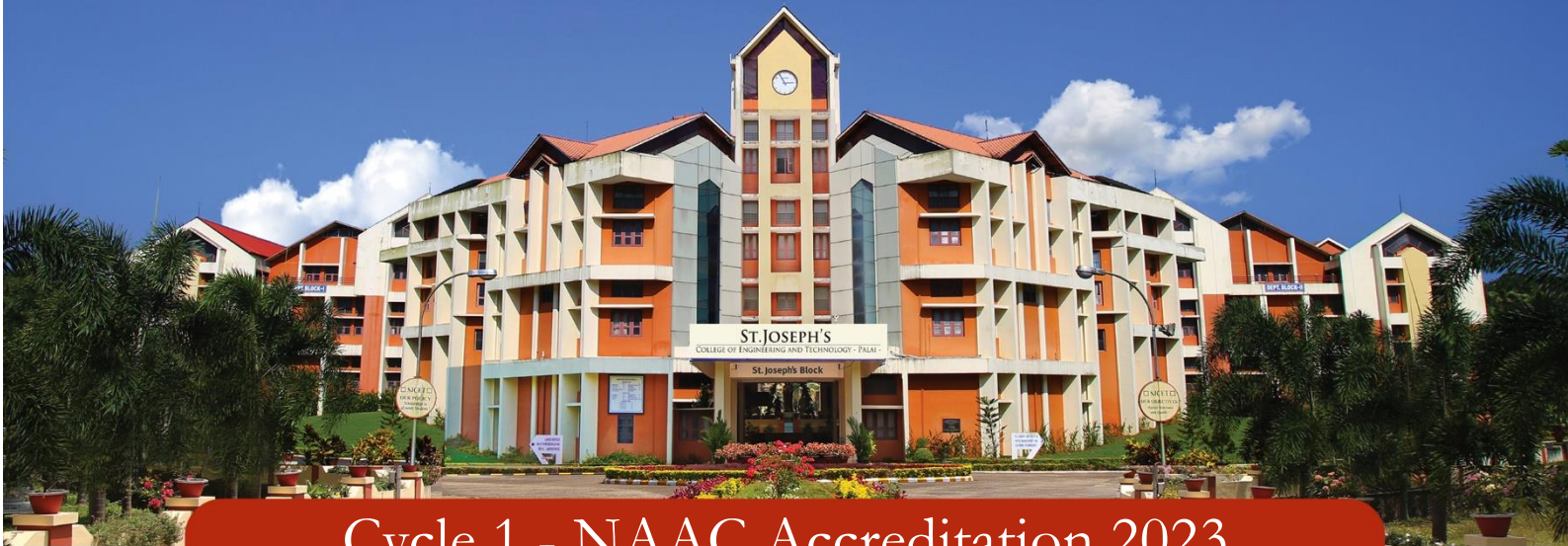




# ST. JOSEPH'S

COLLEGE OF ENGINEERING  
AND TECHNOLOGY,  
- PALAI -

Choondacherry P.O., Palai, Kottayam Pin 686579, Kerala, India  
Phone: +91 4822-239700, 239301, 239302  
Email: info@sjcetpalai.ac.in • Website: www.sjcetpalai.ac.in



Cycle 1 - NAAC Accreditation 2023

Criterion – 6.3

6.3.2 Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

**Faculty Financial Support: Policy Document**

*Submitted to:*



**National Assessment and Accreditation Council**



## 6.3.2 Faculty Financial Support

### CONTENTS

[Faculty Development Policy Manual](#)

[Order- Financial Aid](#)





## FACULTY DEVELOPMENT POLICY MANUAL

### Policy Statement:

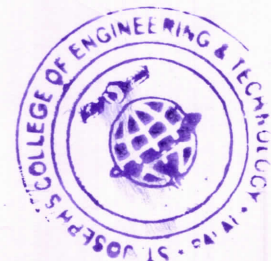
St. Joseph's College of Engineering and Technology, Palai, is committed to the professional development of its faculty members to ensure excellence in teaching, research, and service. This Faculty Development Policy aims to provide opportunities for continuous learning, skill enhancement, and career growth among the faculty.

### Objectives:

- **Enhance Teaching Excellence:** Improve the quality of instruction and learning outcomes through innovative teaching methods, technology integration, and pedagogical training.
- **Promote Research and Scholarship:** Support faculty in conducting high-impact research, publishing in reputed journals, and securing research grants.
- **Encourage Lifelong Learning:** Foster a culture of continuous learning and professional growth among faculty members.
- **Facilitate Career Advancement:** Assist faculty in progressing through their academic career stages by providing guidance, mentoring, and resources.

