



**KIPM-COLLEGE OF MANAGEMENT
FACULTY DEVELOPMENT POLICIES**

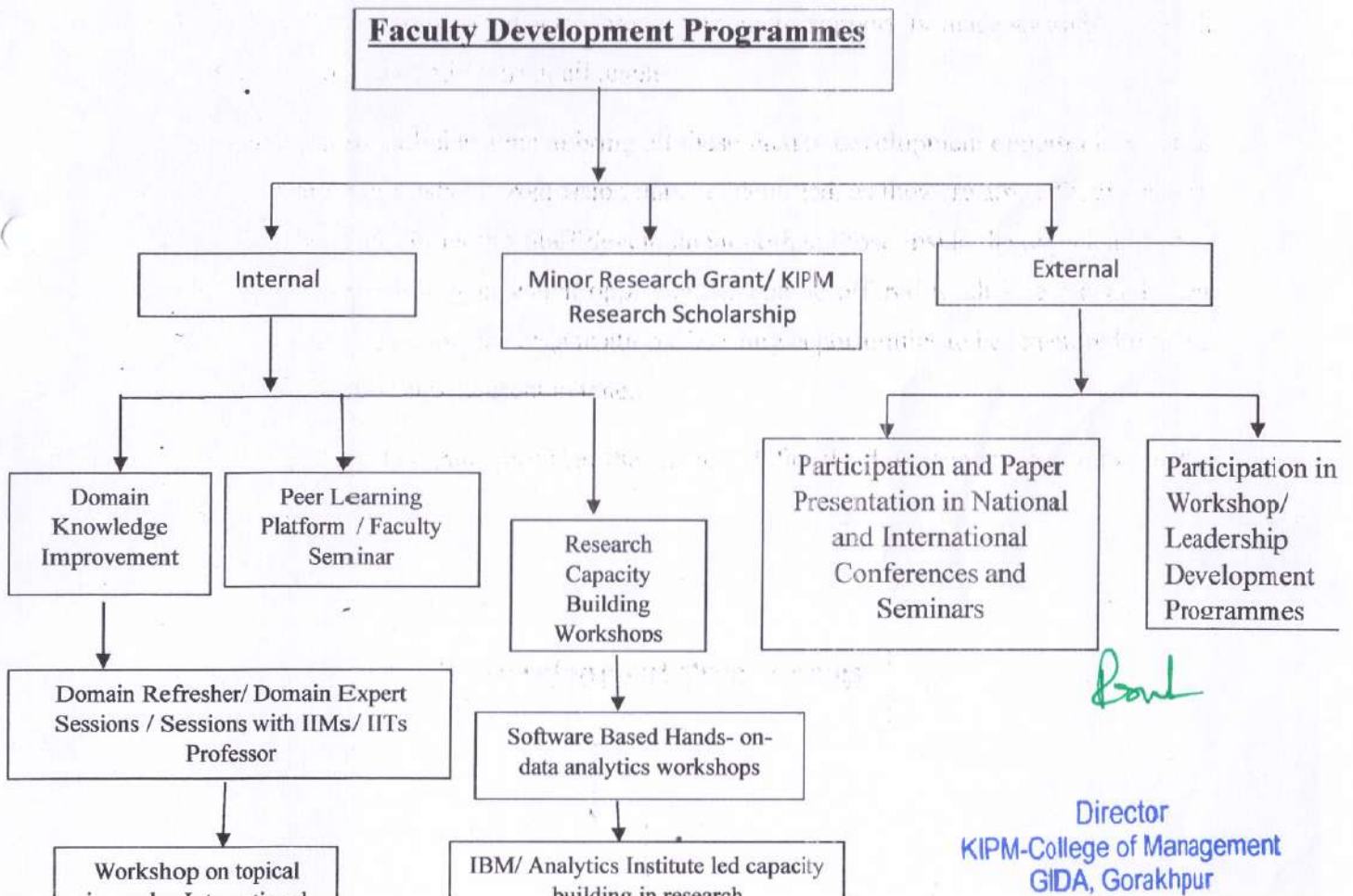
2.1.2.1 Faculty development policies

FACULTY DEVELOPMENT POLICY

KIPM is committed to the learning and development of its entire faculty. It actively support and promote all relevant learning and development programme recognizing that the institution can only function effectively, if adequate development support is made available to both academic and non- academic staff at all levels.

Faculty development policies aims to bring all these faculty development opportunities into a clear logical framework where progression may be identified, as they are also effective means of conveying the commitment to Staff development both to those inside the organization and to those who provide a way in which opportunities can be offered to all in a fair and open manner. They may also allow the organizational learning opportunities to be structured into the organization in a clear and coherent manner.

