STAFF DEVELOPMENT POLICY

1.	Title of the Policy	Staff Development Policy
2.	Policy Number	APC/POLICY/01
3.	Brief Description of the policy	This policy promotes organized learning and development activities and results in periodic upgrading of all the teaching and non-teaching staff prepares them for future growth.
4.	Drafting	IQAC
5.	Policy applies to:	All staff members inhering administrative, namely Principal, Vice-Principal, Coordinator of the IQAC, CEO, Assistant Professor, Associate Professor and Professors and the non-teaching staff members.
6.	Effective from the Date:	September 2019
7.	Approved by:	IQAC and PDEA Management
8.	Responsible Authority	Principal
9.	Monitoring Authority	Management
10.	Last Reviewed/Updated	Will be reviewed after four years
11.	Reason/Objective of the policy	To update the knowledge of the staff in the is relevant fields, in technology, in administration, decision making role realization and also to boost their morale to contribute to the organization and stake holders.
12.	References for the policy	SPPU HRDC/UGC/SIET Management Staff Welfare Policy

Staff Development Policy

Introduction: The institution believes in the growth of an individual in the organization for superior positions (academic & administrative) and commits itself for the career development of its HR.

Purpose:

- To strengthen professional competency
- To prepare the staff to use the Latest teaching pedagogy and not lag behind
- To fulfil the expectations of the students and other stakeholders
- To provide scope for develop to strive towards e-content QI
- To march towards excellence

Process Owner

IQAC Coordinator / Principal

Policy

- To update the knowledge of the staff in their core subject and pedagogy with evolving trends/progression/paradigm shift.
- To improve teaching with new methods of teaching, new examination methods, and enable substantial growth in research by giving/creating avenues such as hands-on-training /workshop/seminar/certificate programs/hands out-material/knowledge sharing, /online module(MOOC).
- To meet the needs of the teaching-learning processes, which are evolving with the change in the systems.

Process

- Identification of the area of development
- Determining the resource required
- Aligning with appropriate agency
- Motivating the staff to understand the need
- Initiating the Program
- Adopting the feasible change
- Implementation of new techniques

Encouragement of faculty: This policy encourages and provides finances for participation in, staff enrichment programs, Management Development programs. With the objective of upgrading their skills, knowledge and attitude.

Deputation to represent the institution for Research Paper Presentation:

To encourage employees to attend seminars/conferences to present papers Expenses incurred are subject to reimbursement Provisions.

Organizing seminars, conferences, FDPs/FEPs/PDPs:

The institution encourages the IQAC/ Academic Departments to organize seminars, conferences, FDPs and FIPs with institutional funding and encourages them also to raise additional funds.

Research and Development: The Research and Development Cell facilitate provision of seed capital for research and development activities.

Sponsored Research: Staff is encouraged to avail sponsored research, from the government and non-governmental agencies or other institutions. Provisions in the form of relaxation of duties are made to complete such projects on time.

Learning from the field: Every staff is encouraged to enrich their knowledge from the industry/field by spending required time with the external organization. The benefit of OD or paid leave will be given.

Permission for Higher Studies: To support members for pursuing higher studies in the relevant fields of study and as per the requirements of the institution in India or abroad, upon successful completion the candidate shall work for the institution for a stipulated period of time.

Participation in International Seminars / Conferences: The members are encouraged to attend international seminars/ conferences and apply for the fund embarked for it annually.

Sub Policy- The institution has devised non-Teaching staff development policy.

Purpose:

To enable them to pursue a long-term career in the institution, the institute has devised various development activities that all employees can undertake to raise their performance and achieve their career goals.

Non-teaching staff development policy statement

To re-equip the non-teaching staff with desired skill set and knowledge to rejuvenate their attitude with motivating sessions to cope up with the changing administrative/technical requirements in Higher Education, to adopt the change for effective functioning, to integrate with work life balance by providing in-house training and workshops for suitable employees by professional trainers and institutes

Process/Procedure:

Training: This institute believes in consistent training of all the staff members for the development of their knowledge, skills and attitude required for performing their job roles effectively.

TN assessment: The non-teaching staff training needs are assessed based on superiors' reports and through observations on their performance.

Conducting Training: Training as identified and designed may be conducted either internally or externally and also both by internal and external trainers/ facilitators.

Training Evaluation: Every training program shall be evaluated through feedback in order to know the effectiveness of it and its usefulness at the workplace.

Training after promotion in designation: Every non-teaching staff shall be sent for training after promotion in order to help him/her cope with new roles.

Job rotation as training: The non-teaching staff is trained with versatile skills by rotating them in work positions to help them experience a variety of tasks resulting in motivation.

Principal
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