

Shri Vishwakarma Skill University, Haryana

Title of Policy: Faculty Development Policy

(for Faculty / Instructors)

I. Introduction

Shri Vishwakarma Skill University (SVSU), Haryana, is India's very first Skill University. This was launched by the Government of Haryana in 2016, understanding the emphasis of the Government of India on skill and entrepreneurship development. The university's vision is 'to emerge as one of the foremost institutions of quality in skill education acknowledged by the industry, nationally and internationally.' The university's mission is 'to focus on the quality of skill education, aspired by students and admired by Industry, Nationally and Internationally.'

SVSU focuses on meeting the skill demands of the State and the Nation in the current and emerging areas of various sectors. Experiential learning is enabled through flexible entry & exit avenues, credit accumulation & transferability, and blended learning methodologies of simulation & gamification. Focus on 'Entrepreneurship and Skills of Tomorrow' also forms an important prerogative of the University.

SVSU aims to provide structured skill qualification programs aligned with existing and emerging job roles in the industry and other sectors. These programs are mapped with the National Skills Qualifications Framework (NSQF) that shall facilitate upward mobility of students from Certification to Doctoral level. These Skill education programs shall address the need for skilled human resources in the country.

The higher education system within Haryana and India is passing through a transformational phase to cope with the global trends. The challenges before the skill education are furthermore. In the extant scenario with disruptive technological advancements, the role of teachers/ educators in higher education and skill education is more important than it ever was. Quality teachers' community is always a potential

force to enforce the changes and plays a pivotal role in developing knowledge/skill building, knowledge/skill sharing, and its dissemination.

Shri Vishwakarma Skill University, Haryana, envisages empowerment of its Skill Faculty Members/Instructors with a series of capacity-building training, workshops, FDPs, Seminars, Conferences, etc. so as to prepare them to identify, define and implement the changes through wants to address this challenge by developing an effective Faculty Development Policy.

The Faculty Development Policy (FDP) of the Shri Vishwakarma Skill University (SVSU), aims at the professional skill development of its skill faculty members/instructors.

Definitions:

Faculty: All the regular faculty members of Shri Vishwakarma Skill University.

Instructors: All the regular Master Skill Instructors/Sr Skill Instructors/Skill Instructors of Shri Vishwakarma Skill University.

II. Objectives of the Policy:

By observing the Faculty Development Policy, the university will proactively encourage and support honing the faculty members'/Instructor's skills, abilities, and competencies.

The objectives of the Policy are as follows:

- (1) Ensure Faculty/Instructor has sound domain knowledge and associated skills.
- (2) Ensure the Faculty/Instructor is updated with pedagogy skills needed to scientifically plan for instructional delivery, communicate the knowledge and skills to the students in an efficient manner and assess teaching-learning effectiveness.
- (3) Enhance Skills of Faculty/Instructor for need analysis, meaningful literature review, problem framework, and problem-solving.
- (4) Improve Life skills of the Faculty/Instructor so that they are motivated and fascinated to acquire knowledge and associated skills.

- (5) Nurture Faculty/Instructor with applications of the prevailing practice scenario in real life with industry connect.
- (6) Institutional Leadership skills for Faculty/Instructor to be ready for academic leadership.
- (7) Help the Faculty/Instructor in understanding their roles in community wellbeing, national building, and also their own career development.

Faculty Development Policy offers equal access to the university skill faculty members/instructors for in-house/out of the university training and development opportunities to improve the Performance, Teaching-Learning process, Administration, Life Skills, and Research & Development Skills. The policy may be reviewed and revised time to time as per the requirement of the university.

III. Beneficiaries of the Policy

All the regular faculty members/Master Skill Instructors/Sr Skill Instructors/Skill Instructors of the university will be eligible for financial assistance from university fund subject to the availability of funds and approval by Hon'ble Vice Chancellor of the university, SVSU, Haryana.

IV. Type of Programmes Covered under the Policy (Online/Offline/Hybrid)

- Industry Industrial Exposure Training
- Orientation and Refresher Courses
- Seminars
- Conferences
- Workshops
- Short Term Training Programmes
- Faculty Development Programmes Including AICTE ATAL programmes
- Management Development Programmes
- Executive Education Programmes
- Global Initiative of Academic Networks (GIAN) programmes
- Summer/Winter Schools

- World Skill Competition Trainings and other programmes that are supportive in the strengthening of the teaching-learning process and achieving the Vision and Mission aims of the University.

