Faculty Development Policy

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Faculty Development Policies

(The institution should have a well-defined faculty development policy to ensure that faculty continues to meet high standards)

The Institute has a well-rounded faculty development policies and processes. A faculty is entrusted both academic and administrative responsibilities after joining the institute. The Organizational structure encourages a person to work independently as well as raw member. All faculty report to the Dean of the Institution and that encourages a flatter Organizational structure and provides intellectually stimulating work environment. A faculty member joins a stream headed by the Area-Convener. He/ She is encouraged to participate, contribute and give valid inputs to respective areas in terms of pedagogy development and curriculum development. A faculty member joins many institutional teams, organizing and supervising co-curricular, research and personality development of students. Faculty are encouraged to participate actively in terms of curriculum development; pedagogical tool enhancements like introduction of new software, stimulation, new case studies.

The faculty also shall involve in research, consultancy, MDPs, Corporate Interface. Faculty inputs for course development, student activities, and infrastructural developments.

Faculty members are also encouraged to take senior/lead roles & responsibilities from time to time in terms of academics & administration.

BIHER ensures:

• Flatter organizational structure

• Roles and responsibilities entrusting on rotation basis, merit-cum-seniority basis

• Entrusting twin role to faculty like academic & administrative role

• Encouragement to faculty to participate organize MDPs, FDPs, Consultancy, Seed research project, Research Conference/Seminar

• Introduction of new software, technology inputs, simulations, case studies, Databases

- To become part of various committees, sub-committee and constitute towards institute, curriculum, pedagogy and student development

- Encouraged to take higher responsibilities

- Encouraged to outreach & connect with industry and other stakeholders outside the institutes. The institute has defined and well laid policies for internal promotion. The parameters of internal promotions are defined as per Annexure-1

During the internal promotion, the institute considers the performance of the faculty based on different criteria like teaching quality, administrative responsibilities, research and publications, conferences, workshops, new initiatives, student feedback and contribution of the faculty in the institution building. The student feedback is religiously recorded after the completion of each term. This process ensures the transparency in terms of teaching and learning process, course outcomes and programme outcomes alignment and various other parameters of quality. It also ensures the development of the faculty over the period through continuous encouragement and motivation by the institute leadership.

INTERNAL PROMOTION OF FACULTY

In case of fresh recruits, of the above minimum qualifying service/experience to be eligible for promotion, at least two years' experience must be in the respective grade at BIHER excepting in outstanding cases to be decided by the Vice Chancellor. The Selection Committee will assess for promotion to Associate Professor and above keeping in view the prescribed qualifications, experience, research & publications and other academic activities in the Institute. Faculty can apply for considering his/her case for promotion only after completion of three years of service/experience in the respective grade (at least two years' experience in BIHER). The annual increment in case of promotion would be on 1st March or on 1st September depending on nearest forward or backward date for such promotion.

Annexure: 1

1. Sanction of Increment

Increment to all teaching staff (faculty members) shall be sanctioned based on the Performance Appraisal Scoring System (PASS), subject to the satisfaction of the following:

i) Increment to all teaching staff (faculty members) shall be sanctioned based on the Performance Appraisal Scoring System (PASS), subject to the satisfaction of the following:

ii) A minimum Faculty Performance Index (FPI) of 2.0 as per PASS report system is necessary for staff in the cadre of Assistant Professor.

iii) Should secure a minimum FPI of 2.5 in the PASS report system for the staff in the cadre of Assistant Professor (Senior and Selection Grade), Associate Professor and Professor.

iv) Should secure grants from funding agencies / industries for carrying out research in thrust areas.

v) Should acquire Consultancy Projects and testing to enhance the visibility of the Institute.

vi) Should involve in all legitimate activities for the growth of the Institute.

vii) Should organize / participate in International / National Conferences / symposia / workshop / seminar, etc.

2. PERFORMANCE APPRAISAL, CAREER ADVANCEMENT & PROMOTION
2.1. PERFORMANCE APPRAISAL - Annual Review

The Management of the Institute reviews the performance of faculty members every year and based on this, annual increment, career advancement, etc will be given to the faculty. The following are the important provisions.

i) Every faculty member should submit his/her annual performance report in the appraisal format prescribed by the Institute. Detailed instruction issued in this regard has to be followed scrupulously. As it is a self-introspection of his/her performance, reporting by the faculty member should be factual and accurate, supported by evidence wherever necessary.

ii) It is incumbent on the part of HOD, to check the entries and append his/her comments in an unbiased manner taking into account the interest of the department.

iii) A review committee formed by the Institute shall review the performance of every faculty member and recommend annual

increment, career advancement if it is due to him/her and his/her performance is good. In case, a faculty member's performance is consistently unsatisfactory, based on the recommendation of the committee, the Management would take appropriate action including termination of his/her service.

