

ABES Engineering College, Ghaziabad

Policy for undergoing Faculty Development Programs

1. OBJECTIVE:

Any academic organization depends on the knowledge, skills, expertise and motivation of its human resources. Facilitating improved faculty performance in a variety of domains including institutional, intellectual, personal, social, and pedagogical helps in a better teaching –learning process. Development and training is a continuous and systematic process. The development process should necessarily be directed to give every Faculty a sense of professionalism, excellence and motivation. These developmental goals can be achieved by:

- providing Faculty members with opportunities to achieve maximum effectiveness;
- ensuring that employees develop their skills and capabilities to be able to work efficiently and respond rapidly to the changes in the teaching –learning process;
- improving performance of their present duties;
- Ensuring that the best use is made of the natural abilities and individual skills of all employees for the benefit of the organization and their career.

When faculty development is viewed as an ongoing need and carefully designed faculty development approaches can facilitate and create a culture that supports a thoughtful focus on teaching, while at the same time, nurture a sense of connectedness and collegiality across the organization that is vital to continuous innovation and improvement.

In adherence to meet the above objective, ABES EC has identified following areas to facilitate Faculty Development process:

1. Acquiring higher education
2. Membership of Professional Societies.
3. Professional Development Activities :
 - 3.1 Author or Co-author a Book in ABES or Outside ABES
 - 3.2 Paper published in Journal: International or National
 - 3.3 Paper published in Conference: International or National
 - 3.4 Paper published & presented in International and National Conferences/ Workshop / Seminar
 - 3.5 Attending Conference /Workshop/FDP/Summer Training /Winter Training
 - 3.6 Participation in Competition or Projects with/without Students.

2. PROCESS:

1. Acquiring higher education

ABES Engineering College encourages its Faculty members to pursue higher studies from Institute of repute and enhance their academic Qualification either on regular/part time/correspondence basis.

Whenever a Faculty member wish to pursue higher education (Ph.D.), it is initiated through proper channel (HR department) for approval and grant of Study Leave by the concerned authority through Form No. – ***“E-14 Application to Pursue Higher Education ”***.

2. Membership of Professional Societies

When you join a professional community, you connect to large no. of technology and engineering professionals united by a common desire to continuously learn, interact, collaborate, and innovate. Such Membership provides you with the resources and opportunities you need to keep on top of changes in technology; get involved in standards development; network with other professionals in your local area or within a specific technical interest; mentor the next generation of engineers and technologists, and so much more. So, expand your personal network with colleagues who share your expertise and commitment.

ABES EC Faculty members are required to join at least two paid Professional Societies. It should be related to their work profile area. There are societies with both types of membership: Annual or Lifetime.

Since we want to grow together, ABES EC supports its Faculty members to join these communities by contributing in its membership fees. The Faculty member claim the cost for the membership fee of joining such societies as per the norms through form No.–***“E-20-Reimbursement Claim for Membership of Professional Societies”***

3. Facilitating Professional Development Activities

Faculty members undergo various Professional Development Activities other than enhancement of academic qualification either within ABES or outside after taking the approval of concerned authority through proper channel (HR Department) applying through Form No –***“E-12 - Application form for Permission to apply for Professional Development Activities other than enhancement of Academic Qualification”***

In order to motivate more and more Faculty members to undergo such activities, ABES EC contributes in the cost incurred and the Faculty members claim through form- ***“E-13-Reimbursement Claim after conclusion of Professional Development Activity”***

Policy for approval of Budget in case of travelling outside for any Professional Development Activity:

1. The criteria for College contribution in the case where Faculty members are travelling outside for any such activity will be as under:

- **International Conference/Seminar/Workshop/Summer & Winter School, etc.** - Budget up to Rs. 50,000/- in 3 years claimed by Faculty member will be approved.
- **National Conference/Seminar/Workshop/ Summer & Winter School, etc.** - Budget up to Rs. 10,000/- per year claimed by Faculty member will be approved.

2. Prerequisites to claim for approval of expenses:

- a) Conduct a knowledge sharing session in the College after attending the activity.
- b) This should be done maximum within 15 days of the activity attended.

(This helps in the enhancement of knowledge and experience of other Faculty members and thus also helpful in betterment of teaching-learning process of ABES EC as a whole)

- c) A brief report on the knowledge sharing session organized and attendance sheet is to be submitted along with E-13 Form after which only the claim will be processed.

NOTE:

- a) **The above norms will only be applicable to employees who are confirmed (i.e. Length of Service is at least more than a year).**
- b) **The final approval will be lying at the sole discretion of Management**
- c) **The Faculty member should continue at least for a year after obtaining the expense claim of attending any International conference.**

