

M.KUMARASAMY COLLEGE OF ENGINEERING
(An Autonomous Institution)
Thalavapalayam-639113, Karur



M.KUMARASAMY
COLLEGE OF ENGINEERING
NAAC Accredited Autonomous Institution
Approved by AICTE & Affiliated to Anna University
ISO 9001:2015 & ISO 14001:2015 Certified Institution
Thalavapalayam, Karur - 639 113.

FACULTY AFFAIRS POLICY
(Version -1.0)

Policy No: MKCE/FAP/2024/01

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Vision

To emerge as a leader among the top institutions in the field of Technical Education.

Mission

Produce smart technocrats with empirical knowledge who can surmount the global challenges.

Create a diverse, fully-engaged, learner-centric campus environment to provide quality education to the students.

Maintain mutually beneficial partnerships with our alumni, industry and professional associations

Prepared by	Verified by
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1. Introduction:

A foundational resource designed to outline our institution's commitment to supporting and enhancing the professional lives of our esteemed faculty. This document serves as a comprehensive guide to the policies, procedures, and expectations governing faculty engagement, development, and rights within our academic community.

At M.Kumarasamy College of Engineering, we recognize that our faculties are integral to our mission of academic excellence and student success. As such, it is imperative that we establish clear guidelines and mechanisms to foster a collaborative, supportive, and respectful environment where faculty members can thrive professionally and personally.

2. Preamble:

Student success encompasses academic achievement, personal development, and readiness for future career challenges. The faculty members are pivotal in guiding students towards success by fostering a supportive learning environment and providing mentorship. The reputation of the institution depends on the **student's success and it can be achieved through the expertise of the faculty who** are dedicated to fostering academic excellence. In recognition of the transformative role that technology plays in advancing education, enhancing pedagogical practices, and supporting faculty in their professional endeavors, the Faculty Affairs and Learning Technologies Policy Document articulates the guiding principles, strategies, and commitments of MKCE. Aligned with our **institution's mission and** values, the Faculty Affairs and Learning Technologies Policy Document is formulated to support faculty in their professional growth by providing access to training, development opportunities, and collaborative platforms enabled by

technology. It provides a comprehensive support and resource to equip faculty with the skills and knowledge necessary to integrate and utilize learning technologies effectively. It defines the expectations of each faculty member in leveraging learning technologies to enhance teaching effectiveness and student engagement.

3. About Policy:

The Faculty Affairs and Learning Technologies Policy establish the guidelines and principles governing the integration and utilization of learning technologies to support faculty development and enhance student learning outcomes at MKCE. This policy framework aims to create a cohesive approach that aligns faculty roles, responsibilities, and expectations with the strategic goals of the institution in fostering academic excellence through innovative teaching practices.

4. Objectives:

- (a) Identifying effectively the skills and knowledge of our faculty required to perform their tasks at an optimal level through TNA.
- (b) Encouraging faculty to enhance their technical skills and leadership qualities through FDPs and NPTEL courses.
- (c) All the faculty must give the knowledge transfer once the FDP program or the workshops or any industry-related programmes have been completed.
- (d) Develop the learning content using innovative teaching methodology through any simulation, PBL, hardware demonstration, etc., with the help our studio.
- (e) Fostering the professional and personal development of the mentee through guidance, support, and expertise provided by an experienced faculty mentor.
- (f) Promoting employee well-being, fostering a positive work environment, and encouraging social interaction among colleagues.
- (g) Appreciating the faculty and staff of the college and highlighting their achievements, efforts, and distinction to advance academic, educational and administrative work.

