Faculty Skill Enhancement Policy

Policy Document for Faculty Skill Enhancement Program (F-SEP) Module

The objective of this skill enhancement policy is to motivate the faculty members to undergo various training programs and enhance & update their knowledge and skills in the field of their specialization.

4.1 Organizational Structure

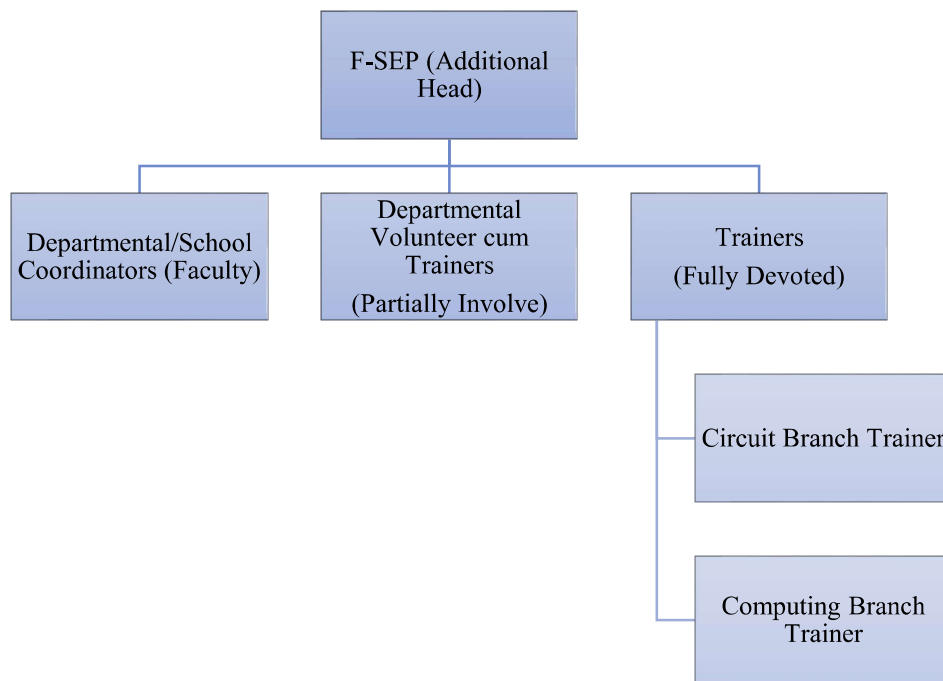The organizational structure of the Skill Development module is depicted as figure 1.

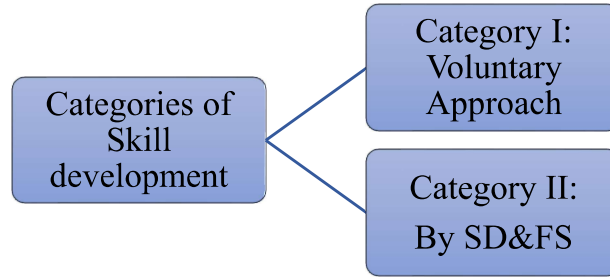Figure 1: Organizational Structure of Skill development module

4.2 Roles and Responsibilities:

i. F-SEP (additional Head):
    a. To ensure the functioning of the F-SEP module
    b. To work in the exploring the courses and areas for skill enhancement for faculty members (further it is expanded to the lab staff and other technical staff members)
    c. Coordination of department faculty member to the Head SD&FS for the approval of training module and execution of the policy

  d. Defining the team of F-SEP and work distribution.

  e. Documentation and records maintenance.

ii. Departmental/School Coordinators (Faculty)

  a. Coordinate with F-SEP Head to implement the policies.

  b. Coordinate with the departmental faculty members to opt for the training courses for faculty members.

  c. Take the awareness session in the department to promote the F-SEP policy to enhance the skills and get benefitted.

  d. Documentation and records maintenance of the respective department nominations about the training and workshop modules.

iii. Departmental Volunteers cum Trainers (partially involved)

  a. As per the domain expertise, the trainer will plan the sessions and the course delivery sheet.

