

IITM/FP/PA/02-01

MINIMUM ACADEMIC PERFORMANCE, SERVICE REQUIREMENTS AND OTHER CONTRIBUTIONS FOR BEST FACULTY AWARD / PROMOTION / ANNUAL INCREMENT / APPRAISAL FOR TEACHING STAFF

1. Coverage:

The norms and regulations formulated by Mata Leelawati Shikshan Sansthan, in accordance with the University Grants Commission, All India Council of Technical Education and other relevant statutory bodies, as applicable to different programs, shall apply to the faculty.

1 Categorization of Growth Opportunity/ Career Enhancement:

The career progression and growth of faculty members are categorized into the following areas:

- (i) Best Faculty Award
- (ii) Career Progression (Advancement) Scheme
- (iii) Annual Increment
- (iii) Assessment and Appraisal

2.1 Best Faculty Award

Best Faculty Award is presented annually to individual faculty members of IITM during the Annual Day Function, based on their performance over the past year. To be considered for this award, faculty members must complete the provided pro forma (**Annexure 1**) detailing their achievements and contributions during the past year. The award includes a monetary prize and a certificate. The selection criteria are outlined in Annexure 1, considering performance scores and other relevant factors. Recipients of the Best Faculty Award are not eligible for consideration for the award in the subsequent three years. Annexure 1 must be filled by faculty members and submitted by the 15th of September each year. These pro forma will be assessed and verified by a duly constituted Committee.



2.2 Career Progression (Advancement) Scheme/ Promotion

This policy outlines the promotion process for the Institutes, as approved by the competent authority. The Institutes' objective is to nurture excellence, upholding the highest standards of academic rigor in faculty selection and promotion.

2.3 Conceptualization of Format and Pro forma: Career Advancement Report (CAR)

- (i) The Career Advancement Report (CAR) pro forma combines the Annual Performance Appraisal Report (APAR), Academic Performance, and Increment Pro forma (scoring a minimum of 65% marks in APAR), as approved by the Board of Management (BOM), along with the Work Report. This modified format, known as Career Advancement Report (CAR) (Annexure 1), is used for assessment and promotion criteria.
- (ii) CAR consists of two parts, A and B. Part A has four sections that are to be filled by faculty members and Part B is to be used by senior officers (Reporting/ Reviewing Officer) and the (administrative) office. Both parts shall be used for **screening purposes** during Career Advancement/ Promotion evaluations.
- (iii) For internal candidates, the Annual Performance Ratings of the previous five years should have received a "Very Good" assessment from the Reviewing/ Reporting Officer.
- (iv) When awarding the Best Faculty Award on an annual basis, the total point scored in all four sections of Part A of the CAR pro forma are considered.

2.4 Qualification Criteria for Career Advancement / Promotion

The qualification criteria for the positions of Assistant Professor, Associate Professor and Professor shall adhere to the guidelines set by UGC, AICTE or relevant statutory bodies governing the respective programs, as well as those specified and formulated by the Institute within this policy.

There will be three stages for the revision of grade pay at the Assistant Professor level:

- (i) Faculty members holding the position of Assistant Professor, having obtained a Ph.D. and a minimum of 13 years of regular service at the parent Institute, will be eligible for the next grade pay upon completion of 13 years. Assistant Professors without a Ph.D. but with a minimum of 16 years of regular service at the parent Institute will also be eligible for the next grade pay.
- (ii) The second and third increments in Grade Pay will be granted upon completion a minimum of 10 years of regular service at the present grade level, subject to the



prevailing grade pay. This advancement is contingent upon the fulfilment of overall academic and performance factors outlined in the CAR and other performance documents.

- (iii) The assessment grading must be 'Very Good', as determined by an Expert Committee constituted by the Institute, to verify eligibility and performance.

1.4.1 Procedure:

- (i) Candidates who meet the eligibility criteria can apply for promotion by submitting an application along with a duly filled Work Report.
- (ii) Upon final verification and meeting the eligibility criteria, candidates must achieve a minimum of 60% marks in the selection process (interview) to qualify for promotion. Additionally, candidates must attain the minimum API score in all cases.
- (iii) The effective date of promotion will align with the Academic Calendar issued by the University for the upcoming Academic Session.
- (iv) In cases of unforeseen issues not covered by these regulations or differences in interpretation, the decision of the President of MLSS shall be considered final.



