

# **INTERNAL PROMOTION SCHEME (IPS)**



**INDIAN INSTITUTE OF FOREIGN TRADE**

**(A Deemed to be University u/s 3 of UGC Act, 1956)**

## General points

1. Any faculty member who feels himself/herself eligible for consideration for promotion under IPS may apply 3 months prior to his/her date of eligibility. There may not be any notifications inviting applications for promotion under IPS.
2. Any faculty member would be considered for promotion to the next stage only after being confirmed in the Institute on successful completion of the specified probation period.
3. Past experience may be counted as per clause 10.0 of UGC Regulations 2010, subject to the condition that the teaching/ research experience in previous organization(s) are comparable/equivalent to that at the Indian Institute of Foreign Trade. Equivalent of past experience will be at the discretion of the External Expert Selection Committee at the time of initial appointment at Indian Institute of Foreign Trade. The benefit of past experience which was not recognized by the External Expert Selection Committee at the time of initial appointment will not be considered for subsequent appointments/ promotions at the Indian Institute of Foreign Trade.
4. The period of Post Doctoral Fellowship (PDF) prior to joining the IIFT as Faculty shall be considered for fulfilment of total years of experience for moving in to the next higher grade limited to ½ of the duration of PDF.
5. Service as Associate Lecturer, Research Fellow, Research Associate, Teaching Assistant, Teaching cum Research Fellow etc. shall not be counted as past experience for promotion under IPS. Also, past service other than as Lecturer/Assistant Professor/ Associate Professor or in any equivalent grade (PB III or above) shall not be counted.
6. The date of eligibility for IPS promotion shall be the date of submission of the IPS application by the candidate or the date on which the candidate fulfils the required eligibility conditions mentioned in the IPS guidelines and found eligible for promotion by the Selection Committee, whichever is earlier.
7. When a teacher allowed career advancement leaves the Institute or superannuates, the vacancy thus arisen shall be filled up at the original/substantive level position /cadre occupied by the teacher before career advancement in the manner prescribed in the Statutes.
8. All other teaching positions falling vacant in the Institute and all new posts created as a result of starting new schemes/projects or sanctioned by Government shall continue to be filled up in accordance with the procedure laid down in the Bye laws.
9. The inter-se seniority of a direct recruit shall be determined with reference to the date of joining and for the teachers promoted under IPS with reference to the date of eligibility/promotion as indicated in the recommendations of the selection committee of the respective candidates. The rules and regulations of the **UGC/AICTE/Central Govt./respective State Government, as applicable, shall apply for all other matters of seniority in case of any ambiguity.**
10. Notwithstanding anything contained in this Policy, the period of extra ordinary leave availed of by a teacher on personal grounds shall not qualify for placement in Senior Scale or promotion to the next post. The treatment of different kinds of leave shall be as under:

- a. If anybody avails of Study Leave and this leave period falls within the assessment period the average scores basing on the performance before proceeding on such leave may be allotted. However, if any Academic contributes to any activities listed under the categories I, II and III, they may also gain scores for those specific activities as prescribed.
  - b. In case of teacher who is granted Extra Ordinary Leave to take up outside employment, they may (i) either have the average scores of their performance before proceeding on such leave or (ii) may be allowed to carry forward the scores acquired during their outside employment for which the Extra Ordinary Leave is granted.
11. Candidates who do not fulfil the minimum score requirement under the API scoring system proposed in the Policy or those who obtain less than 50% in the expert assessment of the selection process will have to be re-assessed only after a minimum period of one year from the date of failure in assessment. The date of promotion shall be one year from the date of last assessment in case of successful re-assessment by the Selection Committee.

**Currently, IIFT follows the IIM pay structure as follows:**

<b>S.No</b>	<b>Level</b>	<b>Start Salary Structure Basic + Grade Pay (GP) :Rs</b>	<b>Remarks Corresponding State under IPS</b>	<b>As per 7<sup>th</sup> Pay Commission</b>
1	Assistant Professor	30000 + 8000 Pay Band 3	Stage 2	101500-167400 Level 12
2	Assistant Professor	37400 + 9000 Pay Band 4 37400-67000	Stage 3	131400-204700 Level 13A
3	Associate Professor	42800 + 9500 Pay Band 4 37400-67000	Stage 4	139600-211300 Level 13B
4	Professor	48000 + 10500 Pay Band 4 37400-67000	Stage 5	159100-220200 Level 14A

This pay structure has been taken into account to devise the Internal Promotion Scheme (IPS)

## **STAGE -1 – ENTRY STAGE**

### **ASSISTANT PROFESSOR IN THE PAY BAND III**

**(AGP of Rs. 7,000/-) Level 11**

## **PROMOTION STAGES**

### **MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION UNDER CAREER ADVANCEMENT SCHEME (IPS)**

#### **STAGE -2**

#### **A. PROMOTION FROM STAGE-1 TO STAGE-2 OF ASSISTANT PROFESSOR IN PAY BAND III**

**(INCREASE IN AGP FROM Rs. 7,000 TO Rs. 8,000/-) Level 12**

#### **SERVICE REQUIREMENTS\***

Assistant Professor having completed service of **FOUR** years in Stage-1.

