



Office of the Principal
গুৱাহাটী মহাবিদ্যালয়
GUWAHATI COLLEGE

Recognised under UGC 2 (f) and 12 (B)
[Reaccredited by NAAC with B Grade (CGPA 2.62) in 2015]

Ref. No. POLICY ON CAPACITY BUILDING OF FACULTY MEMBERS Date

POLICY:

The Faculty members will be encouraged to participate in Capacity building programmes like Faculty Induction Programme, Refresher Courses, Faculty Development Programmes, Short Term Courses, Workshops, Seminars, Conferences etc. to enhance their skills and expand their domain of knowledge for overall quality enhancement with focus on research and innovative student-centric pedagogic interventions.

POLICY GUIDELINES:

1. Faculty members to be encouraged to apply and participate in Capacity Building Programmes conducted/organized by UGC-HRDC centers and Teaching-Learning Centers under Ministry of Education, Govt. of India.
2. For smooth functioning of academic activities in college, not more than 15 percent of total faculty members in the college will be granted duty leave to participate in Capacity Building Programmes at the same point of time.
3. All Capacity Building Programmes against which duty-leave is granted will be mandatorily considered as faculty updation initiatives for inclusion in the college profile and will be maintained by the Documentation policy.

PROCEDURE:

- a. Faculty members to apply for duty leave with a documentary proof of the Capacity Building Programme to which he/she has applied.
- b. The application is to be submitted at least 10 days prior to the programme with due endorsement/forwarding from the respective Head of the Department.
- c. In case a faculty member leaves station for attending Capacity Building Programmes, then they are to submit station-leave application along with other relevant documents, as per rules.
- d. After the programme, the faculty member should submit joining report along with a copy of the Capacity building programme certificate as documentary proof ascertaining the successful completion of the programme.
- e. However, if anyone cannot submit the completion certificate on joining, they will need to submit a written explanation to that regard. Thereby, the granted duty-leave will be considered as Earned Leave and will be deducted from their leave profile, as per rules.


Principal
Guwahati College
Guwahati-21