



FISAT[®]

FEDERAL INSTITUTE OF SCIENCE AND TECHNOLOGY



Policies for Staff Empowerment

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Policy on Adjunct Faculty

FISAT has a well- defined Policy on Adjunct Faculty to develop a useful and viable collaboration between the educational Institutions and industry. The Policy on Adjunct faculty seeks to enhance quality of education and skills by involvement of academicians, scholars, practitioners, policymakers in teaching, training, research, and related services on a regular basis and to attract distinguished individuals who have excelled in their field of specialization.

Definition

Adjunct Faculty is hired by a college to teach but is not a full time member of the faculty. Adjunct Faculty is a part-time or contingent instructor. There are academicians, professionals whose primary employment activity is outside the Institution and who are not interested in seeking full time appointment with the Institution, but can contribute to teaching in the Technical Institutions/ academic Programmes The Adjunct Faculty should be an eminent Professional/ Scientist/ Engineer having recognition at national/ international level and having outstanding published work.

Qualifications and Experience: Candidates for Adjunct Faculty/ Resource person from industry should have relevant professional qualifications and experience as suggested by AICTE.

Functions of Adjunct Faculty/ Resource person from Industry are: Teaching Technical Courses: Adjunct Faculty shall be expected to teach Courses directly related to his/her specific expertise and professional experience or the areas of his/ her specialization. He/ She shall also contribute to the Institution's activities like counselling of students, developing new Course(s) and pedagogical improvements. Participation in service-related activities: Adjunct Faculty is also expected to actively participate in service-related activities, such as being a member of departmental Committees, serving as advisors to faculty and/or undergraduate and post graduate students, helping students network and active collaboration with the industry/ employer providing internship and job opportunities.

- PAC identifies the courses/modules/workshops suitable for handling by adjunct faculty.
- As per decision of DAC, an adjunct faculty from that list is selected
- HOD submits the details of the adjunct faculty including the required period of service, remuneration payable etc. to the Principal for approval from the management.

- On obtaining approval from the management, the institution sends an invitation/offer of appointment to the adjunct faculty indicating the date of starting of classes and the remuneration payable.
- The records of the classes handled by the adjunct faculty are maintained in the respective departments.

Policy on Faculty Appraisal

FISAT has healthy policies for faculty appraisal and support.

Faculty members are asked to fill up the self-appraisal proforma and HoD verifies the same and write his/her comment. Various parameters such as results, student feedback, publication details, recognitions, academic achievements and administrative involvement in the non-teaching activities of the college. Any other relevant contributions and upgradation in the qualification are included. Based on the decision of the appraisal committee constituted by the chairman appropriate decisions are made regarding promotion, increments and other matters. Wherever required the committee also can recommend the faculty for training programs and other competency development activities. Periodicity of appraisal is determined by management and the faculty members are also appraised before awarding annual increments.

Policy on Faculty Empowerment

At the Federal Institute of Science and Technology (FISAT), faculty take on primary responsibility in the conception and execution of several planned outcomes that will transform students.

An institution that facilitates the learning of its members continuously transforms itself. Becoming a learning organization requires all faculty members' participation in a collective and continuous stream of systems thinking, mastering personal transferable skills, having a shared vision, and team learning.

In the environment of radical and transformational change, the business of education needs to adapt to the student community's disruptive and evolving needs that go beyond classroom teaching.

1. Systems thinking is adopted by empowering the faculty team to take up and respond to portfolio needs with individual decision-making within the bounds of departmental and institutional objectives. For example, functions like admission coordination and Management, placement planning, training need assessment and adoption, and student-centric co-curricular and extracurricular activities are faculty-driven portfolios.

2. Personal expertise improvement is encouraged by continuous faculty training and handholding. Building in-built skill repositories of subject-specific strengths is a focus area of expertise.

3. This expertise is transferred to student groups through add-on programmes, training sessions, workshops, and skill-building sessions over the academic year in a planned process that is synchronized with the institution's other activities.

