

FACULTY DEVELOPMENT CELL



SUMANDEEP VIDYAPEETH

ANNUAL REPORT

2015-16

AIM:

To build a platform of innovation and educational leadership to strengthen the faculty profile to compete with the world class excellence and to bring a qualitative and quantitative change in the teaching-learning process for both undergraduate and post graduate students of the university.

Constitution of Faculty Development Program Cell:

Faculty Development Program Cell of Sumandeep Vidyapeeth is run by Faculty Development committee of the university.

Director: Dr. Hetal Pandya, Professor and Head, Dept. of General Medicine, SBKSMI & RC

Member Secretary: Dr. Dipen Sureja, Associate Professor, Department of Pharmacy

Members of the committee: The details of members are given in Table 1.

Table 1: Members of Faculty Development Cell, SV

Sr. No.	Name	Institute	FDC Designation	Contact details
1	Dr. Hetal Pandya	SBKSMI & RC	Director	9998055159, Ext: 451 drhetalpandya@gmail.com
2	Dr. Dipen Sureja	Department of Pharmacy	Member Secretary	9974768424 dipensureja@gmail.com
3	Mr. R. K. Chhaya	SBKSMI & RC	Member	9998800178 ravindra26061950@gmail.com
4	Dr. Niraj Deshpande	KMSDC & H	Member	7600918500 drneeraj78@gmail.com
5	Dr. Kapil Dagrus	KMSDC & H	Member	8155891466 kapil.dagrus@gmail.com
6	Dr. Neha Mukkamala	College of Physiotherapy	Member	9898216184 neha23.ms@gmail.com
7	Mr. Kevin Christian	Sumandeep Nursing College	Member	8758247037 christian.kevin7@gmail.com
8	Dr. Medha Wadhwa	Department of Management	Member	9537624644 drmedhakalyan@gmail.com

FDC INCENTIVE POLICY

Application for PAPER/POSTER PRESENTATION OR Attending FDP

1. Application form should be duly filled by applicant attending/presenting the event. The forms for the same are available at HoD/HoI office. It may be downloaded from website of the University. Faculty can apply **ONLY ONCE** in a year under this incentive scheme.
2. The duly filled & signed (by applicant) form shall be approved and signed by the respective HoD and HoI. HoI is expected to put remark on approval.
3. The application shall be submitted to FDC office of University through HoI office only.
4. The respective committee of FDC shall scrutinize the application. The committee may approve or reject the application as per University rules and regulations stated in University Research Compendium, section 7.
5. The applicant has to submit duly filled and signed **Post Presentation Form** along with necessary documents (as stated in the form) within 15 days of attending the event.
6. FDC will recommend and forward the final incentive to the Registrar, University for further processing. The final authority for sanctioning of the incentives lies with the competent University Authority.
7. The processing time for application at FDC is up to 15 days in normal situation.

The following amendment is done in the chapter 7.6.3 (Research Policy) of research Compendium / applicable from 1st April 2016.

1. Registration fees for the conference up to Rs. 6000/- per faculty (excluding accommodation) will be sanctioned under this incentive scheme.
2. Travelling by 2nd A.C. train via shortest route OR Rs. 7/km. if travelled by road will be sanctioned as T.A.
3. Maximum up to Rs. 2000/- per day as D.A. can be sanctioned for the actual day/s of the event.
4. The faculty applying under the scheme has to produce supporting documents for no. 1, 2, & 3 along with post presentation form to procure the benefits.

5. For the educational programs mandated by respective council, complete registration fee & other incentives directed by council will be given to the faculties chosen by the institute.
6. Rest of the rules will be same as stated in the research compendium.

