Professional Development and Training

Overview

Naipunnya encourages job-related training and development to enhance an employee's work performance and for career advancement.

Further Information

Naipunnya provides a wide range of training programs to improve employees' job skills Training methods will vary, and may include a variety of learning approaches, inclusive of instructor-led and e-learning.

Faculty Development

This will assist the faculty members in learning new skills and to grow and succeed at work. It will allow teachers to expand their knowledge base in various areas of the subject through faculty development programs, workshops, seminars and research publications. Research publication encourages faculty members to write research papers in reputed journals. This will help them in improving their research capabilities, and building their research networks. Seminars and workshops play an imperative role in boosting the skills and expertise of teachers and thus bridge the gap between academia and industry and help teachers to equip the students of the current generation with new-age technologies. The Faculty Development Program is a scheme designed to enhance the teaching and other skills of the faculty in relevant fields. It will not only promote professional practices but also motivate the faculty to achieve a competitive teaching and learning environment.

Every faculty member of the college should publish at least two papers in UGC CARE or Scopus Indexed journals, during each academic year.

This policy is intended to provide an opportunity for the teachers to present papers in academic conferences/ seminars or participate in workshops and exchange knowledge and ideas. It is also intended to support the faculty members with financial assistance to facilitate up-gradation of knowledge, and skills.

Paper Presentation, Publication, Seminars and Conferences

Naipunnya encourages faculty members to write research papers in reputed journals. Requests for research paper presentation should be put forward with the request/proposals with the details to the HoD. The HoD after review will recommend and forward the same with remarks to the Principal for approval. On approval of the proposal by the Principal, the faculty member can participate in the Research conference and present the paper. The number of days involved for a particular seminar/conference shall not exceed more than 2 (two) continuous days. Faculty members can attend 2 (Two) seminars/conferences in a year which shall be treated as 'On Duty' leave. Faculty members will

be expected to write research articles keeping a close watch on contemporary societal/organizational and technological problems and work towards their resolution as a part of their social responsibility. Faculty members will have to present the paper in the Faculty Enhancement Program (FEP) (in-house Institution platform for Faculty Development) before or after their original presentations. Plagiarism, if found, will be solely the responsibility of the faculty and not of the college.

The registration fee paid by the participant can be reimbursed from the office after sanction from the HoD and Principal with supporting evidence like, appreciation certificate, receipt of registration fee, OD certificate, and a copy of the proceedings or the journal article

Faculty development Program (FDP) and Workshops

Faculty members are expected to participate in FDP's and other training programs for improving their professional skills and knowledge. This can include pedagogical training, knowledge acquisition on the subject areas and learning innovative approaches to develop teaching - learning process. Faculty members can also participate in NAAC workshops, which will increase the leadership capacity to train learners, colleagues, research, administration, and for preparing educational outcomes.

The faculty member should put forward the FDP request with the details to the HoD. The HoDs will recommend and forward the request with remarks to the Principal for approval. On approval of the proposal by the Principal, the faculty member can participate in the Faculty development program. The number of days involved for the FDP shall not be less than seven (7) continuous days. A minimum of one (1) FDP is recommended for a faculty in a year. Faculty members will have to share the learning they have received from the program in the Faculty Enhancement Program.

On-Duty Leave

For Paper presentation, and attending seminars and conferences faculty members can avail a maximum of two days on-duty leave, if the participation was for two consecutive days. This benefit can be availed only once in an academic year.

A faculty member can avail a maximum of 7 days on-duty leave for participating in FDPs/workshops in a year. These seven (7) days shall be consecutive days and shall be for a single FDP/workshop.

Faculty members should submit proof of evidence (certificate, receipt of registration fee) for availing on-duty leave.

Incentives

A. For Presentation

Funding for research papers is allowed only for regular faculty members who have put in a minimum of one year of service. Faculty members can make 2 (Two) paper presentations in an academic year. Faculty members are eligible for reimbursement of registration fee of a maximum of Rs. 1000/- for the first paper and Rs. 500/- for the second paper presentation. Any amount above the stipulated will be decided based on merit and will be sanctioned by the principal.

This benefit can be availed by a faculty member once in an academic year.

B. For Publication

Publications in UGC Care and Scopus Indexed journals are incentivized monetarily with up to Rs. 2000/- (Rupees two thousand only) for articles in journals recognized as UGC-CARE list Group I journals and Rs 5000/- for articles in journals recognized as UGC-CARE list Group II journals (Scopus and Web of science) or 50% of the publication fee whichever is less. The faculty member is eligible to get the incentive only after publication of the paper.

For ISSN publications, Faculty members are eligible for reimbursement of a maximum amount of Rs 1000/- or the journal publication fee whichever is less.

Faculty members are eligible for reimbursement of a maximum of two research paper publications in UGC CARE journals and one publication in ISSN journals in a year.