The following Flow Diagram provides the modes of faculty development programs in the institute:



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The institute has a well-designed policy right from faculty selection, their work and engagement, salary and benefits, leave rules, accountability and performance appraisal, career advancement, consultancy and training engagement, research incentives, and with a separate description of faculty development policies. Faculty is granted financial assistance for attending seminars and programs at all Levels. Faculty development programs are also organized internally on regular basis.

Development at its Best...

Every member of this community such as faculty, staff, and students always aspires to be at their best versions. The aim is to:

- Strive for excellence.
- Exercise the highest integrity in all aspects of work.
- Be open, flexible, realistic, and understanding.
- Demonstrate professionalism and trustworthiness as a representative of KIPM.

The above mentioned aims are guided by five behaviours

Behaviours	Expectations
Engagement	<ul style="list-style-type: none"> ▪ Embrace responsibility for the work, learning, and all other activities ▪ Work responsibly and collaboratively
Collaboration	<ul style="list-style-type: none"> ▪ Receive constructive feedback from faculty, teaching assistants, mentors, and others
Communication	<ul style="list-style-type: none"> • Openly share expertise and experience to assure individual and team success • Provide constructive feedback to colleagues, which include supervisors, staff, faculty, and students • Seek support when needed
Respect For others	<ul style="list-style-type: none"> • Use technology in a responsible and professional manner • Respect the unique cultures, strengths, viewpoints, and experiences of others • Show compassion and tolerance

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Helping others succeed	<ul style="list-style-type: none"> • Actively and respectfully participate in community discussions and activities • Reach out to others who appear to be struggling • Seek ways to contribute to the success of others
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Faculty Travel and Research: Faculty members may request funding for expenses related to some professional activities. Faculty may apply to the Faculty Travel Committee for reimbursement of some or all travel costs incurred while attending conferences where faculty deliver papers or serve on panels. An application form with guidelines and receipt requirements is available electronically. All faculty members who receive such funds are expected to submit a report to the committee indicating the outcome of the research project along with receipts indicating expenditures.

Faculty Development Workshops

Tenured and tenure system faculty members in the College of Management are expected to strive for excellence in all their teaching, research and leadership/service roles, personalities and should continuously seek ways to enhance their capabilities, performance and contributions regardless of tenure status, rank or service time. In parallel- Departments and Programs have a responsibility to effectively foster and support excellence and evaluate faculty performance in all these areas of responsibilities.

Leave Of Absence

A leave of absence without pay for one semester or one academic year may be granted to faculty in ranks of assistant, associate or full professor who have completed three years of full-time teaching at KIPM College. Such leaves of absence may be granted for research, study, travel, and other activities that will clearly add to the understanding of the applicant's field of knowledge.

Faculty Development Budget: There is a separate budget kept for financial assistance to faculty for development purposes under various heads. The last four years faculty development budget of the institute along with the number of faculty benefited is provided in following table:

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FACULTY SALARY ADJUSTMENT PROGRAMME-

- **Written Performance Summary/Meeting with Faculty Members** - By the end of the winter semester/term, each faculty member will receive a written performance summary from the unit head that includes:
 - a) The unit head's summary of peer evaluations (or the unit head's recommendations if peer evaluation is not done).
 - b) A discussion of the faculty member's performance in teaching (or professional effectiveness for librarians), scholarship, service, and the significant focus commitment from the Faculty Activity Plan.
 - c) A discussion of any departmental concerns regarding contract renewal, tenure, or promotion for untenured faculty.
 - d) Faculty members will normally be informed of their annual performance category by the end of the winter semester/term.

After the written performance summary has been completed, the unit head will also hold a meeting with each faculty member to discuss performance during the past year. This meeting will occur ordinarily before the end of the winter semester/term.

- **Annual Salary Letter**
 - a) The annual salary letter will communicate both the percent and actual amount of the salary adjustment, including a breakdown by category of adjustment (merit, promotional increment, and special salary adjustments, market adjustment). This letter will be mailed to faculty when the actual rupee amounts are known.
 - b) The annual salary letter will also communicate both the percent and actual amount of the total faculty salary adjustment as compared to the previous year.



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FACULTY INCENTIVES PLAN

Faculty Incentive Program is intended to reward faculty who exceed expectations and make exceptional contributions to the College, while also maintaining or enhancing the collaborative culture in the College. Faculty with variable percent effort (i.e., flexible engagements that vary throughout the year) are not eligible. Reward payments will be calculated at the end of each calendar year. Recognizing that our faculty contribute in many different ways, the program does not focus on specific types of activity but rather on salary coverage and external funding in general, providing all eligible faculty the opportunity to benefit from the program.