Annual data

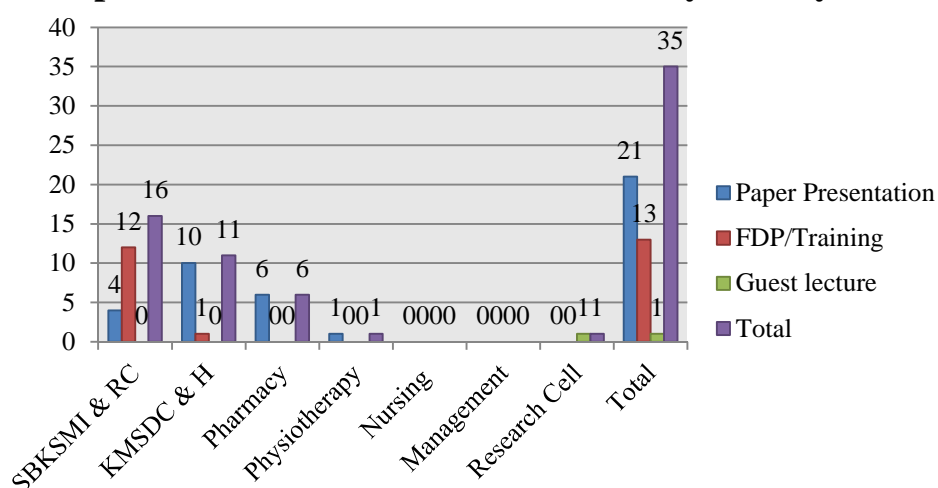
- **Incentives given during academic year 2015-16:**

During 1st August 2015 to 31st July 2016, total 35 faculties of various constituent institutes were benefited under this scheme. Out of 35 faculties, 21 faculties were given incentive for paper (poster/oral) presentation and 13 faculties were given incentives for attending various faculty development program/training, while 1 faculty from research cell was given incentive for delivering a guest lecture. During this academic year FDC, SV has released total 2,70,597/- INR as incentive to various faculties for presenting paper or attending FDP/Training. (Table 2)

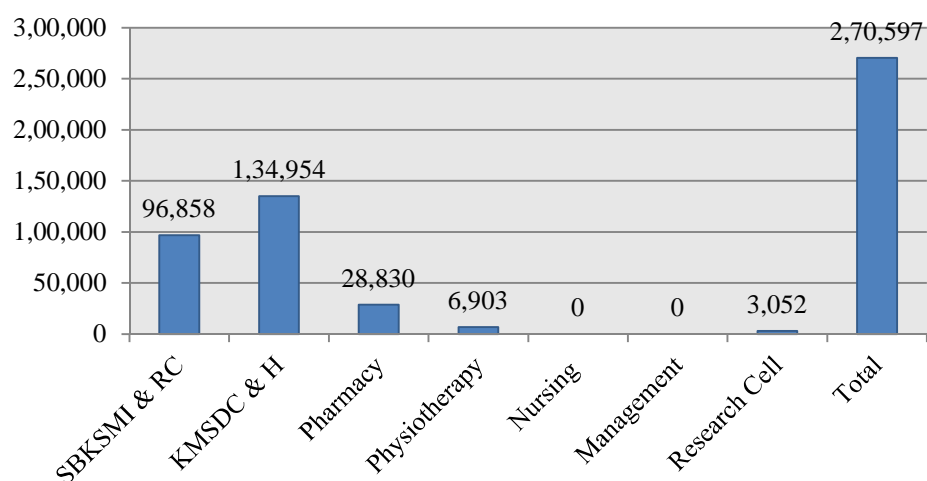
Table 2: Annual Incentive Data (2015-16)

Institutes	Paper Presentation	FDP/Training	Guest lecture	Total	Incentive Given
SBKSMI & RC	4	12	0	16	96,858
KMSDC & H	10	1	0	11	1,34,954
Department of Pharmacy	6	0	0	6	28,830
Department of Physiotherapy	1	0	0	1	6,903
Sumandeep Nursing College	0	0	0	0	0
Department of Management	0	0	0	0	0
Research Cell	0	0	1	1	3,052
Total	21	13	1	35	2,70,597

Paper Presentation and FDP attended by Faculty



Incentive Given



ACADEMIC EVENT ORGANIZATION POLICY

Policy for academic event has been revised, presented and accepted in HoI meeting in chairmanship of Vice Chancellor, SV. The process and formats for application were also discussed, accepted and implemented.

[1] Minimum criteria for academic events to be organized by constituent institutes of university:

1. International / National level conference:

- a. Minimum number of such event per institute in an academic year is as follows:

SBKS MIRC	: 5	K.M. Shah Dental College	: 2
Nursing College	: 1	Pharmacy College	: 1
Physiotherapy College	: 1	Management College	: once in two year

- b. The conference **MUST** be of at last ONE full day event.

