

CAREER PROGRESSION POLICY DOCUMENT FOR M P BHOJ OPEN UNIVERSITY

1. **Introduction** The Career Progression Plan is a comprehensive policy designed to provide employees of M P Bhoj Open University with a structured framework for professional growth, development, and advancement within the organization. This policy aims to create a supportive environment that encourages excellence, continuous learning, and personal development. The Career Progression Plan is applicable to all employees and will be administered by the Human Resources department.

2. **Objectives** The key objectives of the Career Progression Plan are as follows:
 - To recognize and reward employees' contributions and achievements.
 - To ensure that career advancement is based on merit, skills, and performance.
 - To foster a culture of continuous learning and development.
 - To provide a clear roadmap for career growth opportunities within the organization.
 - To enhance employee motivation and job satisfaction.

3. **Eligibility Criteria** To be eligible for career progression within MPBOU, employees must meet the following criteria:
 - Satisfactory completion of the probationary period (if applicable).
 - Demonstrated competence in their current role.
 - Consistent adherence to the university's code of conduct and ethics.
 - Positive performance evaluations based on set performance indicators.
 - Participation in relevant training and professional development programs.

4. **Career Progression Paths** MPBOU recognizes multiple career progression paths, each tailored to specific job roles and levels. These paths may include, but are not limited to:
 - Academic Staff: Assistant Professor, Associate Professor, Professor.
 - Administrative Staff and Ministerial Staff: Junior Assistant, Senior Assistant, Administrative Officer.

5. **Performance Evaluation** Performance evaluations will be conducted regularly to assess an employee's suitability for career progression. Evaluations will consider factors such as job performance, collaboration, leadership skills, and adherence to the university's values. Feedback from peers, subordinates, research work, publications, projects, (in the case of academic staff) may also be considered.

7. Promotion Process The promotion process will be carried out as follows:

- University will announce the availability of promotion positions and the eligibility criteria.
- Employees who meet the eligibility criteria may apply for the promotion within the specified timeframe.
- A Promotion Review Committee, comprising senior officials and subject matter experts, will assess each candidate's suitability based on performance evaluations, qualifications, experience, and potential for higher roles.
- The committee's recommendations will be forwarded to the appropriate authority for final approval.
- Successful candidates will be informed of their promotion and the associated changes to their roles and benefits.
- Career advancement scheme for upgradation of pay scale and promotion of teaching staff as per University Grants Commission Regulation will be implemented.

8. Grievance Mechanism In case of any disagreement or dispute related to career progression decisions, employees have the right to appeal. A grievance mechanism will be established to address such concerns promptly and fairly.

9. Communication and Transparency MPBOU will ensure transparency in the career progression process by regularly communicating updates, opportunities, and policy changes to all employees. Employees will be kept informed of their progress and areas for improvement throughout their tenure.

10. Review and Amendments This policy will be subject to periodic review to ensure its effectiveness and relevance. Amendments may be made by the appropriate authorities to align the policy with the university's evolving needs and objectives.

Conclusion The Career Progression Plan at M P Bhoj Open University is designed to encourage the professional growth and development of employees. By promoting a culture of excellence and continuous learning, MPBOU aims to create a talented and motivated workforce capable of contributing to the university's success and its mission of providing quality education to all.