Professional Development Policy

Introduction:

This policy provides the framework for professional development for all staff across SGT University. The university is committed to the equitable development of all staff members, recognizing the key role of professional development in both the efficient and effective operation of the University and the work, career, and personal goals of staff.

Purpose:

The purpose of the Professional Development Policy is to encourage and support employees to actively pursue their professional and career development as an integral element of their employment with the University. The University acknowledges that continuing professional development contributes to personal job satisfaction, workplace productivity, and recognition.

Scope:

This policy applies to all employees on fixed-term and ongoing appointments and sets out the principles that underpin professional and career development at SGTU. Professional Development includes learning and development opportunities and activities to extend and broaden the professional capabilities of faculty members, non-teaching staff, and students in relation to their roles and responsibilities.

Professional Development Policies for Faculty Members

This policy advocates the University's mission through effective planning and employing workshops, seminars, and educational opportunities for faculty members, placing emphasis on developing and honing their professional and personal skills.

Professional development programs for faculty members include orientation, induction, and on-the-job training, career development, and transition programs, teaching and learning support and programs, research supervision and support, undertaking research or project work, participating in internal or external committees or in governance, and networking, coaching, and mentoring programs.

The goal of professional development is to keep faculty members updated with ongoing trends and assist them in developing new skills for advancement in their respective areas of expertise. Faculty Development Policies are specially designed for academic educators and built for upgrading and keeping abreast of skills and knowledge regarding technology, management, and other areas of specialization. The program's duration ranges from one to four weeks, covering areas such as case and teaching skill development, research methodology, research skill development, perspectives on

1

technology, management, and specialization courses.

Faculty Development Programme (FDP):
- The FDPs are designed to provide thorough training to educators and help them strengthen their understanding of core and general management, gain exposure to advanced topics, learn and experiment with effective pedagogical techniques, and gain familiarity with essential aspects of carrying out research studies.
- The FDPs focus largely on a variety of learning settings like classrooms, workshops, and seminars, and a participatory approach to learning, blended with other educational methods like lectures, group exercises, simulations, and presentations. The programs are supplemented with knowledge-based systems, statistical tools, and audio-visual aids.
- The FDPs ensure the development of deep insights into curriculum planning and academic administration.

Faculty Development programs would necessitate the following outcomes at the successful completion of FDP:
- Faculty members would be aware of and skilled with the latest technologies.
- Faculty members shall improve their research skills and quality work after completion of FDP.
- Faculty members would be introduced to multiple forms of teaching pedagogy for improving teaching effectiveness.
- Faculty members would be able to build their capabilities for effective theory building and validation of the same rationally
- The FDPs would make them competent and efficient in working in groups. They would be able to learn more than just classroom related experiences as they usually would get chance to attend research seminars, special guest lectures, along with interacting with people from diverse backgrounds.

Conferences:

- Faculty members are required to participate in national and international conferences and are entitled to academic leave upon showing the acceptance letter for the paper presentation.
- They are eligible for certain funds from the University for the expenses incurred in attending the academic conference.

Workshops:
- Faculty members are expected to attend workshops to enhance their professional development. Workshops can be either internal or external, offering a face-to-face group experience with a variety of activities, including lectures, small group work, and hands-on technical training. The workshops provide faculty development resources, such as online seminars, courses, publications

related to online education, and conferences.

- Attendance to these workshops is mandatory for the faculty members, as it helps enhance their teaching skills in the classrooms, and equips them with new techniques and ideas in teaching.
- The university provides grants and academic leave for the same. The learning outcome from these workshops is used by the faculty members for the benefit of the students and to enhance teaching pedagogies. The faculty members are also given the facility to attend online workshops, which are offered in both asynchronous and synchronous formats and vary from two to four weeks.

Academic Leaves:

- The university makes provisions for leave with pay for the purpose of "professional improvement in the form of attending conferences, seminars, workshops, Refresher Courses, or Ph.D. related work."
- This policy aims to improve the quality of higher education professional service.
- The faculty members are allocated a fixed number of leaves in a semester for their academic activities.
- After each leave period is completed, evidence, as determined by the university, must be submitted to the respective dean/reporting head to indicate that the purpose for which the leave was granted has been achieved.
- Academic leave shall be granted only with the prior approval of the concerned authorities.