2. CME / Workshop / etc.:

- a. Minimum **TWO** such academic events must be organized by individual departments of the institutes in an academic year.
- b. These events **MUST** be of at least of **half a day** (minimum 3 hours) duration.
- c. **ONE** of the events **MUST** be of **state level** CME. (Criteria for state level - as per [1].3). The other one can be organized at department/institute/university level.
- d. These academic events should be preferably multidisciplinary. Such event will be counted as of the lead/principal department only.

3. Level of the academic event:

Sr. No.	Level of the event	Criteria
1.	International	At least ONE of the speakers MUST be from out of India. Minimum 5 (FIVE) delegate registrations from outside Gujarat.
2.	National	At least ONE of the speakers MUST be from outside Gujarat.

		Minimum 5 (FIVE) delegate registrations from outside Gujarat.
3.	State	At least ONE of the speakers MUST be from outside university. Minimum 5 (FIVE) delegate registrations from outside university.
4.	Local	ONE of the speakers may be from outside university. Delegates can be from within university.

4. Others points:

- a. Accreditation from respective governing council for credit points/hours is desirable to authenticate the academic event further.
- b. The departments organizing International/National level academic events are exempted from organizing state level CME for that academic year.
- c. Guest lecture & any other academic event less than three hours duration can be organized at institute or department level as per their discrimination. They will be considered as local level academic event.
- d. Proper documentation, timely application & reporting to Faculty Development Cell in Prescribed format are **MUST** for all academic events.

5. Academic events organized by university bodies/cells:

1. The procedure remains the same for academic events organized by various university body/cell.
2. Collective data must reach to FDC, SV on quarterly in same MS Excel sheet format to FDC.

[2] PROCEDURE FOR APPLICATION & REPORTING FOR ACADEMIC EVENTS:

1. Organizing Institute/department have to apply to Faculty Development Cell in prescribed application form at least **ONE** month prior to the event.
2. Application form should be duly filled by organizing secretary of the event. The forms for the same are available at HoD/HoI office. The organizing secretary is expected to go through the policy for organizing the academic event before filling application form.

3. The duly filled form shall be submitted and approved by respective HoD and HoI. HoD and HoI is expected to put remark on approval. The application shall be submitted to FDC office through HoI office only.
4. The respective committee of FDC shall scrutinize the application. The committee may call the organizing secretary for discussion, if required.
5. Academic & financial details MUST be filled properly in Application Form submitted to FDC, SV. This information is vital for approval.
6. The committee put forward its observations and remarks on the application and it will be forwarded to the Registrar, SV for the final approval of the competent authority of the University.
7. The organizing institute/department MUST try to raise fund through sponsorship, collaboration with various academic bodies/associations and registration fees. This fund has to deposit in the Sumandeep Vidyapeeth account.
8. As per the level of the academic event (refer no. [1].3), the financial support will be given by university in advance, if required after raising fund.

Level of academic event	Amount
International	2,00,000
National	1,00,000
State	25,000
Local	5,000

9. Expenses occurred through university authorized agencies (eg: Mess-Aroma, Faraskhana, Printing, etc) will be directly paid through university finance department.
10. Details of all expenditure along with the brief report in prescribed format MUST be submitted to FDC, SV through Dean/Principal's office within 7 (SEVEN) days of completion of the event.
11. The audit & final financial decision will be taken by university finance department. Any surplus amount has to be deposited in the university account & any deficit will be considered by the university on case to case basic.
12. All documents & data related to the academic event must be kept with the organizing department. The event has to be documented to FDC, SV on quarterly basic as a part of institute data in MS Excel sheet.