C. For FDP

Funding for FDP is allowed only for regular faculty members who have put in a minimum of one year of service. Faculty members will be eligible for reimbursement of registration fee of Rs. 500/- for one day and for a maximum of 2500/- regardless of the number of days.

Any amount above the stipulated will be decided based on merit and will be sanctioned by the principal.

This benefit can be availed only once in an academic year.

The registration fee paid by the participant can be reimbursed from the office after sanction from the HoD and Principal with supported evidence like, certificate, receipt of registration fee, OD certificate, and a copy of the materials (if applicable).

D. Workshops and Seminars

The registration fee or Rs. 500 per day (whichever is less) shall be reimbursed.

Application procedures:

Application for attending Faculty Development Program/ workshops/ seminars/conferences/ or conducting paper presentation for a teacher will not be considered unless it is recommended by the HoD.

General

- Only the main author presenting the paper shall be eligible for allowances and registration fee.
- The research work being presented must have been carried out by the faculty on the payroll of Naipunnya
- The research must have been conducted under the banner of Naipunnya Institution, which should be clearly mentioned and highlighted.
- Benefits of the scheme shall be available to those faculty members who have rendered continuous one-year service at Naipunnya
- The Principal has the power to reject the application
- The copy of the published paper should be submitted to the librarian for future reference

Faculty Rejuvenation Program

At the beginning of every academic year, the faculty members receive a 3-day faculty training. The content of the training program is generally designed based on the need analysis done by the HoDs. A review of the previous year's activity and achievement is made by the Management Team headed by the Executive Director. A list of the objectives with tentative schedule for the new academic year will be presented by HoDs.

Faculty Enhancement Program

Through Faculty Enhancement Program (FEP), the Institution is aiming at improving the communication skills, classroom delivery skills, abilities for conducting meaningful research and general awareness of faculty members.

Paper Presentation and interdepartmental quiz are the activities planned under FEP. Teachers who participate in FDPs/ conferences/seminars, are mandated to present their learning from the program.

FEPs are conducted at least two times a month.

Distinguished Faculty Award

Distinguished Faculty Award is instituted to acknowledge faculty members for their exemplary contribution. The award is introduced to increase the morale of faculty members and to appreciate them for their contributions. The parameters for the selection are, teaching competency, service,

Pongam, Koratty East, Thrissur District, Kerala State, India. Pin-680308.

Phone +91 9605001987, 04802730340, 2730341, 2733573

www.naipunnya.ac.in, mail@naipunnya.ac.in

scholarly work at the faculty level and individual creative contribution towards the holistic growth of the Institution

Eligibility for nomination

Only permanent and full time faculty members will be eligible to be nominated for the award.

The eligible candidates will have completed one (1) year of employment before becoming

eligible to be nominated. The members of the Management Team and HoDs are not to be

considered for the award.

3.0 Criteria for nomination

1. Publications and Scholarly Creative Activity

2. Conference Presentations/ conducting webinars/Faculty Exchange programs/Invited

panel/ invited speaker

3. Teaching

4. Creative contribution towards the holistic growth of the Institution

5. Service to College/ Engagement

     a. International and National Recognition for Service
     b. Regional Recognition for Service
     c. University or College Recognition for Service
     d. Community Recognition for Service
     e. Department Recognition for Service

6. Other service activity that does not fall into the above categories

     a. Student mentoring etc.

The Performance Appraisal score of teachers may be considered for the award, if nominations are not available.

The award will be given bimonthly (every two months).

The winner will receive cash award and a framed certificate signed by the Executive Director.

The photo of the winner will be placed on the Institution website and will be featured on

electronic device/ LED display located in the Institution.

Non-teaching staff Training & Development Program

Departments may also arrange for or encourage employee participation in job-related learning through on-site or off-site professional seminars or webinars funded with supervisory approval through their respective budgets. Employees may discuss these opportunities with their supervisors as part of their development plan. Time spent in seminars is generally considered time worked unless the hours fall outside of the employee's assigned work schedule. Travel expenses are covered in accordance with Naipunnya's business travel policy if approved by the employee's supervisor.

Limitation to entitlement

1.   Only a maximum of two paper publications per person per academic year will be reimbursed
2.   Only one FDP (7 days) per person per academic year will be reimbursed. On-duty leave will be given only for one FDP in an academic year.
3.   A maximum of two paper presentations per person per academic year will be reimbursed. On-duty leave for a maximum of two paper presentations will be allowed per academic year.
4.   Only two days for a seminar or workshop or conference per academic year will be reimbursed. The seminar/ workshop/ conference may be for two separate days for two consecutive days. On-duty leave will be allowed for a maximum of 2 days in an academic year.
5.   If presentation is done in a seminar/conference/workshop, then separate on-duty leave will not be allowed for seminar/conference and presentation.

Fr. Dr. PAULACHAN K.J.
Principal