GOVT. COLLEGE BICHHUA
DISTRICT-CHHINDWARA(M.P.)-480111

FACULTY & STAFF DEVELOPMENT POLICY

After consideration of the proposed draft of Faculty & Staff Development Policy formulated & forwarded by IQAC to the Principal vide its Note Sheet No. 29/IQAC, dated 30/03/2020 & after consideration of the suggestions given by the Staff Council of College, the Faculty & Staff Development Policy of the college is hereby approved as under: -

The Government College Bichhua is committed to the provision of learning and development for all its staff, to enable employees to fulfill their potential and support the College in achieving its strategic objectives. It is recognized that it is appropriate for an educational institution to be able to manage budgets allocated to the provision of learning and development for its staff. Academic staff are encouraged to consider not only relevant development in the areas of teaching and research but to also undertaking duties which are necessary for the effective running of the college, active engagement with colleagues and working collaboratively on projects to demonstrate and promote good citizenship among students.

STAFF DEVELOPMENT:

Staff development refers to a process that supports the development, engagement and retention of staff at the college. It refers not only to participation in the Refresher Courses and Orientation Courses designed by the Department of Higher Education, but also to online learning, taking on Major & Minor Research Projects, participation in conferences and any other activity which provides the opportunity to reflect and develop knowledge, skills, confidence and understanding.

ANNUAL MEETING OF IQAC

An annual meeting of IQAC is held at the start of every Academic Year usually in the Month of July in which objectives, plans and development are considered from both 'looking back' and 'looking forward' perspectives.

These include: -

1. Action Plan of the College

2. Annual Research Planning Meetings (ARPMs),

3. Self-Appraisal Meetings (SAMs) & Appraisal Discussions (ADs) for Staff,

4. Regular Development Discussions for Staff, Plans

5. Discussions on Teaching Plans/Teaching Plan

   Discussions (TPDs)

6.Discussion on objectives, challenges, successes and development.

7.Professional Development Programmes through organization of
SEMINAR/WEBINAR/WORKSHOP/CONFERENCE on
Advance Techniques of Pedagogy.

8. Capacity Building Programmes.

9. Computer Awareness Programmes (CAPs)

10.Stress Management Programmes.

OBJECTIVES:

The Staff Development policy aims to ensure the following:

1. That all staff are provided with development opportunities that help them maximize their contribution within their current roles and where possible are supported to develop their careers and maximize their learning potential;

2. That employee learning and development activities are linked to College or Department strategic objectives, at both institutional and local levels;

3. That the college utilizes and allocates local funds responsibly in order to support staff development activities to enable them to achieve their plans and priorities both in the immediate term and with a view to organizational resilience and future requirements;

4. That investment is focused on staff development where it can have the maximum impact on the success of the college and the motivation of staff;

5. That equality of opportunity and diversity is encouraged and supported through consistent and regular assessment, reporting and response to learning and development needs;

6. That staff are encouraged and supported to achieve relevant work-related qualifications where applicable;

7. That staff learning becomes part of the work culture and is integrated into their daily work.

SCOPE OF THE POLICY:

1. This policy applies to all members of staff members both Teaching & Non-Teaching Staff employed on a Regular or Contract Basis.

2. The Administrative Management & Performance Evaluation Cell of IQAC shall be responsible for providing Faculty Development Programmes (FDP) for staff development in the following areas:

   (1) Administrative leadership and management development

   Programmes

(2) Office Procedure & Administration

(3) Authority Obedience in Organization

(4) Organizational Behaviour

(5) Moral Values & Ethics in Organization

(6) Records Management

(7) Note-Sheet Writing & Drafting Skills

3. The Academic Promotions and Probationary processes as per Rules & Regulations of Department of Higher Education, Govt, of M.P.

4. Providing advice, guidance and feedback to staff regarding areas of development which need to be considered in order to meet the required promotions criteria, and probationary requirements;

4. Reviewing individual staff contributions,

5. Reviewing Faculty Profile at the start of New Academic Session to enlist the achievements made by the Staff in the previous year.

6. Ensuring a balance of responsibilities (including teaching, research, student support, administration and good citizenship as appropriate) which will support staff development and promotions prospects, whilst meeting the strategic needs of the school;

7. Assuring quality and standards of teaching and learning provisions by providing a regulatory framework.

8. Identifying the strategic learning needs of the organization and proposing appropriate plans to the Principal for approval.

9. Ensuring that mechanisms are in place to review the effectiveness of learning and acting upon results.

10. Ensuring that this Policy complies with the Staff Development Policy of the Department of Higher Education, Govt. of M.P.,

11. Ensuring that this policy has regard to best practice, and is reviewed regularly in line with the policy of Department of Higher Education, Govt. of M.P.;

12. Providing additional supporting documentation and training, to help support the principles of performance improvement and learning and development activities.

13. Ensuring that each member of staff has a at least one development discussion (in the Annual Self-Appraisal Meeting which is recorded within Staff Council in which development needs are evaluated against (a) their objectives in helping the College to achieve its objectives, (b) their career aspirations, and (c) their behaviours which may benefit from development to support achievement of strategic goals or career aspirations;

14. Utilizing appropriate approaches outlined in section 6, to priorities development needs within budget constraints and feed into the wider School/Departmental requirements.