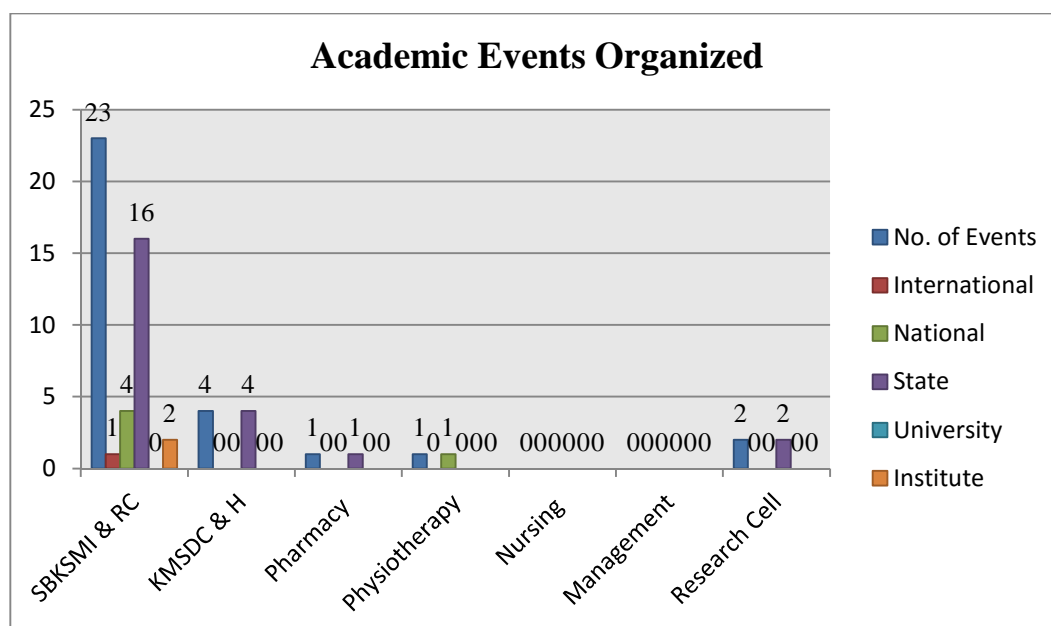
Annual data (Through FDC)

- Academic Events organized during academic year 2015-16:**

During 1st August 2015 to 31st July 2016, total 31 applications from all the constituent institutes of Sumandeep Vidyapeeth for academic events organization were reviewed by FDC, SV. Out of 31 academic events organized, 1 event was of international level, 5 events were of national level, 23 events were of state level and 2 events were of institute level. (Table 3)

Table 3: Annual Academic events organized data (2015-16)

Institute	No. of Events	International	National	State	University	Institute
SBKSMI & RC	23	1	4	16	0	2
KMSDC & H	4	0	0	4	0	0
Department of Pharmacy	1	0	0	1	0	0
College of Physiotherapy	1	0	1	0	0	0
Sumandeep Nursing College	0	0	0	0	0	0
Department of Management	0	0	0	0	0	0
Research Cell, SV	2	0	0	2	0	0
Total	31	01	05	23	00	02



ANALYSIS OF ACADEMIC DATA OF UNIVERSITY

(Collected, Compiled and Analyzed by FDC)

- PAPER/POSTER PRESENTATIONS BY FACULTY**

Table 4: Paper/Poster presentation by faculty (2015-16)

International	National	State	Total
18	25	7	50

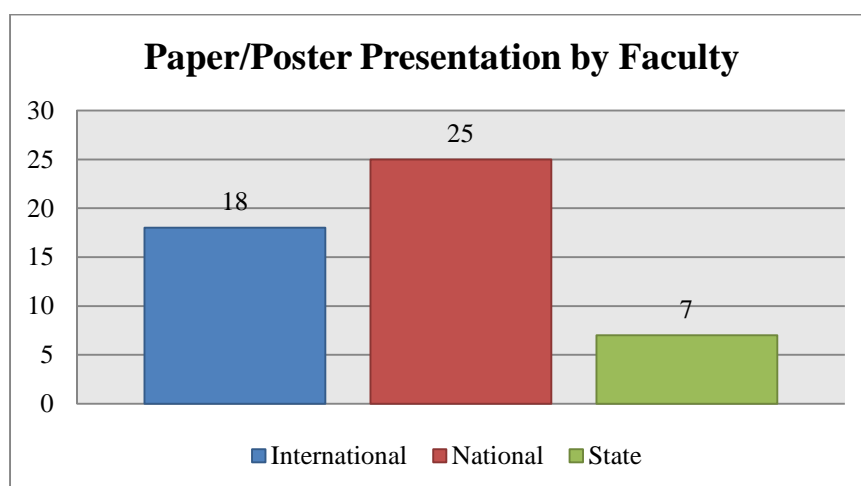


Table 4 shows the number of faculty who participated in paper and poster presentation at various academic events. The analysis shows that there were 18 paper/poster presentations by the faculty at the international level, 25 were at the national level and 7 were at the state level.

