

JAIPURIA INSTITUTE OF MANAGEMENT LUCKNOW



Student Handbook (Batch 2018-20)

Faculty Development Policy



VISION

To be an educational institution of choice for all stakeholders which promotes human well-being through continuous learning.



MISSION

To provide learner-centric education that focuses on developing learners as competent, ethical and socially conscious management professionals through continuous improvement in the quality of teaching-learning process and research.



14.1 Rules & Procedures for Attending National/International Seminars /Conferences

Award of grants and nominations to participate in various national and international conferences and seminars held in India and abroad is a common feature of the Jaipuria Institute of Management since its inception. Endeavor shall be made by the Institute to facilitate the same as much as possible, and strengthen the organization of management seminars and conferences in the country and at the Institute in a cost effective manner, subject to availability of funds and institutional commitment of the faculty. Director may also nominate faculty member(s) to participate in regional / national / international conference.

Keeping the above in mind the following rules has been formulated to facilitate faculty members of the Institute to present their papers:

- Participation in a Regional / National Conference every year.
- Participation in an International Conference once in three years.

For the above purpose the definition of year will be taken as the financial year (1st April of the year to March 31st of the following year).

14.1.1 Eligibility

- For Participation in National Conference (format of the application form attached – Annexure – “I”)

All Regular/Contract/Adjunct faculty of the Institute are eligible. Each faculty can attend at the maximum of 1 conference per year.

- For Participation in International Conference (format of the application form attached – Annexure - “I”)
- All regular/contract faculty of the Institute, who have completed 1 year of service at the institute (to be counted from date of joining for the first visit).

- For any subsequent visit, the faculty will be eligible only after completion of 3 Years. The completion of 3 years will be calculated from the date of return from the 1st visit.
- After attending any international conference, the faculty member is required to stay in Jaipuria Institute of Management for at least 1 year. In case the faculty member leaves the institute before a year, he/she will have to refund the money incurred by the institute for the international conference participation.
- Approval of attending conference is subject to availability of budget and other conditions.

14.1.2 Sanctioning Authority:

Director – National Conference

Vice Chairman – International Conferences

Note: All the application and approvals for the conferences shall be sent to the VP HR in the Head Office as and when applied for.

14.1.3 Entitlements

- For National Conferences
 - ◆ Registration Fee
 - ◆ Travel expenses which includes train/flight eligible according to the travelling policy.
 - ◆ DA as per the authorized rates, for the period of stay for the conference.
- For International Conferences
 - ◆ Registration Fee
 - ◆ Travel: The air journey shall be performed by Economy class, by direct route.
 - ◆ The DA will be paid for the period / duration of conference actually attended and additional days(s) as necessary to reach for attending conference/ departing after the conference is over.

14.1.4 Conference/Seminar Paper

- The faculty must produce evidence of acceptance of papers for approval of the visit. They

must submit acopy of the same before leaving for the conference.

- The paper must be released as a working paper withintwo week of return from the conference.

14.1.5 Procedure

- Faculty should submit the Academic Declaration asenclosed as Annexure -“H-3”.
- Interested faculty members are required to submittheir application for participation in the Regional /National seminar/ conference at least 12 weeks in advance of the date of the seminar / conference inthe case of Regional / National Conference and 16weeks in advance in the case of International conference. All applications must be submitted alongwith a copy of the detailed brochure / announcement of the conference and a copy of the acceptance of their abstract of their paper. All applications will be submitted to the Chairperson, Research and Publications Committee.
- The Research and Publication Committee will process the applications and make recommendation to theDirector. Decision by Director and Vice Chairman willbe final and binding.
- Applicant faculty will be required to give a facultyseminar on the paper to be presented by them in the seminar/conference prior to their departure for participation. Approval for participation in the seminar / conference will be given only after satisfactory incorporation of suggestions made in the faculty seminar. No grant for participation in the seminar / conference will be given without presenting the paper in the faculty seminar or not carrying out thesuggestions made.
- Approved faculty must submit evidence of acceptance of paper alongwith a copy of their finalpaper before leaving for the conference.
- On return from the seminar / conference, the concerned faculty will submit to the Chairperson, Research and Publication committee a copy of the paper presented, and develop the same into a Working Paper within two weeks of return from the seminar/Conference.

