



# PROMOTION PROTOCOLS

Promotion protocols of Deva Matha College, typically follow established procedures and adhere to government and university regulations.

## 1. Eligibility Criteria:

- Before considering promotion, faculty members or staff need to meet specific eligibility criteria outlined by the affiliating university, UGC (University Grants Commission), and state government regulations. These criteria may include a minimum number of years in service, academic qualifications, and other performance standards as specified by Mahatma Gandhi University.

## 2. Application for Promotion:

- Eligible faculty or staff members can apply for promotion to the Principal along with the necessary documents and evidence that support their promotion application, such as academic records, research publications, and service records etc.

## 3. Internal Evaluation by IQAC:

- The college's IQAC and Promotion Committee consisting of senior faculty members and administrators, reviews the applications and assesses the candidates' qualifications, performance, and contributions to the college.

## 4. External Peer Review:

- Recommended applications are assessed by an external committee as per UGC norms and the regulations of Mahatma Gandhi University. Promotion candidates may be required to undergo an interview or presentation to assess their readiness for the higher position.





## 5. Recommendation to Affiliating University:

- External evaluation, the promotion committee makes recommendations to the affiliating university, which ultimately approves promotions. The university verifies that the promotion process complies with UGC and state government regulations.

## 6. Government Approval:

- Once the affiliating university approves the promotions, the next step involves the submission of relevant documents to the Deputy Director's office for verification and updating the service book. Financial approval for the promotion is obtained from the Deputy Director's office. Only after this approval is granted, faculty and staff members are eligible to claim increased salary associated with their newly promoted position.

## 7. Commencement of Promoted Role:

- Upon receiving the promotion order, the faculty or staff member begins their duties in the new role. This may include new responsibilities and expectations, depending on the level of promotion.

## 8. Ongoing Performance Assessment:

- After promotion, faculty and staff members are subject to ongoing performance assessment. This is essential to ensure that they continue to meet the requirements and expectations of their promoted position.

## 9. Compliance with UGC and State Regulations:

- Throughout the promotion process, the college ensures that it adheres to UGC, state, and university regulations, including reservation policies and affirmative action guidelines.