  b. Conduction of seminar/ workshop/ FDP for the faculty members to give skill exposure to other faculty members.

  c. Conduction of summer camps/seminars/ etc. for the student batches.

  d. Regular tracking and mentoring of the faculty members/students with respect to the trained course.

  e. Finalizing the outcome of the respective training module

  f. Documentation and records maintenance of the respective delivered course.

iv. Trainers (fully devoted)

  a. As per the domain expertise, the trainer will plan the sessions and the course delivery sheet.

  b. Train the faculty members and take the students batches.

  c. Conduction of seminar/ workshop/ FDP for the faculty members to give skill exposure to other faculty members

  d. Conduction of summer camps/seminars/ etc. for the student batches.

  e. Regular tracking and mentoring of the faculty members/students with respect to the trained course.

  f. Finalizing the outcome of the respective training module

  g. Documentation and records maintenance of the respective delivered course.

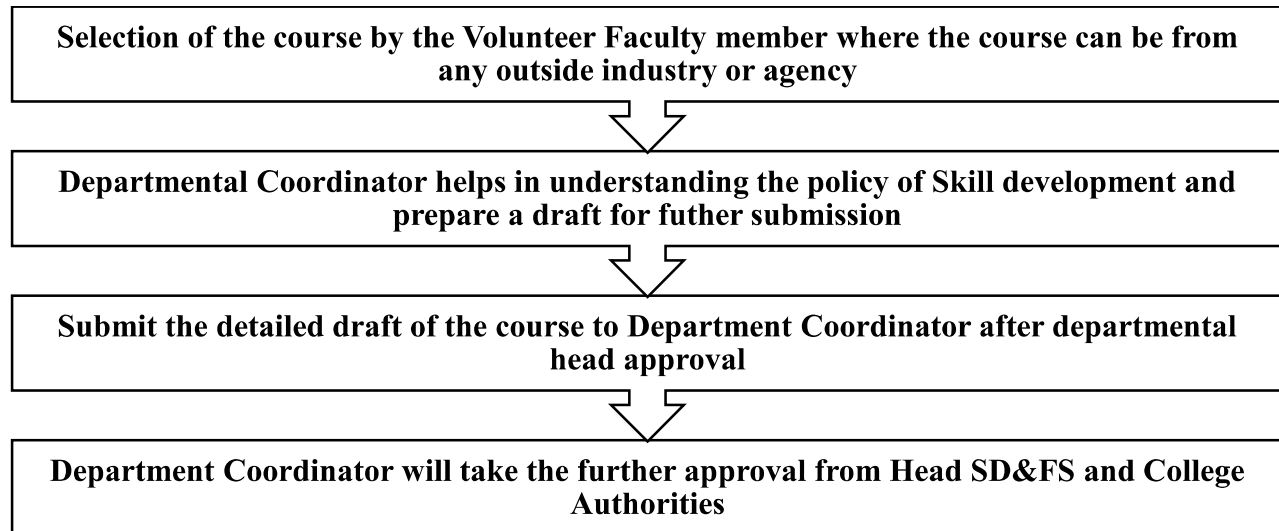## 4.3 Execution Process

The execution process has two categories:

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┌─────────────────┐        ┌──────────────────┐
│                 │        │   Category I:    │
│  Categories of  │────────│   Voluntary      │
│  Skill          │        │   Approach       │
│  development    │        └──────────────────┘
│                 │        ┌──────────────────┐
│                 │────────│   Category II:   │
│                 │        │   By SD&FS       │
└─────────────────┘        └──────────────────┘
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4.3.1: Category I: Voluntary Approach

The execution of the work is divided into three parts:

Part 1. Permissions:

Prior to the appear the training, a defined process is shown below:

