



MANIPAL UNIVERSITY  
JAIPUR

**Manipal University Jaipur -  
Teacher Empowerment Centre  
(MUJ-TEC)**

MUJ-TEC  
Operational Policy

2021

Directorate of MUJ-TEC

# MUJ-TEC

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## **1. Preamble**

The Teacher Empowerment Centre at Manipal University Jaipur was established with the intent to invest in teacher training so as to help them grow professionally and personally. Teachers who are made to feel efficacious are able to participate and contribute fully in the process of achieving the institutional goals and objectives. MUJ TEC through its various programmes provide the teaching staff a platform for experiential learning and hands-on-training by experts to enhance their potential and engage in Continuous Professional Development. Through MUJ TEC training programmes teachers are encouraged to collaborate, share and apply innovative teaching-learning tools and strategies, use resources and learn skills which further help them cater to student needs. Empowered and skilled teachers play a very significant role in improving learning outcomes for every student.

MUJ TEC strives to equip all faculty members to synergize with millennial learners, foster active learning, impart value laden knowledge, remain motivated, be aware of and practice objective assessment and enhance academic leadership.

## **2. Objectives of MUJ-TEC**

- i. To provide up-gradation of knowledge, skill and intends to provide opportunities for induction training to faculty members employed in all disciplines across Manipal University Jaipur.
- ii. To organize Faculty Development Program (FDP) to cover areas like but not limited to education policy, new concepts, methods and techniques, theory and skills development and up gradation of pedagogy educational technology, motivation, communication skills, management and other relevant issues to keep pace with the changing scenario in Education.
- iii. To enhance the teaching and other skills of the faculty.
- iv. To make them aware about modern teaching tools and methodologies.
- v. To provide an opportunity to acquire knowledge about current developments in relevant fields.
- vi. To promote the professional practices relevant to higher education
- vii. To motivate the faculty to achieve competitive teaching and learning environment, thus channelizing development with respect to academic qualifications and personal matters.

### **3. FDP Policy**

All events to be convened in the name of the University on behalf of and in the name of an external organization must be approved by The President/ Pro-President/ Registrar, with due regards to management, potential financial inputs and the capacity of event organizers to manage the event appropriately.

All events that are undertaken in the name of the University must be appropriately branded. The chief patron and patron for all academic event Shall be the Chairperson and he President of the University.

Requests for approval in accordance with policy and any request of funding support in accordance with approval annual budget should be accompanied by sufficient details.

**The convener/s should take recommendation from The Director of MUJ-TEC before proceed for approval of the event from the Head of the Institution. The post event report must be submitted to the MUJ TEC in the prescribed format within 7 days after completion of the event.**

The organizer of the event is responsible for ensuring the approval of the event and for expenditure and financial management, including budgets, funding submissions and reconciliations as required, from the President/ Pro-President/ Registrar for hosting /organizing FDP at MUJ. The convener need to take up the event in professional manner throughout. Also he/she is required to ensure the event is attended by good number of participants possibly external an also followed by the follow up reporting at the conclusion of the event.

