



VASANTA COLLEGE FOR WOMEN
वसंत महिला महाविद्यालय
Admitted to the Privileges of Banaras Hindu University
Krishnamurti Foundation India, Rajghat Fort, Varanasi - 221 001

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STAFF DEVELOPMENT POLICY

Policy Title: Staff Development Policy		
1	Administrative Policy Number	VCW/SD/2019/16
2	Brief Description of the Policy	The policy encourages and support employees to actively pursue their professional development and provide opportunity to identify training and development needs for periodic up gradation of all teaching and non-teaching staff
3	Drafting	Principal and IQAC
4	Policy Applies to	Permanent Teaching and non-teaching staff of the college
5	Effective from the date	2019
6	Reviewed	2020
7	Approved by	IQAC
8	Responsible Authority	Principal
9	Superseding Authority	Management
10	Reason for the Policy	<ul style="list-style-type: none">To encourage faculty members to attend Conferences/ Workshops/ Refresher Courses/ Orientation courses/ Faculty Development Programme, etc. by providing them a reimbursement of the registration fees/travel grant/publication in care listed journals.To encourage non teaching staff to upgrade their skills and knowledge to cope up with the changing administrative/technical requirements in Higher Education Institution scenario and to adopt the change for effective functioning.
11	Reference for the Policy	HRDC/UGC/Staff welfare Policy

Principal



Staff Development Policy

Vasanta College for Women is committed to foster an environment that enables individuals to seek opportunities for professional growth and enrichment. The college will assist its employees in developing to their potential and improving their ability to meet job responsibilities by providing opportunities and encouraging participation in educational training and development programs. The administration will identify, recommend, plan, organize, and administer specific programs and will encourage maximum participation.

Purpose

- To strengthen the professional competency
- To enhance the academic skills of teaching staff
- To prepare the teaching staff to use the updated teaching pedagogy
- To provide opportunities to build new skills and to hone skills already possessed by employees;
- To provide opportunities to acquire skills and knowledge necessary due to new technology.

Process

- Identification of the area of development
- Determining the resource required for development
- Motivating staff to understand the need to attend the training programs
- Initiating and organizing workshops/ Seminars/ Faculty Development Programs

Encouragement to Faculty: The Policy encourages and provides financial support to teaching staff to attend Workshops/ Refresher Courses/ Orientation courses/ Faculty Development Programs, etc. by providing them a reimbursement of the registration fees.

Paper Presentation: The College encourages employee to represent the college by attending and presenting papers in Conferences/ Seminars. The expenses incurred towards which are subject to reimbursement subject to the approval by the principal. Duty leave is granted for attending and presenting papers in seminars/ conferences.



Organizing seminars, conferences, FDPs: The College encourages the IQAC/ Academic Departments to organize seminars, conferences, workshops and FDPs with institutional funding and encourage them to raise additional funds, as the case may be.

Research: The College has a Research Committee of which the teacher in Charge of all the Post Graduate Departments are it's the member. The committee tries to solve issues related to faculty members who are supervising Ph. D students by suggesting the Principal and writing to the University, whatever the case may be. The college also encourages faculty members to publish research papers in UGC CARE journals.

Sponsored Research: Faculty members are encouraged to get sponsored research project from government and non government agencies or other institutes.

Training: The College believes in continuous training of the non teaching staff members for the development of their knowledge skills and attitudes required for performing their current and future job roles respectively. The college gives duty leave to the staff attending training programs and also organizes workshops and seminars focusing the requirements of staff.

