



# ST FRANCIS DE SALES COLLEGE

Permanently Affiliated to Bangalore University || AICTE Approved Electronic City, Bengaluru - 100

Accredited by NAAC with 'A' Grade || Recognised under section 2(f) & 12(b) of the UGC Act || An ISO 9001: 2015 Certified Institution

**A FRANSALIAN INSTITUTE OF HIGHER LEARNING**

## **Policy for Employee Research Support Program**

St. Francis de Sales College aims to impart quality higher education and to offer professional skills to the students. To impart holistic development for students, the teachers need to evolve into erudite scholars. The development of the teachers play a crucial role in the student life as well as the development of the institution. The aim of the college is to create a centre of excellence and to create such an ambience in the college, the staff is encouraged to attend regular Professional Development Programs.

### **Need for Professional Development Programs:**

Continuous Professional Development Programs are essential for the teachers as it aids in their scholarly growth. The professional training programs help the staff to develop themselves at various stages of their professional career according to their need and necessity. These training programs facilitate the quality improvement of the teachers as well as instigate them to pursue research activities.

The management of St. Francis de Sales College, supports the faculty in their professional development by providing financial support as well as paid leave policies. The need for this policy is to assist the faculty members in improving performance in teaching, scholarly activity and service to the institution as well as the society.

### **Goals of this Policy:**

- Fostering the development and continuance of excellence among the faculty.
- To captivate the research hunch of the faculty
- To recognize the continuous professional development of the faculty and to facilitate the same

## **Policy for Professional Development:**

### **Doctoral Research**

Faculty members who do not hold a doctoral degree during the time of appointment are encouraged to register themselves for doctoral research with a UGC-recognized university/institution.

Once registered for PhD the following are the privileges and obligations:

1. For any faculty member registered for PhD, Fourteen days of half casual leave is allowed during course work in which Saturdays are exempted and will be considered as on duty leave
2. It is expected that the Faculty member, in consultation with Head of the Department to make suitable arrangements to substitute for him/her in academic duties such as classes, invigilation etc.

### **Seminars/ Conferences/Workshops/Publications**

1. The Faculty members are expected to attend Workshops/FDPs and to present in Seminars & Conferences
2. Every Faculty member is supposed to publish atleast one research/ review paper in UGC approved journal in an academic year.
3. The Faculty members are nominated and sponsored by the management to attend the FDP/workshop/Seminar/Symposia at anytime depending upon the need & relevance.

### **Research Project**

1. The faculty members are urged to take up research projects (Minor or Major) funded by agencies like the UGC, DST, DBT, BRNS, RBI, MSME etc.
2. The management will endeavour to provide infrastructural facilities such as space, library, lab facilities to such projects and assist in applying to the funding agencies.
3. The management shall endeavour to provide seed funding for Research Proposal/s which are processed by Research & IP cell and recommended by the Principal and are within the budgetary provisions of the Management

### **Financial Support**

The management of St. Francis de Sales College is extending financial support for the teaching faculty of the college to encourage them to pursue research and publish papers and to mould themselves into erudite scholars.

The financial support is provided for the staff for the following:

1. Research aid will be provided for staffs who publish research papers in Scopus/Web of Science/UGC Listed Journals. The staffs have to submit a copy of their publication to the HR office for the same.
2. Registration amount to be refunded to the staff attending with Seminars/Conferences/Guest Lectures/Any Academic/Research related programs with on submission of the registration receipt.
3. A cash reward will be provided for staff who Present research papers in State / National / International Seminars and Conferences.
4. A staff member who receives State/National/ International Award/ Recognition will be given special cash incentives to recognize their achievements.
5. Seed funding will be provided to the staff for minor/major research projects to encourage the spirit of research. For receiving the funds, research proposals have to be submitted in the prescribed format to the Research & IP Cell and the final decision for the selection will be done by the management and the Research & IP Cell.
6. The college will pay or reimburse the staff the Membership fee of Professional bodies that are approved by the management, for which he/she applies to be a member. The amount will be granted for professional purposes only.
7. The staff can avail two OOD's every semester to attend Seminars/Conferences/Guest Lectures/Any Academic/Research related programs. The proof of attendance has to be submitted for availing the same.
8. The Faculty members are sponsored by the management to attend the FDP/workshop/Seminar/Symposia at anytime depending upon the need & relevance.

If any question arises relating to the interpretation of this Policy, it shall be referred to the MANAGEMENT whose decision shall be final.

The Employee Research Support Program was approved in the Governing Body meeting of St. Francis de Sales Educational and Charitable trust on 02.05.2015.

The policy for professional development was revised in the meeting of the Research cell members with Rev. Dr. Roy, Principal and Rev. Fr. Jijo Manjackal, Vice Principal on 22-01-2021.

**Date:** 22-01-2021

**Place:** Electronic City, Bangalore – 560100