V. Compulsory FDP/ Training Programme

Every Faculty member/Instructor of SVSU (holding any academic position) will compulsorily attend the following FDP/ training programs/induction:

- i. One week of Industrial Exposure Training per semester in the industry of his/her discipline area.
 - a. 20% of the faculty from each skill faculty will go for the initial Industrial Exposure Training every month. A roster system will be developed for the implementation of the same.
 - b. The faculty members will be required to showcase demonstratable outcomes of the visit as stipulated under section IX (iii) and (iv) of the FDP policy.
- ii. Induction programme (as per the duration decided by the competent authority) will be attended by newly joined faculty members/instructors in the beginning

VI. Geographical Scope of FDP Attendance:

- International
- National
- State
- Regional
- University Level

VII. Maximum Duration of the Courses

- One Month
- More than One Month (Only on the special permission of Vice-Chancellor, SVSU)

VIII. Financial Assistance

**A. For Attending National/International Programs
/Conferences / Seminars/workshops/programs etc. within**

India

- i. The interested faculty/instructor desirous of attending the programs covered under Faculty Development Policy will apply for the financial grant and leave on the prescribed Application Performa to the competent authority through the proper channel with the copy of the invitation for the program/brochure, registration form, Classes/ job adjustment document, and estimated budget to seek both the administrative and financial approval.
- ii. Applications seeking financial assistance for Conference/Seminar/Workshop within India shall be entitled to 100 Percent Financial Assistance for attending Two Programs in a Year, with a Maximum Ceiling of Rs Thirty Thousand (30,000/-) for registration fees. Airfare (If permissible), Travel, TA/DA, Accommodation, etc. shall be as per university norms with permission from the Vice-Chancellor.
- iii. The applicant will have to submit self-certification in prescribed performa (annexure 1) that no boarding, lodging, travel cost and any other hospitality either in part or in full have been provided by the organizer(s), any other funding agencies or any other source.
- iv. Applications for attending Programmes seeking administrative and financial sanction within India shall be preferably submitted Two Weeks in Advance. However, in exceptional cases, Vice-Chancellor may consider as he/she deems fit, including ex post facto approvals with proper justification from the applicant.
- v. The faculty/instructor shall apply in advance through Dean of the Skill Faculty on the recommendation of the Chairperson to the Vice-Chancellor through Dean Pedagogy & Capacity Building, giving provisions for Alternate Arrangements of Classes during the leave period by making an internal arrangement or taking extra classes to avoid an academic loss to the students. For any offline program beyond a distance of 200 KMS One Way, Journey Day leave shall be provided both at the beginning and closing of the program.
- vi. Two Faculty members/Instructors or 30 percent of the total strength of the department, whichever is higher, can be permitted to participate in the Seminar/Conference/Workshop/FDP and the programs as listed in the policy. However, in extreme cases, Vice-Chancellor may allow more faculty members to attend.

- vii. Applications seeking financial assistance for the FDP's/ Executive Education Programs/AICTE ATAL/ IIT/IIM Executive Education/ Summer/Winter Schools/Industry Collaborative Programmes of duration One Week (Five Days) and above limit up to One month inside India shall be entitled to 100 Percent Financial Assistance during a period of (Once in Three Years), with a Maximum Ceiling of Rs One Lakh (1,00,000/-) for registration fees , Airfare , Travel, TA/DA, Accommodation, etc. shall be provided with permission from the Vice-Chancellor.