4. Shared vision is emphasized by the system of departmental level and institutional level faculty committee meetings regularly and on a requirement basis for discussion of academic activities, process management, and standardization of outcomes.

5. A democratic and liberal environment of opinion sharing, discussion, group decision making, and execution is part of the culture of FISAT

6. Team Learning is perhaps the greatest precursor to continued and planned growth. Training and teaching of new software, learning requirements of programmes execution, developing expertise in subject knowledge, and enabling group learning through expert talks and discussion is part of raising the benchmarks.
7. Improving the academic output and performance of faculty as demonstrated in publications, research, sponsored projects, or funded research is a focus area that calls for continuous attention and is encouraged without reservations.
8. Constant feedback from the faculty is taken to ensure that work delivery is conscientiously done.
9. By providing a peaceful working environment, comfortable settings, adequate ICT linkages, and access to the latest data repositories and database software, faculty are ensured of a self-driven work culture and not supervision-led.

Policy on Identification of Training Needs for the Development of Staff

With an objective to achieve excellence in every functional area, FISAT gives primary focus on developing its human resources. The following policy describes the guidelines for identification of training needs for development of all staff members.

The Principal/HOD shall maintain a file, which gives the details of the Qualification, Experience and Specialization of each and every teaching and non-teaching staff member. The particulars of the training programme attended by each staff member shall be maintained in the department. The H.O.Ds shall maintain a training file, which gives the details of the training programmes attended by the staff members in the department. The particulars of the training programme attended by each staff member, shall be recorded in the file. The Administrative Officer shall maintain separate personnel files for each staff member having details of their qualification, experience, copies of certificates, details of training attended etc., The areas of improvements needed for each staff member, are identified by the H.O.D through the result analysis got from the subject files, and also by personal observations. The feedback forms collected from students about individual staff members, shall be scrutinized by the Principal and their training needs and areas of improvements identified. After having identified the training needs of the staff members, the H.O.D shall recommend to the Principal, the need for training, who shall arrange for a suitable training programme. The staff can also voluntarily come forward, and express their willingness to participate in the training programme being conducted. Staff desirous of pursuing higher studies shall forward a letter of requisition recommended by the H.O.D, to the Principal, and on getting permission from the Management, can do so.

Policy on Staff Selection

FISAT has a robust policy to recruit and retain faculty members as per requirements of the institution considering the workload required for the position, qualification and work experience criteria and Faculty-Students ratio prescribed by AICTE.

At the end of each semester, the HODs review the staff position for the departments.

Those who want to leave the college for various reasons, like higher studies, changing to industry, research and development are asked to inform the management before March 31 and September 30 respectively.

The HODs consolidate the load in theory, lab/workshop, drawing, administrative work etc., and calculate the required number of faculty members to manage the various workloads of teaching, lab classes and other administrative work of departments and college. The above requisitions are scrutinized by the Principal and Chairman and approved accordingly. The Principal does consolidation of various department reports.

Advertisements are published in leading newspapers specifying qualification, experience required, and job profile. Chairman and Principal approve these advertisements before they are released to the press. The applications in response to the advertisements are scrutinized first by the HODs, and subsequently approved by the Principal.

The procedure for screening and selection of candidates for interview shall be as per the HR policy of the institution.

The interview board finalizes a rank list for each post based on the candidate performance in the interview. The matter relating to pay etc. of various posts are also discussed with the candidates at the time of interview. The final rank list is prepared soon after the completion of the final interview. Those who are finally selected are given appointment letters signed by the Chairman / Secretary. Acceptance of appointment/offer is required to be submitted latest by 10 days from the date of issue of appointment letter.

Policy on Training of Teaching and Non Teaching Staff

Training and developing employees is critical to the future success of the institution. FISAT believes in making the employees productive, efficient, and adaptable by improving their skills in several areas including communication, critical thinking, and problem solving. To facilitate this, training is given to the teaching and non-teaching staff members on the basis of their qualification, performance, teaching skills and experience.

