

DEPARTMENTAL PROCEDURES FACULTY & STAFF DEVELOPMENT(QP08)

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List of Abbreviations

Abbreviation	Expansion
AC	Academic
AMC	Annual Maintenance Contract
CEC	Continuing Education Cell
DTE	Director of Technical Education
DP	Departmental Procedures
ECE	Electronics and Communication Engineering
EEE	Electrical and Electronics Engineering
HODs	Heads of the Department
HR	Human resource
i/ c	In charge
ISO	International Organization for Standardisation
JIT	Jansons Institute of Technology
max	Maximum
MN	Maintenance
Nos	Numbers
OS	Office Superintendent
PR	Purchase
QM	Quality Manual
QS	Quality System
Rev	Revision
ST	Stores
TC	Transfer Certificate
UPS	Un-interrupted Power Supply



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List of Controlled Copy Holders

Copy No:	Copy Holder
01	MR
Soft copy available in PDF format with write and print protected except for forms in https://sites.google.com/a/jit.ac.in/qms for HoDs and the Process Heads.	



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1.0. PURPOSE

- 1) To identify the training requirements for faculty and staff members and to provide the training needs identified
- 2) To encourage faculty/ staff to upgrade their knowledge through higher qualification programs
- 3) To encourage faculty members to publish / present research papers in journals and conferences or seminars

2.0 REFERENCE

- a) ISO 9001:2015 Clauses 4, 5, 6, 7, 8, 9, 20
- b) Apex Manual AM04 to AM10
- c) Quality procedure

3.0 RESPONSIBILITY

- i) Faculty and Laboratory Staff- HoDs
- ii) Administrative Staff- AO

3.1 RESPONSIBILITY AND AUTHORITY:

The individual responsibility and authority of different roles related to Faculty & Staff Development process is given below:

Principal	Refer AM05
MR	Identification of training needs on QMS (both awareness and internal auditor training) Verification of effectiveness of internal auditor training
HODs	Identification of training needs of faculty members based on the communication received from external agencies/ institutions as well as with in the Institutions Nomination of faculty members or department staff for common programs organized at college level or by QIC cell Communicating other HODs on the plan to conduct training programs of relevance to them also for sponsoring faculty/ staff from their departments Review of effectiveness of training attended by Faculty & Staff members of the department (for training other than awareness) Providing orientation training for the newly joined faculty and staff of the department Forwarding the faculty's request for doing part time higher qualification programs (considering the provision of the current rules applicable with the office) Encourage faculty members present/ publish technical papers based on the research or technical work done (including project works guided)



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<p>QIC Coordinator</p>	<p>Maintaining the list of cell members (as approved by the Principal)</p> <p>Planning and organizing common training programs</p> <p>Identification of trainers (internal or external) for the conducting training programs internally</p> <p>Collection of training attendance for the internal training program organized by the cell and forwarding a copy to the HODs</p> <p>Collection of training feed back and forward to the HODs for review of effectiveness (for training other than awareness)</p> <p>Collection of training attendance for the internal training program organized at the department level (through the faculty assigned the responsibility)</p> <p>Collection of training feed back (through the faculty assigned the responsibility) for the training organized at the department level and forward the same to the concerned HODs.</p>
<p>FDP Coordinator</p>	<p>Update of individual training record of Administrative staff (for the training programs attended)</p> <p>Collect copy of the technical papers presented / published from the concerned faculty members and maintain a copy in their personal file and forward a copy to the department library</p> <p>Ensure that training material and project reports (of faculty doing higher qualification) are collected and forward to department library</p> <p>Maintaining faculty data sheet (as per the university prescribed format) in the personal file of individual faculty members</p>
<p>Faculty/ Staff Members</p>	<p>Identification of training requirements for themselves based on their area of interest and current responsibilities and suggesting to HODs (or OS for Administrative staff) for considering their need</p> <p>Submission of training approval form to the Principal (through HODs or OS) for attending external training programs when the needs are identified</p> <p>Arranging payment for the training agencies to participate external training programs when needs are identified</p> <p>Forwarding training registration form to the external training agencies along with the payment with the approval of HODs/ Principal (as required)</p> <p>Preparation of training report (on the technical training attended)</p> <p>Forwarding application for doing higher qualification program</p> <p>Ensure presentation or publishing technical papers on the research projects under taken (including guidance on students projects) periodically</p>



