

SXCS/P-21

Teachers Quality enhancement Policy

SXCS strongly believes that quality improvement in the teaching and learning process along with research leads to excellence in the classroom. There have been profound changes in the structure of education nationally and globally and that has enabled access to avenues of learning easy. These developments demand teachers to be more adaptable, flexible, and diverse. SXCS has a well-designed Teacher Quality Enhancement Policy that offers such platforms for internal faculty members to upgrade their academic expertise.

Policy Statement

This Programme aims at helping the faculty members to further their academic pursuits. The objective is carried out by providing financial support to the teaching fraternity and encouraging them to participate in seminars, symposia, conferences, workshops and training workshops held in India and abroad. This would aid in sharing knowledge, fostering academic growth, increasing collaborations and networking. This also facilitates an academic research ambience. The outcomes of such interactions and interventions would increase the effectiveness of teachers both professionally and personally leading to Institutional, individual and student academic achievements.

Objectives

1. Provide financial support to all teaching faculty for:
 - Attending or participating in seminars, symposia, conference workshops, refresher courses, course works of PhD programmes, and training workshops held in India and abroad
 - Encouraging faculty members to apply for travel grant funds to UGC, ICSSR.
 - Financial support by way of reimbursement of Registration fee and DA/TA to the faculty members to encourage their participation in

- various conferences/ workshops for professional upgradation.
- International collaborations and exchange Programmes
 - including international internships
 - Faculty Development Programmes (FDPs), Management Development Programmes (MDPs) Professional Development Programmes, Capacity Building
 - Programmes held in India and abroad for all teaching faculty members
2. Arrange academic exchange Programmes with institutions of academic repute for faculty members wherever deemed necessary
 3. Provide and facilitate training programmes by corporate partners/collaborators of the College for faculty members under the collaborated programmes offered in the institutions in India or abroad.
 4. Offer training programmes and facilitate financial support to eligible teaching faculty member/members, wherever/ whenever required, for programmes offered by corporate partners for software/courses required for the smooth functioning of collaborated programmes of the Institution.
 5. To organize career and skill capability enhancement programmes
 6. To encourage and motivate faculty members to avail funding support from various funding agencies for research, outreach / extension activities or nationally approved UGC programmes
 7. Organizing training and development programmes for staff to empower professional competency
 8. To offer funds at department level for organizing guest lectures/ seminars/field visits, conducting association activities, collaborative activities and outreach programmes

Scope of the Policy

The policy extends to all levels of academic/research activities but does not apply to certification programmes of any kind. The participation in such activities is based on local need assessments and approval among other things, and are aligned within the requirements of the institution. The faculty should align their participation with academic content standards, or research standards as enumerated in the Research Policy.

Policy Guidelines

The following guidelines have been framed as per Bangalore Jesuit Education Society's applicable policies.

Staff Members - teaching and non-teaching who are on permanent basis and who are under probation will be eligible for grants under the following circumstances:

- To upgrade the intellectual capabilities of faculty, financial support to attend workshops, FDPs and conference
- Seed money for research activities, especially projects with social relevance
- Offers financial support and encourages faculty members to participate in workshops, trainings, and refresher programmes.
- For participating in international conferences, the faculty member should have successfully completed his/her probation
- Faculty members, after probation are encouraged to apply for UGC grants and other funding agencies with Principal's approval.

Note: If the allocated UGC funds are fully utilized, monetary assistance in the above-mentioned situations shall be provided by the institution through Special Earmarked funds from the Management.

Procedure of Availing the Grant/Aid

- Application should be submitted to the Principal/Registrar at least 7 days in advance in case of national conference/seminars.
- For international events, the application must be submitted at least 45 days in advance to the Principal or Registrar with alternative teaching plan duly approved by the respective Head of the Department. The faculty member should also ensure that the teaching hours of students are not affected.
- Applications are scrutinized by the Research Advisory Committee (RAC) for its relevance and need.
- In case of multiple applicants from the same department, the decision of the principal would be final.
- In case of research paper presentation grants, if the paper is co-

authored, priority shall be given to the first author. But No Objection Certificate (s) from the second author(s) should be attached with the application.

Reports/ Outcome Recording of Such events

- The staff member upon his/her return shall submit a detailed report along with the bills for reimbursement within a week of return.
- The expenditure incurred will be reimbursed on submission of the original copies of tickets of air travel, visa, boarding pass, attendance / participation certificate, statement of expenditure and a brief report on the Seminar/Conference/ Workshop / Proceedings.
- With regard to any training programme attended by the staff, the staff concerned should present the details of the programme
- / learning experience to the respective department within a week of return.
- For faculty members attending international seminar/conference, he/she should work on publishing the work in a journal of international repute.
- Copies of participation certificate, best paper certification and other such relevant certificates should be handed over to Research Department and a soft copy of the same should to be uploaded on the ERP.