

MAHER – CAREER ADVANCEMENT POLICY

Doc No: MAHER/CAP/SOP/01

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Preamble

Career advancement of the remarkable employees within an organisation is the process by which the organisation rewards and encourages the use of the ingenious skill sets of those employees along with their ambition and grit, to achieve higher career goals and embark on more challenging job opportunities. The employees who receive honours and awards in various fields are motivated to excel further by felicitating them with honours and rewards by the organisation. The ability of an employee to envision their professional end goal and put into substantial efforts to materialise them leads to opportunities in career development. It avoids mediocrity and boredom at work and provides the achievers with job satisfaction, better livelihood and a boost to their self-esteem. Meenakshi Academy of Higher Education and Research (MAHER) make use of this mindset and provides their outstanding employees with a rewarding work atmosphere within the institution, so as to allow those employees to excel and move further ahead within their organisation itself. This ensures a mutual benefit to the organisation as well as the individual employee goals.

MAHER recognises the importance of supporting its outstanding staff and providing them with opportunities for further development in their specific fields and areas of interest. MAHER is committed to hire the brightest and the most dedicated set of staff, reward them for their achievements and provide them with resources to further uplift and advance their career within the institution with a goal of retaining them to achieve the organisational mission and take it to higher standards.

The career advancement policy of MAHER and the purpose, scope, objectives and guidelines that are detailed in this Standard Operating Procedure shall provide assistance and operational guidelines for facilitating the employees with career development options to help the employees as well as the institution to reach and sustain a level of excellence.

1. Purpose

Prepared By: Dr. Prottyusha Guha Biswas, MADC

Verified By: Dr. B. Sivapathasundharam, Pro VC, MAHER

Approved By: Dr. RS Neelakandan
Vice chancellor, MAHER



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The purpose of this Career advancement Policy and Guidelines documented in this Standard Operating Procedure is to provide guidance for the design and development of the policy for the high achieving employees of MAHER and its constituent colleges.

This procedure shall provide the scope, overall framework, rules and regulations within which the career advancement policy activities will be performed.

2. Scope

This is a MAHER wide policy and implementable across all disciplines of MAHER and its constituent colleges.

3. Objectives

- Providing the awadees with opportunities and resources to encourage perpetual learning and growth.
- Developing potential employees for leadership position within the organisation.
- Conducting various professional and technical courses to uplift and equip the prodigies with newer challenges.
- Appraising the employees with distinct achievements and contributions in various fields.
- Formulate strategies to retain those valuable employees within the organisation.
- Streamlining the administrative functioning of the career development issues of MAHER.
- Forming career development committees in various disciplines of MAHER.

4. Custodian of Policy

This Career advancement Policy shall be implemented by the MAHER Career development Committee (CDC) headed by the Vice Chancellor of the university to advise, guide and

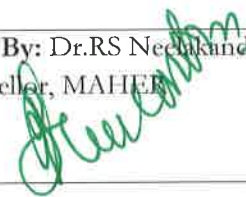
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supervise matters related to advancement of career of employees who have remarkable achievements in various fields.

The responsibility for effective implementation and updating of the Policy shall be carried out by the CDC from time to time in compliance with the decisions of the board of management of MAHER.

5. Career advancement Policy and Procedure/Guidelines

1. MAHER devises an annual career development plan for the notable faculty members in discussion with the staffs, HOD and the management.
2. MAHER periodically evaluates the career path and progress of its notable employees.
3. MAHER conducts professional development programs and courses to help its extraordinary employees learn further advanced nuances in their respective fields.
4. MAHER gives the faculty members with notable organisational or external achievements, their due credit and recognition according to their degree of achievement.
5. Rewards in the form of one time **cash prize, medals, plaque or certificates** are awarded to faculty members with innovative patents/copyrights; publications in high valued journals/ reputed journals/ scientific presentation awards in various conferences.
6. Faculties with significant academic and research activities are preferred for **promotion or increment in salary**, as recommended by the CDC.
7. Faculties voted by the students/parents/peers as best teacher/mentor are honoured with a **certificate/medal/plaque** as an act of appreciation and motivation.
8. Women scientists undertaking impactful research work, drawing in research grants from governmental or private bodies, are recognised and rewarded accordingly.
9. Faculties having a distinct record of achievement in district /state/ national/ international level in the fields of sports, athletics or cultural activities are honoured by the university according to their rank and degree of achievement.

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10. Faculty who contribute significantly in any form of social service/ philanthropical activities or noble acts such as organ donation, flood relief work etc are rewarded and acknowledged appropriately by MAHER.
11. Long serving faculty members who are showing immense dedication in service are awarded with **medals and certificates** as deserved, on college day/university day/teacher's day.
12. Sincere and capable faculty with administrative and managerial potential are recognised and trained accordingly to embark on higher administrative positions within the institution.
13. Faculty with special training and expertise in a certain field are promoted by MAHER by providing them with resources to conduct appropriate workshops/courses/programs within the institution. This not only benefits the staff members by bringing in their due credit and popularity but also draws in revenue to the institution.
14. MAHER grants sabbatical to its promising faculty members for pursuing higher studies/value added courses from distant/abroad universities.
15. MAHER provides opportunities and resources for nurturing novel ideas, innovative concepts and startups, to its staff members with significant academic achievements and accolades.
16. MAHER conducts meetings with the awarded and rewarded staff members periodically to review their growth and also to enquire about their requirements in terms of resources and infrastructure, for carrying out their desired projects smoothly .

6. Career Advancement Policy Governance

The overall management of career advancement activities for the outstanding employees are coordinated by the CDC. This committee comprises of members of human resource team, Head of the Departments from all constituent colleges of MAHER, representative from the technical team of MAHER and a career counsellor. The policy will be updated and revised from time to time by the committee in discussion with the Board of Management of MAHER.

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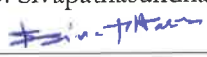
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Each Institutional Career development committee is coordinated by Head of the constituent colleges or the nominations from each Institute.

To suffice, MAHER is committed to prepare its asset employees to adapt and thrive in the continually changing educational and working design of today's world, furnish them to take up newer challenges as faced by the university and ensure to preserve the status of excellence of its brand at all times.

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