Policy Code: **P D P 5 6**

PROFESSIONAL DEVELOPMENT POLICY

1. INTRODUCTION

The purpose of the Professional Development Policy is to encourage and support employees to actively pursue their professional development as an integral part of their employment with the Naipunnya School of Management, Cherthala. The policy also provides an opportunity to identify training and development needs with the college where a gap in skills or knowledge has been identified. This Policy sets out the principles that underpin continuing professional development at the college.

Scope

This Policy applies to all employees, both academic and non-academic staff, of the school.

2. POLICY PRINCIPLES

i. Naipunnya College recognises that Professional Development (PD) for staff is critical to enable positive student outcomes, ensure staff have relevant and current skills and knowledge, and to enhance the overall quality of the school. Professional development activities contribute to the college's aim to enhance its competitive positioning through the attraction, development and retention of good staff and continuity of excellence in terms of teaching, learning and research.

ii. The college is committed to providing employees with:

    a) opportunity to develop capabilities that complements the strategic priorities and goals of the college

    b) opportunity to develop and participate in career development activities that extend and enhance their capabilities and capacity for advancement within the college; and

    c) equity of access to professional development opportunities.

iii. The process of PD allows employees to actively participate in, track and monito their professional development and recognises the range of development activities that add to or broaden an individual's body of knowledge. PD may include formal and informal, internal or external professional development activities and self-directed informal learning.

iv. Formal PD relates to attendance at: technical meetings, conferences and seminars participation in short courses; access to undertaking postgraduate degrees academic staff exchange; and development of teaching and research profiles (online and site seminars).

v. Informal PD includes scholarly activity, individual or collaborative research, private reading, writing technical papers and participation in the organisation of meetings.

Amendments/Review: This policy shall be reviewed periodically and may be amended as and when required to retain its contemporary relevance. Any stakeholder of the institution may submit proposal for the improvement of policy to the IQAC. The proposed changes shall be reviewed by IQAC and, if found suitable, shall be forwarded to the higher authorities for consideration.
Indicative time of Review: 07/01/2026
Administering Entity: Principal, Vice principal, Executive director, IQAC Coordinator
Approval Authority: College council

Fr. Baiju George, Principal