

## CHAPTER-VIII

### PROMOTION POLICY

#### 1. Purpose:

- 1.1. Aims to provide criteria and guidelines to promote employees who are competent and capable to deliver desired results and contributes to the growth of the University.
- 1.2. To provide equal employment opportunities to internal candidates.
- 1.3. To regulate the method of recruitment by promotion.

#### 2. Scope:

For promotion of all cadres in Sankalchand Patel University, Visnagar and its constituent Colleges/Institutions.

#### 3. Departmental Promotion Policy:

These rules may be called Departmental Promotion Policy. Promotional avenues to the Teaching/Non-Teaching staff shall be in accordance with the Rules.

##### **Guiding Principles:**

- (a) Every person eligible for promotion and coming within the zone of consideration may be considered for promotion.
- (b) The meeting of the Departmental Promotion Committee (DPC) may be convened as and when required.
- (c) The administrative authorities shall ensure that the information furnished to Departmental Promotion Committee is accurate and in proper order in all cases and a certificate to this effect shall form part of the note for the DPC.
- (d) The promotion of an incumbent to the higher post shall be made according to the principle of merit i.e. by "Selection" and on the basis of seniority-cum-fitness i.e. by "non-selection". The promotion shall be made on the recommendations of the Departmental Promotion Committee/Assessment Committee. As such there shall be no automatic promotion in the administrative cadres.
- (e) If no internal candidate is found eligible for the post, the appointing authority reserves the right to fill the post through Direct Recruitment.

#### 4. Permanent Strength of Service:



- 4.1 The authorized permanent strength of various grades of the service on the date of notification shall be as specified in the Schedule.
- 4.2 After the notification of these Rules, the authorized permanent and temporary strength of the various grades of the service shall be as such, from time to time, be determined by or under the authority of the Sankalchand Patel University, and to be notified accordingly, after due approval.

**5. Future Maintenance of Cadre/Posts:**

- 5.1 All the appointments by promotion in the University after the notification of these Rules shall be made only in accordance with the provisions of these Rules.
- 5.2 The seniority list of employees borne in each cadre of posts specified in the Schedule unless delegated to some other authority shall be maintained at the HR/Establishment Section of the University. Notwithstanding anything contained herein, any class or category of posts and incumbents thereof, may be placed in any of the offices or establishments, as the case may be by general or specific orders of the President or Provost or Registrar as the case may be which shall be binding to the concerned employee.
- 5.3 The number of posts, their classification and the scales of pay attached thereto shall be as specified in the Schedule annexed to these Rules.

**6. Determination of Vacancy**

- 6.1 Subject to the provisions of these rules, the appointing authority shall determine the actual number of vacancies occurring from time to time.
- 6.2 The method of recruitment, age-limit, qualifications and other matters relating to the said post/vacancy shall be as per norms.

**7. Method of Promotion, Age Limit and Other Qualifications:**

- 7.1 The method of promotion, age-limit, qualifications and other matters relating to the said posts shall be as per norms of concerned regulatory bodies.
- 7.2 For **promotion** to various posts, the composition of the Departmental Promotion Committee for different categories of posts is mandatory.
- 7.3 Nomenclatures of each post are grouped according to the hierarchy on the basis of approved pay scale.



7.4 The Departmental Promotion Committee will meet from time to time. The promotion will be based on seniority-cum-fitness, quality of Performance Reports as per norms and internal vigilance clearance.

7.5 For promotion to all posts by an interview. For the gradation in Annual Appraisal Reports for the preceding five years, and the **bench mark** for all such promotion to Group A posts will be **“Good”** provided there is no adverse entry during the preceding **three years** and the employee should not have been awarded any penalty under disciplinary rules during the preceding **five years**.

## **8. Departmental Promotion Committee**

The DPC shall consist of:

- i. President
- ii. Provost
- iii. HOIs and/or Dean of Faculty;
- iv. Two experts in the concerned discipline nominated by Provost upon recommendation of HOIs/Dean.

The DPC for appointment to the administrative/other non-teaching employee's posts shall consist of the President, Provost, Registrar and HOI/HOD of the concerned Institute/Department.

## **9. Cadre Recruitment Rules**

9.1 Appointment to a post in any grade by promotion shall be made, whether in permanent or officiating capacity, from amongst employees serving in posts in the next lower grade in a service, subject to such conditions of eligibility as may be prescribed by the UGC/Councils.

9.2 Every appointment by promotion shall be on the basis of suitability, past performance and conduct, as evident in the Annual Performance Reports, besides due regard to seniority, on the recommendation of the Departmental Promotion Committee, constituted for the purpose from time to time.

9.3 The scales of pay for the posts of various employees of the university, other than teachers and other academic staff in the University shall be as prescribed by the UGC from time to time, and emoluments shall be drawn at the minimum of the scale or at



such higher stage as may be fixed in accordance with the rules prescribed in this behalf by the GOI/ UGC and specified in the appointment order.

