Staff Professional Development

Policy Title: STAFF PROFESSIONAL Policy
Category: Academic & Non Academic
Initiated by: IQAC
Approval Authority: Management Board
Monitoring Authority: IQAC Coordinator
Development and Reviewed by: IQAC

Scope

This policy extends the following areas:

- To support the staff members to upgrade their skills in aligned with the latest technology.
- To support the staff for research by allowing them to present paper in conferences/seminars/workshops and publish journals in refereed journals.
- To provide financial support for the staff in their professional development.

Policy

The college promote research and professional development of staff members by giving on duty leave and financial support to the deserved staff.

- Staff members presenting research paper in conferences/workshops/seminars can avail OD by submitting appropriate request letter with evidences.
- Staff members attending conferences/workshops/symposium/competitions as resource person/speaker/judge can avail OD by submitting appropriate request letter with evidences.
- Staff members are encouraged to publish research articles in UGC care listed journals by mentioning "St. John's College of Arts and Science" as author affiliation.
- For the aforementioned cases, based on the HOD and Principal recommendations the management may full or partial financial support for registration/publication/APC fees by submitting request with relevant evidences.
- Staff members attending FDP/Short Training/Refresher courses from the authorised/approved institutions can request in written OD and financial support. Based on the reputation of the event the management may provide full or partial support.
- Staff members are encouraged to be affiliating with Professional bodies which are approved/recognized by UGC or the affiliating university and for membership fee, the

college will support fully or partially based on the recommendation of IQAC and Principal.

Revision of the Policy

The IQAC committee do the revision if any changes required.

DECLARATION

I hereby declare that the details and information given above are complete and true to the best of my knowledge and belief.

Principal
Dr. M. EDWIN GNANADHAS
PRINCIPAL
St. John's College of Arts and Science
Ammandivilai- 629 204