IITM/FP/PA/02-02

MINIMUM PERFORMANCE AND SERVICE REQUIREMENTS FOR ASSURED CARRER PROGRESSION SCHEME/ PROMOTION/ ANNUAL INCREMENT/ BEST EMPLOYEE AWARD FOR NON-TEACHING STAFF:

1 Coverage:

This policy outlines the career advancement scheme, promotion, awards, increment, and assessment for non-teaching staff of the Institutes, based on the proposal approved by the competent authority. The Institutes' mission is to nurture excellence, and in pursuing this mission, the Institutes aim to uphold the highest standards of performance, transparency and employee evaluation.

2 Norms and Regulations:

For non-teaching staff, the norms and regulations formulated by MLSS shall apply.

3 Categorization of Growth Opportunity / Career Enhancement through:

- (i) Best Employee Award
- (ii) Modified Assured Career Progression Scheme
- (iii) Annual Increment
- (iii) Assessment and Appraisal

3.1 Minimum Performance Requirements:

- (i) The Career Advancement Report (CAR) pro forma combines the Annual Performance Appraisal Report (APAR), Increment Pro forma (requiring a minimum score of 65% marks in APAR), approved by MLSS and Work Report (refer to **Annexure 1**). This report comprises of two parts: Part A to be completed by the staff member and Part B for use by senior officers (Reporting/ Reviewing Officer) or administrative office. Both parts are intended for **screening purposes** only in cases of Career Advancement, Increment, Award and Annual Appraisal.
- (ii) For the annual Best Employee Award, the total points scored in Parts A and B of the pro forma shall be considered.



- (iii) To qualify for the Annual Increment, the performance appraisal must have a minimum score of 65% in the preceding year's APAR.

3.2 (i) Best Employee Award:

The scheme aims to formally acknowledge and appreciate the contributions of non-teaching staff to institutional development at IITM. The award is instituted to motivate and reward those staff members who demonstrate exceptional dedication and enthusiasm in their work. The award categories are divided into -

- (i) Administration & Library
- (ii) Lab (Computer) & Studio Technicians
- (iii) MTS (Erstwhile Group-D Staff)

Recipients of the Best Employee Award will not be eligible for the same category for the next five years. Award recipients will be honored with a cash prize and a certificate awarded during the Annual Day Function of the Institutes. Annexure 2 is mandatory for all staff members, and it must be completed by the last week of August each year. These pro-forma will be assessed and verified by the duly constituted Committee. Only regular staff members will be considered for the award.

3.2 (ii) Modified Assured Career Progression Scheme /Promotion:

This policy outlines the promotion and career progression framework for the Institute. The Institutes' mission is to nurture excellence. In pursuit of this mission, the Institutes are committed to upholding the highest standards of academic rigor in the selection, promotion and career progression of non-teaching staff.

3.3 Qualifications and Career Advancement:

Minimum qualifications and their enhancements and upgrades shall be determined by the Institute's Policy Guidelines.

3.3.1 Main Highlights of the Career Advancement Scheme:

- (i) Grant three financial upgradations to employees upon completing 10, 20 and 30 years of continuous regular service.



- (ii) Casual (including those with temporary status), ad hoc and contract employees are not eligible for benefits under the scheme, except the work-charged employees if their service conditions match regular establishments.
- (iii) The scheme does not impact regular promotional avenues based on vacancies.

To conclude:

1. MACP provides financial upgradation after 10 continuous years in the same grade pay.
2. Promotion in the same grade pay is also counted for MACPS. Either counts for the next 10 years of regular service for the next financial upgradation.
3. Only continuous regular service counts towards MACPS qualifying service, starting from the date of joining a post in a direct entry grade on a regular basis.
4. Past cases will not be reopened.

3.4 Procedure:

- (i) Eligible candidates should apply for promotion by submitting the application and a completed Work Report.
- (ii) After verification and meeting eligibility criteria, candidates must score a minimum of 60% marks in the selection process (interview) for promotion, along with a minimum API score.
- (iii) In cases not covered by this regulation or disagreements in interpretation, the decision of President MLSS is final.