5. Training Need Analysis:

- (a) The department HOD should analyze the faculty about their skills and knowledge through self-evaluation provided by the individual, from HOD's observations, from information obtained from the individual such as formal qualifications, training courses completed and performance in the previous handled subjects.
- (b) The department HOD should discuss with the staff members about the existing resources for the current trends. The resources provide information about the associated skills, knowledge and attributes required.
- (c) Identify the gaps in the required skills, knowledge or attributes and recommend the staff member to undergo the training on the particular domain.
- (d) Once the training has been completed by the faculty, it is important to consider whether the faculty has now achieved the competency. This can be achieved by asking the faculty to evaluate self-effectiveness and reviewing the performance by the HOD.
- (e) Frequency: Three months once.

6. Faculty Development programme:

- (a) All the faculty should undergo atleast one technical or non-technical offline FDP (minimum 1 week) as prescribed by COMPETENT AUTHORITY.
- (b) The faculty should attend the FDP organized by any one of the top 100 NIRF institutions or other institutions FDP with resource persons from NIT and IIT or the FDPs sponsored by government agencies like AICTE/ UGC/ DRDO/ CSIR/ DBT/ ICMR/ NITTR/ Anna University or FDPs from IIMs and prominent B-Schools also considered.
- (c) The faculty should produce an outcome (such as value-added courses, one-credit courses and developing the curricula, research outcome, etc) from of the FDP attended.

(d) The faculty should mention the expected outcome for the participation of the FDP while submitting the application letter to the HOD.

(e) The HOD should measure the outcomes once in a semester from the FDP participants and the report to be submitted.

7. Knowledge Sharing Session:

(a) On every Wednesdays, the department should arrange for the KSS in which the faculty has to disseminate the knowledge gained from the FDP.

(b) The common circular will be released on every Monday about their department KSS through the office of the faculty affairs.

(c) The knowledge sharing session videos should be uploaded from the department after scrutinized by the HOD once in a month.

(d) The faculty is eligible to claim the FDP registration fees and other travelling expenses once they have completed their knowledge sharing.

8. Faculty Claim:

(a) The faculty can claim amount for offline FDP participation as prescribed in the HR Policy, once the knowledge sharing has been completed.

(b) The faculty should complete the claiming process within 5 days of the completion of the KSS.

(c) There is no claim for online participation.

9. Learning Management System

(a) The LMS content should be prepared for every course.

(b) The faculty should choose a topic of their choice.

(c) For the preparation of LMS content, new pedagogical technique is to be preferred.

(d) The video content consists of PPT, white board usage, new pedagogical method, etc with minimum duration of 30minutes.

(e) The e-content for the prescribed learning material should be plagiarism-free.

10. Faculty Certification:

- (a) All the faculty should complete one NPTEL/SWAYAM course each within the particular academic year. Course should be relevant in building the competency.
- (b) If the faculty has achieved ELITE certification, the registration fees will be reimbursed.

11. Mentor-Mentee System

- (a) Experienced faculty members who have demonstrated success in teaching, research, and/or leadership roles can be matched with junior faculty members, new hires, or those seeking specific career development goals as mentor-mentees.
- (b) The mentors are expected to support mentees in navigating their career paths, including promotion and tenure processes, and to help them identify and achieve their professional goals.
- (c) Establish regular feedback loops to assess mentee satisfaction, mentorship effectiveness, and areas for improvement. It is necessary to conduct periodic evaluations to measure the impact of the mentoring program on faculty development and institutional goals.

12. Staff Recreation Club

- (a) Identify office bearers (President, Vice President, Treasurer, etc.), and define the roles and responsibilities in club operations.
- (b) The membership eligibility is defined and the dues or fees for becoming a member is outlined.
- (c) The types of recreational activities and events the club organizes (e.g., sports tournaments, wellness workshops, social outings) is internally communicated to the members.
- (d) Conduct periodic evaluations of club activities and events to assess member satisfaction, attendance rates, and adherence to budget.

13. Faculty Awards

- (a) Awards: The award categories are determined in collaboration with IQAC based on the performance of the faculty.
- (b) Nomination: Faculty members can nominate themselves for the category of awards and submit the nominations to IQAC.
- (c) Selection Committee: A committee constituted by the IQAC will select the faculty for the particular award category from the nominations