

Non-Teaching Staff Promotion Policy

The promotion policy for non-teaching staff at Mahindra University is designed to offer career advancement opportunities that are merit-based and aligned with individual performance, skills, and experience. This policy ensures that career growth aligns with Mahindra University's strategic goals.

Non-Teaching Staff Growth path:

The growth path for the non-teaching staff is designed to provide clear progression opportunities recognizing their contributions and fostering career development within the University.

- Head of the Department
- Senior Manager
- Manager
- Deputy Manager
- Assistant Manager
- Jr. Manager
- Associates/Sr. Associate (Contract Roles)

Eligibility criteria:

- The Promotion policy is applicable to all confirmed full-time employees of the University, including administrative, technical, and other non-academic roles.
- An employee must complete a minimum of 3 years of continuous services in their current position to be eligible for the promotion, unless exceptional performance permits early consideration for promotion.
- Employees must meet the required educational and professional qualifications for the promotion and have positive performance appraisals.

Promotion Procedure for Non-teaching staff:

- Eligible non-teaching staff must submit the duly filled self-assessment form along with a cover letter addressed to the Vice-chancellor to their respective Head of the Department/Reporting manager.
- HOD/Reporting manager will review each promotion form, provide feedback, countersign it, and submit it along with the supporting documents to the HR Department.
- Based on feedback from the HOD/reporting manager, the selection panel will shortlist the promotion applications for the interview process.
- The promotion committee will determine the list of applicants to be invited for the interview.

- Shortlisted applicants will be invited to attend in-person interview with the promotion committee, which consists of Vice Chancellor, Dean and HOD/Reporting manager.
- The interview date and time will be given to the applicants via email from the HR Department.
- Applicants will be informed of the final decision post-interview via official communication from the HR Department.
- All documents submitted will be handled with confidentiality and reviewed only by the authorized individuals involved in the promotion process.

This policy will be applicable till further review by the Vice Chancellor as feels fit from time to time.