OFFICE OF THE REGISTRAR
UNIVERSITY OF SCIENCE & TECHNOLOGY, MEGHALAYA

USTM/Reg/Notice/2014/131

Date: 19.09.2014

CIRCULAR

Quality Enhancement Policy

Based on the importance of organizing Professional development and Administrative Training Programmes from time to time for the overall development of faculty members as well as administrative staff, a Quality Enhancement policy has been formulated and approved by the Vice Chancellor of the University.

This policy no. 03/13-14/V1.0 is being put up for circulation and implementation which shall come in to force with immediate effect.

This issues the approval of Hon'ble Vice Chancellor.

Sd/-
Registrar

Copy to:
1. PS to Chancellor, USTM for kind information of Hon'ble Chancellor.
2. PA to Vice Chancellor for kind information of Hon'ble Vice Chancellor
3. Dean of Schools for their kind information and necessary action.
4. Director, IQAC for kind information and doing the doing the needful with a request to circulate the Policy among all the IQAC members.
5. Head of Departments for information and doing the needful.
6. Web Administrator for uploading it in the website.
7. Office File.

Registrar

QUALITY ENHANCEMENT POLICY

University of Science & Technology, Meghalaya

QUALITY ENHANCEMENT POLICY

1. Goal

To develop academic and administrative qualities of teaching and non-teaching members of the University by conducting some in-house activities such as Professional development and Administrative Training Programme, under IQAC initiative.

2. Objective

2.1 Professional Development Programme: The main objective of conducting Professional Development Program is to enhance the academic and intellectual environment in the University by providing faculty members with enough opportunities to participate in various Professional Development Programme like Short Term Course, Orientation Programme, Refresher Course, Faculty Development Programmes etc. which would enable them to update their research and pedagogical skills with the changing scenario. This Programme must cover various areas such as theory & skill development, and up gradation of new educational pedagogy, recent concept, methods and techniques, Communication skill, ICT, Human relation skill, Behavioral Science and other relevant issues to keep pace with changing scenario in Education Sector. This policy will also encourage the teaching staff to go and attend various development programmes organized by other organizations/institutions.

2.2 Administrative Training Programme: The objective of conducting Administrative Training Programme is to give some theoretical knowledge to administrative staff, technical and other staff (driver, security, housekeeping etc.) working in the University. The aim of this programme is to give training to them on the technical aspects of the job as well as on various relevant issues like human relation, interpersonal competency, social ability, Moral, Values, Attitude, Ethics etc.

3. Purpose

3.1 Professional Development Program: The policy is designed to enhance the teaching and other required skills of the faculty members and to make them aware about modern teaching tools and methodologies. Basically the policy helps to organize some professional development programme in the university and give the in-house teaching staff a chance to attend these programmes for their overall quality enhancement. Moreover, this programme will provide an opportunity to teaching staff to acquire knowledge about current technological developments in various fields and will promote the professional practices relevant to present education system.

3.2 Administrative Training Programme: This policy helps to organize some in-house training programme for non- teaching staff like- administrative staff, technical and other staff for giving them opportunity to acquire managerial, technical and interpersonal skill. However, training contents must be decided based on the level of participants present in that particular training programme. Training programme for higher levels administrative staff must focus more on theories, concepts, frameworks, etc. On the contrary, in training for technical and other staff, emphasis may be given

on techniques, application, etc. related to their area of work. It motivates all the different levels of staff to achieve competitive environment and thereby will help to increase the job satisfaction and then overall productivity.

4. Organising Programme

The University of Science & Technology, Meghalaya is a self finance University and it does not have any UGC sponsored Human Resource Development Centre or like other bodies sponsored by UGC/other statutory bodies. Therefore, University will organise various Professional Development and Administrative Training Programme time to time for teaching and non-teaching staff under University IQAC initiative .

Moreover, university will try to conduct two to three Professional Development Programmes every year for in-house teaching staff and few Administrative Training Programme for all different categories of non-teaching staff.

5. Categories

5.1 Professional Development Program: Only teaching staff/faculty members of all the Departments of the university will be able to participate for this programme.

5.2 Administrative Training Programme: Various categories of teaching and non-teaching staff will be able to participate in this programme. Moreover, there exist seven categories of non-teaching staff in the university as long as organizing Administrative Training Programme is concerned. These categories are- Administrative staff, Technical staff, Operational Staff, Drivers, Security staff, Catering Staff and Gardener & Housekeeping staff. University will try to provide need based training to teaching staff as well as each category of non-teaching staff.

6. Registration Fee

✦ In case the higher authority of the University feels that attending a specific Professional Development Programme organized outside the University is useful in development of a particular faculty / advancement of a particular Department, as recommended by Dean/HoD, then only higher authority may give total amount/ part of the amount of the registration fees of the candidate.

✦ For attending irrelevant Professional Development Programme, no registration fee will be given by the University.

✦ There is no registration fee for the faculty/ administrative, technical & other staff, if the Programme is organized by the University itself.

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7. **Eligibility and Selection of candidate**
- All faculty members, Administrative staff, Technical and other staff working in the University are eligible to attend Professional Development and Administrative Training Programme respectively, organized by the University.

- However, selection of the candidate for attending the programme will be decided by the higher authority after the discussion with Dean/ Head of the Department/ Administrative Block Officers etc.

- One faculty can apply or get the chance to attend the Professional Development Programme only once in a year.

8. **Leave**
- Those faculty members/ administrative staff who will be attending the Professional Development/ Administrative Training Programme, organized by the University, are entitled to get on-duty leave with proper approval of the Registrar/ higher authority of the University.

- In case attendee remains absent during this period, his or her on-duty leave will be cancelled by the University authority.

9. **Benefits**
   Weightage shall be given to the participants that attended these Professional Development and Administrative Training Programme inside and outside the university, during appraisal of promotion, increment & incentivisation of teaching and non-teaching staff of the university.

Contact:
For any clarification and details, Registrar USTM may be contacted.

Date: 15/09/2014

Approved by

Dr. P. G. Rao
(Vice Chancellor)

Registrar
University of Science & Technology, Meghalaya