



**GOVT. DR. SHYAMA PRASAD  
MUKHERJEE SCIENCE & COMMERCE  
COLLEGE, BHOPAL (M.P.)**



**POLICY FOR  
FACULTY DEVELOPMENT  
PROGRAMS/  
TRAININGS/WORKSHOPS**



# **FACULTY DEVELOPMENT PROGRAMS/ TRAININGS/WORKSHOPS POLICY MANUAL**

## **POLICY:**

Govt. Dr. Shyama Prasad Mukherjee Science and Commerce College strongly believes that the faculty is one of the strongest pillars of institute. Institute always believes that the best faculty and teaching staff and technical staff makes the best students. As a result, Management of the Institute is committed to creating faculty of national and global standards. Therefore, the management is always ready to support faculty development programs/ Trainings/workshops and initiatives to empower and assist staff to excel in teaching and training and become more effective and talented in the concerned profession.

Faculty development is a shared responsibility of the faculty members and the college. All the faculty members are strongly encouraged to pursue PhD degree. The faculty members are provided numerous opportunities to pursue research and participate in seminars, conferences, and workshops.

College believes that participation in such programs goes a long way in upgrading skills of the faculty.

college is committed to supporting continuous learning for staff through faculty development/trainings/workshops initiatives related to excellence in teaching & learning.

## **FUND:**

College tries to get financial assistance for Faculty Development Fund from World Bank, RUSA, UGC, Department of higher Education govt. of M.P. and Janbhagidari Samiti.

## **Roles & Responsibilities:**

- Professional qualification is always a benchmark of quality. Hence all the faculty members shall have PhD, either during the time of appointment or within five years of the joining.
- Faculties are responsible for development and design of SWAYAM (Study Webs of Active-Learning for Young Aspiring Minds) Platform for hosting Massive Open Online Courses (MOOCs) in terms of MHRD's OM No.8-26/2014 dated 21st March, 2016 by blending academics with technology.
- Faculties shall be responsible for creating self-paced learning in various areas, like, Yoga, GST, Economic Survey, Skill development and Curriculum Bases Training Programs/ Workshops (Science, Humanities & Social Sciences, Commerce,

Management, and other Inter-Disciplinary Areas).

- Responsible for developing and designing soft skill enhancement programs such as-

1. Advanced Leadership Skills
2. Advanced Presentation Skills
3. Communication Skills
4. Creative Thinking
5. Decision-Making Skills
6. Digital Literacy Program
7. Emotional Intelligence
8. Goal Setting
9. Polite and sincere behavior
10. Problem- Solving Skills
11. Stress and Conflict Management
12. Teaching Techniques
13. Time Management
14. Team Building
15. Disaster Management
16. Professional Ethics
17. Cyber Security
18. Short Term Training Program
19. Refresher Programs.
20. RTI matters.

## **IMPLEMENTATION OF FDP/Trainings/Workshops:**

Departments, IQAC, Examination Cell & Staff Club Collaboratively organized such Faculty Development Programs/Trainings/Workshops for the Faculty Members to achieve empowerment, motivation, learn new skills, become happier, feeling good, mentally strong, positive and satisfied individuals in their personal and professional life.

Some such programs organized by college are:

### **❖ Academic Faculty Development Program**

- Workshop on Handling of Lab Equipment's. (19/07/2017)
- Workshop on Handling Data (10/02/2018)
- FDP ON Applied Aspects of Bio-Science (2018-19)
- Workshop on Gandhi Global Solar Yatra (02 Oct 2019)
- Workshop on Nehru the Build of Modern India (19 Nov 2019)
- Training on PFMS (12/10/2019).
- Workshop on Cyber Security (22 Nov 2019).
- Workshop on Research Methodology. (2021-22)
- Training on Tally Software (20/05/2021)

### **❖ Non-Academic Program**

- Welcome get-together for new members.
- Farewell get-together for members who are leaving the institute.
- New year get-together.
- Festivals celebrations and Cultural Program like Diwali,Holi, Sawan, Navratri, Saraswati pooja on Basant Panchami.

## **PRESENTATION OF FDP/Trainings/Workshops REPORT:**

Depending on the availability of fund, more provisions shall be incorporated and existing ones are revised every year. The inclusion of more provisions and revision of existing will be discussed and finalized in the staff council meetings.