

Implementation of Teacher Training Policy

Ess.Doc.-09



AAA

COLLEGE OF ENGINEERING & TECHNOLOGY

(Accredited by NBA (CSE,EEE,ECE & MECH) and NAAC with 'A' Grade.

An ISO 21001: 2018 Certified Institution

Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)

Amathur, Sivakasi-626 005

Faculty Development Policy

1. Policy

AAACET supports faculty development programs and initiatives to empower and excel in teaching learning process in self-professional growth by contributing to the overall excellence of the institution in more effective way. Faculty development/self-growth is a shared responsibility of faculty and college to create a supportive environment that fosters the ongoing professional development and growth of faculty members, ultimately contributing to the overall success and excellence of the institution. The intention of AAACET is all the faculty members to complete Ph.D. At the time of joining in AAACET, faculty who are not registered Ph.D is strongly encouraged to register for Ph.D and to complete the same within the 5 years of stipulated time. All the faculty promotions and recognition activities are strictly followed based on quality, performance of the faculty.

2. Faculty Development Provision

Faculty development provisions for engineering faculty typically include a range of programs and resources aimed at enhancing teaching effectiveness, advancing research skills, promoting professional growth, and supporting leadership development within the field of engineering education.

As per the AICTE guidelines, all the AAACET teaching faculty are encouraged to attend employees to undergo Quality Improvement Programs, Conferences, Seminars, Workshops, FDPs Professional Development Program, Short term Training courses relevant to domain expert, NPTEL exams, Pedagogical trainings and etc.

AAACET mandates both the teaching and lab technicians to attend skill development programs for updating their technical knowledge in the recent technology and to improve the teaching skills and students learning skills. AAACET is committed to supporting continuous learning for faculty members through faculty development initiatives related to excellence in teaching learning, research, consultancy and extension thereby transforming faculty members into thought leaders to make AAACET as a knowledge center.

AAACET is committed to promote research culture in the campus by establishing Committee on Research and implementing specific and goal oriented research activities / schemes to facilitate research activities to be undertaken by the faculty members independently or collaboratively involving industry and students.

3. Financial assistance and Rewards

Financial assistance for faculty growth typically includes various forms of support aimed at facilitating professional development, research activities, and career advancement opportunities for faculty members. The following are the avenues of financial assistance for faculty growth that the AAACET provides:

a) Yearly Increments

Faculty is provided yearly increments if any one of the following criteria is satisfied.

- Faculty is eligible to the increment after the completion of 12 months' satisfactory service in the College.
- The increment is awarded based on the self-performance appraisal and evaluation.
- It is mandatory for the faculty to register Ph.D. within 5 years of their service in teaching.
- Faculty with more than 5 years of experience need to organize conference/seminar/workshop/FDP, etc.,
- Faculty with Ph.D. need to organize funded conference/seminar/workshop/FDP, etc.,
- For faculty with Ph.D., at least two Scopus (web of Science) or two E-SCI or one SCI publication is mandatory for others one Scopus publication is mandatory.
- Faculty with Ph.D. needs to submit at least one project proposal for more than 10 lakhs to a funding agency.
- Faculty with Ph.D is mandatory to be an Anna University Supervisor in their respective departments.
- For non-teaching staff, completion of one in-house project is mandatory.

b) Funding and Resources

c) Financial Support

- Employee Provident Fund is provided for staff members drawing salary less than Rs.15,000/month.
- Employee State Insurance (ESI) is covered for staff members drawing salary less than Rs.15,000/month.
- Group Insurance for all faculty & staff members.
- Interest free loan for paying semester fees to university is provided for faculty members pursuing their Ph.D.

- A fee waiver of Rs.5,000/- for one of the children of our faculty/staff member studying in the schools run by the management.
- Subsidized mess fee for all faculty & staff members in the hostel.
- Faculty members staying in hostel are entitled for free accommodation.
- Free medical emergency transportation for both faculty & staff members.
- 3 days paid leave is extended to the faculty/staff members on the occasion of their marriage.
- Professional membership in the faculty club for faculty members.
- Faculty members can avail interest free loans to a maximum of two months' salary in case of marriage/emergency situations.
- Workmen compensation benefits are extended to all faculty members.

d) Rewards

Employees are eligible for the following rewards, based on their performance, contribution and years of service at the college.

- Awards such as certificates and medals for academic excellence for getting 100% pass percentage.
- Rs.10,000/- as increment for faculties those who have completed Ph.D in Engineering and Rs.5,000/- as increment for faculties those who have completed Ph.D in Science & Humanities.
- Cash award to a maximum of Rs.5000/- for the recipient of any international/national/state awards.
- Loyalty bonus of Rs.10,000/- to a faculty member served more than 10 years in AACET.

e) Research Benefits

- Sponsorship of registration fee for attending seminars, workshops & FDPs and presenting papers in national/international conferences.
- Cash award of 5% of the total grant sanctioned by the funding agencies for research projects.
- Cash award of 3% of the total grant sanctioned by the funding agencies for organizing seminars, workshops, FDPs and national/international conferences.
- Incentive of Rs.3000/- * impact factor for publication of papers / research articles in SCI/SCIE journals. The maximum incentive awarded will be limited to Rs.15000/-.
- Incentive of Rs.1000/-* for publication of papers / research articles in E-SCI journals scopus indexed journals/conferences/book chapters.

