

Date:11-4-2012

Staff Promotion Policy

- i. Promotions are purely based on merit, competencies and past performance
- ii. The college follows a certain criteria for fixing the promotion. The checklist is as listed below:
 - Requisite qualification and experience
 - Job knowledge
 - Skill requirements/competencies of the job
 - Performance history of past 3-5 year
 - Demonstrated leadership qualities and team work
 - Value based job related behaviour in the past
- iii. Promotion is not automatic and cannot be claimed by an employee as a matter of right. The promotion committee will be constituted and it will meet as and when required. Based on the recommendations, the final decision will be taken by the Principal
- iv. Promoted employees will be given a higher level of salary appropriate to the increased responsibilities but it is not the same drawn by the person previously worked in that post. Sometimes vacancies may get filled with internal or external suitable candidates. Internal candidates will be given equal opportunity to compete with external candidates.
- v. In case of a sudden vacancy at a higher level has to be filled immediately with an internal candidate from a lower level, they may be given an acting responsibility by the Principal till normal recruitment to the position can be made.
- vi. For non-teaching staff, time bound grade promotions as stipulated in the pay revision will be granted.



PRINCIPAL

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