



# BISHOP MOORE COLLEGE, MAVELIKARA

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## ***POLICY DOCUMENT***

### ***Staff Empowerment***

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#### **Policy Statement/Aim**

- The basic objective of the staff empowerment policy is to make use of the staff best in performing their duties so that organisational and individual objectives can be achieved.
- To enable the College to function more efficiently and accomplish the vision and mission of the College.
- Provide need-based training to improve their competencies, to adapt to the changes in the work environment and keep up-to-date with changes in technology and research.
- To encourage the employees to attend orientation and refresher courses, department tests, seminars, training programmes, workshops, for developing the skills and to achieve career goals
- To provide an effective platform for staff grievance redressal.
- To encourage to complete courses offered on MOOC and SWAYAM platforms and also to help to develop such courses
- To ensure transparency and accountability, self-confidence and to achieve the career goals

#### **Scope and Applicability**

- The policy shall be applicable to all the teaching and administrative staff of Bishop Moore College.
- This policy is also applicable to any authority or body established or constituted under the College.

## Components/Elements of the Policy

1. Faculty members are sent for FDP- orientation, refresher and short-term courses etc. to fulfil their requirement for promotion with leave-on-duty sanctioned by the college. Administrative staff are encouraged to appear for the departmental test.
2. Faculty members are provided with financial support to attend conferences / workshops/ seminars/Orientation/Refresher Courses and towards membership fee in professional bodies, the general rules of which are stated below.
  - a) All full time teachers of the college are eligible for claiming financial assistance to attend conferences/workshops/professional development programmes or towards membership fee in professional bodies, *once every financial year*
  - b) The faculty should apply in prescribed format along with certificate of participation and receipts of expenditure towards registration fee or travelling expenses or membership fee. Submission of certificate of participation is mandatory for the claim.
  - c) Listed below the upper limit for the amount that will be sanctioned as financial assistance for the type of faculty development programmes/membership fee:
    - i) Participation in International Programmes :Rs. 1500/-
    - ii) Participation in National Programmes : Rs. 1000/-
    - iii) Participation in State Level Programmes : Rs 500/-
    - iv) one week FDP or lesser : Rs. 500/-
    - v) More than one week FDP : Rs. 1000/-
    - vi) Membership Fee in Professional bodies : Rs. 1000/-

- d) A minimum amount of Rs. 300 shall be provided as incentive for attending the professional development programme not violating clause 2(a), even if it is fully funded, on submission of the participation certificate,
3. Participation and presentations in seminars, conferences and workshops are encouraged by the IQAC.
  4. IQAC, UGC Cell and Research Committee, encourages and provides necessary support and dissemination of information regarding Major and Minor Research Projects, research sponsored by AICTE, UGC and ICSSR etc. Also encourage the faculty to undertake the same
  5. Faculty members are encouraged to undertake training, consultancy and research.
  6. Faculty members are encouraged to undertake additional certifications related to their domain area of specialisation.
  7. Faculty members are encouraged to enrol for doctoral research and as research guides. College permit to avail FDP for pursuing Ph.D.
  8. IQAC ensures indolent faculty members and administrative staff in the planning and decision-making process.
  9. College encourages the staff to conduct the staff/student exchange/internship programmes.
  10. The College encourages the formation of Quality Circles in the College.
  11. Provide all assistance towards procedures that aid in career advancement, skill development and research initiatives of its personnel. In CAS the College consider seniority and timelines
  12. The management organizes a mandatory training cum orientation programme (STEP) for all the newly appointed faculty members and administrative staff to deliver their duties effectively.

13. IQAC is responsible for providing need-based training to the staff to adapt to the changes in the work environment and keep up-to-date with changes in technology and research.
14. Staff retreat is organised for all the teaching and administrative staff in the beginning of each academic year.
15. A staff recreation room is provided in the College
16. College ensures regular staff meetings and department meetings to ensure efficiency and democracy.
17. It is the mandatory requirement for all teaching staff to attend the annual academic audit conducted by the management which discusses the performance of the departments in curricular, co-curricular and extracurricular activities.
18. The institution has full-fledged NCC and NSS units. The institution encourages the Programme Officers of NSS and NCC to undergo the orientation training with leave-on-duty sanctioned by the college.
19. The college offers a student and faculty friendly library policy and a library committee ensures the effective management of the library.
20. The institution provides opportunity for staff members to organise various programmes in association with other colleges, universities, scientific associations.
21. The teachers are given the opportunity to act as resource persons of various programmes organised by other educational institutions. Opportunity to participate in higher education bodies.
22. A sports club is functioning in the College, which encourage the staff to participate in various sports competitions organised by the College and other institutions

23. The college follows the UGC, University and Government guidelines for staff leave policy.
24. For the grievance redressal of the employees, grievance redressal cell is legally constituted in the College.
25. College provides permission for staff to participate in staff associations.
26. Staff tour for teaching and administrative staff is organised every year.
27. The College follows the concept of Bishop Moore College Family, an annual staff get-together organised by the management to create such relationships among the staff.

### **Expected Outcomes**

Employee Empowerment provides the ability and authority to employees. It helps in the effective utilisation of the organisation's human resources and achievement of employee's professional developments and vision and mission of the College. It aims at making the structures more democratic that offer employees greater autonomy, confidence and freedom to make decisions.