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	Periodically review and update the faculty data sheet
OS	Identification of training needs of staff members based on the communication received from external agencies or organized by other departments Nomination of administrative staff for common programs organized at college level or by QIC cell Identification of trainers for conducting internal training programs organized at the department level Review of effectiveness of training attended by Faculty & Staff members of the department (for training other than awareness) Providing orientation training for the newly joined administrative staff Update of individual training record of Administrative staff (for the training programs attended)

4.0 DESCRIPTION

4.1 OBJECTIVES AND TARGETS:

The Objectives and targets for the faculty and staff development are included are defined along with other academic process objectives and included in **QP03**.

4.2 ACADEMIC PROCESS:

The process module related to academic process detailing the input, output, interaction, monitoring requirements and resource required are given in QP08A and risk assessment of the academic process is given in QP08B.

4.3 QUALITY IMPROVEMENT CELL (QIC):

Quality Improvement cell is maintained at the Institute constituted by the Principal with members from academic departments. One of the members is identified as the coordinator of the cell. Coordinator maintains the current list of members as approved by the Principal. This cell is generally responsible for planning and organizing common training programs including on line programs of various reputed institutions and universities.

4.4 IDENTIFICATION OF TRAINING:

a) Communications are received from other Colleges / Institutions/ Universities / Other Training Agencies or Organizations on their plan to conduct various programs such as Faculty Development Programs/ short term courses / summer or winter schools / Workshops/ Seminars / Conferences etc. periodically. These are received by the HODs (through Principal office) and based on the same, training needs for teaching faculty/department lab staff are identified by the HODs (if required in consultation with the Principal) considering their area of interest or specialization.



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b) In addition to the above, training needs are also identified by the HODs when Conferences/ Seminars/ guest lectures are organized within the college (either by the department or other departments).

c) Common training programs (such as faculty development program, Communication skill, Personality development, Yoga etc.) are planned either at the college level or through Quality Improvement Cell. As and when such programs are planned circular is received from Principal office or from the Coordinator of the Quality Improvement cell from time to time. When circular is received, nomination of faculty member / staff member is identified by HODs (or by OS for administrative staff in consultation with the Principal) and communicates QIC through SD01.

d) When internal training programs are identified for a group of faculty members (or staff members of a department) by the HODs (or MR for System related training), if he / she feels that this program may be of relevance to other departments, circular is sent to other HODs or OS through Principal for nominating faculty/ staff from their department. Training needs are received through SD01.

4.4 PROVIDING TRAINING BASED ON THE NEEDS IDENTIFIED:

a) Once the faculty members are identified, training approval form is submitted to Principal by the concerned faculty (SD02 through the respective HODs) indicating the period of absence, Progress of the courses handled, alternate arrangement for the classes affected and total financial requirement. HOD may also propose to meet the financial requirements from the department budget as indicated in the SD02 while recommending for the training. If there is a back log in the courses handled, before recommendation, HODs review with the concerned faculty on his/ her plan to compensate the back log and decisions are taken accordingly.

b) On approval from the Principal, registration form provided by the Institution or Agency is forwarded (with the authorization of HODs/ Principal as required) after making arrangement to make the payment of the course fee (if to be paid along with the registration form through college office).

c) Before attending the training, leave form (on duty) is also submitted indicating the alternate arrangements for the classes affected as detailed in QP03. If the training is attended within the college or department, Internal OD form (ADxx) is also submitted indicating the alternate arrangements made during the period of training.

d) For the internal training programs (including online training programs), QI Cell or concerned department identifies the trainer for the program and date of the program is decided in consultation with the Trainer and communicated to all the HODs to ensure that faculty / staff members identified for the program attends the training. For programs organized by department, the programs are planned and conducted by the department FDP Coordinator.

e) On the day of training, training attendance is collected by the QI cell or organizing department as per SD03. Copy of SD03 is forwarded to concerned department HODs by the QI cell or FDP coordinator.



