

Faculty Development Policy QUSIT

Definition:

This refers to all initiatives or measures being carried out by the University for the Professional Development of the teachers/faculty/staff to enhance their skills, commitment and level of motivation, encompassing their assignments in teaching, research and consultancy.

Rationale:

To live up to our mission of academic and moral excellence, we believe in a continuous and sustainable development of our faculty in all areas ranging from capability development to carrier advancement.

Policy Objectives:

- To nurture a sustainable culture believing in continuous development of the faculty and staff in all what we at the work place.
- To enhance the communication and understanding between the staff and university to create a conducive environment of learning and development.
- To aid university to understand the motivation, strengths, interests and plans of the faculty to be groomed and developed for.
- Inspiring the faculty for higher education.

Procedure and Eligibility:

Development Initiative	Eligibility	Procedure
Study Grant	<ul style="list-style-type: none">• Faculty who has completed minimum 2 years of service in the University would be eligible to apply for the study grant to avail.• After completion of degree	<ul style="list-style-type: none">• A request from the faculty member, who qualifies the minimum requirements, sends his/her request to the Pro Vice Chancellor.

	<p>program , the beneficiary ,if he/she is MS ,would require to continue to serve for minimum 2 years ,while in case of PhD ,he/she would continue his/her services for minimum five years as per the criteria defined by the university.</p>	<ul style="list-style-type: none"> • Pro Vice Chancellor evaluates the case and sends the application with his recommendation to the President for his approval. • The president approves or disapproves the request. In case of approval or disapproval, the case is sent back to the Pro Vice Chancellor, in both the cases Pro Vice Chancellor discuss the case with the requester and advise him/her the way forward • The Pro Vice Chancellor sends the approved cases to the concerned coordinator for further necessary documentation and process.
<p>Study Loan</p>	<ul style="list-style-type: none"> • Faculty member who is less privileged and proves himself that he/she is not able to pay his/her tuition fee along with routine financial obligations ,would be eligible to apply for the facility. 	<ul style="list-style-type: none"> • A request from the faculty member, who qualifies the minimum requirements, sends his/her request to the Pro Vice Chancellor. • Pro Vice Chancellor evaluates the case and

	<ul style="list-style-type: none"> • After completion of degree program, the beneficiary, if he/she is MS, would require to continue to serve the university till the total clearance of his/her loan with an additional one year in case of MS and two years in case of PhD. 	<p>sends the application with his recommendation to the Finance Manager for his financial input on the case.</p> <ul style="list-style-type: none"> • The Finance Manager sends his view point back and the case is forwarded to the President. • The president approves or disapproves the request. In case of approval or disapproval, the case is sent back to the Pro Vice Chancellor, in both the cases Pro Vice Chancellor discuss the case with the requester and advise him/her the way forward • The Pro Vice Chancellor sends the approved cases to the concerned coordinator and admission office for further necessary documentation and process.
Study Leave	<ul style="list-style-type: none"> • Faculty who has completed minimum 2 years of service in the University 	<ul style="list-style-type: none"> • A request from the faculty member, who qualifies the minimum

	<p>would be eligible to apply for the study grant to avail.</p> <ul style="list-style-type: none"> • The faculty member qualifying the criteria one, falling in this area, can apply for the facility. • The beneficiary would spend minimum one year at the QUSIT after his/her study completion. 	<p>requirements, sends his/her request to the Pro Vice Chancellor.</p> <ul style="list-style-type: none"> • Pro Vice Chancellor evaluates the case and sends the application with his recommendation to the President for his approval. • The president approves or disapproves the request. In case of approval or disapproval, the case is sent back to the Pro Vice Chancellor, in both the cases Pro Vice Chancellor discuss the case with the requester and advise him/her the way forward • The Pro Vice Chancellor sends the approved cases to the concerned coordinator for further necessary documentation and process.
<p>Research Sponsorship</p>	<ul style="list-style-type: none"> • The Research work to be published by the faculty member is sponsored by the university, provided if he/she is permanent faculty 	<ul style="list-style-type: none"> • The published report is sent with an application for sponsorship to the Pro Vice Chancellor. • Pro Vice Chancellor

	<p>member, serving at least one year in the university.</p> <ul style="list-style-type: none"> • The Journal should be HEC recognized with a least one impact factor. 	<p>sends the case to the Coordinator of the university journals, who sends back the case with okay report.</p> <ul style="list-style-type: none"> • The Pro Vice Chancellor sends the case to Director Finance for his approval, after the formal approval, the scholar is paid the amount through cheque.
Carrier Advancement	<ul style="list-style-type: none"> • Carrier advancement policy is implemented as per the guidelines of HEC. Carrier path has clearly been communicated to all faculty members with the scope of his/her responsibilities related teaching, supervision and research. • Carrier path from lecturer to professor is complied with as per the HEC policy defined in this regard. 	<ul style="list-style-type: none"> • The eligible employees send his/her application for the due next promotion to his/her concerned HOD/Dean, he evaluates the candidature and eligibility of the applicant and sends his recommendation to Pro VC/VC for his recommendation who sends it further to President for his approval. In case it is approved by him, case is processed for promotion.
Training	<ul style="list-style-type: none"> • University facilitates the faculty members for numerous training/seminars/work 	<ul style="list-style-type: none"> • Faculty members who are eligible for participation in a proposed training, are reviewed and

	<p>shops programs conducted at the university, in other institutions within and outside the country, based on the performance of the members defined in the rules and regulations of the university.</p>	<p>recommended by HOD, and his send for approval to the Pro Vice Chancellor /Vice Chancellor, and the approved list is sent to Finance Manager for further process with cc to VC/Pro Vice Chancellor.</p>
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