INTERNAL QUALITY ASSURANCE CELL (IQAC)

POLICY DOCUMENT

CAS POLICY

ISO 9001:2015   AICTE-CII: GOLD Category Institute   NAAC-'A' Grade Institute (CGPA: 3.19)   NIRF-2024 Rank Band : 201-300

KAKATIYA INSTITUTE OF TECHNOLOGY & SCIENCE
Opp : Yerragattu Gutta, Hasanparthy (Mandal), WARANGAL - 506 015, TELANGANA, INDIA
काकतीय प्रौद्योगिकी एवं विज्ञान संस्थान, वरंगल - ५०६०१५, तेलंगाना, भारत
కాకతీయ సాంకేతిక విజ్ఞాన శాస్త్ర విద్యాలయం, వరంగల్ – ౫౦౬ ౦౧౫ తెలంగాణ, భారతదేశము
(An Autonomous Institute under Kakatiya University, Warangal)
(Approved by AICTE, New Delhi; Recognised by UGC under 2(f) & 12(B); Sponsored by EKASILA EDUCATION SOCIETY)

Estd: 1980
KITSW

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CAS Policy

A "CAS policy document" refers to a document outlining the Career Advancement Scheme (CAS) for faculty members, which details the rules, eligibility criteria, and procedures for promotions within the institution.

I.   PURPOSE

To provide a structured framework for faculty promotions, ensuring fairness and transparency in the process.

Kakatiya Institute of Technology & Science (KITS), Warangal is committed to recognizing and rewarding outstanding performance and contributions of its faculty. The purpose of this Career Advancement Scheme Policy is to provide a framework for advancing employees to higher positions or grades, based on their merit, performance, and potential.

II.   SCOPE

This policy applies to all regular full-time faculty of KITS, Warangal, except for those in probationary or temporary positions.

III.   OBJECTIVES

The objectives of this Career Advancement Scheme Policy are:

- To provide opportunities for career growth and development

- To recognize and reward outstanding performance and contributions

- To attract, retain, and motivate high-performing employees

- To ensure fairness, transparency, and equity in the advancement process

IV. ELIGIBILITY CRITERIA

- Meet the minimum qualifications and requirements for the higher position or grade.

- Minimum years of service in a specific academic level.

- Have completed the required probationary period.

- Satisfactory or good performance in annual performance assessment reports.

- Demonstrate potential for growth and development.

- Other requirements as specified by the institution or regulatory bodies like AICTE or UGC.

V. PROMOTION LEVELS:

Typically outlines the different faculty ranks:

- Assistant Professor,

- Associate Professor,

- Professor and

- the criteria for moving between them.

VI. PROMOTION PROCEDURES:

Details of the steps involved in applying for promotion, including the required documentation, assessment criteria, and selection committee processes is given.

The advancement process shall consist of the following steps:

1. *Identification of Vacancies:* The Heads of the Departments and Dean, Academic Affairs, shall identify vacancies in higher positions or grades. Dean, Academic Affairs shall take approval from Principal and Management. Forward the vacancy to the Internal Quality Assurance Cell (IQAC) office of the Institute.

2. *Call for Applications:* The IQAC of the Institute shall invite applications from eligible employees.

3. *Evaluation of Applications:* A Selection Committee shall evaluate applications based on the eligibility criteria and selection criteria.

4. *Interviews:* Shortlisted candidates shall be invited for interviews.

5. *Selection:* The Selection Committee shall select the best candidate for the position.

6. *Approval:* The selection shall be approved by the competent authority.

VII. SELECTION CRITERIA

The selection criteria shall include:

- Academic qualifications and relevant experience
- Performance record and achievements
- Potential for growth and development
- Leadership and management skills
- Communication and interpersonal skills

VIII. MONITORING AND REVIEW

The Advancement Scheme Policy shall be monitored and reviewed annually by the IQAC of the institute. Guidelines or regulations from bodies like the All India Council for Technical Education (AICTE) or the University Grants Commission (UGC) shall be considered.

Take approval from the Academic Advisory Committee (AAC) and get ratified in Governing Body (GB) Meeting.

IX. REVIEW AND AMENDMENT:

This policy may be amended or updated at any time, with the approval of competent authority.

By implementing this Career Advancement Scheme Policy, KITS, Warangal aims to recognize and reward outstanding performance and contributions, provide opportunities for career growth and development, and attract, retain, and motivate high-performing employees.