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f) On completion of the training, feedback is also collected as per SD04. For technical training attended by faculty members, training report (detailing the knowledge gained and Plan for the dissemination of the knowledge gained to students) is also received along with the feedback. If necessary, they are also asked to organize a lecture session for the benefit of other faculty members and/or students by the HODs.

g) Based on the feedback/ report / lecture sessions taken, HODs (or OS for administrative staff) review the effectiveness of the training program given and recorded in the feedback. The details of training provided and effectiveness of the training is also updated in the Individual training record as per SD05 by the FDP Coordinator (or OS).

h) In addition to the above, for any new faculty or staff (other than Principal), on their joining orientation training is also given by the respective HODs (OS for office staff) covering the general administrative rules, timings, quality management system (through MR office), Key contact persons etc. and recorded in SD06. (For HODs and OS, Principal identifies a senior most faculty or staff to give the required input).

4.5. HIGHER QUALIFICATION PROGRAMME:

a) Faculty / staff members interested in pursuing higher qualification, seek admission for part time program by forwarding the prescribed application through HoD / Principal. As per the requirements of the application, necessary certificate / letter are also issued from the college. On successfully completion of the program the details are updated in SD05.

4.6 PUBLICATION OF PAPERS:

a) Faculty members are encouraged to present/ publish research papers in journals, conferences or seminars (both international and national) regularly. It is also ensured that guides of PG projects also publish or present papers (as per the requirements of the regulations) through the scholar wherein he or she is also a co-author. When faculty proposes to participate in a conference to present a paper, proposal is submitted through SD07. HODs may decide to meet the expenses or part of the expenses from the department budget and included in SD07 and forwarded to Principal for approval.

b) Principal also may decide to provide financial support if available (and if not provided from the department budget). On approval, required financial support is arranged through office (or faculty may decide to meet the expense from his end). If no financial support is provided or not taken by the faculty from his end, papers may be forwarded to include in the conference proceedings under "in absentia" as per the rules of the organizing agency.

c) Details of such papers presented are up dated in SD08. Copy of the papers is also collected from the concerned faculty members by the FDP coordinator and one copy is maintained in their individual file (and one copy handed over to department library).

d) Department maintain Faculty Data sheet (as per University prescribed format) of all the members of faculty of the department in their personal file (to meet the affiliation requirements). These are reviewed by the faculty members and updated (if required) where in paper presentation/ publication details are also updated.



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4.7 ANALYSIS AND EVALUATION:

- a) Evaluation of effectiveness of training (other than awareness training) is done as detailed in para 4.4 above.
- b) Analysis of data on the performance of objectives against target related to Faculty and Staff development is included in QP03.
- c) Effectiveness of Faculty & Staff development process is also included along with academic process effectiveness review as detailed in QP03 and Administration process effectiveness review as detailed in .

4.8 KNOWLEDGE FOR THE FACULTY AND STAFF DEVELOPMENT PROCESS:

QP08C details the knowledge required for the faculty and staff development process and method of retaining the knowledge (both for the process as well as the knowledge acquired through the process) with the institution.

4.9 COMMUNICATION REQUIREMENTS:

The procedure described above details the communication requirements also. The salient communication requirements of the academic process (both internal and with interested parties including students and parents) are included in QP08D.