### Policy Components:

- **MOOC Courses:** Faculty members benefit from attending MOOC courses as it allows them to continuously update their knowledge and teaching methods, staying current with the latest trends and technologies in education. Furthermore, MOOC courses provide a flexible and accessible platform for faculty to acquire new skills and insights, ultimately enhancing their effectiveness in the classroom and their contributions to research and academia.
- **Membership in Professional Bodies:** Faculty members benefit from membership in professional bodies by gaining access to valuable resources, networking opportunities, and forums for sharing knowledge and best practices within their academic disciplines. Furthermore, it enhances their credibility, supports ongoing professional development, and fosters collaborations that can enhance research and teaching endeavours.
- **Research Support:** The institution will provide resources for faculty to engage in research activities, attend conferences, and collaborate with colleagues.
- **Library and Resource Access:** Ensure that faculty have access to relevant academic resources, journals, and databases.
- **FDP/STTP :** Workshops and FDPs often offer specialized training in teaching methodologies, curriculum development, and assessment strategies, which can lead to improved classroom effectiveness and student engagement.



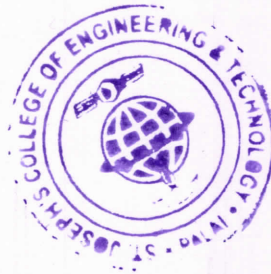


### Implementation

The Principal approves requests from faculty members recommended by the Heads of Departments based on need analysis. Financial assistance, is provided subject to Budgetary allocation in accordance to office orders issued from time to time.

### Conclusion

St. Joseph's College of Engineering and Technology, Palai, is dedicated to nurturing a dynamic and skilled faculty that contributes to the institution's academic excellence. This Faculty Development Policy serves as a framework to empower faculty members to excel in their roles, ultimately benefiting the students and the institution as a whole.



Prepared by

Verified by

**PRINCIPAL**  
**ST. JOSEPH'S COLLEGE OF**  
**ENGG. & TECHNOLOGY, PALAI**

Page 2 of 2

Approved by

**CHAIRMAN**  
**ST. JOSEPH'S COLLEGE OF**  
**ENGG. & TECHNOLOGY, PALAI**





(Abstract)

Establishment- Faculty Centric Policies – Monetary incentives to staff members to support professional development- Approved- Orders issued.

ADMINISTRATION A1 SECTION

No. Ad A1/751/FCP/3/2022

Date 31/05/2022

Read:

1. Note dated 06-05-2022 from the Principal
2. Orders of the Chairman, SJ CET dated -06-05-2022

ORDER

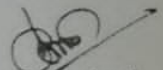
Since faculty development is a critical component of institutional effectiveness in engineering education, and faculty who get involved in continuous professional development get benefited in terms of increased vitality, informed updated pedagogy, teaching innovations and perform scholarly teaching, the Principal submitted a proposal for consideration and deliberations, vide paper 1 read above.

The matter was considered in detail, and after appropriate deliberations, approval has been granted by the Chairman, SJ CET, vide paper 2 read above, to the above proposal, as detailed below, being implemented w.e.f. the academic year 2022-23.

Sl No	Name of the programme	Eligible Amount
1.	Successful completion of MOOC Course of minimum 8-week duration	Actual Amount incurred OR Rs.1000/-, whichever is less (Eligible for one course per semester)
2.	Membership in Professional Bodies	Membership Fee at actuals (For office bearers only)
3.	Conference Registration & Participation	<b>National Conference:</b> Actual amount incurred OR Rs.1500/-, whichever is less (Eligible for one conference per year)
		<b>International Conference:</b> Actual amount incurred OR Rs.5000/-, whichever is less (Eligible for one conference per year)

4.	FDP/Workshop Participation (Minimum 5 days duration)	Actual amount incurred OR Rs.2000/-, whichever is less (Eligible for one FDP/Workshop per semester)
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Orders are issued accordingly.

  
Principal

Copy to,

1. Manager
2. Lab Manager
3. Principal's Desk
4. Vice-Principal
5. All HoDs, for informing staff members concerned
6. FO/AO
7. TPO/Librarian for informing staff members concerned
8. Stock file/File copy/ E-Records

