

## Policy for Faculty Development

### 1.0 Introduction

RIM believes that faculty are the key stakeholders who can contribute in a big way to drive the Institution towards outcomes. They are the ones who motivate students to do their best and achieve seamlessly. Realizing this RIM is keen on the wellness, growth, intellectual development and happiness of RIM faculty. RIM through its various initiatives ensures the motivation and satisfaction of all faculty.

RIM is committed and works to empower, promote and ensure that faculty can deliver the content and in right context using the right pedagogy, and in turn bring out the best of the qualities in the students, thus enriching them and supports the faculty development, to ensure all the faculty members excel in their jobs and their tasks, viz., teaching learning process, mentoring, counseling, research, consulting and such others, thus become effective and efficacious in their roles and in turn further their career and respective career aspirations. Faculty development is a primary and a shared responsibility between the Management / Administration and the RIM faculty.

### 2.0 Objective of Faculty Development Policy

RIM is committed to promote and ensure continuous upgrade and learning among the faculty members through various faculty related initiatives which concern the all-round growth and development, thus being able to ensure faculty members in turn transform the Institute as a Center for Knowledge, Research, Consulting and other aspects.

### 3.0 Faculty Development Committee (FDC)

An FDC has been constituted with the Director (A,R & A) as its head and comprises of faculty members across Professor, Associate Professor and Assistant Professor cadres, also representing the various departments / centers. The FDC run by Faculty Development committee of the university. This FDC meets once every month and conducts need based additional meetings.



Predetermined agenda is circulated to all members; deliberation on agenda issues during meeting is done which is followed by action taken.

#### 4.0 Objectives of the FDC

1. To enhance the overall quality of the faculty and also in terms of teaching learning, research, consultancy and other aspects.
2. To emphasize and ensure the faculty's knowledge, skills and competency about newer concepts in various aspects of teaching learning, research, consultancy and other aspects.
3. To motivate teachers to publish articles and papers, conduct funded research projects and consultancy assignments, along with FDP, MDP and such other programs.
4. To motivate faculty towards self-development, well-being and happiness.
5. To develop, implement & strengthen various incentive schemes for faculty development.
6. The FDC works to ensure that the FD policy is in tune with the mission, vision and the quality policy of the Institute and that it is implemented in toto.

#### 5.0 RIM recognize the following faculty related works, they are

- Acquire additional degrees such as Ph.D., M.Phil. Post graduate degrees etc.
- Papers presented in national/international conferences
- Publish research papers in national and international journals
- Conduct external funded research projects and consulting assignments
- Conduct Conferences, Seminars, Workshops, MDPs, FDPs and such other activities
- Authoring academic books
- Delivering academic lectures as resource persons outside the college
- Moderating paper presentations in a state/national/international seminars
- Recognize the need for well-being, happiness and overall self-development.

#### 6.0 Provisions for Faculty Development

##### 6.1 Up Skilling & Re Skilling

The faculty must involve in the initiation, development and publishing scholarly research papers and articles in reputed publications and Journals. It is the responsibility of the Institute (along with its Center/s for Excellence) to plan and conduct relevant and systematic training and also develop



tailor made initiatives and programs as per the need of the faculty. A set number of such development oriented programs must be conducted in an academic year, across various Academic Departments and the Center/s for Excellence. The relevant feedback from the faculty is to be obtained, analyzed and changes done for the future programs and initiatives.

- Faculty have been provided due autonomy to develop and propagate their respective Management Development Programs (MDPs), Faculty Development Programs (FDPs) and Student Development Programs (SDPs), using the Institute's facilities and conduct the same in the Institute premises. The duration of these programs should be as per the UGC standards (of at least 6 days in duration)
- In this regard, the faculty members are constantly encouraged to conduct Management Development Programs (MDPs), Faculty Development Programs (FDPs) and Student Development Programs (SDPs) for outside institutions. The revenue sharing (after all relevant deductions) has been set at a ratio of 70:30, i.e., Faculty gets 70% of the revenue and the Institute gets the 30%.
- The faculty can attend relevant and focused FDPs and T&D programs (anywhere in India) as per their specialty. The registration fee is paid in full and the travel costs is paid upto 50% by the Institute. Faculty members upon return to the campus, must conduct similar such program / event for the Institute faculty.