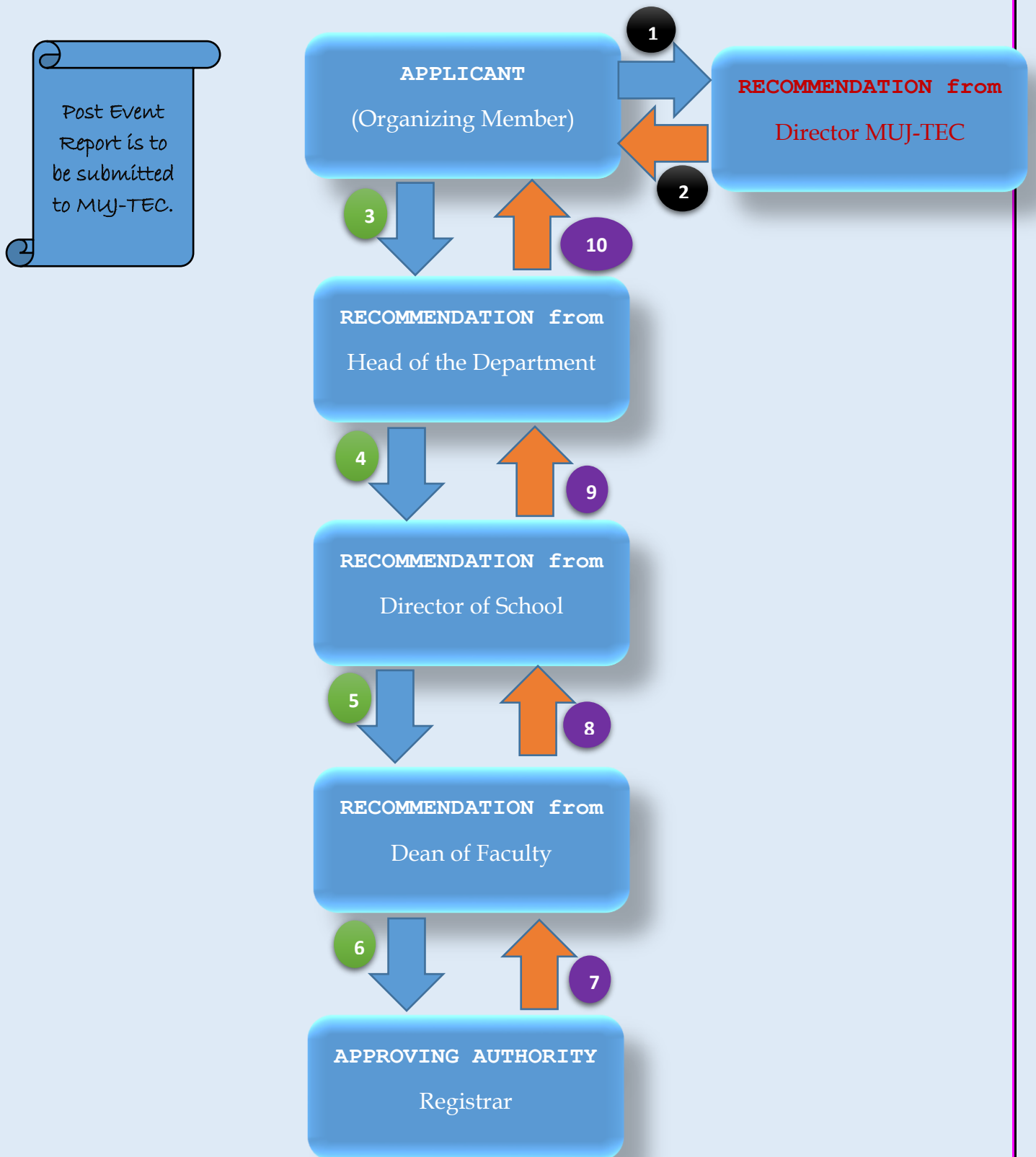
**Standard Operating Procedure for conducting FDP/Workshop for conducting an FDP (Faculty Development Program)/ Workshop in Manipal University Jaipur following is essential:**

1. As per AICTE and UGC guidelines the program should be of two weeks (14 days) or one week 7 days at least with minimum 50 participants.  
However, the number of participants and duration may be relaxed with due approval from MUJ Leadership. It is to be noted that this recommendation must be channeled through Directorate of MUJ-TEC.
2. Departments/Directorate must mention the name of MUJ-TEC and MUJ-IQAC on flyer/brochure.