15. Briefing staff regularly as appropriate, and ensuring they understand fully what is required of them in their role, and are able to clarify development needs in relation to personal work objectives;

16. Ensuring staff receive development and support to help them to achieve the appropriate level of performance and to maximize potential, including remaining up to date and aware of development opportunities available internally to the University;

17. Providing advice and opportunities to the Staff for preservation of the Traditional Knowledge, community engagement, developing links with Industries/Businesses, demonstrating impact and understanding Intellectual Property issues

18. Appraisals (RPD), incorporating development discussions, are the key mechanism by which individuals are assisted to understand their role in the performance of their school/department and the University and the contribution they make; these discussions are essential to ensuring that contribution is recognized, there is joint action to facilitate optimum results and that appropriate staff development interventions are put in place. The University Plan

provides strategic direction to enable Schools or Departments to plan for the forthcoming year, and provides a context within which individual contribution can be assessed and planned for.

19. There are benefits of undertaking a regular development discussion for staff, the School or Department, and University. For staff they provide an opportunity to raise concerns, identify development needs, and discuss career aspirations and potential development opportunities, we well as receive feedback. For the School or Department, they provide an opportunity for two-way communication to align individual objectives with School or Department objectives, discussion of work focus and WAM, and potential for Academic Promotion. For the University they will support the achievement of the University's aims and priorities by ensuring that these are disseminated throughout the organization, and that staff receive appropriate support and training.

20. Academics may wish to consider Study Leave, Leave of Absence or Academic Visits to support their development and the School should consider potential for these requests in wider development planning, reviewing applications in line with the relevant Academic Leave policy and procedures;

21. Research staff will find additional, specific support and guidance related to development via the Research Development Working

Group and on the Researcher Development webpages and have potential to access an identified funding pot ring-fenced for Researcher Development via Research Services, to support development opportunities;

22. Discussions provide the opportunity to reflect on contribution to the School• University etc. over the year, recognize successes and areas for development; Any obstacles to progress are discussed together with potential solutions• Joint plans are agreed to maximize contribution in the forthcoming period• including personal development and work plans Career development aspirations and promotion prospects are discussed and• advice given; The discussion and the agreements it reached are written down and both• parties retain a copy of this record; Such a discussion must happen at least once per year and the date of this• discussion must be recorded in Staff Connect. 6.2.3 The University provides the Appraisal (RPD) process and documentation to support these principles but other vehicles can be used (eg Research and Teaching Plans and discussions) as long as the basic principles are observed.

22. Academic Study Leave is guided by a separate and specific policy.

23. Other Development Opportunities: There are many other types of development opportunities based on experiential learning such as e-

learning and project involvement, which provide sustainable and budget conscious development opportunities;

24. It is strongly encouraged that Staff is engaged with these opportunities as often as possible.

These opportunities will assist with the continued professional development of academic staff, including developing teaching skills for staff at all career;

RESPONSIBILITIES OF STAFF MEMBERS:

Staff are responsible for:

1. Participating fully in any Induction and Probation activities, including undertaking the indicated mandatory aspects;

2. In a college environment, the Principal, for the purposes of this policy, will be the person assigned by the Department of Higher Education, Govt. of M.P. to provide constructive support and feedback relevant to performance and development and where appropriate pastoral care and health and safety oversight is undertaken

3. Identifying their own areas for development and sourcing potential opportunities which may be available internally to the University and discussing these with their line manager;

4. Fully committing to any development, training and support needed or received to ensure an appropriate and sustained level of performance, including remaining up to date and aware of development opportunities available internally to the University;

5. Preparing for their Appraisal (RPD) discussions, and considering and raising potential development needs, and raising concerns if appropriate;

6. Addressing any performance concerns brought to their attention;

7. Academic and Research staff should ensure they are aware of and understand the relevant University promotions process, the criteria set out within this and consider the National Academic Role Profiles to aid identification of necessary development requirements and to take a lead in pursuing development opportunities.

GROUP OF ADVANCED LEARNING (GOAL):

GOAL is the Group for Enhancement of Teaching and Learning – developing teaching skills and providing workshops to develop and share practice in specific Academic areas Research Services– advice and guidance on making grant applications,• increasing collaborative potential and networking

OUTCOMES OF POLICY:

Through this Policy the College seeks to-

1. Recognize outstanding, ongoing performance of staff in support of the University's purposes.

2. Encourage staff to improve their performance, while maintaining compatibility with nationally and internationally recognized standards of excellence.

1. These plans will:

1.Allow for prioritization of development needs across the department Support finding the best ways to meet the identified needs• Support departments to review and plan allocation for the best use of available• budgets Advise on a variety of development opportunities provided both internally and• externally to the university as appropriate

2. The Research Development Network Group can• provide links to many different avenues of development specifically for Research staff including practical skills training, networking with research colleagues, managing staff within research projects and drafting impact case studies.

3. Appraisal (RPD) Process and Discussions will support Schools and Departments to agree an appropriate portfolio of

development opportunities to support the achievement of their strategic goals.

4.These opportunities will: Be linked to strategic, directorate and service plans•   Address any identified competency, knowledge and other skills gaps which may• impact on achieving these strategic goals and plans   Support the Academic Promotions process• Look at the best way to meet the identified needs•   Identify who will benefit from the training• Make the best use of available budgets and forecast future required budgets to• feed into annual planning rounds

5. Professional Service areas (or any other area where it is felt appropriate) will be supporte to identify local development priorities to achieve strategic goals.

6. Externally Provided Qualifications/Events: 6.9.1 Staff may wish to undertake an accredited external course/qualification or attend an event which may provide development opportunity, when budgets allow or by utilising the Apprentice levy funding, and where it has been identified as a need, as part of the School or Department development priorities or through the Appraisal (RPD) process; Schools/Departments will be responsible for agreeing such courses/qualification or event attendance.It is however vital

to ensure that operational cover and service provision is not adversely affected by staff taking time away from their role to study.

This policy is non-contractual and will be reviewed in line with the Policy of Department of Higher Education, Govt. of M.P. & complies with university legislation.

Principal
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