

VES BUSINESS SCHOOL

Faculty Development Policy

The success of any educational institution depends on the knowledge, skills, expertise and motivation of its faculty members. Training and development of faculty members is a continuous process and should be directed to give every faculty a sense of professionalism, excellence, and job satisfaction. The faculty development policy focuses on long term goal of the institution of reaching global standards.

Objectives :

1. To enhance the quality of teaching of faculty members
2. To sensitize faculty members about new concepts in teaching and assessment methods.
3. To develop a conducive environment for acquisition of knowledge and skills required to perform the role of a competent and effective teacher, administrator, researcher and mentor.
4. To motivate faculty members to represent the institute at various national and international platforms.
5. To motivate faculty members to be mentors and develop a lifelong relationship with the students.

Strategies :

IQAC shall evolve the following mechanisms and procedures for faculty development.

- a) Ensuring timely, efficient, and progressive performance of academic, administrative, and financial tasks
- b) Optimization and integration of modern methods of teaching and learning
- c) The relevance and quality of academic and research programs

Practices :

- a) IQAC cell in consultation with Institute level sub-committees shall be responsible for the functioning of the faculty development activities towards the achievement of the above-mentioned objectives.
- b) IQAC shall enhance the education and technology skills of faculty members and shall observe & guide departments to conduct teacher training programs regularly.
- c) IQAC shall invite and involve the experts/specialists of faculty development from internal and/or external sources,
- d) IQAC shall also conduct training sessions focusing on enhancing the overall professional & personal development of faculty interpersonal communication skills.
- e) IQAC shall promote the faculties of each constituent unit to participate in various seminars, conferences, workshops, fellowships, educational programs, etc. conducted in the Institute and outside the Institute.
- f) IQAC shall promote & encourage the faculties to take up advanced educational courses/ fellowships.
- g) IQAC shall guide & encourage departments to organize various academic & educational oriented programs, and workshops for the Post Graduate students
- h) IQAC shall be responsible for maintaining all relevant data, records, and documentation related to faculty activities.
- i) IQAC shall conduct the audit, prepares the report, analyse the same and submit the analysed report to Director once a year at the end of the academic year.

National International Seminars/Conferences/Training Programs :

- a) VESBS would like the faculty to participate in presenting papers in international and national conferences, seminars etc.
- b) A faculty member can participate in national level conferences / seminars with prior recommendation of HOD / Area Chair and approval of the Dean/Director.
- c) For participation in national / international conferences & seminars, faculty member shall be considered for providing them with financial assistance as per the norms.

National & International Conferences/Seminars and Foreign Travel Policy :

For a sustained development of the faculty through continuous updating of knowledge and for the growth of the faculty, VESBS has decided the Policy for providing monetary support for the participation in **National & International Conferences/Seminars**. VESBS shall consider for having budget allocations every year for spending towards registration, travel & conveyance and lodging & boarding of the faculty up to the ceilings prescribed below:

Category of Faculty	Attending Conferences / Seminars/Training Programs	
	National up to Rs. P.A.	International up to Rs. P.A.
Director	1,00,000	2,50,000
Dean	50,000	1,00,000
Associate Dean	50,000	1,00,000
Professor	50,000	1,00,000
Associate Professor	50,000	1,00,000
Assistant Professor	50,000	1,00,000

A limit on each category of travel shall be as follows:

- a) Maximum limit on national conferences for faculty: INR 5,00,000
- b) Maximum limit on international conferences for faculty: INR 5,00,000
- c) Maximum limit for national conferences for students: INR 1,00,000
- d) If amount in the budget allocations of the year remains unused in one year, the balance will be carried forward to the second year, in addition to the 2nd year budget allocations, and will lapse thereafter.
- e) **Total Limit: INR 10,00,000**

Cash Awards for Research Papers :

Research is one of the most essential functions of any institute or university. The institute expects its faculty members to publish their research in reputable ranked journals. To promote quality research in reputable journals the institute has instituted a Publication Reward Scheme (PRS) to honour the efforts of researchers in the institute who are able to publish their excellent research in reputable and high-ranking journals. Ultimately, the institute aims at increasing research productivity and wish to encourage high quality publications to uplift the institute's academic ranking. This scheme is prepared from the discussion of last IQAC meeting for the reward money for publication. Faculties will be rewarded for their publication in reputed journals indexed with Web of Science, Scopus and UGC care list.