3. Brochure/flyer of the FDP/Workshop should be submitted by 15 days in advance before the commencement date of FDP to MUJ-TEC.
4. Any change in the schedule for holding FDP/Workshop, change of Coordinator's name, venue and date would require prior approval of the MUJ-TEC, failing which the credits may not be transferred at the time of KPI of Departments/Directorate.
5. During the FDP/Workshop, Directorates/Departments must ensure and record following:
  - (i) Session objective and outcome with Resource person's name, designation, and organization. (Applicable for each session)
  - (ii) Feed-back of the participants with signatures of every session with photograph.
  - (iii) Photographs of the conducted events.
  - (iv) Supporting bills/documents and paid vouchers on account of expenses incurred for the purpose.
  - (v) One hard copy and one soft copy of proceedings/reports containing all details mentioned in clause 5 from (1 to 4) must be submitted.
  - (vi) These should be countersigned on every page by the Coordinator, digitally and in hardcopy both.
  - (vii) Department /Directorate must submit the documents necessary for compliance and quality enhancement purpose to MUJ-TEC within 3 days of the conduct of the event.
6. For sharing the documents in digital mode, a separate email id of Directorate of MUJ-TEC shall be shared in due course of time.
7. Any updates regarding SOP shall be shared by time to time.

#### 4. FDP Approval Process Flow

The approving process should be initiated at least **one month** before the event.



**Figure 1:** FDP Approval Process Flow

## **5. Financial Support**

Prior to finalization of events, all estimated expenses and estimated income need to be discussed with CF & AO and arrive at the deficit/surplus. In case of estimated deficit University can augment the same from its budget. In case of estimated surplus, University can contribute after taking into consideration the benefits derived from the event and the past success of the said event. The maximum financial support from the University can be provided as per the policy laid down by the University authority from time to time in a particular financial year. The concerned faculty coordinator should take recommendation from CF &AO on the above finance before approaching Register/ Pro-President and President for approval of the event to commence.

### **5.1. Collection of Funds**

As per MUJ finance policy.

### **5.2. Mode of payment**

As per MUJ finance policy.

## **6. Review and Reports**

A brief/summary report need to be prepared by the convener in consultation with the organizing committee. This has to be ensured that the report is submitted within three days of the event to the office of Director, MUJ-TEC. Event report has to provide an accurate picture of event reflecting both the strengths and weaknesses of the event. A sample report format, approved by QC, is available at Director, MUJ-TEC office, to be followed to prepare report (See Annexure-2). The summary report shall comprise of all necessary information including the following as well: -

- A copy of the proceedings (with soft copy in PDF format)
- List of participants, audience metrics.
- Photographs and video (if any) of the event.
- Summary of desired goals/outcomes and final outcome with analysis and recommendations.

- A short duration silent video of the event with possible details should be provided to IT team with due approval of the University authorities, the same to be uploaded on our website and other digital media platforms.

Apart from the above summary report a brief note for uploading on MUJ website in consultation with the respective heads and organizing committee to be provided from the convener, the brief note may comprise of dignitaries visited, topic detail with benefits to society etc. and it should be supported with some pictures of high resolution, the brief note to be approved by the respective Dean/ Director before uploading on website through Webmaster.

The result and report is an invaluable document that will determine events success in the iterations to come.

**The University reserves right to modify the above guidelines as deemed fit from time to time.**



## 7. Annexure-1

### FDP/MDP/EDP Pre-Approval Form

To,  
The Director,  
MUJ-TEC  
Manipal University Jaipur.

Sl. No.	Application to organize FDP/MDP/EDP at MUJ	
1.	<b>Applicant's Detail</b>	
	Name:	
	Employee Code:	
	Designation:	
	Department:	
	Date of Joining:	
	Contact Number (Ext. & Cell):	
	Email-id:	
2.	<b>Event Detail</b>	
	Subject/Title:	
	Proposed Commencement Date:	
	Duration (Number of Days and Hours):	
3.	Do you agree to submit a post event report to MUJ-TEC?	(Yes/No)
4.	Signature of the <b>Applicant</b> :	
5.	Recommendation of the <b>Director of MUJ-TEC</b> :	

Note: 1.This form is to be attached with the event approval note-sheet.

2. If approved, a copy of approval is to be submitted to MUJ-TEC for record purpose and onward submission along with Post-Event Report.

## 8. Annexure-2

A sample report is attached separately to the mail.