2.2. Career Advancement Scheme (CAS) for faculty

For all teaching faculty Career Advancement Scheme (CAS)/ Promotion will be given following the procedure and guidelines prescribed by "UGC Regulations on minimum qualification for appointment of teachers and other academic staff in Universities and Colleges and measures for the maintenance of standards in Higher Education with minimum duration of service and API score.

2.3. Promotion of Non-Teaching Staff (Administrative and Technical Staff)

Career Advancement Scheme (CAS) is provided for the administrative and technical category subject to the condition that they should put in certain number of years of service and have satisfactory performance as evaluated by an appropriate review committee/authority

3. STUDY LEAVE

The faculty members are eligible for a study leave with pay for a maximum period of fifteen days during calendar year either after completion of one year service or with a commitment that they would continue for a minimum of one year after utilizing the study leave. The pay here is to be read is the basic pay along with DA with no other allowances.

3.1. Procedure of availing study leave

The staff intending to utilize the study leave is required to inform the Head of the Department / Head of the Institution regarding the alternative arrangements made during their absence along with a signed note from the faculty who agreed to take the sessions during that period and a letter of commitment.

4. RESEARCH AND DEVELOPMENT
a) Academic research

i) As research is an inherent component of the functions of a Institute, every faculty member shall take active efforts to make research contributions in his/her field of specialization.

ii) A faculty member should identify specific aspects relating to his/her area of specialization in which there is considerable scope for further working, so that he/she either do it by himself/herself or motivate undergraduate and postgraduate scholars or a junior colleague to take up the study

under his/her supervision.

iii) Faculty members who act as Research Supervisors should spare adequate time to the research scholars for discussion and monitor their progress, so that not only the quality of work is improved but also time over-run can be avoided.

iv) As the scope for doing further research work from the undergraduate and postgraduate students' project work is ample, active involvement of the faculty member in the student's project work is very essential.

v) If the student's project work is industry related, the faculty member shall visit the industry to know the problem in its perspective so that he/she can guide effectively. In fact, this will help to develop contact with the industry.

vi) Interdisciplinary and collaborative research is assuming enormous proportions a faculty should take efforts to identify such area(s) by interaction with his/her colleagues in other departments or researchers in established R&D laboratories for collaborative research purposes.

b) Research publications and books

i) As research publications in refereed journals of international importance not only improve the individual's image but also of the institution, every faculty member should strive to bring out such quality publications.

ii) Faculty members should publish their research output only in indexed SSCI journals and publications in non-refereed journals will not be recognized.

iii) Faculty members shall also strive to file patents if their research output is felt new and novel.

iv) Depending upon the research content, the faculty member may also present papers in International/National level conferences, but the impact they command compared to publications in refereed journals is considered much less.

v) Faculty members should also take efforts to bring out his/her research work other than refereed journal papers, in the form of books or chapters in the books published by the international/National level publishers with ISBN/ISSN numbers.

vi) The faculty members will be provided financial incentives for publications in refereed journals taking into account the impact factor, total citations, immediacy index, half-life, etc.

c) Sponsored and funded research projects

i) An important source of financing and professional recognition to the Institute is sponsored and funded research projects. Therefore, every faculty member should browse the web sites of various funding

agencies, advertisement, etc., periodically and submit research proposals in the proper format to those agencies to secure funding assistance for research and acquiring facilities such as equipment, instruments, etc.

ii) The faculty member, who is a Principal Investigator, besides employing Project Associates, if the project proposal contemplates and the funding agency approves, can also use the services of students and research scholars, wherever possible.

iii) Many funding agencies provide funding assistance for establishment of centres of excellence. A faculty member may also examine and send proposal pertaining to his/her department or interdisciplinary ones for establishment of such centres.

iv) Students should also be encouraged by faculty members to submit proposals for securing funding assistance for student projects from Science and Technology Councils of the State and Centre and other agencies.

v) The effort of the faculty member must be to convert his/her creative idea into a product either physical, conceptual or a computer software. In order to get recognition not only for the faculty, but also, for the institution, he/she should take efforts to obtain Patent/Intellectual Property Right (IPR) so that nobody could copy them.

vi) Cash incentives, as may be decided by the Management, will be given to those faculty members for funded research/projects secured, research papers and books published and patents obtained.

