advanced Studies (VISTAS)  
Pallavaram, Chennai - 600 117.

- A Committee comprising of The Vice Chancellor along with the Dean and Head of the Department of the concerned department interviews the applicant and shares her/his scores. If there is any grievance, it is redressed during this interaction.
- The eligible candidates are given promotion with revision in their pay scale. Transparency of the entire process is ensured.

**Minimum Academic Performance and service requirement for promotion under CAS**

	<b>Minimum API Score in Research component</b>	<b>UGC Service requirement</b>	<b>AICTE Service Requirement</b>
<b>Assistant Prof to Assoc Prof</b>	<b>75</b>	i. Good academic record with a Ph.D. Degree in the concerned/allied/relevant disciplines. ii. A Master's Degree with at least 55% marks iii. <b>A minimum of eight years of experience of teaching and/or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry with a minimum of seven publications in the peer reviewed/UGC listed journals</b> iv. Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process.	Ph.D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch <b>AND</b> b. At least total <b>6 research publications</b> in SCI journals / UGC / AICTE approved list of journals. <b>AND</b> c. Minimum of 8 years of experience in teaching / research / industry out of which <b>at least 2 years shall be Post Ph.D. experience.</b>
<b>Assoc Prof to Prof</b>	<b>120</b>	(i) An eminent scholar with Ph.D. qualification(s) in the concerned / allied / relevant discipline and published work of high quality, actively engaged in research with evidence of published work with a <b>minimum of 10 research publications</b> in the peer reviewed/ UGC listed journals (ii) <b>A minimum of ten years of teaching experience in university/college as Assistant</b>	a. Ph. D. degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch. <b>AND</b> b. <b>Minimum of 10 years of experience in teaching / research / industry</b> out of which at least 3 years shall be at a post equivalent to that of an



Registrar

		<p><b>Professor/Associate Professor/Professor,</b> and/or research experience at equivalent level at the University/National level Institutions/industries with evidence of having successfully guided doctoral candidate.  (iii) Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process.</p>	<p><b>Associate Professor.</b>  AND  c. At least 6 research publications at the level of Associate Professor in SCI journals / UGC / AICTE approved list of journals and at least 2 successful Ph.D. guided as Supervisor / Co supervisor till the date of eligibility of promotion.</p>
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