

PROFESSIONAL DEVELOPMENT POLICY

PREFACE

Professional Development Policy reflects our commitment to cultivating an environment that encourages continuous learning, skill enhancement, and career advancement among faculty and staff. In a rapidly evolving educational landscape, professional development serves as the cornerstone for maintaining academic excellence, embracing innovation, and ensuring the delivery of quality education. Through structured initiatives, workshops, training programs, and research opportunities, this policy aims to empower our educators and staff to excel in their roles and adapt to emerging trends. Aligned with the vision and mission of Naipunnya College, this policy underscores our dedication to holistic development, collaboration, and fostering a culture of lifelong learning. By supporting the professional growth of our team, we aim to enhance the overall institutional ethos and uphold our reputation as a center of academic distinction. This policy serves as a guide for structured professional development, ensuring equitable opportunities for all members of the Naipunnya family, while fostering a spirit of growth, innovation, and excellence.



1. SCOPE

This policy applies to all full-time and part-time employees, including:

- Faculty members (tenured, tenure-track, adjunct, and part-time instructors).
- Administrative staff (managers, supervisors, and directors).
- Non-academic staff (support staff, technical personnel, and other staff).

Students engaged in leadership roles or specific professional development programs may also be eligible for certain provisions outlined in this policy.

2. OBJECTIVES

The Professional Development Policy of Naipunnya College aims to achieve the following objectives:

- Enhance Knowledge and Skills
- Promote Lifelong Learning
- Support Career Progression
- Encourage Research and Innovation
- Foster Leadership and Management Skills
- Ensure Institutional Excellence
- Adapt to Changing Educational Needs
- Promote Collaboration and Networking
- Maintain Ethical and Professional Standards

3. ACTIVITIES

To achieve the objectives of the Professional Development Policy, Naipunnya College will organize and support a wide range of activities tailored to enhance the knowledge, skills, and professional growth of faculty and staff. These activities include:

- Workshops and Training Programs
- Seminars and Conferences
- Research and Development Initiatives
- Faculty Exchange Programs
- Continuing Education and Certification Programs



- Mentorship and Peer Learning
- Leadership Development
- Technology Integration Training
- Community Engagement and Outreach
- Recognition and Awards
- Health and Wellness Programs
- Periodic Reviews and Feedback Mechanisms

4. FUNDING & SUPPORT

To ensure the effective implementation of the Professional Development Policy, Naipunnaya College is committed to providing adequate financial and institutional support to faculty and staff for their developmental needs. The following measures outline the funding and support mechanisms:

- A dedicated budget will be allocated annually to support professional development activities, including training programs, workshops, seminars, research, and certifications.
- The budget will cover expenses such as registration fees, travel, accommodation, and resource materials for approved programs.
- Faculty and staff will receive administrative assistance in planning and participating in professional development activities, including necessary permissions and adjustments to schedules.
- A certain percentage of the expenses incurred for attending conferences, seminars, or certification programs will be reimbursed by the college. This reimbursement is subject to prior approval from the college administration for participation in the event. Comprehensive guidelines will be provided to outline the eligible activities and the reimbursement process, ensuring transparency and accountability.
- Provision of academic leave or duty leave to faculty and staff participating in approved professional development activities.
- Flexibility in work schedules to support attendance at long-term courses, training programs, or research projects.
- Establishing internal funding schemes to support research projects, innovative teaching practices, and participation in professional development activities.

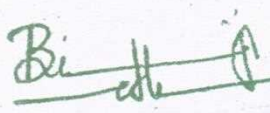


- Offering seed funding for pilot projects or initiatives aligned with the college's mission and vision.
- Collaborating with academic institutions, industries, and professional bodies to secure funding and shared resources for development programs.
- Establishing Memorandums of Understanding (MoUs) with external organizations for subsidized access to workshops, conferences, and training sessions.
- Providing monetary rewards or allowances to faculty and staff who contribute significantly to institutional growth through professional development achievements.
- Public acknowledgment of research grants, certifications, and awards to encourage active participation.

The Professional Development Policy of Naipunnya College reflects the institution's unwavering commitment to fostering a culture of continuous learning and excellence. By prioritizing the growth and development of its faculty and staff, the college aims to enhance the overall quality of education, research, and service to the community. Through structured initiatives, equitable funding, and sustained support, this policy ensures that every individual at Naipunnya College has the opportunity to reach their full potential. It also reinforces the alignment between personal growth and institutional goals, paving the way for holistic progress and academic distinction.

5. POLICY REVIEW

This policy shall be reviewed annually and may be amended as and when required to retain its contemporary relevance. Any stakeholder of the institution may submit proposal for the improvement of policy to the IQAC. The proposed changes shall be reviewed by IQAC and, if found suitable, shall be forwarded to the higher authorities for consideration. Person in charge: 1) Principal 2) IQAC Coordinator


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