



“Education for Knowledge, Science and Refined Culture” – Shikshanmaharshi Dr. Bapuji Salunkhe

Shri Swami Vivekanand Shikshan Sanstha, Kolhapur’s

Arts and Commerce College, Nagthane



Professional Development Policy

Objective:

The purpose of this policy is to provide teaching and non-teaching staff with professional development opportunities that increase their skills and enhance their contributions to the College. An employee's work performance is vital to the success of our College. Providing professional development to our employees is an investment in their careers and the future of College.

Eligibility

Full-time and regular teaching and non-teaching staff is eligible for professional development programmes.

It is the employee's responsibility to seek out the courses and other training mediums that will enhance his or her professional development and are in line with the College mission. Professional development can be obtained through attendance at seminars, educational courses, webinars, and FDPs that will assist the staff in performing essential job functions and increase the employee's contribution to the College.

Procedure

Staff must request permission from the Principal for review and approval to attend and to receive reimbursement for a desired development. The request must include applicable course of development, purpose, job relevance, cost, dates, times of coursework and the name of the institution or source of training.

Reimbursement

Upon satisfactory completion of the training and coursework, the employee must provide documentation to support completion and payment to receive reimbursement. Receipts for subscriptions, membership dues or other similar expenses should be submitted in a timely manner.

The maximum reimbursement amount will be Registration Fees + TA once per calendar year. The amount does not roll into the next calendar year; it is forfeited if not used. Eligible employees are entitled to 30 working days of professional development per year, to be approved at the discretion of management and the College needs. The staff will be provided Duty Leave for attending these FDPs.

The employee need to share the professional skills learnt at the course with the staff in staff academy after joining the College.

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