



## Staff Development Policy

### Objective:

To encourage and support teaching and non-teaching staff in upgrading their knowledge and skills in their respective disciplines and thereby enhancing academic and administrative quality at DME.

### Scope:

1. The policy is applicable to all full-time employees of DME, including teaching and non-teaching staff.
2. Financial assistance for staff development is provided in the form of a reimbursement.
3. The financial assistance may be availed for any of the following type of academic/administrative training programmes and professional memberships:
  - o Workshops
  - o Annual membership fees for professional bodies
  - o Training Programmes
  - o Faculty development programmes (FDPs) (minimum one week duration)
  - o Conferences
  - o Refresher Courses
  - o Orientation Courses
4. 50 % of the registration fees will be reimbursed subject to the due process being followed.

### Guidelines:

1. The financial assistance can be availed only on the basis of attending academic/training programmes with the affiliation of DME, i.e., attending as an employee of DME.
2. Employees must carefully examine whether the academic/training programme falls within the scope of this policy. In case of a query, the employee may approach the Director or the person so appointed by the Director for clarification.
3. Employees must identify academic/training programmes relevant to their discipline/nature of work.
4. Upon successful identification of such programmes, employees must communicate the details to the Head of Department/Supervisor for approval and departmental/administrative planning purposes.
5. Once the approval of the Head of Department/Supervisor is received, employees can proceed for registration and associated fee payment. The fee receipt must be carefully preserved for further processing.



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6. Employees may then attend the academic/training programme and carefully preserve their certificates of completion.

7. Employees must submit the fee payment receipt and certificate of completion to the Director via email.

8. After due approval from the Director, the amount will be processed in the monthly salary as a 'Reimbursement'.

9. Employees must also submit the hardcopy and softcopy of their certificate of such programmes to the department's Academic Coordinator (in case of faculty members)/Appointed Person (for non-teaching staff). The Academic Coordinator/Appointed Person must maintain the records for ready reference. Templates/Forms for such purpose will be notified as per institutional requirement.

10. Employees must also submit such certificates in hardcopy to the appointed person for documentation in the personnel file at the end of every semester.

Institutional templates/formats/instructions for facilitating the above shall be notified as per need.

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