

Faculty Development Policy

Introduction

The Faculty Development Policy is designed to enhance the quality of education and research within IIHTs by promoting dynamic professional growth of faculty members. This policy outlines a structured approach to skill development, career advancement, and academic excellence, ensuring that faculty are well-prepared to address the evolving demands of the engineering field.

Objectives

1. **Industry Collaboration**
2. **Enhancing Faculty Quality Through In-Service Training**
3. **Introducing Innovative Teaching and Assessment Methods**
4. **Creating an Environment Conducive to Knowledge and Skill Acquisition**
5. **Providing Opportunities for Faculty Representation**
6. **Encouraging Educational Research and Publications**

1. Teaching

Role: Faculty members are primarily responsible for delivering high-quality education. This includes designing curricula, developing instructional materials and employing effective teaching methods to facilitate student learning. Faculty members are expected to engage students through lectures, discussions, practical activities, and various evaluation methods.

Responsibilities:

They shall

- Develop and update course content to maintain relevance and alignment with industry standards.
- Utilize diverse teaching strategies to accommodate different learning styles and needs.
- Provide timely feedback and support to foster student success.

2. Administration

Role: Faculty members often assume administrative roles within their departments or institutions. Responsibilities include contributing to institutional development, participating in strategic planning, managing academic programs, and overseeing assigned government programs.

Responsibilities:

They shall

- Serve on academic committees and contribute to institutional governance.
- Assist in developing and implementing academic policies and procedures.
- Manage tasks related to course scheduling, student advising and departmental resource allocation.

3. Research

Role: Faculty members engage in research to enhance knowledge within their field. This includes conducting original research, publishing findings and securing funding for research projects.

Responsibilities:

They shall

- Design and conduct research studies to address key issues and advance understanding.
- Publish findings and present at conferences to share knowledge with the academic fraternity.
- Collaborate with researchers both within and outside the institution to enhance research efforts.

4. Mentorship

Role: Faculty members mentor students and junior colleagues by offering guidance and support for academic and professional development.

Responsibilities:

They shall

- Provide academic and career advice to students, helping them set and achieve goals.
- Support junior faculty members in their professional growth and development.
- Foster a positive and inclusive learning environment that promotes personal and academic development.

5. Professional Development Programs

The policy includes several programs to enhance faculty skills and knowledge:

- **Workshops and Seminars:** Regular workshops on innovative teaching methods, curriculum design, and technological tools. Frequent attendance is encouraged for ongoing professional growth.
- **Conferences and Symposia:** Opportunities will be provided to participate in national and international conferences for exposure to cutting-edge research and networking.
- **Online Courses and Certifications:** Support for enrolling in relevant online courses and obtaining certifications, including guidance on course selection and funding.

6. Training Programs at Various Stages of Teaching Career

6.1. Faculty Induction Program (offered for faculty members with 0 to 5 years' experience)

The Faculty Induction Program (FIP) offers comprehensive training for new faculty members, covering curriculum planning, professional ethics, communication skills, innovation, research, and institution management. This program includes eight modules, each lasting 40 hours (eight weeks).

6.2. In-Service Training Needs

6.2.1. For Lecturer with 5-10 years of teaching experience

- Refresher modules on emerging developments and key areas in the field.
- Training in research guidance, project planning, and consultancy.
- Training for lab development and manual preparation.
- Instruction on IPR issues, patenting, and technology transfer.
- Training on organizing academic events and massive open online courses (MOOCs) in educational technology.
- A three-week industry-based training program arranged by the HoO/Director.

6.2.2. For Lecturer with 10-15 years of teaching experience

- Continued refresher modules and training in curriculum development and best practices.
- A three-week industry-based training program arranged by the HoO/Director.

6.2.3. For HoO/Director with 15-30 years of teaching experience

- Refresher modules and training in institutional management and entrepreneurship development.
- Leadership training, including vision, mission, strategy development, and collaborative research.
- Planning for departmental growth, motivation, and continuous improvement.

7. Financial components

7.1. Guest Lectures

- IIHT faculty members are encouraged to deliver guest lectures at various institutions and universities for which the individual shall receive the Remuneration minimum of Rs.1500 per hour besides TA/DA from the institution where the service is rendered. A maximum of 6 working days per semester is permitted for the faculty members who are engaged in such activities without affecting the regular duties allotted to them.

7.2. Research and Development Grants

- In the case of research and development grants received from external bodies, 20% of the total project cost shall be deposited into the government account as the government share.
- In case the fund granting agency is Govt. or Govt. undertaking or any reputed organization, agency's policy shall be adopted. If there is no such policy with them or fully private agency, then IIHT policy shall be adopted.

7.3. Seminars/Workshops/Training

- IIHT is encouraged to conduct seminars, workshops, and training sessions as requested by other universities, educational institutions, industry, or Government organizations on a 100% sponsorship basis. In such cases, 20% of the total project cost shall be deposited into the government account as a Govt. share.
- Experts delivering lectures in these programs shall be paid @ Rs.1000 per hour, External expert members shall be paid honorarium at Rs.1000 per hour.
- Supporting staff members (i.e., below the rank of Lecturer) of IIHT involved in such programs shall be paid at the rate of Rs.500 per hour.

7.4.Publication Approval

- Faculty members wishing to publish journals or books must submit a Plagiarism report to headquarters through a panel of at least two senior faculty members for the rectification and obtain prior permission, if they wish to use the IIHT tagline.

This policy ensures a structured approach to faculty development, fostering an environment of continuous learning and adaptation to meet the dynamic needs of the engineering field.