14.2 Incentive for Publishing Research Papers

There shall be incentive for publication as referredhereunder:

Publication in ‘A’ Category Journal: Rs. 100,000

Publication in 'B' Category Journal: Rs. 50,000

For a joint publication, incentive amount shall be dividedequally among the authors

14.3 Annual PAN Jaipuria Initiatives:

14.3.1 FD Pand Leadership Meet

The Pan-Jaipuria Annual Faculty Development is a unique initiative designed to collectively re-visit the entire gamut of exercises which Jaipuria Institute of Management (Jaipuria) undertakes towards students engagement, curriculum development, and ensuring quality outcome. Jaipuria values faculty resources and strives to developthem for ensuring personal growth of faculty as well as foreffective engagement with students. In Jaipuria system, faculty plays a central role and they are the main driving force.

In the sphere of teaching-learning, the uncampus initiative is about developing common curriculum, course outline, and synergizing classroom delivery. The exercise is undertaken at Pan-Jaipuria area level.

Pan-Jaipuria FDP as part of uncampus drive enables different area faculty to join together and deliberate uponprocesses and future course of action.

Attendance of the faculty is mandatory and in case anyfaculty fails to attend the pan Jaipuria FDP, he/she will bemarked on Earned Leave for that period.

Process:A pool of highly accomplished experts are invited to deliver sessions on various contemporary aspects. Our faculty learns from deliberation and interaction with the experts. Experienced industry professionals are involved in session deliberations to supplement views from our most important stakeholder.

Leadership Meet: which may be held along with Pan FDP/independently shall have a conclave of the key appointment holders i.e. Chairman/Vice Chairman, Directors, VP's, Deans and other nominated appointments. The strategic issues affecting the long termerspective shall be comprehensively discussed duringthis meet.

14.3.2 Area Meetings

Management education in India is undergoing a sea change. The strong imperatives of globalization, innovations, and technological changes are putting high demand on quality education. With a strong urge to move up the ladder and serve the community better, Jaipuria Institute could foresee these imperatives well in time. With the sole focus on quality management education, the Institute organizes a pan Jaipuria Area Chair Meeting every year tentatively in the month of June.

The faculty across all the four campuses is grouped according to their area of specialization. The Area Chair is responsible to carry out the exercise of revision of curriculum, course review and pedagogy according to recent demands and requirements of the industry. Industry experts are invited for these Pan Jaipuria Area Chair meetings for their valuable inputs on the recent trends and expectations from the MBA students.

The Area Chairs along with the other faculty members are responsible for designing appropriate reading material in form of Course Pack for each of the courses offered in the area. Further, identification of relevant cases, articles, audio/video resources, research papers, simulation games, e-resources etc. for different courses is also discussed.

Attendance of the faculty is mandatory and in case any faculty fails to attend the pan Jaipuria Area Meeting, he/she will be marked on Earned Leave for that period.

14.3.3 Faculty Exchange Program:

Jaipuria Institute of Management has started faculty exchange program as one of the uncampus initiative to enhance the academic excellence and improve the student experience. This initiative enables the faculty across all the four campuses to visit each other's campus and share their diverse range of knowledge and experience. We leverage this initiative to create an environment that nurtures educators, enables them to focus on research and promotes out-of-the box delivery systems. The benefits to the Institute from this program are manifold and include (1) wider experience for our faculty members teaching in new and different environments; (2) broader exposure for our students from visiting faculty members; (3) expanding reputation of the Institute in the quality of its students and faculty; and (4) increased opportunities for faculty to meet and work with

colleagues in different Institutes.

14.3.4 Impartus Programmes:

Jaipuria Institute of Management has started a unique Impartus Program which involves a comprehensive videobased learning platform for the students.

According to this initiative, all the lectures delivered by the faculty across all four campuses shall be recorded and shared over a common platform for all the students of Jaipuria. This will enable knowledge sharing among the campuses and provide students opportunity to access diverse amount of information. This initiative will provide learning to the students outside the classroom.

All faculty members, whose lectures are being recorded, are required to edit and upload their lectures to make them usable for students in stipulated amount of time.