- FACULTY SERVING AS CHAIRPERSONS**

Table 5: Faculty serving as chairpersons (2015-16)

International	National	State	Total
10	23	14	47

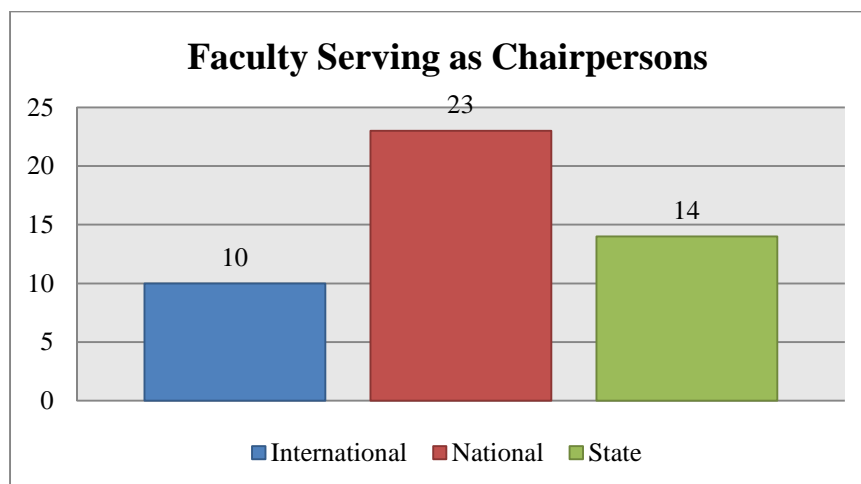


Table 5 shows the faculty serving as chairpersons at various academic events. There were 10 international events where the faculty from Sumandeep Vidyapeeth served as chairpersons. The national level events were 23 and state level events were 14 where the faculty served as chairpersons.

- FACULTY SERVED AS EXPERTS IN VARIOUS ACADEMIC EVENTS**

Table 6: Faculty served as experts in various academic events (2015-16)

National	State	Total
12	7	19

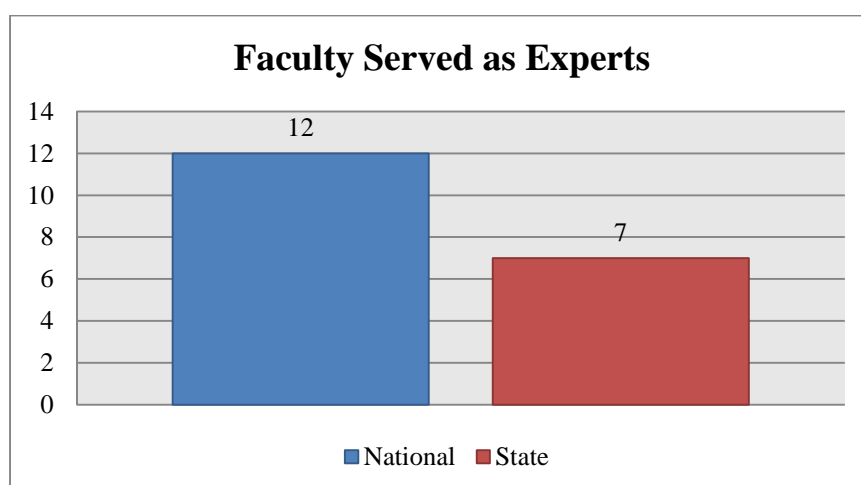


Table 6 shows that in 12 national and 7 state level academic events, the faculty of Sumandeep Vidyapeeth served as experts.

