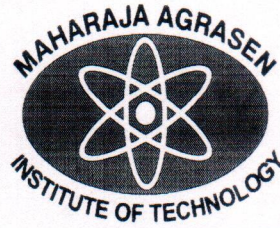


POLICY
ON
“STAFF DEVELOPMENT”



MAIT

उद्यमेन हि सिध्यन्ति
कार्याणि न मनोरथैः

Maharaja Agrasen Institute of Technology
Sec-22, Rohini, New Delhi

Policy on Staff Development

1. Introduction

The purpose of the Staff Development Policy is to encourage and support employees to actively pursue their professional development as an integral part of their employment with the Institute. The policy provides an opportunity to identify training and development needs where a gap in skills or knowledge has been identified. It sets out the principles that underpin continuing professional development at the Institute.

2. Scope

This policy applies to all faculty and non-teaching (staff) of Maharaja Agrasen Institute of Technology.

3. Policy Principles

1. Institute recognises that Professional Development for staff is critical to enable positive student outcomes, ensure staff have relevant and current skills and knowledge, and to enhance the overall quality of the Institute. Professional development activities contribute to the Institute's aim to enhance its competitive positioning through the attraction, development and retention of good staff and continuity of excellence in terms of teaching, learning and research.
2. The Institute is committed to provide employees with opportunities to:
 - Enhance technical and pedagogical skills of faculty and staff.
 - Promote research and innovation.
 - Foster a culture of continuous learning and professional growth.
 - Do certification by Industry

3. The principles that underpin the provision of professional development at the Institute comprise:

- engaging in planning, development and continuous improvement of internal academic development programs.
- evaluating employee participation, outcomes and the relevance and quality of academic development programs on an ongoing basis.
- ensuring that staff development plans are devised in conjunction with individual staff member's performance and planning review activities.

4. Guidelines

- **Short-Courses/FDPs/Workshops/Seminar/Conference:**
 - o Permission to attend a short course or conference that is directly relevant to the employee's work or career or professional development.
 - o Funds allotted to departments to organise skill development FDPs
 - o Support for faculty to obtain industry-recognized certifications and attend specialized courses in their field.

- **Awards and Honors:**
 - o Faculties are given certificate of appreciation and cash award for book writing, research paper publishing, patent publishing, completion of PhD.
 - o Laptops at discount subsidised rates are provided to faculties and staff
 - o Long service award for 15 years' service in Institute (100 gm Silver Coin)
 - o 50% fee reimbursement for Patent filling / conference registration fee

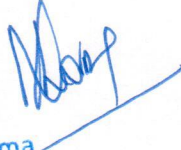
- **Sponsored Candidates:** Faculty members can pursue Ph.D. and master's degrees at QIP nodal centers while continuing to receive their salary and other benefits from the Institute.

- **Study/Exam Leave:**
 - A study leave for a maximum period of three years to the faculty members who has completed at least two years of continuous service at the Institute.
 - Exam Leave to employees enrolled in an approved formal award course like PhD, PostDoc.

- **Short Duration Study/Project Visit:** A staff can undertake a short duration visit to another university or institution. A short duration visit is usually from a few days to a maximum of two weeks duration where an employee undertakes a visit to a similar area or department at another university or institution as a part of the ongoing Project.

- **Non-teaching Staff Development:** Various professional and administrative training programs are conducted for non-teaching staff to enhance their career.

- **Staff welfare schemes:**
 - Group Insurance schemes (10 Lacs)
 - Maternity leave of 90 days to the women and paternity leave of 15 days to the men employees with salary
 - Employee benevolent fund (maximum 5 Lacs)
 - Group accidental guard policy from TATA AIG (10 Lacs)
 - 50% or Rs 7000 maximum reimbursement of medical claim
 - Salary advance without interest to the employees if needed.
 - Rs 5100 for wedding gift


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