- Incentive of Rs.3000/-* for publication academic books.
- The incentive of the above all is 100% for single authored, 50% for corresponding/first author, 25% for other author, distributed equally for multiple authors of the institution.
- A amount of Rs 10,000/- is awarded to every patent applied.
- An amount of Rs. 1000/- is awarded to PI for every project applied for receiving grants above 15 Lakhs from funding agencies.
- An incentive for every additional degree received by the faculty with following criteria. Incentive of Rs 1000/- for additional Tech relevant degree. Incentive of Rs.500/- for other Tech relevant PG/UG degree. An incentive of Rs.200/- for Tech relevant diploma/ online courses.

f) Promotions

AAACET provides equal opportunity for all the faculty members. The college prefers to promote employees within the organization who are not only qualified but also contributed to a development of the institution. All promotions shall be considered based on the merit and subject to the fulfillment of AICTE norms.

- The Principal shall appoint a committee for promotion, in which he shall be the Chairman, with two Professors and invited experts from Industries/Other Colleges along with management representative(s).
- The Committee shall consider promotion of teaching staff to the next higher position on the basis of the guidelines given in this chapter and as per AICTE norms, subject to the condition that there has not been any disciplinary action taken against such candidate and any misconduct he/she has committed during the service for promotion.
- Under normal circumstances the senior most member of the faculty shall be considered for promotion to the next higher level position, subject to the AICTE prescribed qualification and their demonstrated performance in the college.
- Those who are promoted shall be fitted in the nearest scale of pay applicable to that corresponding category.
- For promotion to next cadre, faculty have eligibility as per Anna University supervisor norms is mandatory.

g) Sabbatical Leave / casual Leave/Onduty

Faculties are eligible to avail sabbatical leave under the following considerations.

- Maternity Leave for female faculty/staff members.

- 4 days medical leave for faculty members served more than 4 years. (not covered under ESI).
- A faculty and staff members can avail a total of 12 Casual Leave (CL) in an academic year (1st January to 31st December) on prorata basis.
- Faculty & staff members having more than one year of service from the date of joining in AACET are eligible to avail Vacation leave subject to college rules.
- All faculty & staff members are entitled to take 3 permissions of 1 hour each either in the morning between 9.00-10.00 am or in the evening 3.40-4.40 pm per month. However, the permission cannot not be availed in a day in which casual leave is taken either in AN/FN.
- Faculty members are eligible to avail on-duty (OD) for attending Conference, FDP, Workshop, Seminar, DC/BOS meeting, etc., upon the prior approval from the Principal.
- Faculty members are eligible to avail OD for appearing NPTEL exams, GATE exams & higher-studies exams for a maximum of 3 days.
- Faculty members pursuing Ph.D. are eligible to avail OD for:
 - ✚ One day for Ph.D. Admission
 - ✚ 2 days/year to meet/ get sign in the Progress Report from Supervisor
 - ✚ Course Work Examinations of One day for Confirmation/Comprehensive Viva
 - ✚ One day for Synopsis submission meeting
 - ✚ Two days for Thesis submission meeting
 - ✚ Two days for Ph.D. Viva-Voce examination
- In the requirement of continuous on duty leave he/she can be claimed with the following rules.

Nature of Work	Max. No. of days allowed / Semester	Details
Hall Superintendent for theory exams	10 days	10 full working days (both FN & AN) allowed.
External Examiner for Labs	As per order from AU-Zonal office	3 days per semester
Paper valuation	As per order from AU-Zonal office	3 days per semester
AU Representative, Chief –AUR, Squad	As per order from AU-Zonal office	Maximum of one duty per semester.
FDP/STTP	6 days	Can be accumulated for a year.

h) Pregnancy Promotion

A pregnant Employee may request a reasonable accommodation of her condition upon presentation of a doctor's written certification attesting that the accommodation request is upon the doctor's advice. Such an accommodation may include, but is not limited to, a transfer to a less strenuous or hazardous position. If such a transfer can be reasonably accommodated, a pregnant staff member will be transferred for the duration of her pregnancy. However, the College will not undertake to create additional employment that the College would not otherwise have created to meet its own business needs.

The College will not be required to discharge any Employees, transfer any Employees with more seniority than the pregnant Employees, or to promote any Employees who are not qualified to perform the job. Upon transfer, a staff member will receive the salary and benefits, which are regularly provided to Employees in the position to which the Employee has transferred.

i) Sports & Fitness

- Sports for staff members are conducted during the sports day and the winners are awarded with shields and medals.
- Staff members are allowed to participate in sports events inside and outside the college. The college will sponsor for participation.

j) Email's & Computers

- AAACET provides E-mail and computers to be used for college purposes.
- Faculty is provided high speed network listening to audio broadcasts (live or prerecorded) on the internet, viewing video broadcasts (live or prerecorded), and downloading large data files for personal use in order to develop their personal profiles.