



Estd 2009

Founder President
Late Shri. Ashokrao Mane

Director
Dr. A. V. Deshmukh, M.E., Ph.D

President
Hon. Shri. Vijaysinh A. Mane

Ref. No. :

Date :

Career Advancement Scheme Policy (CAS)

1. Introduction

The Career Advancement Scheme (CAS) is designed to support the professional growth and development of faculty and staff members at Shri Balasaheb Mane Shikshan Prasarak Mandal's ASHOKRAO MANE GROUP OF INSTITUTIONS, Vathar Tarf Vadgaon, Kolhapur in Maharashtra. This policy outlines the guidelines, criteria, and procedures for career advancement within the institute.

2. Objectives

The primary objectives of the Career Advancement Scheme are as follows:

- To encourage and reward excellence in teaching, research, and service.
- To provide opportunities for faculty and staff members to advance in their careers within the institute.
- To ensure transparency, fairness, and consistency in the career advancement process.

3. Eligibility

- All full-time faculty and staff members of Shri Balasaheb Mane Shikshan Prasarak Mandal's ASHOKRAO MANE GROUP OF INSTITUTIONS, Vathar Tarf Vadgaon, Kolhapur are eligible to participate in the Career Advancement Scheme.
- To be considered for career advancement, candidates must meet the following minimum eligibility:
 - A minimum of 05 years of service at the institute.
 - Demonstrated excellence in teaching, research, and/or service.

4. Career Advancement Categories

There are three categories for career advancement within the institute:

- Assistant Professor to Associate Professor
- Associate Professor to Professor
- Staff Career Progression (for non-faculty members)

5. Application Process

1. Eligible candidates must submit their applications for career advancement to the respective HODs by 31st May of every year.
2. Applications should include a comprehensive portfolio that highlights the candidate's achievements in teaching, research, and service.

6. Evaluation and Assessment

1. A Career Advancement Committee, appointed by the institute, will be responsible for evaluating and assessing the applications.
2. Evaluation criteria will include, but not be limited to, teaching effectiveness, research contributions, service to the institute and community, professional development, and leadership.

7. Promotion

1. Candidates who meet the eligibility criteria and are recommended for promotion by the Career Advancement Committee will be promoted to the next career level.
2. Promotion will be subject to the approval of the institute's governing body or authority.

8. Appeals

1. Candidates who are not satisfied with the outcome of the career advancement decision may submit an appeal to the Director within 15 days of receiving the decision.
2. The Appeal Committee/Authority will conduct a thorough review of the case and provide a final decision.

9. Career Development Support

1. Shri Balasaheb Mane Shikshan Prasarak Mandal's ASHOKRAO MANE GROUP OF INSTITUTIONS, Vathar Tarf Vadgaon, Kolhapur is committed to supporting the career development of its faculty and staff members. Support may include:
 - a. Financial assistance for attending conferences, workshops, and training programs.
 - b. Research grants and resources.
 - c. Teaching and mentoring opportunities.
 - d. Professional development and leadership training.
 - e. Study Leave for Higher Studies to upgrade qualifications

10. Review and Revision

This Career Advancement Scheme policy will be periodically reviewed and revised as needed to ensure that it aligns with the institute's goals and objectives.

11. Conclusion

The Career Advancement Scheme for Shri Balasaheb Mane Shikshan Prasarak Mandal's ASHOKRAO MANE GROUP OF INSTITUTIONS, Vathar Tarf Vadgaon, Kolhapur is intended to foster excellence and growth among its faculty and staff members. The institute is committed to providing opportunities for career advancement and professional development in a fair and transparent manner.

12. Implementation

This policy will take effect immediately and will be communicated to all faculty and staff members of Shri Balasaheb Mane Shikshan Prasarak Mandal's ASHOKRAO MANE GROUP OF INSTITUTIONS, Vathar Tarf Vadgaon, Kolhapur. The [Name of Responsible Department/Committee] will oversee its implementation and enforcement.



A handwritten signature in blue ink, appearing to be "Ajay V. Deshmukh".

(Dr. Ajay V. Deshmukh)
DIRECTOR
SHRI BALASAHEB MANE SHIKSHAN PRASARAK MANDAL'S
ASHOKRAO MANE GROUP OF INSTITUTIONS
Vathar Tarf Vadgaon, Tal. Hatkanangale
Dist. Kolhapur - M.S. 416112

Faculty Appraisal Performance & Development System

The Institute has implemented a mandatory Performance Appraisal System for evaluating faculty performance in teaching, research, and their responsibilities within the higher authority. This system utilizes a confidential report method, which consists of three parts. The first part is completed by the faculty members themselves, the second part is filled out by the respective Head of Department, and the third part contains decisions regarding monetary benefits, which are sanctioned by the Director and Management.

To initiate the appraisal process, the Head of the Department provides the appraisal form to each faculty member, who is responsible for filling out the first part. Once the first part is completed by the faculty, the Head of the Department proceeds to fill out the second part. Subsequently, the confidential report is submitted by the respective Head of Department to the Management, followed by a review by the Director of the Institute.

The first part of the confidential report collects detailed information, such as subjects taught, semester-wise feedback, and University results. Faculty members are also required to report their contributions to journals, workshops, conference publications, as well as any additional responsibilities held within the department, efforts taken for student achievements, and any appreciation letters received.

The second part of the confidential report employs a measurement scale, including categories such as Excellent, Very Good, Good, Satisfactory, and Unsatisfactory. Parameters considered in this section encompass Performance, Leadership Abilities, and Contribution to the system, and the ability to take initiative. The Head of the Department assigns appropriate ratings for each faculty member and provides recommendations regarding increments. If a faculty member is not recommended for an increment, specific reasons must be noted in the remarks section of the appraisal.

The third part of the confidential report determines whether the faculty member is recommended for a regular increment, an additional increment, or is not recommended for any increment at all. The Management of the Institute makes decisions regarding monetary benefits based on performance and the recommendations provided by the Head of the Department.



(Dr. Ajay V. Deshmukh)
DIRECTOR

SHRI BALASAHEB MANE SHIKSHAN PRASARAK MANDAL'S
ASHOKRAO MANE GROUP OF INSTITUTIONS
Vathar Tarf Vadgaon, Tal. Hatkanangale
Dist. Kolhapur - M.S. 416112