

MAEER's

MIT | **Arts, Commerce
& Science College**

(Affiliated to Savitribai Phule Pune University)



Policy & Procedure

**Faculty Development
Program Committee**

(To be implemented from (2016-17))



Faculty Development Program Policy & Procedure

Training & Development is a systematic and continuous process for faculties. In order to deal with the rapid changes and shifting paradigms in education field, faculty members and nonteaching staff need to enhance their skills, knowledge etc. by means of a faculty development program (FDP). MIT Arts Commerce Science College has formed a Faculty development committee which has a consistent policy for development of faculties which ensures their continuous development.

The committee is formed to increase the teaching and other skills of the faculty and to make them attentive about modern teaching tools and methodologies. It provides an opportunity to acquire knowledge about current technological developments in relevant fields. It not only promotes the professional practices relevant to technical education but also motivates the faculty to achieve competitive teaching and learning environment, thus channelizing development with respect to academic qualifications and personal matters.

MIT Arts Commerce Science College, Alandi(D), Pune is actively involved in sustaining and developing mechanisms for faculty development that respond to these needs. We believe that our mission is to continue to monitor the current faculty development programs and to expand them as changing times require and budgetary resources permit.

Objective:

- To support faculty members in their efforts for maintaining and enhancing faculty effectiveness in their teaching fields by keeping abreast of developments in their own discipline and by fulfilling academic responsibilities.
- To encourage creativity for innovative teaching.
- To empower and enable the teachers in the use of various tools and technologies.
- To ensure satisfactory adjustments to changing environments in instruction and within disciplines of teaching and learning.
- To encourage thoughtful and effective integration of educational technology into the teaching and learning process.
- To develop teaching learning materials and to use online e-Resources for effective teaching.
- To make aware teachers about their duties and responsibilities, challenges and opportunities in higher education, service conditions and carrier developments.



Types of Training:

- Stress Management
- Pedagogy
- ICT
- Subject related training
- Interpersonal Development Skills
- Citation Management Tools
- Writing Research Paper
- Innovative teaching learning practices
- Team building.

Policy:

1. At least three FDP should be conducted for Teaching staff in the academic year
2. At least one FDP should be conducted for Non-Teaching staff in the academic year
3. To Arrange the FDP on non instructional day/after teaching schedule.
4. Teachers, who have attended the orientation, NPTEL Courses, outdoor FDP, workshop, seminars, training etc. should submit their certificates to FDP committee.
5. Staff Academy:
 - a. At least two staff academy lectures should be conducted.
 - b. Resource person will be college faculty member.
 - c. The faculty who has attended the orientation, winter/summer school training, outdoor FDP, workshops, seminar, training etc. should deliver a lecture under staff academy.

Procedure:

The process is as follows:

1. Various topics are suggested from different departments.
2. A meeting is conducted with FDP committee members, HOD's & Principal Sir.
3. Discussion is on the topic finalization & resource persons.
4. According to resource person's availability the date is finalized for conducting FDP.
5. Whatever programs /lectures are conducted through staff academy should be known /conveyed to FDP Coordinator



Prof. Baren Shaikh
FDP Coordinator



Prof. Dr. B.B. Waphare
Principal