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5.0 DOCUMENTS/RECORDS

Sl. No.	Document Name	Document No.	Responsibility	Location	Retention Period	File No	Hard or Soft
1	Communication on different Training Programs/ Schedules	--	FDP Coordinator/ OS	Department / Office	1 year	801	Hard
2	Training Need Identification Form	SD01					
3	Training Approval Form	SD02					
4	Training Attendance	SD03	QIP Cell Coordinator (or FDP Coordinator)	QIP cell (or Department)	1 year	802	Hard
5	Training Feedback	SD04	FDP Coordinator/ OS	Department / Office	1 year	802	Hard
6	Individual Training Record	SD05	FDP Coordinator/ OS	Department / Office	Till the faculty / staff leaves the Institution + 1 year	803 (individual file)	Hard
7	Orientation Training Record	SD06					
8	Proposal for participation in Conference/ Seminar / Work shops	SD07	FDP Coordinator/ OS	Department / Office	1 year	801	Hard
9	Details of Papers Published by Faculty Members	SD08	FDP Coordinator/ OS	Department / Office	Till the faculty / staff leaves the Institution + 1 year	803	Hard
10	Bio-data or CV of faculty / Staff	---					



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PROCESS MODULE- FACULTY & STAFF DEVELOPMENT

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Input	Output	Sequence and Interaction	Criteria	Method of Monitoring	Resources	Responsibility
A. Identifying and Providing Training						
1) Training Requirements identified by the departments	1) Improvement in the knowledge / competency acquired by the Faculty / Staff	As detailed in QP08	1) % of faculty members identified giving training every year	Through objectives and targets	1) Training hall with audio and video equipments for conducting the training	HODs (for department staff) and OS (for administrative staff)
2) Knowledge of the trainer (both internal and external trainers)			2) Verification of effectiveness of training provided			
3) Training material used by the trainers			2) Training material given to the participants (and retained in the department library for retaining the knowledge gained)	As defined in QP08	3) Financial resource for arranging training through external faculty	
B. Sponsoring Faculty members for higher education						
1) Faculty interest to do higher qualification	1. Faculty acquiring higher qualification there by acquiring additional knowledge 2. Publishing / presentation of papers based on the work done	As detailed in QP08	1) Nomination of participants for part time program	On successful completion of the program, update SD05	Providing leave for doing part time program	HODs (for faculty members) and OS (administrative staff)
2) Courses offered by Academic Institutions						



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Input	Output	Sequence and Interaction	Criteria	Method of Monitoring	Resources	Responsibility
C. Publishing / Presentation of Technical Papers:						
Reserach work done by faculty members (including guidance for undertaking students' projects)	Publishing papers in journals or presentation of papers in conferecne or seminar	As detailed in QP08	Objective and Target	As defined in QP03 para 4.1	Finacial resources for supporting faculty members to attend conferecne / seminars for paper presentation	Individual Faculty members (and HODs for monitoring)



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RISK ASSESSMENT- FDP PROCESS

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Type of failure (or Strengths)	Cause of the failure	Severity (or Consequence) (S)		Likelihood(L)		Risk (SXL)		Control measures in place	Additional actions if any required with responsibility and target date
		Affects	Score	Typical occurrence frequency	Score	Score	Factor		
1. Opportunity for faculty to undergo training	---	Faculty and staff (+ve)	2	More than 70% (to meet the target)	3	(2,3)	HS	Process for planning and providing training defined	Objective and target defined and monitored for achievement of target
2. Training not meeting the requirements	Training agency / institution chosen is meeting the requirements	Faculty and Staff (-ve)	2	Less than 40%	1	(2,1)	L	Review of effectiveness after training as addressed in QP08	
3. Opportunities for higher education	---	Faculty and staff (+ve)	2	40%- 70% (of the interested faculty members)	2	(2,2)	MS	Process defined for nominating faculty for higher education in QP09	
4. Encouraging faculty for paper publication	---	Faculty (+ve)	2	More than 70% to meet the target	3	(2,3)	HS		Objective and target defined to monitor the achievement of target defined
5. Retention of knowledge acquired through training and higher qualification	---	Management (+ve)	2	More than 70%	3	(2,3)	HS	Retaining training material and project report and papers presented in the department library as per QP03	



