

INSTITUTE OF ENGINEERING & MANAGEMENT



Faculty Development Policy Manual Institute of Engineering & Management Sector V, Kolkata

1.0 Policy

Institute of Engineering & Management (IEM) always believes that best faculty makes best students. Hence IEM is committed to creating faculty of global standards. Therefore the management is always ready to support faculty development programs and initiatives in order to empower and assist faculty members to excel in teaching and training and become more effective and talented in the concerned profession. Faculty development is a shared responsibility between the faculty members and the college.

All the faculty members are strongly encouraged to pursue PhD if not awarded within Five years after joining in IEM. All the promotion and other recognitions shall be strictly based on the quality and performance of the faculty. In this connection research and publications, organizing conferences, seminars, publishing books, book chapters and MOOCs in several national and international platforms are highly encouraged and quality measures are taken into account during promotion

2.0 Guiding Principles

IEM is committed to supporting continuous learning for faculty members through faculty development initiatives related to; excellence in teaching learning, research, consultancy and extension thereby transforming faculty members into thought leaders to make IEM a knowledge center.

3.0 Faculty Development Provisions

3.1 Training and Development

The faculty also shall involve in publishing scholarly articles and research findings in reputed journals.

It is the responsibility of the Human Resource Development Centre (HRDC) of the college to organize training/input sessions for the entire IEM faculty by eminent scholars from reputed national/international institutions. There shall be a minimum of four such programmes in an academic year. Feedback from the faculty should be obtained by the centre and mechanisms to assess the impact should be developed by the council. The Dean of HRDC shall ensure the minimum number of training/input sessions and their impact assessment.

Professional qualification is always a benchmark of quality. Hence all the faculty members shall have PhD, either during the time of appointment or within five years of the joining at IEM. The management shall consider the highest qualification of the faculty in all the promotions, appointments to higher cadre etc. The management is committed to give maximum incentives in the pursuit of higher studies of the faculty.

3.2. Financial Assistance

Financial Assistance/ encouragement to faculty shall be provided for the following:

- a) Presenting research papers in national and international seminars
- b) Publishing research papers in national and international journals

- c) Authoring academic books
- d) Visiting institutions of excellence at the national and international level
- e) Attending Faculty Development Programmes Organized by top-level institutions in India (for eg. IIMs, IITs etc)

3.3 Recognizing Scholarly contributions

In order to encourage the scholarly contributions of faculty members, IEM is committed to devoting half a day as 'Faculty Development Day' twice a year, one in the middle (September) and the other at the end (March) of each academic year. The day will be celebrated under the auspice of HRDC. In a public meeting, the scholarly contributions of the following type are recognized.

- a) Acquiring additional degrees such as Ph.D., M.Phil. Postgraduate degrees etc.
- b) Papers presented in national/international journals
- c) Publishing research papers in national and international journals
- d) Authoring academic books
- e) Delivering academic lectures as resource persons outside the college
- f) Moderating paper presentations in a state/national/international seminars
- g) Any other academic contributions that the HRDC considers necessary to be honored and recognized.

3.4 Leave

All the leave-related rules of the affiliating university and of the government will be strictly followed by the management. However, all the faculty may try their level best to avail the following opportunity whenever possible. IEM is encouraging faculties to avail all eligible leaves such as earned leave, casual leave, etc for their research/training and development needs. Where ever required the provision of substitute teachers for taking classes during the period of leave availed by a faculty shall be provided. Leave without Allowance (LWA)/ Deputation shall also be availed by the faculty for working abroad for a period not exceeding three years. In order to get LWA/ Deputation, the teacher concerned has to give an undertaking to the management that his/her experience abroad will be utilized for improving the academic environment of IEM and within one year of his/her return, the teacher has to submit a comprehensive report about what he/she has done in IEM to improve the academic environment along with its impact assessment.

4 Faculty Development Fund

The college shall maintain Faculty Development Fund to which the management contributes a fixed amount every year. Contributions from alumni and well-wishers can also be obtained. An amount of Rs. 200 per student at the time of admission may be collected for this purpose.

5 Implementation

5.1 Human Resource Development Centre

The implementations of Faculty Development Provisions vest with Human Resource Development Centre (HRDC). The HRDC consists of the following members:

1. Director
2. Dean – Faculty Development
3. Principal (Ex-Officio)
4. Chair Research Committee (Ex-Officio)
5. IQAC Co-Coordinator (Ex-Officio)
6. One member from each Discipline – Computer Science & Engineering, Electronics & Communication Engineering, Electrical Engineering, MBA, Basic Science & Humanities, Electrical & Electronics Engineering, Bachelor of Computer Applications, BBA. For the selection of these members the provisions given under 3.2 and 3.3 shall be taken as the parameters. Applications shall be called from the faculty members for being included in the HRDC. Those who get the highest points from each discipline shall be selected and the one who gets the highest points among those selected shall be appointed the Member Secretary of HRDC.

5.2 Frequency of meeting

The HRDC shall meet on every last working day of the month. If the last work happens to be a holiday the immediate previous working day shall be the day of the meeting. It is the responsibility of the Dean of HRDC to see that the meeting is convened and its minutes are kept. If any of the members fail to attend the meeting consecutively for three months, his/her membership in the center gets automatically terminated and is not eligible to apply again.

5.3 Tenure of HRDC

The tenure of the members of HRDC shall be three years and are eligible to apply again for being included in the center.

5.4 Presentation of FDP report in the GB meeting

It is mandatory to present a comprehensive FDP report along with its impact assessment in the GB meeting every year. Depending on the availability of funds, more provisions shall be incorporated every year. The inclusion of more provisions will be discussed and finalized in the GB meeting. HRDC magazines are published twice a year.

5.5 Procedures

To get financial assistance as mentioned under clause 3.2, one should apply to the HRDC in the prescribed format. In the application form there shall be provision to write a minimum of 200 words as to how the college will benefit if the financial assistance is provided for 3.2 (d) and (e). The scholarly contributions as mentioned under 3.3 shall be honored even if the faculty concerned has not applied to HRDC.

5.6 Review of the FDP Policy

The FDP policy shall undergo reviewed whenever found necessary, may be once in every three years. The review shall be made by the HRDC and the same shall be submitted to the Governing Board for approval.



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