- **FACULTY SERVED AS RESOURCE PERSONS IN VARIOUS ACADEMIC EVENTS**

Table 7: Faculty served as resource persons in various academic events (2015-16)

International	National	State	Total
3	34	64	101

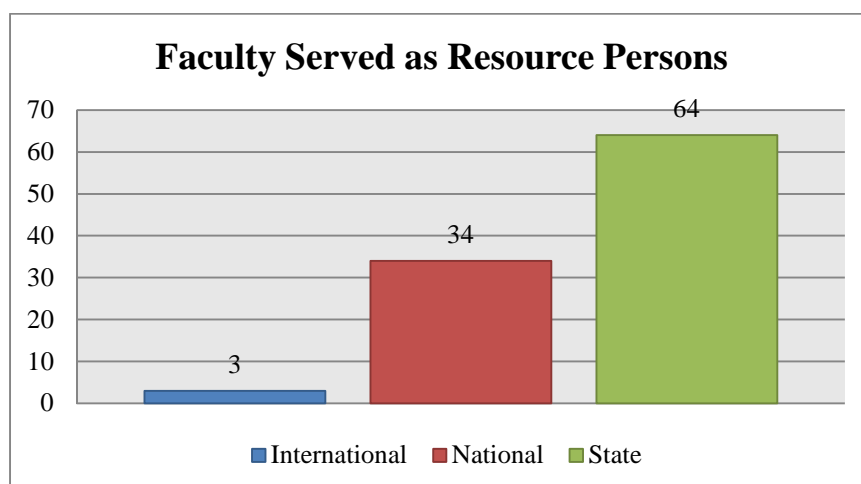


Table 7 shows the number of events where the faculty of Sumandeep Vidyapeeth served as resource persons in various academic events. Among the total 101 events, 3 were international, 34 were national and 64 were state level events.

- **FACULTY PARTICIPATION IN CONFERENCES, WORKSHOPS etc.**

Table 8: Faculty Participation in Conferences, Workshops, CMEs etc. (2015-16)

International	National	State	Total
36	183	206	425

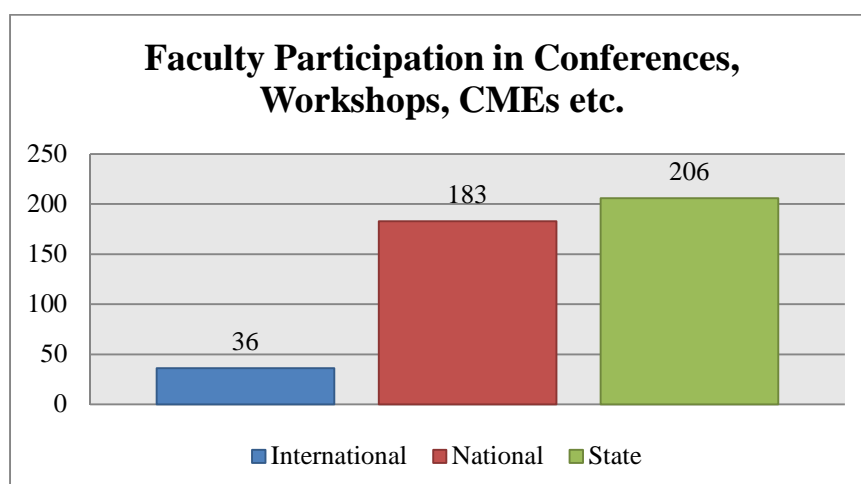


Table 8 shows the faculty participation in various academic events. In total 36 faculty from the university participated in international level events, 183 in national and 206 in state level academic events.

- **ACADEMIC EVENTS ORGANIZED**

Table 9: Academic events organized (2015-16)