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┌────────────────────────────────────────────────────────────────────────┐
│   Selection of the course by the Volunteer Faculty member where the     │
│   course can be from any outside industry or agency                     │
└────────────────────────────────────────────────────────────────────────┘
                                    ⇓
┌────────────────────────────────────────────────────────────────────────┐
│   Departmental Coordinator helps in understanding the policy of Skill   │
│   development and prepare a draft for futher submission                  │
└────────────────────────────────────────────────────────────────────────┘
                                    ⇓
┌────────────────────────────────────────────────────────────────────────┐
│   Submit the detailed draft of the course to Department Coordinator     │
│   after departmental head approval                                      │
└────────────────────────────────────────────────────────────────────────┘
                                    ⇓
┌────────────────────────────────────────────────────────────────────────┐
│   Department Coordinator will take the further approval from Head       │
│   SD&FS and College Authorities                                         │
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Part 2. Self-pace Training:

Faculty will register for the respective course and appear for the training. KIET will support the faculty members for Skill Building activities in following ways:
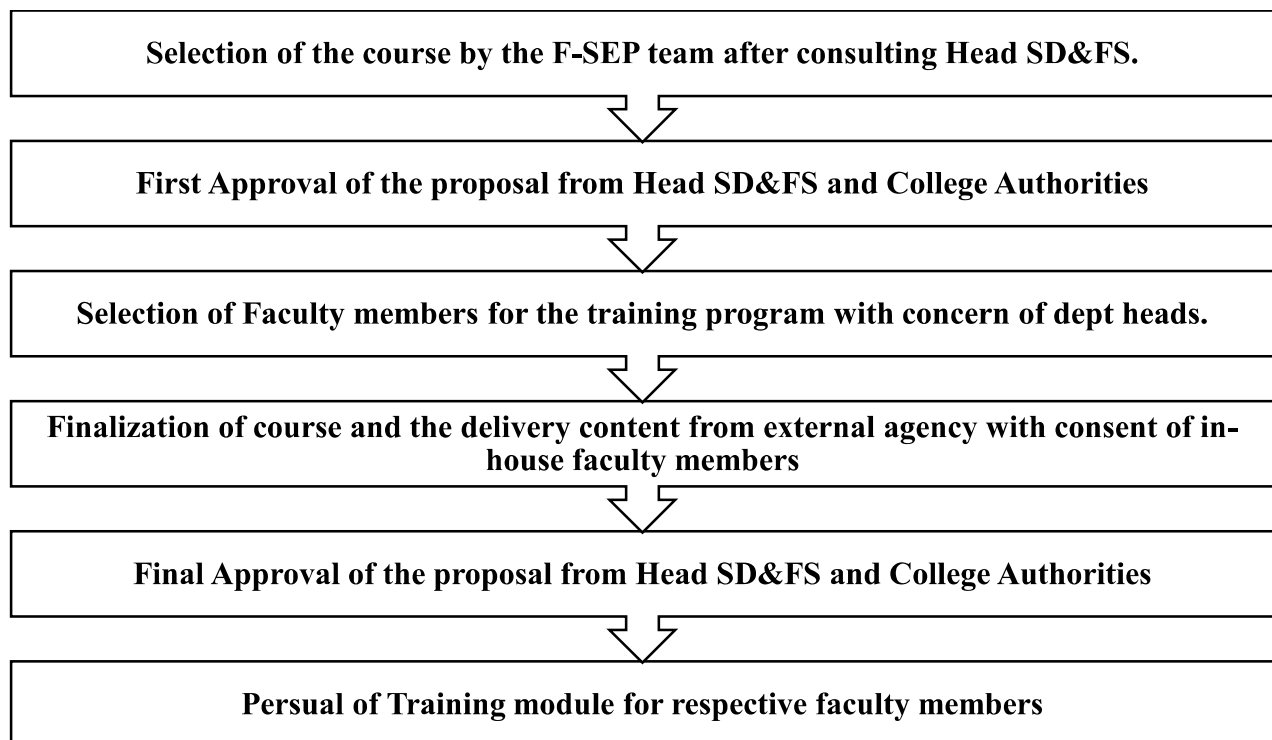
 i.   OD on HOD's approval will be provided to the faculty members for the duration of training period, in lean period only.
 ii. Training costs incurred will initially be shared on 50-50% basis i.e. 50 % cost will be paid by the Faculty member and 50% by the College.
 iii. After successful completion of the training program, if Faculty member further trains the two successful batches of students, or making two resources of the same content in college, then 50% training cost part given by Faculty member will also be reimbursed by the College.