## 6.2 Continued Education Programs

- The faculty members are encouraged to conduct continued education programs in the form of Conferences, Seminars, Workshops, Symposia, Conclaves and such other programs and activities. These may be conducted at the regional, national and international level and may be conducted for a period of 4 days.
- The Management provides the encouragement to present research papers in national and international conferences, seminars and related events. The registration fees is paid in full and travel costs to be paid up to 50%,



### 6.3 Professional / Higher Education qualification

Professional qualification is one of the benchmarks of quality in any employee and in the profession of teaching, it is ever more important.

- In this regard, the faculty members shall possess a PhD, either during the time of appointment or before the completion of five years at RIM.
- The Management upholds the highest qualification of the faculty in all the promotions, appointments and such related issues. The Management is committed to ensure sustained incentives in the pursuit of higher studies, thus encourages faculty to opt for higher studies.
- The faculty can avail one month leave during the submission of the PhD thesis. Further, relevant concessions can be given to faculty during the course of the PhD program and can be seen as per case-by-case basis.
- Similarly, faculty pursuing their Masters degree / Diploma / Certification, can also avail suitable concessions to attend classes / final exams.
- Faculty members are encouraged to take up membership to professional associations and bodies in their respective discipline. The registration fee for the same will be provided by the Institute.

### 6.4 Research & Consulting activities

- Faculty members are constantly encouraged to conduct external agency funded research projects in their respective specialty / inter and cross discipline. Similarly, faculty must take up consulting assignments from the industry / market and completed the same.
- The revenue sharing (after all relevant deductions) has been set at a ratio of 70:30, i.e., Faculty gets 70% of the revenue and the Institute gets the 30%.

### 6.5 Faculty performance, appraisal and development

#### 6.5.1 Rationale

In order to achieve the larger institutional goals, it is imperative to assess the competencies of faculty in order to have clarity on work allotments and to improve the



performance of all faculty members. Thus, there is a need to have an objective and unbiased system which thrives on quantifiable results. Such a system would enable a constructive approach towards performance management of faculty members and lead to developmental plans as necessary

#### 6.5.2 Objectives

- To understand the competencies of each faculty member
- To assess and promote excellence in the teaching-learning process
- To meet the educational needs of students
- To facilitate faculty members to recognize the areas in need of development or improvement and to capitalize on their areas of strength
- To aid the Institute set programs for faculty development
- To provide opportunities for discussion and feedback, to identify problems, obstacles or difficulties that hinder the progress of the Institute
- To enhance working efficiency and to make functioning cordial and smooth

#### 6.5.3 Faculty Evaluation Process

- Faculty shall fill the faculty work status sheet
- A faculty Appraisal Scorecard is prepared in which the Institute identifies key factors which are weighed as per their strategic importance in line with Institutional goals
- The faculty member is appraised on each factor and the final score is determined where each factor is multiplied by the individual asset multiplier, or the weightage coefficient.
- Three external Experts (from higher educational Institutions) will evaluate through Faculty Appraisal Scorecard.
- The external experts would also assess the random samples of three lecture videos of each faculty and compile the observations.
- External Experts along with the Director shall interact on one to one basis with each teacher, Chief Executive, Chief Finance Officer, will address the faculty performance

#### 6.6 Sabbatical / Leave

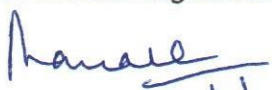
- All the leave related rules of the Institute, will be strictly followed by the Management. Leave without Allowance (LWA)/ Deputation shall also be availed by the faculty for working abroad for a period not exceeding three years.



- 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 RIM college and within one year of his/her return, the teacher has to submit a comprehensive report about what he/she has done in RIM to improve the academic environment along with its impact assessment.

#### 7.0 Implementation of the FD Policies

- FDC in consultation with Academic Departments and Centers for Excellence, is responsible for the achievement of the FD objectives.
- To enhance education technology knowledge, skills and competencies of faculties, the FDC shall observe & guide institutional education units to conduct teachers training programs regularly: Induction of newly joined teachers & refreshers for the existing and newly appointed teachers.
- FDC shall invite and involve the experts/specialists of faculty development from internal and/or external sources,
- FDC shall be responsible for maintaining all relevant data, records and documentation related to faculty activities.
- The FDP policy shall undergo review whenever found necessary OR once in every three years. The review shall be made by the FDC and the same shall be submitted to the Governing Board for approval.

Approved and issued by	Name : Dr. Manasa Nagabhusanam Signature :  Date : 1/6/21
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