International	National	State	University	Institute	Total
4	19	25	14	33	95

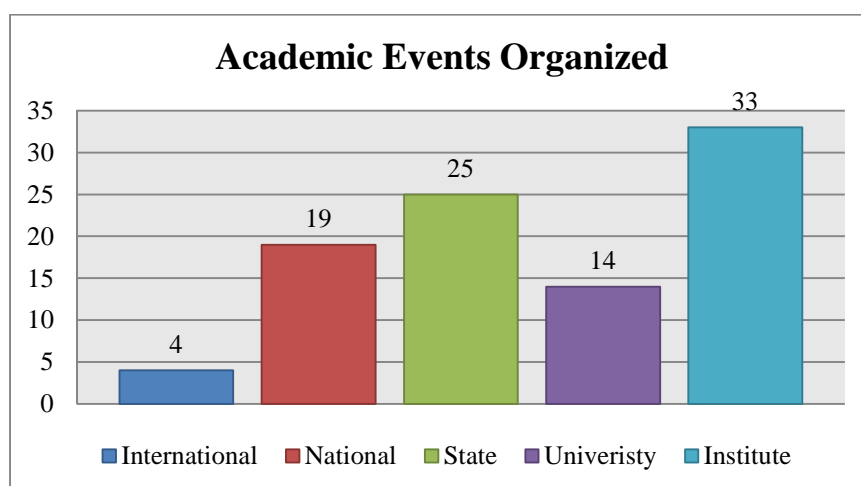


Table 9 shows the number of academic events organized by all the constituent institutes and various cell of Sumandeep Vidyapeeth during the academic year 2015-16. There were 4 international, 19 national, 25 state, 14 university and 33 college level academic events organized.

FINAL VERIFIED DATA (Submitted to IQAC on 27.07.2016)

(1st Aug 2015 to 31st July 2016)

1. Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	36	183	203
Presented papers	18	25	07
Resource Persons	03	34	64

2. Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	410
UGC – Faculty Improvement Programme	14
HRD programmes	01
Orientation programmes	52
Faculty exchange programme	00
Staff training conducted by the university	112
Staff training conducted by other institutions	61
Summer / Winter schools, Workshops, etc.	109
Others	170

3. No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	4	19	25	14	33
Sponsoring agencies-SVDU	4	19	25	14	33
Sponsoring agencies- Others	3	7	5	5	4

4. No. of faculty served as experts, chairpersons or resource persons: 167

A brief Report on “Basic MET workshop for Medical and Health Sciences”

Organized By

Faculty Development Cell, SumandeepVidyapeeth

Conducted By

Medical Education Unit, SBKS MI&RC, SumandeepVidyapeeth

Venue: College Council Room & MEU room, SBKS MI&RC

Date: 8th - 11th March, 2016

All the faculties of SumandeepVidyapeeth deemed to be university are involved in teaching of medical health science subjects which also includes clinics and tutorials as well as practical sessions of undergraduate teaching programme. There is a great need to teach various medical education technologies to them so as to make them able teachers. The FDC, SumandeepVidyapeeth wanted them to have basic skills like Group Dynamics, Communication skills, Microteaching, Setting a question paper, Structured oral and viva voice, effective power point presentation, teaching in small groups and assessment skills like MCQ, OSCE and OSPE.

The workshop was coordinated by Dr. NeerajDeshpande and Dr. DipenSureja. The organizing MEU core team felt that a small group of about twenty five faculties of medical and health sciences would be best for an effective teaching learning process. Total 23 faculties from different constituent colleges of SumandeepVidyapeeth were nominated by respective HOI/HOD, which are members of their respective education units. They all were spared from their regular duty so that they can actively participate in the workshop.

The topics included in this workshop were

1. Group dynamics
2. System approach in Health care Education
3. Principles of adult learning
4. Teaching learning Methods
5. Learning Domains, Educational objectives, Specific Learning Objectives (SLO) with Plenary

6. Teaching Skills and Microteaching
7. Interactive Teaching - large and small group
8. Student Assessment-Introduction and Planning, linking with educational objectives
9. Multiple Choice Questions (MCQ) & item analysis
10. E-learning and assessment
11. Writing correct Essay and Short answer question
12. Setting a question paper
13. Structured oral and viva voice
14. OSCE/OSPE with Group Work
15. Importance and skills of giving effective Feedback

The following faculties actively participated as resource persons for different sessions.

1. Dr. Hetal Pandya
2. Dr. Lakhan Kataria
3. Dr. Ajay George
4. Dr. Niraj Pandit
5. Mr. Ravindra Chhaya
6. Dr. Puja Dullo
7. Mrs. Radhika Rana
8. Dr. Arti Shah

On the first day an inauguration ceremony was conducted. The Inaugural function was started at 09.30 am with introduction speech by Dr. Hetal Pandya, Director, FDC, Sumandeep Vidyapeeth. She spoke about the role and functions of FDC. Dr. Lakhan Kataria briefly explained about the need of basic MET workshop for medical and health sciences faculties and students. It was followed by Welcome address by Dr. Neeraj Deshpande. After the welcome address, floral welcome was given to chief guests of inaugural function Dr. V P Singh, Pro vice Chancellor and Dr. G. V. Shah, Dean, SBKS & MIRC. Subsequently there was prayer and key note address by Chief guests.