5. CONSULTANCY AND EXTENSION ACTIVITIES

a) Consultancy projects

i) Executing consultancy works for the state and private organizations is another important source of financial resource to the Institute.

A faculty member should take efforts to secure consultancy works in his/her area of specialization from industries and business or from State agencies.

ii) To secure consultancy work, the individual's capability in solving practical problem in his/her area of specialization besides development of good rapport is very essential. Guiding industry oriented student projects is an easy way of establishing contacts with the industry counterparts. Hence, faculty member guiding such project works should establish proper, healthy and positive rapport with the concerned industry from where such project work is undertaken.

iii) A faculty member should constantly update his/her knowledge, familiarize himself/herself with the problem of industry by going through industry publications, attending professional society meetings etc., to establish contact and get to know the problem of

industry.

iv) Attending seminars and conferences organized by professional institutions such as Confederation of Indian Industry (CII), Federation of Indian Chamber of Commerce & Industry (FICCI), The Institution of Engineers (IEI), Institute of Electrical and Electronics Engineers (IEEE) or other Industrial Associations will also help to understand the problem of industry.

b) Extension activities

i) A faculty member should take efforts to organize refresher courses, seminars, workshops not only for the benefit of faculty members but also for participants of industry and society at large. Such programmes could be self supporting or sponsored ones.

ii) Conduct of continuing education programmes/structured courses to meet specific requirement of the industry and society is yet another way of augmenting resource for the Institute. A faculty member can organize such programmes either one time or on continual basis year on year.

iii) Extension activities could include various community oriented services, preferably using the expertise in the field of science and technology, and addressing the requirements of weaker sections of the society.

6. INVOLVEMENT IN DEVELOPMENT ACTIVITIES

a) Co-Curricular activities

i) A faculty member is required to arrange guest lectures, seminars etc., to supplement regular lectures and also help in the conduct of faculty development programmes, short-term programmes, workshops, open houses, exhibitions organized by the Department or Institute.

ii) A faculty member is required to organize industrial visits, educational tours and accompany the students to visits/tours as and when required by the HOD.

iii) A faculty member if nominated as an Office-bearer such as Treasurer, Adviser of Professional Society functioning in the Department/Institute he/she shall perform such duties accordingly.

iv) A faculty member is required to help the Professional Societies in organizing annual events such as symposium, technical contest, quiz, and also in the interaction with the parent bodies (e.g. ASME, IEEE etc.) to promote the student chapter of the professional bodies.

v) A faculty member is required to coordinate National / International conferences / seminars / symposium / workshop.

vi) A faculty member should submit project proposals to the funding agencies for financial assistance to conduct seminars, conferences, etc.

b) Extra-curricular activities (Co-administrative Activities)

i) A faculty member should see that the class rooms, department buildings, laboratories and surroundings are kept neat and tidy with the help of personnel assigned for this purpose.

ii) A faculty member should ensure that lights and fans are switched off after the class is over, and if there is no lecture class for the students in the next period to save energy consumption.

iii) As discipline in the campus is very essential, every faculty member should interfere if they notice indulgence by students in activities of condemnable nature.

iv) A faculty member if required to help the HOD in all administrative matters like distribution of hall tickets, mark sheets etc., and compilation of departmental replies to higher authorities etc.

v) The faculty member has to serve as a member of any enquiry committee or as a member of various committees whenever the Department/Institute organizes major events such as Sports Day, Annual Day, Technical and Cultural Festivals, etc.

vi) Faculty members are liable to be assigned the responsibility of Residential Tutor/Deputy Warden of the hostels run for the benefit of students for a specific period of time and for this service they shall be given perquisites in addition to their salary.

vii) All faculty members are expected to oversee the students go to the class on time and not loitering in the campus.

viii) Faculty members should also take part in activities related to NCC, NSC, NSO, Red Cross Society, Alumni Association, etc., as office bearer/organizer and shall discharge the duties assigned to the position.

ix) Any other activity(s) related to Department or Institutional Development that may be assigned to the faculty member depending on the need.

BIHER organizes Faculty Development Programs, workshops and faculty seminars. Apart from this, Institute also encourages faculties to join FDPs, Workshops, Conferences/Seminar organized by various institutions/universities.