B. For Conferences / Seminars/programs/workshops etc. requiring foreign travel/outside India

- i. Financial Grant for the purpose of participation in conference abroad will be provided to eligible employees of university once in three consecutive academic years (i.e. employee availing it in AY 2018-19 will be eligible to apply for it in AY 2021-22)
- ii. Applications seeking financial assistance for International Conference/ Seminar/Workshop outside India shall be entitled to 100 Percent Financial Assistance during a period of (Once in Three Years), with a Maximum Ceiling of Rs One Lakh Fifty Thousand (1,50,000/-) shall be restricted for Airfare, VISA, Registration Fees, TA/DA, Accommodation, etc. shall be provided with permission from the Vice-Chancellor.
- iii. The cap on funding aims at enhancing the number of beneficiaries in a particular Academic Year against limited fund available.
- iv. The applicant will have to submit self-certification in prescribed performa that no boarding, lodging, travel cost and any other hospitality either in part or in full have been provided by the organizer(s), any other funding agencies or any other source.
- v. Applications for attending Programmes seeking administrative and financial sanction for Foreign Programmes at least One Month in Advance. However, in exceptional cases, Vice-Chancellor may consider as he/she deems fit, including ex post facto approvals with proper justification from the applicant.

- vi. Two Faculty members/Instructors or 20 percent of the total strength of the department, whichever is higher, can be permitted to participate in the same Seminar/Conference/Workshop/FDP/and the programs listed in the policy. However, in extreme cases, Vice-Chancellor may allow more faculty members to attend.
- vii. Applications seeking financial assistance for the Foreign FDP's/ Executive Education Programs/Summer/Winter Schools/Industry Collaborative Programmes of duration One Week (Five Days) and above limit up to One month outside India shall be entitled to 100 Percent Financial Assistance during a period of (Once in Three Years), with a Maximum Ceiling of Rs One Lakh Fifty Thousand (1,50,000/-) shall be restricted for Airfare, VISA, Registration Fees, TA/DA, Accommodation, etc. shall be provided with permission from the Vice-Chancellor.
- viii. Admissible rail / bus / taxi / air fare will also be paid for to-and-fro travel between Residence / (University) Headquarters and the nearest airport from which trains depart/national flights take off.

C. International and National professional bodies membership

- i. A faculty member can enroll as a member of international/ national professional body/bodies of high repute as a member with a cap of Rs. 20,000/- in three years.

IX. Conditions

- i. To avail Financial Grant for participation in an International /national conference/ seminar/workshops/programs etc. the applicant must be a regular employee of the University.
- ii. Faculty/Instructor of the university availing Financial Grant to participate in conference / seminars/workshops /programs etc. will be on Duty Leave (DL)/Academic leave for the sanctioned days of absence in the university. However, the type of leave i.e. Duty leave/Academic Leave to be availed by the faculty/instructor shall be as per

decision of the competent authority.

- iii. On the successful completion of the program, every individual faculty/instructor has to submit a one-page report on the learning outcome of the program within One month of completion of the program, along with a copy of the Certificate submitted to Dean IQAC through Chairperson of the department.
- iv. After attending the FDP and joining back in the department, faculty/instructor who have participated in the workshop shall give a presentation to all faculty members/instructors of the Skill faculty to share the learning outcomes of the program.
- v. There shall be a budget provision for all the above covered in the policy. The permissions to Financial Grant shall be subject to availability of funds and not as a matter of right.
- vi. Competent Authority reserves a right to withdraw the approval and grant in aid accorded for the program (if need be) before the commencement of the program.

X. Procedure

- i. Applicants who wish to avail of Financial Grant from the University should apply at least two weeks and one month in advance of the date of the conference/seminar etc. in India and conference/seminar etc. abroad respectively.
- ii. In the case of an exigency beyond the control of the employee concerned, the period of two weeks and one month for conferences /seminar etc. in India and abroad respectively may be relaxed with the approval of the competent authority.
- iii. Every application for a Financial Grant under this policy should be made in the prescribed form and be accompanied by the following documents:
 - a. 2 copies of the full paper / keynote address/ plenary talk etc. to be presented at the Conference/ Seminar/ Symposia etc.

- b. Details of the conference or copy of the conference brochure at which the key- note address/ plenary talk/ paper etc. is to be presented.
- c. Classes/ job adjustment document
- d. A copy of the letter/mail from the organizers of the Conference accepting the paper for presentation or inviting for the key-note address/ plenary talk/ chairing a session.
- iv. Applications, complete in all respects, for conference/ seminar etc. within the country will be processed directly by the Academic Section for approval of Vice Chancellor.
- v. Every employee who avails Financial Grant under this policy shall have to submit a brief report to the Academic Section positively within one month after the event outlining the academic presentation / deliberation, research and institutional collaborations that can potentially materialize from it. A copy of the certificate of participation from the conference secretary/ convener etc. should also be enclosed.
- vi. All papers to be presented in Conferences in India/abroad using grants from the University should include the affiliation of the University in the papers / publications concerned.

