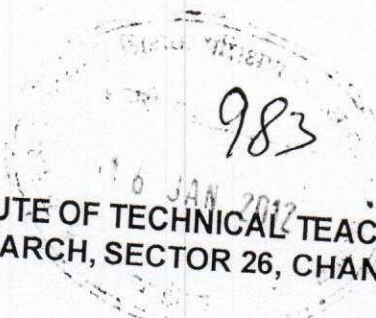


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17/1/12



EA-I

23

NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING AND RESEARCH, SECTOR 26, CHANDIGARH

Extract of minutes of item No.B.22.2 of 22nd meeting of the Board of Governors held on 24.12.2011 at NITTTR, Chandigarh. (Special)

ITEM NO.B.22.2 TO CONSIDER AND REVIEW OVERALL FACULTY DEVELOPMENT PROGRAMME RULES OF THE INSTITUTE

The Board of Governors approved the recommendations of the Committee regarding Faculty Development Programmes. However, under the Item 4-C, the Board of Governors limited the duration of training programme to 2 weeks in a calendar year.

NITTTR/Board/22nd/BOGs/Minutes/ 1261

Dated:

Copy of the above is forwarded along with agenda to **Section Officer, Establishment Section** for information and necessary action.

Riwats
16/1/12
Faculty Incharge
Administration

EA-I
375
16/1

The PVC is the information of future
If approved, the PVC may be kept
in record.

375 17/1/12
Section Officer

Riwats
17/1/12
17/1/12

22

**ITEM NO.B.22.2 TO CONSIDER AND REVIEW OVERALL
FACULTY DEVELOPMENT PROGRAMME
RULES OF THE INSTITUTE**

The Board of Governors of the institute in its 16th meeting (vide item No.B.16.1 (b) against item No.B.15.4.7) held on 13.04.2010 has authorized the Director to constitute a committee to examine and recommend the Faculty Development Programme Rules.

A committee consisting of five faculty members was constituted by the Director to frame guidelines on the subject. The committee has given its recommendations which are placed as **Annexure - II** at page Nos.9 to 15.

BOARD OF GOVERNORS MAY CONSIDER AND APPROVE

ANNEXURE - II
Enclosure to Item No. B. 22.2

Vide Office Order No. 106 dated 20.9.2011, Director had constituted a Committee to review overall FDP Rules of the institute. The Committee comprised of the following:

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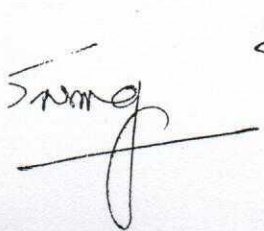
1. Dr JS Saini - Chairman
2. Dr S Chatterji, Member
3. Dr SK Dhameja, Member
4. Dr Hemant Sood, Member
5. Dr Rakesh Wats, Member

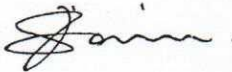
The Committee met a number of times and had detailed deliberations on the subject. The recommendations of the Committee with respect to the rules of sponsoring faculty in national/international conferences/symposiums/conventions/workshops/seminars and faculty development through short-term courses are as given under:

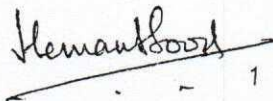
A. Rules with regard to participation in National/International Symposium/Conferences/Seminars/ Conventions/ Workshops in India and abroad:


1. Looking at the spirit of the conferences/symposiums/ conventions/ workshops/seminars etc. participation definitely means active participation by contributing the following:
 - (a) To present a key note address or invited address in the conferences/symposiums/ conventions/workshops/ seminars,
or
 - (b) To present research paper in conferences/symposiums/conventions/workshops/ seminars authored/co-authored by the faculty member after its acceptance by the organizers,
or
 - (c) To chair or co-chair a scientific/technical/academic/syndicate/panel discussion session in the Symposium/Conference/ Convention/Workshop/Seminar,
or
 - (d) To act as Rapporteur in one of the above sessions of the symposium/ conference/ convention/workshop/seminar,

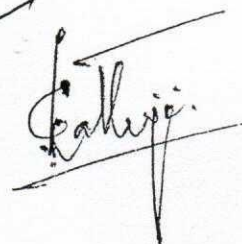
Note:- Participation means either attending a symposium/conference/convention/ workshop/seminar or acting as an observer.











