

GRAND ASIA UNIVERSITY – SIALKOT



SOP
FACULTY DEVELOPMENT PROGRAM
2024

Director IQAE
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Office of
Institutional Quality Assessment and Effectiveness

Grand Asian University- Sialkot

Standing Operating Procedures (SOP)

Faculty Development Program (FDP)

In the light of HEC requirement, the competent authority has approved the SOP on the subject as under: -

Introduction

Grand Asian University (GAU) is a leading teaching and research institute and inducts very high-quality faculty members and associated academic staff to maintain its high standards. GAUS also focuses on continuous professional development (CPD) of all faculty members and academic staff in order to keep them abreast with the latest teaching techniques, methodologies, and knowledge areas.

Outlines-FDP

In order to ensure CPD of GAU'S academic staff, a comprehensive Faculty Development Program (FDP) is planned and executed on yearly basis; broad guidelines are:-

- i. FDP will be planned on yearly basis- as per the financial year (FY).
- ii. It will encompass all pieces of training conducted by the university for faculty members and associated academic/support staff, including: -
 - a. Orientation training.
 - b. Faculty development training cycle-4 tiered.
 - c. In-house training (training within campus).
 - d. National/Foreign trainings (staff sent on training abroad).
 - e. Training organized by Higher Education Commission (HEC), National Computing Education Accreditation Council (NCEAC) and National Business Education Accreditation Council (NBEAC).
 - f. Faculty Exchange Programs.

Training Needs' Assessment (TNA)

All Deans will assess their staff's training needs, keeping in view their academics commitments, and will forward their training requirements / plan along with the cost effect to the Office of the IQAE by 15 April every year. The needs will evaluate and finalize the training needs' assessment (TNA). The office will prepare a consolidated FDP calendar and will get it approved by competent authority (the Chairman) through Vice Chancellor. The office will keep a track of all training, learning and development activities, as per the FDP calendar.

FDP Training – Orientation Training

FMs are generally included before start of spring and fall semesters. Orientation session will be organized for guidance of newly hired faculty regarding GAUS policies, rules, regulations and evaluation systems.

Faculty Development Training Cycle – 4 Tiers

All faculty, head of departments (HoDs), and deans are divided into 4 tiers to develop an extensive training cycle for each tier. The purpose is to enable future leaders to become stakeholders in their operational and strategic domains. Details of these tiers are attached as Annexure-A.

In-house / External Training

Professional training sessions will be arranged for faculty members and support staff within the campus as well as at other institutions as per the TNA/FDP calendar to equip GAUS workforce with advanced professional skills.

National / Foreign Training

Faculty members will be sent to attend national/international training in accordance with the Memorandum of understanding (MOUs) signed by GAUS with other universities/institutions. The purpose is to groom the employees and showcase GAUS at national and international forums.

Training by Higher Education Commission

The faculty/staff will attend various training activities arranged by HEC / PHEC. This will include Accreditation Training like National Computing Education Accreditation Council (NCEAC), LAW Council, Pharmacy Council and National Business Education Accreditation Council (NBEAC) training which will be attended by members of concerned departments. The purpose is to enhance knowledge of FMs/Staff on HEC Accreditation Rules/Regulations.

Faculty Exchange Programs

The faculty exchange program will be designed to enhance teaching and research collaboration of GAUS and faculty with partner institutions around the world. The program allows GAUS faculty to go abroad and foreign faculty from technologically advanced countries to visit Pakistan.

Grand Asian University Sialkot - Professional Excellence Centre (GAUS-PEC)

Grand Asian University Sialkot – Professional Excellence Centre will be established in due course of time (depending upon availability of funds). Training will be imparted to GAUS' FMs / support staff as well as personnel from other universities/organizations.

Budget

Budget to FDP will be approved at beginning of FY. All deans to forward training needs' assessment, budget requirements and schedule of training demanded (keeping in view FMs' commitments) for next FY to the Office by 15 April every year. Office will get it approved by the competent authority (CA) i.e. Chairman through VC. The office will monitor the utilization of the budget accordingly.

Conclusion

This SOP shall provide the guidelines for FDP at GAUS. It shall be revised periodically basing on evolution in GAUS's stature in future.