XI. Budget Allocation

The University will earmark a specific allocation from its budget to finance under this policy every year.

XII. Other Conditions

Any of the above conditions may be relaxed in deserving cases by Vice Chancellor.

XIII. University Recommendation for the FDP/ Training

Competent Authority Shri Vishwakarma Skill University, Haryana, will have the power to recommend the FDP/ Training program as a result of observation concluded from the assessment during the recruitment & selection and performance appraisal process or otherwise. Faculty/Instructor will compulsorily undergo such trainings/ FDP/Programs.

Criteria for award of a grant for attending FDP for Faculty Members/Instructors:

Sr. No.	Program under Faculty Development Policy	Duration	Criteria for the award of grant
1.	Seminar, Conference and Workshop in India	1-3 Days	Upto Two Program in one Year
2.	Seminar, Conference, Workshop, FDP or any other course to be attended in foreign country	Up to One Week	Once in 3 years.
3.	Workshop or FDP for more than 3 days and Upto One Week (AICTE ATAL/UGC/PCI/MCI/GoI/Haryana)	One Week (5 Working Days)	One Program per Year
4.	Orientation, Refresher Course or any other mandatory course	More than 7 days to one month	As per the guidelines of UGC, AICTE, RCI, NCI, MCI, DCI or respective statutory bodies.
5.	Industrial Exposure Training (Initial)	2 weeks in a year	Mandatory Training
6.	Executive Education or any other course in IIT/IIM/Institution of national eminence to be attended in foreign country/ India	Up to One Month	Once in 3 years.
7.	Seminar, Conference, Workshop, FDP or any other course to be attended in foreign country or in India without financial assistance from the University	Upto One Week	Any number subject to the condition that total attendance of a particular Faculty member should not go less than 80% as a result of attendance of FDP or otherwise.

Annexure 1: Self-Certification Performa

Self-Certification

To whomsoever it may concern

This is to certify and confirm that no boarding, lodging, travel cost and any other hospitality either in part or in full have been provided by the organizer(s), any other funding agencies or any other source.

Yours Sincerely

[Signature]

Name of Faculty/Instructor:

Designation:

Skill Faculty:

Date:

Annexure 2: Application Performance

All the information is compulsory

Particulars	Details
Personnel Information:	
Name	
Designation	
Skill Faculty	
Department	
Workshop Details:	
Please tick the following	Seminar ☐ Conference ☐ Workshop ☐ FDP ☐ Other (please specify)
Name of the Workshop/ Seminar/Conference /FDP/ others	
Name of organizing institution/body	
Geographical Scope	Domestic ☐ International ☐
Complete Address	
Location	
Date	From: DD/MM/YYYY to DD/MM/YYYY (.....days)
Brief about the Workshop/ Seminar/Conference /FDP/others (please describe in 2-3 lines)	
Financial obligations:	
Registration fees for the program	
Financial Assistance required (Yes/No) If yes, please specify the amount	
Recommendations of the Authority:	

Date:

Signatures (Chairperson)

Date:

Signatures (Dean of Skill Faculty)

Documents attached (Yes/No):

- a. 2 copies of the full paper / keynote address/ plenary talk etc. to be presented at the Conference/ Seminar/ Symposia etc.
- b. Details of the conference or copy of the conference brochure at which the key- note address/ plenary talk/ paper etc. is to be presented.
- c. Classes/ job adjustment document
- d. A copy of the letter/mail from the organizers of the Conference accepting the paper for presentation or inviting for the key-note address/ plenary talk/ chairing a session

I hereby declare that I have read all the terms and conditions mentioned in the FDP policy and agree to them. Also, all the information furnished here are true to the best of my knowledge, if found false/incomplete my application is liable to be rejected/cancelled at any time.

Place:

Date:

Name of the Applicant

Signature