2. The following criteria for sponsoring regular faculty members for presenting papers in international conferences/symposium/convention/workshop/seminar may be followed:

(a) Standard of Conference/Symposium:

The institute faculty shall be allowed to present papers in international conferences/symposium/convention/workshop/seminar which are of acceptable high standard which may be judged by the following criteria:

(i) The conferences/symposiums/conventions/workshops/seminars should be organized by a professional organization/university/institution/industry confederation or chamber/association of international repute.

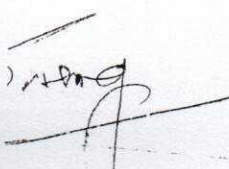
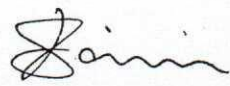
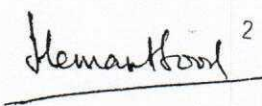
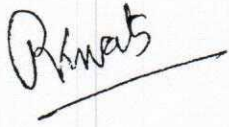

(ii) The organization/university/institute/industry confederation or chamber/association conducting this conference/ symposium/convention/workshop/ seminar should be acceptable by the institute in relation to its broad activities and objectives.

(b) The faculty members are free to correspond with any organizations or institutions holding such conferences/symposiums/conventions/workshops/seminars and get their paper accepted for presentation. Once a paper is accepted for presentation, the concerned faculty member desirous of getting himself/herself sponsored for presentation in the international conference/symposium/convention/workshop/ seminar to be held abroad shall route it through concerned Head of Department and Faculty Development Programme (FDP) Committee of the institute which will recommend the case to a Standing Committee appointed by the Director of the Institute after taking into consideration, the criteria stated as above regarding the standard of conference/ symposium/convention/workshop/seminar.

(c) The constitution of the Standing Committee may consist of the following

- Director of the Institute - Chairman
- Two Professors of the institute to be nominated by the Director out of which one must be related to the subject of the paper
- A prominent academician/technocrat from an outside reputed technical institution/ organization dealing with technical education and considered relevant to the field of work covered in the paper.

3. Requisite Budgetary provisions and their frequency of travelling for paper presentation by a faculty will be regulated as per Govt. of India norms proposed under recommendations of VI pay revision under section B (iii) p.4 as reproduced below:

"A cumulative Professional Development Allowance for ₹ 3 lakhs for every block period of 3 years (rupees one lakh per year) may be made available to every regular member of the faculty on reimbursable basis to meet the expenses for participating in both national and international conferences, paying the membership fee of various professional bodies and contingent expenses, including books and individual Laptops".

The provision of ₹ 1 lakh per year will be carried over to the subsequent years (within the same block period of 3 years) if a faculty does not avail it during a specific year and will get the benefit of accumulated amount in the subsequent year(s) because of being carried over from previous years) within the same block of three years.

4. Every faculty can attend following conferences/symposiums/conventions/workshops/seminars:

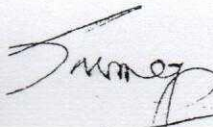
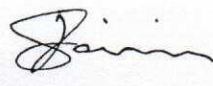
- (a) Maximum one international conference per year conducted outside the country.
- (b) Two national level conferences/symposiums/conventions/ workshops/ seminars. However a faculty member can also attend international conference being conducted in India in lieu of one national conference.
- (c) One training programme per year outside the country can also be availed by a faculty member in lieu of participation in an international conference abroad every year.