#### **MINIMUM ACADEMIC PERFORMANCE REQUIREMENTS AND SCREENING / SELECTION CRITERIA**

1. Minimum Academic Performance Indicator (API) scores using the Performance Based Appraisal System (PBAS) scoring proforma developed by IIFT.
2. Screening cum Verification process for recommending promotions.

#### **STAGE 3 (Level 13A)**

#### **B. FROM STAGE-2 TO STAGE-3: PROMOTION FROM ASSISTANT PROFESSOR (STAGE-2) TO ASSISTANT PROFESSOR (STAGE-3) TO MOVE INTO THE PAY BAND IV**

**(INCREASE IN AGP FROM RS. 8,000 TO RS. 9,000/-)**

#### **SERVICE REQUIREMENTS\***

Assistant Professor having completed service of **FOUR** years in Stage-2.

#### **MINIMUM ACADEMIC PERFORMANCE REQUIREMENTS AND SCREENING / SELECTION CRITERIA**

1. Minimum API scores using the PBAS scoring proforma developed by IIFT.
2. At least **one** publication in UGC/Scopus/ABDC journal during Stages 1-2 of service.
3. Screening and verification for recommending promotions.
4. Selection committee selects the candidates through an interview.

#### **STAGE -4 (Level 13B)**

#### **FROM STAGE-3 TO STAGE-4: PROMOTION FROM ASSISTANT PROFESSOR (STAGE-3) TO ASSOCIATE PROFESSOR (STAGE-4) IN THE PAY BAND IV OF**

**Rs. 37,400-67,000 WITH AGP OF Rs. 9,500/-  
(INCREASE IN AGP FROM Rs. 9,000 TO Rs. 9,500/-)**

#### **SERVICE REQUIREMENTS\***

Assistant Professors having **FOUR** years of completed service in Stage 3 shall be eligible for AGP of Rs 9,500/-

MINIMUM ACADEMIC PERFORMANCE : REQUIREMENTS AND SCREENING / SELECTION CRITERIA

1. Minimum Academic Performance Indicator (API) scores using the Performance Based Appraisal System (PBAS) scoring proforma developed by IIFT.
2. At least **four** publications as Assistant Professor in UGC/Scopus/ABDC journals during Stages 1-3 of service.
3. Screening and verification for recommending promotions.
4. Selection committee selects the candidates through an interview.

**STAGE -5 ( Level 14A)**

**FROM STAGE-4 TO STAGE-5:PROMOTION FROM ASSOCIATE PROFESSOR  
(STAGE-4)TO PROFESSOR (STAGE-5) IN THE PAY BAND IV OF  
RS. 37,400-67,000 WITH AGP OF RS 10,500/-  
(INCREASE IN AGP FROM RS. 9,500 TO RS. 10,500/-)**

SERVICE REQUIREMENTS\*

Associate Professors having **FOUR** years of completed service in Stage 4 shall be eligible for higher AGP of Rs 10,500/-.

MINIMUM ACADEMIC PERFORMANCE : REQUIREMENTS AND SCREENING / SELECTION CRITERIA

1. Minimum Academic Performance Indicator (API) scores using the Performance Based Appraisal System (PBAS) scoring proforma developed by IIFT.
2. At least **eight** publications in UGC/Scopus/ABDC journals during Stages 1-4 of service.
3. Screening and verification for recommending promotions.
4. Selection committee selects the candidates through an interview.

**MINIMUM API POINTS\* FOR PROMOTION OF IIFT FACULTY UNDER IPS**

	<b>Category</b>	<b>From Stage-1 to Stage-2</b> (From AGP Rs. 7000 to Rs. 8000) <b>Entry Stage</b>	<b>From Stage-2 to Stage-3</b> (From AGP Rs. 8000 to Rs. 9000)	<b>From Stage-3 to Stage-4</b> (From AGP Rs. 9000 to Rs. 9500)	<b>From Stage-4 to Stage-5</b> (From AGP Rs. 9500 to Rs. 10500)
I	Teaching Learning, Evaluation related activities (Category-I)	80/year	75/year	70/year	70/year
II	Co-curricular, Extension and Professional Development related activities (Category-II)	70/ last 4 years	70/last 4 years	70/ last 4 years	70/ last 4 years
III	Research and Academic Contributions (Category III)	70/ last 4 years	100/ last 4 years	120/ last 4 years	140/ last 4 years
II+III	Minimum average score under Categories II+III**	160/ last 4 years	190/ last 4 years	220/ last 4 years	230/ last 4 years
		Entry Stage	Promotion by Fulfilment of minimum API scores + Comprehensive Assessment by Selection Committee		

**\*API points calculated as per the software developed by Indian Institute of Foreign Trade from the year 2013-14 onwards.**

**\*\* Faculty may score the balance of points from either Category II or Category III to achieve the minimum score required under Category II+III**