PROCEDURE MANUAL

FACULTY & STAFF DEVELOPMENT PROCESS KNOWLEDGE

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Knowledge Required for the operation of process and to achieve conformity of service provided	Method of Acquiring the Knowledge	Method of Retaining the Knowledge
A) Knowledge required for the process:		
1) Knowledge required for providing the training on the area identified	1) Internal resource persons having the required knowledge (qualification) and experience 2) Identification of external resource persons on areas where there is no internal resource persons	1) Replacement with competent manpower having the required qualification and experience or 2) Identification of alternate external trainers to provide the training (where there is no internal faculty or when the earlier external faculty identified is not available)
B) Knowledge acquired through the process		
----	Knowledge acquired through training	1) Knowledge acquired through training is percolated within the institution through interaction among faculty and staff (when needed) 1) Maintaining the copy of the training material in the department library



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COMMUNICATION MATRIX- FACULTY & STAFF DEVELOPMENT PROCESS

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Details of Communication to be maintained (What)	Time of communication (When)	To Whom	Method of communication	Responsibility (Who)
A. Internal				
Responsibilities and Authorities of Individual rolls	On Assigning the roles	MR, HODs, QIC Convener, FDP Coordinator, Faculty members and OS	As documented in the Physical Education Procedure	Principal
Quality Policy	Once defined (including changes)		Through display of the quality policy at strategic locations throughout organization	Principal
Objectives and Targets	On defining the same (including changes)		As documented in the academic department Procedure & through Minutes of MRM	Principal
List of QIC members	As and when required	Whoever wants	List of committee members as approved by the Principal	Principal / HODs (and Physical Director to Student members)
Date of committee meetings	Once the dates are decided in consultation with the Principal	Members of the committee	Circular approved by Principal	Physical Director
Decisions taken at the committee meetings	Once the meetings are over	Members of the committee (and other having responsibility identified)	Circulation of the minutes of the meeting	Physical Director
Faculty / Staff members interest to attend training programs	When training programs are planned internally or when communication received from external agencies	Faculty / Staff members	Verball discussion	HODs /OS



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Details of Communication to be maintained (What)	Time of communication (When)	To Whom	Method of Communication	Responsibility (Who)
Communication on Common training program (for nominating faculty/ staff)	As and when such programs are planned	HODs/OS	Circular	QIC Convener (or HODs of the department planning such programs)
Nomination of faculty/ staff members for common programs	When such communication is received	QIC convener (or to the HODs planning such programs)	Office note (or Mail)	HODs (or OS in case of admin staff)
Communication on planning QMS related training (Awareness and Internal auditor training)	When such programs are planned	HODs/OS	Circular (with the approval of Principal)	MR (or DMRs)
Training approval form (for external training program)	When planned to attend external training programs (requiring financial resource)	Principal	SD02	Respective Faculty / staff member (through HODs or OS)
Alternate arrangement made when attending training programs (affecting classes handled)	Prior to attending the training programs	To faculty members (to handle the classes) and HODs	AC46	Faculty members attending training programs
Need to verify effectiveness	After training programs	HODs or OS	SD04	FDP coordinator (or QIC coordinator)
Need to register for higher qualification programs	Once decided	HODs & Principal	Verbal (and on approval , submission of the application of the institute)	
Need for participation in conferences and seminar (for paper presentation) (for approval)	When paper has been accepted	Principal (through HODs)	SD07	Faculty Members
Need to review and update faculty data sheet	Atleast once in a year	Faculty members	Verbally (or through department meetings)	HODs



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Details of Communication to be maintained (What)	Time of communication (When)	To Whom	Method of Communication	Responsibility (Who)
B. Communication with interested parties				
Details of external programs	As and when such programs are decided	Principal/ HODs	Receipt of training details through Mail or by Post	External training agency
Details of training programs to the trainer (topic , date and time)	When the program and trainers are identified	Trainer	Mail or letter	FDP coordinator or QIC convener
Training hall arrangements to be made	When training programs are planned and finalied	FDP coordinator or QIC convener	Mail or letter	Trainer
Need for Training materials	When training programs are planned and finalied	Trainer	Mail or letter	FDP coordinator or QIC convener