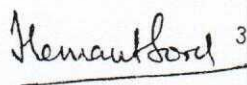
TA/DA for such purposes will be regulated according to Govt. of India norms as applicable from time to time.

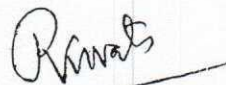
Every faculty member has to identify three areas for faculty development programmes out of which one must be opted from the list given by the institute for developing leadership in identified institutional thrust areas (Annexure-I).

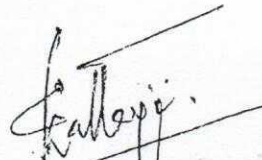
5. The committee recommends that the membership fee of various professional bodies and contingent expenses upto ₹ 10,000/- per year only as charges for Publication of accepted papers(s) by the editorial Board of reputed journal(s) and this may be met from the Professional Development Allowance of ₹. 3 lacs for every block of 3 years (₹ 1 lac per year carried over to subsequent years in the same block as explained above).

6. Contingent expenses including books upto ₹ 3,000/- per year and one individual Laptop in the block of six years may be given to each regular faculty member on reimbursable basis. Laptop may be given to those faculty who have completed atleast two year of regular service in the institute.

 Hemant³

 Ramesh

 Kalpana

- 7. Faculty members can also be sponsored for poster presentation subject to a limited extent. During the tenure of three years, a faculty member shall not be allowed to go for poster presentation for more than one international and two national conferences/symposiums/conventions/workshops/seminars.
- 8. Request for participation in national/international conferences/symposiums/conventions/workshops/seminars organized within the country shall be routed through the FDP Committee. Such cases need not be placed before the Standing Committee.

B. Rules with regard to participation in Short-Term Training Programmes:

The following recommendations are made with respect to sponsoring faculty members for short-term training programmes:

1. On-Line Programmes:

- (a) Faculty members would be allowed to undergo on-line training programmes offered by institutions/organizations of repute. If the organizers expect the course participants to visit their training centres during the conduct of on-line programmes, the institute would pay TA/DA to the sponsored faculty members for one visit to such training centre(s). Faculty members would not be sponsored for on-line programmes of less than four weeks duration.
- (b) As regards weightage to on-line programme for career advancement of faculty, a programme of four weeks duration would be considered equal to AICTE sponsored one-week's programme for the purpose of career advancement of the faculty under this category. Not more than one-week's programme would be allowed to be counted

2. Short-term courses attended by the faculty by paying course fees and availing leave of the kind due:

At times, situations are likely to arise when the faculty members may have already attended two programmes in a year as allowed under the Faculty Development Programmes [FDP] Rules and the faculty may be interested in attending yet another programme organized by this institute or any other organization. In such cases, the faculty members may be allowed to attend the course by paying fee from his/her own pocket and availing of the leave of the kind due. The benefit of such programmes for the purpose of career advancement would be given provided such requests are routed through the concerned Head of the Department and the Faculty Development Programmes [FDP] Committee and duly approved by the Director of the institute. In such cases, the institute may allow the faculty members to attend programmes offered by his/her own department

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or by other departments of the institute. The faculty members would also be allowed to attend the programmes offered by professional bodies of national and international reputed within the country.

3. Relevance of the Programme:

- (a) The relevance of the programme would largely be determined by the concerned Head of the Department. Each Head of the Department would specifically mention about the relevance of the programme while forwarding the application of the concerned faculty member.
- (b) The institute would encourage participation by the faculty in innovative programmes. However, after undergoing such innovative programmes, the Head of the Department would ensure that the sponsored faculty member delivers a faculty seminar on completion of such programmes and conducts similar programmes in the institute on regular basis.

4. Induction Training Programmes:

All faculty members joining the institute for the first time would be required to undergo an Induction Training Programme during their probation period. Such programmes would be of three-week duration when offered on full-time basis and of six-week duration when offered on part-time basis. The Induction Training Programmes for the newly recruited faculty members would be organized jointly by the Education and Educational Management Department and the concerned department(s) of the institute.