Part 3. Outcome:

- The faculty member will start a batch of students (Dept level/college level) to conduct the student's training program, or train at least two faculty members to be the next resource of the same course.
    - Faculty along with departmental coordinator, finalize the criteria for student training program.
    - For the training, if any software/hardware requirement is there, the prior approval is required and mentioned in the first approval draft (This will be disclosed earlier in the Part 1, draft).
- The training will be conducted for at least the same number of training hours as the training procured by the faculty.
    - It also includes training assessment and the success rate of 50% should be considered.
    Where,
    Success rate = Number of Students successfully completed training out of the Total number of students enrolled initially in the training.

4.3.2: Category II: By SD&FS

The execution of the work is as follows:

Selection of the course by the F-SEP team after consulting Head SD&FS.

First Approval of the proposal from Head SD&FS and College Authorities

Selection of Faculty members for the training program with concern of dept heads.

Finalization of course and the delivery content from external agency with consent of in-house faculty members

Final Approval of the proposal from Head SD&FS and College Authorities

Persual of Training module for respective faculty members

As a part of Expected Outcome:

- The faculty members nominated by the department and underwent the training program will start a batch of students (Dept level/college level) to conduct the student's training program.
    o Faculty along with departmental coordinator, finalize the criteria for student training program.
    o For the training, if any software/hardware requirement is there, the prior approval is required and mentioned in the first approval draft.
- The training will be conducted for at least the same number of training hours as the training procured by the faculty.
    o It also includes training assessment and the success rate of 50% should be considered.
    Where,

    Success rate = Number of Students successfully completed training out of the Total number of students enrolled initially in the training.

4.4 Benefits for the Faculty Member:

Enhancing skills is one of the major requirements of everyone. As the policy is defined, the major benefits are listed below:

- ✓ Opportunity to upgrade ourselves based on the content and the advancement in the technology.
- ✓ Based on the specialized course training in the faculty domain, the teaching content, class delivery and lab delivery will be improved.
- ✓ Faculty can take seminars/ sessions/ workshops/ FDP in other departments/organizations which will give benefit in many forms.
- ✓ The cost of the training will be borne by the college.
- ✓ On-Duty leave will be provided for the attending the training
- ✓ Flexible College hours can be opted, if required
- ✓ Relaxation in teaching load, if involve in outcome-based training for students
- ✓ Weightage in Annual Appraisal Form in terms of
    o Industry Certification Marks
    o Training Delivery Marks

4.5 Benefits for the Students and College:

As the policy is defined, the major benefits are listed below:

- ✓ Faculty underwent the training, will transfer the skills to the students.
- ✓ Help with better projects, case-studies, products, etc.
- ✓ Being an autonomous institute, the additional course can be further added to the curriculum for students.

✓ Seminars/ Events/ Workshops/ Summer camps can be conducted for the students by the trained faculty members.

4.6 Obligations

The policy is drafted for the betterment of the faculty members and enhancing the skill set of faculty members which is further shared with the other faculty members and students.

i. In case, the faculty procured training, resigned within the three months of the training completion without giving the claimed outcome, the faculty member is liable to payback the amount provided by the college for the training before leaving the organization (i.e. 50% of the training or/and certification cost).

ii. In case, the faculty procured training, is unable to clear the exam or get the certificate due to whomsoever reason, the faculty member needs to train the student batches or create two resources of the same. Otherwise, the faculty member is liable to payback the amount provided by the college for the training (i.e. 50% of the training or/and certification cost).

iii. The timing of the student batches and the training hours are decided by the mutual consent of Volunteer Faculty Member and the F-SEP department coordinator/head of the department. SD&FS are not responsible for this scheduling.

iv. If the training course opted by the faculty member requires some special hardware or software, which is not available in the college; then College is not bound to provide all the resources. It is subject to the cost, lab and the maintenance of the same.