The faculties will also be awarded for publication of case studies or case research methods in reputed journals indexed with Web of Science, Scopus, UGC Care and other reputed international publishers like Harvard Business Review, Richard Ivey, Emerald, Sage, Springer, Elsevier, Inderscience, Francis and Taylor and Wiley.

Objective:

1. Encourage publication of quality research in ranked journals.
2. Honour the efforts researchers who published in ranked journals.
3. Foster collaborative research.
4. Promotion of writing cases in reputed journals and with internationally acclaimed publishers

The following table gives the distribution of cash prizes for research papers published in one academic year.

Category	Indexing	Amount
Research Paper		
Web of Science/Scopus	Q1	400000
	Q2	300000
	Q3	100000
	Q4	50000
	UGC Care	25000
Book Publication	Reputed Publishers	25000
Book chapter	Reputed Publishers	10000
Case Study	Reputed Publishers	25000
Case studies developed and used in class		10000
Article in newspaper		10000
Blogs		20000
Patent		25000

The maximum cap on the cash prizes is INR 10,00,000/- per academic year

Eligibility:

The article type could be "Full Research Paper", "Review Paper" or "Research Note". (Publications under "Letters to the Editor", "Editorial", "Report on a published Case-study", "Book Review" etc. are not qualified for the reward).

The applicant must have published his/her research article during the period of his/her employment at the institute and the research paper must show the name of institute in the author's affiliation at the time of reward.

Papers under review or accepted but not yet published and not yet indexed with the database will not be eligible for the reward.

There is no limit on the number of applications for reward that an eligible author can submit to the institute.

To get the reward the faculty will have to prove that the paper is published in a journal indexed with Scopus / Web of Science database and his/her name is appearing in the Scopus or Web of Science database for the said paper. For other UGC care journal publications please report immediately to Research department with the publication details so that it can be verified instantly. Faculty need to update his/her contribution in AQAR sheet.

There might be some journals in Scopus and Web of Science which may charge some money from the authors for publishing open access research papers as a protocol of the "Open Access Policy". However, the reward money will be paid subject to verification of the author's name appearing in Scopus and Web of Science Database only. This is valid only for the journals indexed with Scopus and Web of Science as in these databases the verification of authors' publishing is possible.

Research department of the institute will check and verify all the application of reward and final approval will be given by Director of the institute. The decision of the Director will be final in this case.

Rules for reward money distributions :

- I. If the faculty member is the sole author of the paper, then he/she will get the whole amount of reward.
- II. If the faculty member is a co-author and all the other co-authors are from the same institute, then the reward money will be shared equally by all the faculty members.
- III. If the faculty member is a co-author and all the other co-authors are from the other institutes, then the reward money will be shared on contribution wise in the paper. For example, if there are three authors and two authors are from outside the institute the faculty will get one third of the prize money only.
- IV. The reward money will be distributed for the publications quarter wise. Faculties are supposed to inform to the Research department along with the requisite proof and the published paper for processing the award.
- V. In case it is not found that the Journal is in concerned Database or in UGC care at the time of claim reward will not be paid.

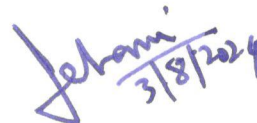
Institute will not reimburse the following in any case in lieu of reward :

- a) Any publication charges paid by the faculties for the publications in the Journals either in the form of submission fee or article processing charges etc.
- b) Any publication in fake or predatory journals claiming to be Scopus or Web of Science indexed.
- c) Any UGC care journals or case publications where publication charges are paid by the faculty members.
- d) Any other incidental costs related to publication of the paper like data collection, visit to library, conveyance etc.

Date : 10th July 2024



Director
VES Business School



On behalf of Administrative Committee
VES Trust