Induction Programme:

- The university shall organize regular induction programs named as "**Young Leadership**" for the new faculty members joining the university.
- The program shall aid them in understanding the working methodologies of the university, its rules and regulations, along with the prerequisites for professional development.

Professional Bodies Membership

The university encourages the faculty members and provides financial assistance to register themselves with different recognized professional bodies such as ISTD, AIMA, ASTM, and IET, etc.

Coursera, Swayam /NPTEL Courses:

- The university encourages its faculty members to pursue academic development and additional learning through certified MOOC Courses on Coursera and Swayam/NPTEL Portal, a government of India initiative.
- The faculty members can choose from more than 2000 courses and enroll in any of the interested courses available on the portal.

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3

Professional Development Programme for Students:

The higher education institutions have a key role to play in the all-round development of their most important stakeholder, the students, leading them to nation-building. Through scientific application of educational psychology, effective classroom management, proper evaluation techniques, inculcation of research aptitude, and overall, by a systematic educational administration, this goal can be achieved to a great extent. The university has formulated an extensive policy for students.

The university takes all steps to promote the development of the students.

- Various schemes and programs are officiated and inducted during a student's duration of the course.
- Along with ethical and moral development, students are encouraged to hone their academic and other skills.
- Mandated by the government of India under the education policy, the University encourages its students to achieve academic excellence through certified MOOC Courses on Coursera, and Swayam/NEPTEL Portal.
- The students can choose from more than 2000 courses and enroll in any of the interested courses available on the portal. With a repository of more than 2000 courses and e-content, designed by professors from 7 IIT'S of the country, it helps bridge the gap between learning and teaching.
- The students are aided in keeping pace with the outside world. They are guided to LSRW efficiency through the Soft Skills Laboratory and the consequent development of their EQ & IQ. The students are mentored by their respective faculties for the same.

Career Counseling:

- The PLACEMENT CELL of the university is designed to assist students in finding the right path for their careers. It is supposed to conduct regular counseling sessions for students so that they can be properly oriented toward their careers and the choices available to them.
- The institute is committed to making all efforts to provide guidance and coaching to students so that they are ready to face and qualify for competitive examinations.
- The institute shall encourage and make endeavors towards providing INTERNSHIPS to its students in professional as well as non-professional courses, which would give them exposure to the industry and orient them with work practices and professional ethics.
- SGTU would enhance the skills of its students in different programs through the introduction of VALUE-ADDED COURSES specially designed to suit the needs of the students. The university would also conduct several SOFT SKILL ENHANCEMENT programs for its students which would make them competent enough to take up academic challenges after the completion of their course.

4

Professional Development Policy for Non-Teaching Staff:

- SGTU aims to provide opportunities for all non-teaching staff to further their professional skills and/or qualifications.
- The university is committed to providing opportunities for all non-teaching staff to further develop their awareness, knowledge, and skills in current educational and support practices.
- In order to develop non-teaching staff with enhanced skills that will, in turn, enhance the overall quality of the university, SGTU shall actively conduct Computer Training Programs, Language Skill Development, Programs for the development of Official Communication, and other such training activities.
- Ongoing and needs-driven professional development is an obligation of the university, and thus each individual's professional development is a shared responsibility between the university and the staff member.
- SGTU would formulate non-teaching personal professional development plans as per the needs of the staff and would also identify areas for personal growth and those of personal interest.
- The university would form a committee to look into the training and development of non-teaching staff. Its role would be to inform all non-teaching staff of professional development opportunities, which in turn will reflect individual staff needs as identified in their respective performance review plans.
- The university would allocate a budget for the professional development of its non-teaching staff every year.
- Non-teaching staff are encouraged to seek and provide professional development from other staff members, as well as to explore Department of Education online accredited training opportunities.
- Non-teaching staff attending professional development are supposed to report briefly to other appropriate staff members about the activity and its benefits.

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