- 9.4 The qualifications, experience and age etc. required for statutory posts and non-teaching posts should be as prescribed by Govt. of India/UGC from time to time.

**10. Procedure and Criteria for Appointment by Promotion:**

- 101 The Departmental Promotion Committee (DPC) will meet from time to time. The promotion for all Group C, B & A will be based on seniority-cum- fitness/ Selection, quality of Annual Appraisal Reports for the last **five years** and internal vigilance clearance. For the gradation of Annual Appraisal Reports for the preceding five years, and the bench mark for all such promotions to Group C, B & A posts will be "good" provided there is no adverse entry during the preceding three years and the employee should not have been awarded any major penalty under disciplinary rules during the preceding five years.
- 102 Departmental Promotion Committee for any post in category 'A', 'B', or 'C' arising in any Department/Office shall be notified by Registrar.
- 103 Applications in the prescribed form received at the HR Section from candidates working on the next lower posts in the concerned cadre, or concerned Department/Office, as the case may be, in response to the notification issued by the Registrar, shall be examined by the HR Section in the light of recruitment by promotion rules. The HR Section shall first of all examine the eligibility of the applicants for the post applied for, in light of the approved qualifications for such post, and shall identify such candidates out of the total number of applicants as are eligible for consideration for promotion.
- 104 HR Section shall, thereafter, arrange the eligible candidates in order of seniority and shall prepare a panel of eligible candidates for promotion.
- 105 No person shall be considered for first promotion in the service unless he/she is substantively appointed and confirmed on the lower post in the service. After first promotion in the service for subsequent promotion to higher post in the service, a person shall be eligible if he/she has been appointed to such post from which



promotion is to be made after selection in accordance with one of the methods of recruitment under these rules.

- 10.6 The zone of consideration of persons eligible for promotion shall be Three times to the number of vacancies. Where a number of eligible persons for promotion to the higher post are less than the number specified above, all the persons so eligible shall be considered.
- 10.7 Appointments by promotion shall be made on the recommendation of the DPC, as distinct from General Selection Committee, and a mention shall be made in the appointment order itself that the appointment has been made by promotion on the recommendation of the Departmental Promotion Committee.
- 10.8 The Departmental Promotion Committee will make its recommendations for appointment by promotion in the prescribed form.
- 10.9 Registrar who will obtain approval of the President thereon, and thereafter issue appointment orders.
- 10.10 The appointment orders in the case of appointment by promotion shall specify that such appointments are being made by promotion on the recommendations of the Departmental Promotion Committee to distinguish such appointments from appointments made by open recruitment on the basis of the recommendation of a Selection Committee.

#### **11. Probation and Confirmation:**

Every person selected or appointed through promotion to a post under the University shall be governed under the University Statutes/Policy (Terms and Conditions of Service) and such other conditions imposed by the University from time to time.

11.1 Every person appointed to a post under the University by promotion may be on probation on such post up to 02 years.

11.2 Where a person appointed to a post under the University on probation is, during his period of probation, found unsuitable for holding that post or has not completed his period of probation satisfactorily – the appointing authority may: -



- (i) in case of a person appointed by promotion revert him to the post held by him immediately before such appointment;
- (ii) extend his period of probation to the extent necessary.

11.3 Every person appointed to a post under the University by promotion, on satisfactorily completing his period of probation, be eligible for confirmation on that post.

11.4 No employee shall be confirmed in any post unless-

- (i) Such post is permanent and no one else holds a lien on the post.
- (ii) The service of the employee under the University is approved by the appointing authority.
- (iii) The confirmation of staff members who complete their probation period satisfactorily, should be started well in time before the confirmation of staff member concerned is due.
- (iv) In the case where it is proposed to extend the probation period of an incumbent, the same should be done in writing before expiry of the probation period.

11.5 After completion of the probation period the employer has to communicate to the employee within 45 days, if there is any adverse remark otherwise the probation is deemed to be confirmed.

## **12. Seniority:**

12.1 The relative seniority of all direct recruits is determined by the order of merit in which they are selected for such appointment on the recommendation of the Selection Committee. Persons appointed earlier will remain senior to those appointed subsequently. Seniority will depend on the Date of joining at the University. If date of joining is same then date of birth is considered. If date of birth is same then higher qualification is considered.

12.2 Where the promotions are made on the basis of DPC, the seniority of such promotes shall be in the order in which they are recommended for such promotion by the committee. Where, however, a person is considered unfit for promotion and is superseded by a junior, such person shall not, if he is

subsequently found suitable and promoted, take seniority in the higher grade over the junior persons who has superseded him.

12.3 Where persons recruited or promoted initially are confirmed subsequently in an order different from the order of merit indicated at the time of their appointment, seniority would be determined by the order of merit indicated at the time of initial appointment and not according to the date of confirmation.

**13. Power to Relax:**

All administrative orders/instructions providing for any relaxation, exemption etc. of the provisions of recruitment by promotion rules issued with the approval of the President prior to notification of these Rules shall stand superseded by such notification.