Teaching and non-teaching staffs are recruited based on the prescribed 'qualification' or 'qualification and experience' stipulated for each category.

Development of Teaching Staff

'Need based' training program shall be arranged for faculty members.

The need shall be identified through one or more of the following means

1 Review by the H.O.D/Principal

2 Result analysis

3 Students feedback

The avenues for training of staff members shall be as follows:

1 Training program for faculty members on development of communication skills

2 Training program for faculty members on improving teaching methods or pedagogy

3 Sending faculty members to attend seminars or program conducted at different parts of the country

4 Allowing the staff member to do higher studies.

5 Seminar/Winter School organized by MHRD & ISTE, AICTE to update their knowledge on the latest field.

6 Industrial internship for faculty members, undertaking projects & consultancy work.

Training program for faculty members on development of communication skills

Effective communication' forms an improvement criterion for effective teaching, and so staff members shall be periodically given on development of communication skills. This will improve their skill in teaching.

Training program for faculty members on improving teaching methods or pedagogy

Once the need for training has been identified for staff members, a training program on improving the methods of teaching shall be arranged either in-house or they could be send for training to an institute of repute.

Sending faculty members to attend seminars or program conducted at different part of the country

Faculty members shall be periodically sent to attend seminars or programs conducted in various parts of the country, to improve their expertise in their field of specializations. This would help them to develop their technical knowledge.

Allowing staff members for industry internships, project and consultancy work.

For improving their industrial exposure and gain practical knowledge. For enabling industry internships/training/projects/consultancy suitable MoUs with industry firms to be entered into.

Allowing the staff members to do higher studies.

Staff members desirous of doing 'part time higher studies' shall give a written requisition letter addressed to the Principal and recommended by the concerned H.O.D. They shall be granted permission by the Management for pursuing the course based on their merit and the institutional needs. Management uses its decretory powers to accept the proposal based on the academic needs of the institution. If management decides to release the faculty for the course it shall execute the necessary bond for serving the institution for a specific period and retaining his/her post in the institution with or without salary.

Development of non-teaching staff

'Need based' training program shall be arranged for non-teaching staff. The need shall be identified through one of the following means.

1 Review by the H.O.D

2 Review by the lab-in-charge

The avenues for training of non-teaching staff members shall be as follows

- 1 Training program for non-teaching staff on development of technical skills
- 2 Sending non-teaching staff to attend seminars or training programs conducted at different parts of the country.
- 3 Allowing the staff members to do higher studies.

The above points are explained in detail as below

Training program for non-teaching staff members on development of technical skills

This shall be an in-house training program conducted by the staff-in-charge of the laboratory, in which they will be trained to operate the machines/equipment available in the laboratory in which they are working.

Arranging for soft skills and attitude development

Training sessions are arranged for non-teaching staff who come to face-to-face contact with the students for developing soft skills and positive attitude.

Sending non-teaching staff members to attend seminars or training program conducted at different parts of the country

Non-teaching faculties shall also be sent to attend seminars or training programs conducted in various parts of the country, to improve their expertise in their field of specializations. This would help them to improve their technical know-how. After completion of the training program the feedback regarding the usefulness of the program shall be collected in 'Training program feedback form' from the participants.

The HODs shall evaluate the performance of the subordinate staff in 'Evaluation of the training program' for those who have undergone training programs.

Allowing the non-teaching staff members to do higher studies.

Non-teaching staff members desirous of doing 'part time higher studies', shall give a written requisition letter addressed to the Principal and attested by the concerned H.O.D. They shall be

granted permission by the management for pursuing the course based on their merit. They may be allowed to go after executing a bond to serve the institution for a prescribed year. Non-teaching staff members desirous of going for 'full time higher studies', shall give a written requisition letter addressed to the Principal and attested by the concerned H.O.D. They shall be granted permission by the management for pursuing the course based on their merit and at the discretion of the management.

The details regarding the educational qualifications, experience, training programs attended etc., shall be maintained by the HODs concerned.