



Faculty & Staff Development Policy

**Govt. Holkar
(Model Autonomous)
Science College,
Indore (M.P.)**



Version : 2.0



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Principal

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FOREWORD

Teachers and faculty are the heart of the learning process and therefore their continuous professional development, positive working environments and service conditions are very essential for efficient teaching-learning environment.

Extensive use of technology in teaching and learning methods during COVID and post COVID period has ushered a new era, where digital up gradation has been inevitable for all. The implementation of National Education Policy (NEP-2020), is going to transform education from Teacher-centric to Learner-centric.

To face the challenges of the changing scenario, the faculties and the staff have to be adept themselves with the newer methods of curriculum designing and delivery methods, adopting innovative pedagogies, assessment methods. A quantitative and qualitative enhancement of their abilities can only fulfil the delivery of inclusive and equity based quality education as envisaged in SDG-4 for quality education.

Thus, this policy aims at training the faculty and staff of the institutions to newer and innovative methods of teaching and learning, and their academic, research and administrative upgradation.

Dr. Suresh T. Silawat
Principal

Vision and Mission of the Institute

Vision:

To make our youth the torch-bearer of knowledge, and to continue the rich legacy of imparting scientific education and groom them on an intellectual, social and humane platform.

Mission:

- To create an innovative ecosystem for the promotion of scientific temperament.
- To enrich the academics with state-of-the art technology and innovation at par with the global standards.
- To impart Skill-based training relevant to local and global needs.
- To develop a well-groomed and empowered youth.
- To nurture a socially responsible and value-driven generation.

FACULTY & STAFF DEVELOPMENT POLICY

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“Equity of access to professional development opportunities”

FACULTY & STAFF DEVELOPMENT POLICY

Among the foundation principles of the National Education Policy 2020, that regards “teachers and faculties as the heart of learning process - their recruitment, continuous professional development, positive working environments and, service conditions. Also, the working efficacy of the supporting-staff of the institution is required to be continuously upgraded as per the needs of NEP-2020 and other requirements. Therefore, Govt. (Model, Autonomous) Holkar Science College, Indore has come up with a mandatory policy, “Faculty & Staff Development Policy” for their professional enrichment.

Preamble

This policy document is recognized as “**Faculty & Staff Development Policy**” of the Government Holkar (Model, Autonomous) Science College, Indore, MP. This policy acknowledges FSDP as a framework to encourage and support opportunities for their enrichment and continuous learning and is applicable to all the teaching and non-teaching staff of the institution.

Introduction

Future success of any institution depends on its faculties and supporting-staff, which in turn are reliant on knowledge, skills, expertise, and motivation. Training and development are ongoing and organised processes. Every teacher should be given a sense of professionalism, excellence, drive, and motivation during the training process. All other professions are taught by the professional known as the teacher. Therefore, a faculty development programme is crucial to achieving any organization's long-term objectives. The institution has created a policy in this regard to encourage and support the institution's faculties for ongoing enhancement of the profile of the faculty and staff.

Objective & Goals

The main objective of this policy is to build a platform for innovation and educational leadership according to the vision of NEP-2020 and to boost faculty profiles and prepare them to compete with the best in this field. To promote academic staff indulged in teaching and learning activities academic staff exchange, teaching and learning support and programmes, research supervision and support, conducting research or project work, participating in internal or external committees or in institutional governance, and coaching and mentoring programmes are some examples of academic development programmes that should place a focus on scholarly activities. The support-staff associated with them should also be continuously informed and rigorously trained for the

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abovementioned activities to have a robust mechanism for implementing them.

To achieve qualitative and quantitative reforms in the institution's teaching-learning processes and related pedagogies for both undergraduate and post-graduate students, the institution has set the following goals:

1. To plan and Conduct faculty & staff development training regularly for enriching their capabilities.
2. To educate faculties about innovative ideas in instruction and evaluation.
3. To create an environment that is conducive for inclusive and equity based teaching & learning with innovative ideas and skills needed to be a competent and successful mentor, administrator, teacher, and researcher.
4. To develop and offer faculty chances to represent the institute on a variety of academic and non-academic forums.
5. To foster a culture of research in the institution that will inspire faculties to conduct and publish educational research.
7. To improve interpersonal relationships through effective communication.
8. To plan an Institutional-level faculty development programme.

Plan of Action:

- The Institution level Faculty & Staff Development Committee (FSDC), in collaboration with various department-level sub-committees, will ensure that the FSDC operates in a way that advances the aforementioned goals.
- Department Heads are responsible for implementing, monitoring and reporting on their staffs' Professional Development Plans.
- The FSDC will monitor & direct institutional departments to undertake faculty training programmes on a regular basis in order to improve educational technology skill of faculties: By regularly conducting FSDC, new faculties are onboarded and veteran teachers are refreshed.
- FSDC shall invite and include the experts/specialists in faculty and staff development from internal and/or external sources, in addition to the mandate of the relevant statutory norms for faculty development programme.
- Additionally, FSDC will hold training sessions aimed at improving faculty and staff member interpersonal communication abilities on a professional and personal level.
- The FSDC will encourage the faculty members of each component unit to take part in the numerous seminars, conferences, workshops, fellowships, educational programmes, etc. that are held both inside and outside of the institution.
- FSDC will help design policies for institution to finance faculty members for academic and scientific presentations at both the national and international levels.

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- The FSDC will encourage faculty members to enrol in various academic enrichment programmes and fellowships.
- FSDC will provide guidance and encouragement to institutional education units as they plan various academic and educationally focused workshops and programmes for postgraduate students.
- The FSDC is in charge of keeping track of all pertinent information, documentation, and records pertaining to faculty activities.
- At the conclusion of each academic year, FSDC is required to conduct an audit, write a report, analyse it, and submit it to IQAC.

Committee

Faculty & Staff Development Committee is an important constituent of the institution for effective implementation of the policy, especially, when new Education Policy-2020 had been launched by Department of Higher Education, Bhopal. The Committee has the following constitution:

1. **Chairman:** Principal
2. **Convener:** A Senior Faculty
3. **Members:** 2-3 faculties & Staff Members

Functions of the Committee

The Faculty and Staff Development Committee will meet regularly, to plan out and prioritise the development needs of their employees in alignment with organisational goals for smart and smooth initiation of NEP-2020, by training the faculties and staff regarding new and innovative pedagogies, so that they can guide the learners choosing their learning trajectories and programmes, and their own paths in life according to their capabilities and interests.

The committee will ensure equity of access for all employees when allocating resources for professional development.

Implementation

- To be eligible for taking part in the FDP & SDP the allowance, the employee must make a formal application and provide evidence that they are accepted / enrolled in an approved formal award course.
- It should be specifically recommended and forwarded by the Head of the Department, before processing through the office as per the govt. norms.

Amendments

- The Institute shall examine its Faculty & Staff Development Policy on a regular basis and amend it as necessary to comply with national policies and directives issued by competent apex bodies.
- Pertaining to any contradiction in any Policy of the Institution, the later revised policy will take precedence.

Publication of Faculty & Staff Development Policy

The Faculty and Staff Development Policy shall be widely publicized among the Institute's stakeholders with all the possible means, as well as prominently displayed on the Institutional Website to attract the attention of concerned stakeholders.

Important Links:-

- https://www.education.gov.in/sites/upload_files/mhrd/files/NEP_Final_English_0.pdf
- https://www.ugc.ac.in/pdfnews/7156840_Guideline__FDP.pdf

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[Vasudhaiva Kutumbakam]

FINISHING GOAL



STARTING GOAL

Our SDG-2030 Goals Tree

कल्पवृक्षः



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