CASH INCENTIVE BENEFIT- Cash incentive benefits will be paid in 24 equal monthly instalments starting with the first month following a faculty member's termination of employment. If a faculty member dies before receiving all of the instalment payments, the residual benefits will be paid in a lump sum to the faculty member's surviving spouse or, if none, to the faculty member's estate. No benefits shall be provided or paid under the Plan if the eligible participant dies prior to his/her termination of employment.

NON CASH BENEFITS- NON CASH benefits include medical, dental, vision, life insurance, long-term care insurance (if enrolled), and tuition.

Other indirect incentives for faculty development:

The institute has devised many indirect ways to encourage faculty for self-development. Some of these are provided below:

List of incentives for faculty development at KIPM	
➤	Incentives for faculty development
➤	Industry competitive salary, which is more than 6th Pay Commission, 7th Pay Commission implementation is underway.
➤	Liberal performance awards
➤	Plenty of opportunity for self-development
➤	Career Planning and Mentoring
➤	A conducive and free working environment, wherein faculty can enjoy pursuing excellence

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➤	A robust incentive for publication in category journals
➤	A good amount of incentive in terms of increments and promotion for better performer
➤	Freedom for consulting work, to the tune of 52 days in a year

INCENTIVE PLANS FOR RESEARCH PAPER-

Incentive for completing PhD Degree when in service

For the purposes of incentive under this clause, ordinarily, the degree awarding Institution will be a UGC-approved University or an Institution of national standing. In case the institution is a deemed University or a private one, a duly appointed Committee shall certify the credibility of the Institution awarding the degree. The faculty undertaking their PhD pursuit are advised to check with the Institute about the Institution they are registered under, to ascertain the credibility of such Institution. The Institute will also pro-actively advise the faculty on the credibility of relevant institutions. For the purposes of the award, a Ph.D will be deemed to have been completed when a Certificate of Successful Thesis is formally issued by the Institution awarding the degree.

Incentive for Externally Funded Research

The Institute shall pay the research team an incentive equivalent to 10% of the research grants received from external funding agencies (in case of a team, the amount shall be shared equally among team members). The timing of the disbursement of the incentive (by cheque or transfer to the bank account) will be linked to the actual receipt of research funds.

Award for Publications of text books

- Rs. 5,000/- if the text book is published by an international publishers
- Rs. 3,000/- if the text book is published by a national publisher
- Rs. 15,00/- if the text book is published by Regional / Local publishers.

Award for Publishing a Professional Articles:

- Rs. 2,000/- for International magazine/Newspaper.
- Rs. 1,000/- for National magazine/Newspaper.

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Incentive for Presenting a paper at National/ International Seminars/Conferences:

Cash award of Rs.2,000/- in case of a paper presented at a Seminar/Conference at an institute of repute outside India.

Cash award of Rs.1,000/- in case of a paper presented at an International Seminar/Conference at an institute of repute in India.

DEVELOPMENT PROGRAMME FOR EXCELLENCE IN TEACHING

AWARDS

“Educational Innovation Award”

The Educational Innovation Award is designed to reward faculty who are prepared to challenge the traditional ways of doing things, to try out new approaches, and to seek improvements in the way teaching is delivered and learning is achieved. This award specifically focuses on unique course design that increases student interest and drives achievement. Its aim is to enhance the status of teaching, encourage innovation, and disseminate good.

“Excellence in Teaching Award for Teaching in the Core.”

The excellence in teaching awards are meant to recognize faculty instructors who have enriched the educational experience for KIPM. This award recognizes an instructor who demonstrates excellence in teaching and stimulates interest in the material, motivates students, and promotes student learning.

“Excellence in Teaching Award for Student Engagement”

The excellence in teaching awards are meant to recognize faculty instructors who have enriched the educational experience for KIPM. This award recognizes an instructor who encourages active learning and creativity, connects with students in meaningful ways, and motivates students to engage in the educational process.

“Excellence in Teaching Award for Innovation in the Classroom”

The excellence in teaching awards are meant to recognize faculty instructors who have enriched the educational experience for KIPM. This award recognizes an instructor who uses new pedagogical techniques or instructional technologies, or uses traditional techniques and technologies in new and creative ways, provides enhanced learning opportunities for students.


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OTHER PERKS

- Defined promotion, career growth and Study leave with financial support
- Air-conditioned cubicles & DESKTOP for faculty, with wi-fi connectivity.
- Loyalty incentives up to two months' pay for professors' cadre who stay for more than two years
- Referral bonus the faculty who referred Professors' cadre
- Gratuity for all the staff
- PF & ESI coverage
- Group Term Insurance & Accidental coverage
- On campus free fully furnished accommodation facility to Director, Faculty and staff members.
- huge amount of Concession for staff children in college
- Round the clock Doctor and Ambulance facility.
- Round the clock free generator facility.



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