

POLICY ON LEARNING AND DEVELOPMENT		
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Objective: The Institution promotes continuous professional development and encourages its faculty members to take initiatives in undertaking various available options towards learning & development.

It is the responsibility of each employee to attend programs nominated by the Institute as well as to volunteer for subject enrichment programmes.

1. Faculty Development Programme (FDP)

- The Faculty Development Programs strengthen the professional development of the faculty members and administrators who deal directly with students.
- The goal is to help these educators increase the effectiveness of their teaching, by adopting latest, innovative and relevant methodologies, so that they are more effective in guiding students through the subjects.

2. Management Development Programme (MDP)

- The Management Development Program (MDP) is an investment in the faculty to develop managerial skills and understand its nuances as a manager.
- MDP is a dynamic training program that's designed to enhance and strengthen the leadership capabilities, core competencies and ensure they have the skills, knowledge and resources to effectively lead, engage, and develop their students and also contribute to the Institution building process.
- MDP focuses on providing the best management practices, collaborative learning and helping participants translate their learning into action.

3. Institution Events

- All faculty members are expected to co-ordinate and participate in events sponsored or conducted by the Institution. The events may be organised within SCMS group or any venue outside of SCMS.
- Various organising committees formed as part of the event will assign certain responsibilities for the smooth conduct of the event.

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4. Industrial Internship

- In order to stay tuned to the industry outside of B-Schools and to understand the skill requirement of various functions across the employment industry, SCMS feels the need to give exposure to its faculty to the corporate world.
- To assist this process, the institution plans to have an understanding with selected corporates who will take on the faculty of SCMS on an industrial internship for a particular function for a fixed term of six months to one year.

Conditions for Industrial Internship

- i. A promising faculty who has completed a minimum of five years with the Institution
- ii. Faculty will be required to sign a commitment bond with SCMS and a Non-disclosure agreement with the assigned corporate
- iii. The decision regarding the Corporate with whom each of the selected faculty works will be the decision of the Academic Board of SCMS.

5. Self-Learning Online Courses

- Attending online courses on learning platforms like MOOC & SWAYAM is encouraged by the Institution for the purpose of subject enhancement.
- Every faculty, irrespective of the number of years of experience, is expected to register and complete at least one module of the subject related course with certification.
- This certification through online learning platforms will be an added value during the employee's performance appraisal.

6. Seminars and Conferences

Faculty who intend to attend a particular conference/seminar within the state of Kerala or outside will have to seek permission from the HOD

- Faculty members are restricted from attending seminars on the same topic more than twice in an academic year.
- Such permissions will be given 'On Duty' for that particular day of the conference or seminar.

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- For outstation conferences wherein day travel is involved, the day before and day after the conference will be eligible for 'On Duty'. This facility is not available if the conference venue can be reached by an overnight travel.
- Faculty who are nominated by the Institute to attend programmes or events will be eligible for 'On Duty' and registration fees if any. The registration fee will be paid by the Institution and cannot be claimed as a reimbursement.

6. Paper Presentation at International Seminars and Conferences

- a) A faculty who has completed a minimum service of three years with SCMS Group is eligible to attend or participate in an international conference.
- b) The intent to attend/participate in the international conference has to be intimated to the HOD first who in turn will present it to the Academic Board through appropriate channel. Details of the conference date, venue, registration fees etc. should be submitted at the time of seeking permission.
- c) Once the permission to present a paper at the international conference is granted by the Institution, the faculty has to submit a copy of the paper to be presented along with travel details to the HR department to be included into his/her personnel records.
- d) A faculty making a paper presentation at an international conference is eligible for :
 - i) 'On duty' for the day/days of conference and for those days of to and fro travel by the shortest route.
 - ii) Conference or Seminar registration fee up to a limit of USD 200 or the early bird registration fee, whichever is lower. This is not applicable in case of a UGC/AICTE/Organiser sponsored event.
- e) A faculty is permitted to attend an international conference once in a span of two years. Any exclusions will have to have the prior approval of the Academic Board.
- f) The institution reserves its right to deny permission on attending the conference under justifiable circumstances.