



ARMY COLLEGE OF NURSING, JALANDHAR CANTT
ACN/ACAD/18

SOP ON IN-SERVICE TRAINING OF FACULTY/STAFF OF ARMY COLLEGE
OF NURSING, JALANDHAR CANTT

INTRODUCTION

1. The Army College of Nursing, Jalandhar Cantt was established in Aug 2005. The staff in the college has been employed as per the norms of INC, New Delhi.
2. The National Policy on Education (NPE) 1986 in its programme of action makes a pointed reference to the critical link between teacher motivation and the quality of education. The NPE recognized the need for improving the status of the teacher and proposed to provide opportunities for professional and career development so that teachers may fulfill their role and responsibility within the system of higher education. It was proposed to enhance their motivation skills and knowledge through systematic orientation in specific subjects, techniques and methodologies, and thereby inculcate in them the right kind of values that would in turn encourage them to take initiatives for innovative and creative work.
3. As technology is continuously changing, the faculty and support staff is needed keep themselves updated every year. Otherwise they will find themselves outdated in front of the new generation students. Also when these students join industry they are not able to meet the expectations of the industry. Therefore, Up-gradation of Faculty and support staff is necessary in the Subject Knowledge and Research Competence and to improve the quality of education. An important component of Faculty and Staff development (FDP) encompasses the training program / conference / workshop / seminar/ symposium / paper presentation – which a faculty/staff attends.

AIM

4. The aim of this SOP is to lay down guidelines for attending the in-service training of faculty/staff of Army College of Nursing, Jalandhar Cantt.

OBJECTIVES FOR ATTENDING THE IN-SERVICE TRAINING PGME

5. Prior to detailment of faculty for attending the in-service training programme, it will be ensured that the training pgme fulfills the following : -
 - (a) Educational Technology and Orientation in IT.

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- (b) Knowledge Explosion.
- (c) Orientation relevant to Nursing/ Indian Conditions.
- (d) Eligibility, target group and duration.

**DETAILMENT AND ROTATION OF FACULTY FOR ATTENDING THE
IN-SERVICE TRAINING**

6. It will be ensured by the Principal that staff for attending the in-service training pgme is detailed on rotation basis and no faculty member will be detailed more than twice in a year. It will be ensured by the Principal that due to attending the in-service training pgme by the faculty, the studies of students should not suffer. Hence, the in-service training pgmes to be held in vacations period may be preferred.

FUNDING ON ATTENDING THE IN-SERVICE TRAINING BY FACULTY

FDP- Within India

7. The faculty/staff detailed for the in-service Training / Wksp, will be granted academic leave (not exceeding 20 days in a calendar year including their detailment for examinership) and will be paid registration fee and Transport Allowance as under as per para 19(c) of the minutes of Annual Conf of Directors / Heads of Professional Colleges-2013 issued vide HQ AWES letter No B/45840/Dir Conf/AWES dated 13 Dec 2013 : -


(a) The faculty who presents a paper during seminar will be reimbursed 100% registration fee, AC-II fare upto 2000 kms and DA at the rate of Rs 500/- per day.

(b) The faculty who merely attends the seminar/wksp, will be given 50% of the registration fee and AC-II fare for 2000 kms. In addition DA at the rate of 500/- per day will also be given.

8. It would be ensured that faculty detailed for such seminars should have research papers published in referred / recognized and reputable journals having ISBN/ISSN members in the last one year.

9. The Registration Fee (where applicable) will be submitted by the concerned faculty member to the college. The claim for reimbursement of Regn

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Fee and Transport Allowance bill of the concerned faculty member will be cleared after attending the conference/seminar.

10. If any faculty member is desirous to attend the in-service training pgme at their own expdr, they will be considered for academic leave to attend the pgme. The leave sanctioning auth shall ensure that there is no loss to the teaching and functioning of the college/concerned department. In such cases, no registration fee, tpt allce will neither be entitled for the same nor he/she will claim the same at a due course.

FDP- Outside India

11. The faculty, subject to prior approval of the competent authority, may be granted extra ordinary leave with pay for the duration of the international seminar plus maximum two days of travel time (onward and return journey). The total extra ordinary leave with pay permissible for said seminar /workshop/presentation of paper would be for maximum seven days (including travel time). A faculty can avail this opportunity once in three years. After rejoining from International conference/seminar, all required papers will be submitted in the office. A total of Rs 25,000/- will be reimbursed to individuals attending FDP abroad with prior sanction. Extra expenditures if any, will be borne by the individuals themselves.

Important Points to be Noted

12. (a) Any FDP / Wksp / Seminar / Conference / Paper presentation / Event undertaken without Chairman/Director's prior approval will not be eligible for reimbursement.
- (b) Heads of Institutions should avoid travel during the end of the financial year.
- (c) The period of events should be limited to maximum three working days.
- (d) The travels should be undertaken only under the available cheapest restricted economic class airfare.
- (e) The officials visiting abroad are required to prepare a detailed report of their visit, clearly specifying the gains and an action plan for implementing the feasible activities. A copy of the report of participant should be sent to AWES.

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(f) The experience should be shared with fellow faculty of the Institution through arranging a session in concerned department / institute within 15 days of attending FDP/Wksp/Seminar/Conference/Paper presentation/Event or else no re-imbursement will be given.

13. Necessary approval of the Director will be taken by the faculty through the Principal of College prior to proceeding for Faculty Development Programme / Workshop / Seminar / Conference / Paper Presentation / attendance, necessity and financial implications etc by the aspirant through an application attached as Appendix to this paper recommendations of his HoD and Head of Institute / College duly attached with desired supporting documents.

14. After attending the in-service training pgme by the faculty, he/she study material including soft copy of the same (if recd) in the Library for future reference. Further he/she will submit the photocopy of the certificate awarded to him/her with Office Superintendent for records.

CONCLUSION


15. Attending the in-service training pgme are beneficial for the faculty for providing quality education to the students. The faculty so detailed to attend the same must ensure to derive the maximum benefit from same.


16. This SOP supersedes the previous SOP on the subject issued vide letter No 2001/ACN/SOP/18 dated 08 Aug 2018.

2001/ACN/SOP/21

Army College of Nursing
Jalandhar Cantt

22 Jan 2021


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