5. Sponsorship for PhD Programme:

- (a) Faculty members joining afresh would be allowed to apply for PhD programme on completion of their probation period.
- (b) The faculty members who are already enrolled for PhD programme at the time of joining the institute shall be allowed to pursue their PhD programmes.
- (c) On completion of PhD programme, each faculty member would be required to sign a Bond to serve the institute for a period of minimum three years from the date of award of PhD degree.

6. Post-Doctoral Research:

A faculty member may be allowed to take up post-doctoral research work in India or abroad. However, such permission would only be granted on completion of three years of service from the date of award of PhD degree. The institute would sanction study leave or sabbatical leave of not more than two years duration during total service span of the concerned faculty members. No TA/DA shall be paid by the institute on account of sponsoring the faculty for post-doctoral research.

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7. Weightage to AICTE/TEQIP sponsored programmes viz-a-viz other programmes:

(a) The institute encourages the faculty to attend maximum number of AICTE/TEQIP approved programmes for career advancement. However, while considering weightage for career advancement, minimum 33% of the programmes [in terms of time duration] should be AICTE/TEQIP sponsored programmes offered by NITTTRs/ IITs/IIMs/NITs/CPSC-Manila/Asian Institute of Technology [AIT], Bangkok/ International Training Organizations/On-Line Programmes. Total weightage to programmes not sponsored by AICTE/TEQIP shall not exceed 67% of the requirement prescribed by the AICTE.

(b) Faculty is allowed to attend STCs organized by the institute from time to time. Request for participation in institute's programme(s) shall be routed through HOD and FDP Committee and approved by the Director. Weightage to Programmes conducted by NITTTR, Chandigarh shall not exceed more than a week *for career advancement scheme.*

8. The Faculty Development Programme [FDP] Committee and the concerned department shall ensure that the faculty members are not sponsored more than twice for the same programme during the tenure of five years.

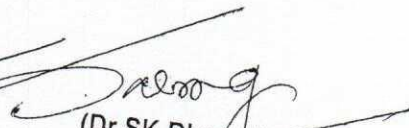
9. Programmes of duration less than a week shall not be counted for career advancement.

While making the above recommendations, the Committee has kept in mind the interest of the institute and to develop leadership in different fields required by the institute. This will also encourage faculty for developing long-term vision in specified areas.

The committee took precautions that the funds are properly utilized for advancement of individual faculty members and growth of the institute.

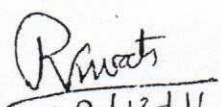


(Dr JS Saini)
Chairman


(Dr S Chatterji)
Member


(Dr SK Dhameja)
Member


(Dr Hemant Sood)
Member


(Dr RK Wats)
Member

May approve PI. 
6
14  Approved 9/12/11

Identified Thrust Areas for Faculty Development Programmes through Seminar/Symposium/
Convention/Conference/Workshop etc.

1. Educational Technology and Instructional Management
2. Technology Development and Management
3. Technical and Vocational Education Planning and Management
4. Entrepreneurship Development and Industry-Institute Interaction
5. Rural Development and Sustainable Development
6. Technical Teachers Training and Pedagogy
7. Professional Development/Continuing Education/Manpower Development
8. Instructional Resource Development (Print and Electronic)
9. Advances in Curriculum Design and National Classification of Occupational Standards
10. Student Evaluation and Impact Assessment of Instructional Projects
11. Quality Assurance and Accreditation
12. Behavioral Sciences and Human Resource Development
13. ICT Application in Technical Education Administration and Management
14. Rehabilitation, Education, Training and Empowerment of Persons With Disabilities
15. Disaster Management and Climate Change
16. Business management
17. Engineering/Technology/Applied Science/Oracle relevant to the institute
18. Skill Development
19. Library and Information Science

Jain

Hemant

Ravats

Singh

Khatke