

## FACULTY DEVELOPMENT & WELFARE MEASURES

### FACULTY DEVELOPMENT

#### Higher Studies.

The faculty can be granted study leave for higher studies in the fields of specialization desirable as decided by the management, at institutions like IITs and IISc, Bangalore and other institutions of repute. The said facility is limited to one faculty member per department every year. However, this number can be increased at the discretion of the management. In this connection, following guidelines will be followed.

- 1) Preference will be given to those opting for doctoral programs, followed by Master's degree and second master's degree on execution of the bond to the effect that he/she shall serve the college for a period of 5 years after completion of doctoral program and 3 years after completion of master's program.
- 2) In case the sponsored faculty fails to successfully complete the said program, he/she would have to refund the expenses incurred by the college due to sponsoring the faculty for such a program.

#### Seminars/ workshops/Conferences

Selected staff members are sponsored by the management for seminars, workshops, and conferences while meeting the expenses towards delegation *etc* for the first time and also treating the period of absence as "ON DUTY".

The faculties are being deputed to short-term/orientation courses during vacation or non-vacation days without hindrance to the academic work; preference will be given to those who have to fulfill the requirements of rules stipulated for Career Advancement. The period of absence is treated as "ON DUTY" during the period of attending the courses.



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## Promotion of Research

The College aims at providing, promoting research, development, consultancy and such other profession - promotional activities, involving the faculty at various levels.

Such of those faculty, who exhibit initiative and drive by getting substantial grants for R & D works or for strengthening the infrastructure in the institute will be suitably be encouraged and receive special commendations.

## Awards

Excellent Teacher Awards and Excellent Support Staff Awards have been instituted to encourage teachers to put in their best efforts. An appraisal system to select awardees annually for the Awards has been put in place so that no abuse or misuse of the provisions may take place.

Faculty members are encouraged to take up minor research, and development projects. Grants will be sanctioned to the extent possible. Travel grants can be sanctioned to faculty to present research papers at or to attend National or International Conference in India or abroad, depending on availability of funds

## STAFF DEVELOPMENT AND TRAINING: SUPPORT STAFF (ADMINISTRATIVE)

Arranging in house training programme for Improving communication **skills**, particularly skills of writing (with such inputs as grammar at basic level) with the help of the Department of English.

Arranging two-week training programme by way of requesting resource persons including the retired senior Government officials with experience in Administration and Accounts areas besides utilizing the services of the Senior Officers. The training programme covers different functional and ministerial skills as required by the office of a private engineering College.

Arranging training programme so as to enable the ministerial staff to acquire adequate working knowledge through hands on experience of computers utilizing the services of Faculty attached with Computer Centre.

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## STAFF DEVELOPMENT & TRAINING: SUPPORT STAFF (TECHNICAL)

In respect of Technical Staff such as Lab Assistants, Lab Technicians etc., refresher Training & Retraining Programme shall be arranged in such technical areas, as required in view of changed curricula (Lab Practical) and also as suggested by the respective Heads of the Departments and functional heads. Service Benefits & Welfare Measure.

## WELFARE MEASURES

The following are service benefits and welfare measures extended to the employees of the College.

- Provision of canteen in the campus,
- In the event of death of an employee while in service, an ex-gratia of Rs 10000/- is granted to the dependents of the deceased employee, towards funeral expenses.
- The Management grant maternity leave to the women employees, for a period of 180 days and limited to the first two living children.

## GRIEVANCES REDRESSAL CELL

- To redress the genuine grievances of staff and students so that congenial atmosphere for studies and smooth working of administration, the College has constituted a grievances redressal cell.

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