Each day of the workshop started with the prayer to almighty. After stating the objectives of the workshop and rules and regulations to be followed during workshop, introduction of Participants and faculty was done. The detailed programme of the workshop is attached herewith as annexure.

All the sessions were taken in an interactive way. This is to enhance their active participation during entire workshop. The faculty for the workshop was very enthusiastic, committed, sincere and punctual. The Interns were asked to be part of this process helping facilitators in various tasks like role play, observers etc. Their participation was excellent and liked by participants.

A designed feedback was planned from participants. Each participant was given a feedback form in which the feedback for each session was to be given in terms of presentation skill, content along with other parameters. An overall workshop feedback was also given by participants which also included their perceptions/satisfaction/suggestions and other areas like logistics. Pre and post workshop questionnaires were given to their understanding.

On completion of workshop, a valedictory function was held where certificate were distributed for participation. The certificates of appreciation were also given to all resource persons. Vote of thanks was delivered by Dr. Neeraj Deshpande.

There was a constant support from the dean Dr. G. V. Shah and additional Dean Dr. R. P. Bharaney in the success of workshop. The FDC Director & MEU Coordinator, Dr. Hetal Pandya, MEU Co-coordinator Dr. Lakhan Kataria were the back bones of this workshop and always ready to help in all possible manners. Their able guidance during the entire process was worth taking note of. All other faculties of this workshop were working with us like a team member. They also deserve heartfelt thanks. The supportive staff Mr. Dineshbhai Sonera, Audio visual team members and office staffs of MEU were very supportive extended all possible help. The arrangements for Tea/Coffee were made by the manager of Sumandeep mess. All the participants of workshop were very cooperative, eager to learn new technologies, actively participating in all sessions which are to be considered as plus point of this workshop.



**Welcome address by Dr. Hetal Pandya,
FDC Director**



**Delegates of workshop engaged in
various activities**



Speech by Dr. (Col.) V P Singh



Certificate Distribution



Group Discussion



Group Photo

ACTION TAKEN REPORT

(Based on the Plan of Action for the Year 2015-2016)

Sr. No.	Plan of Action	Action Taken Report
1	Appointment of constituent Institute representatives as FDC members & constitution of FDC	The FDC members were indentified.
2	To prepare policy document for Faculty Development Cell.	SoP for FDC is prepared reviewed & passed by the competent university authority.
3	To define scope of FDC working.	The FDC work area is defined &all members were allocated specific responsibilities under the ages of FDC
4	To review & follow the incentive policy for paper / poster presentation at conference.	Incentive policy as stated in university research compendium was followed. New incentive forms were developed. Total 24 faculties from the constituent institutes had received benefit of the incentive scheme till March'2016. Incentive policy was reviewed & some modifications were done in the policy, applicable form 1 st April 2016.
5	To develop the policy & related documents for academic event organization in the university.	Policy, application & reporting formats for Academic event organization in the university has been developed, approved by competent university authority & circulated to all constituent institutes.
6	To organize Faculty Development Program (FDP) at university level.	FDC had organized 'Basic MET workshop' for the faculties of constituent institutes in collaboration with Medical Education Unit of SBKS MI&RC in March'2016

SWOC ANALYSIS

S = Strength:

- Sincere, hardworking, dedicated team of FDC.
- Good infrastructure facility.
- Meticulous execution of various policies developed by FDC.
- Methodical documentation & judicious use of IT.
- Immense support & constant guidance from university authority & management.

W= Weakness:

- Time constraint for FDC members.
- Lack of enthusiasm among faculties for such activities.

O= Opportunities:

- To organize various subject specific FDPs in field of education & faculty development.
- To motivate more & more faculties to do research & present their work at various academic platforms, so to enhance their professional carrier.

C= Challenges:

- Time management & multi-tasking by FDC members.
- The application at grass route level.

PLAN OF ACTION FOR YEAR 2016-2017

1. Appointment of constituent Institute representatives as FDC members & constitution of FDC.
2. To prepare policy document (SoP) for Faculty Development Cell.
3. To define scope of FDC working.
4. To review & follow the incentive policy for paper / poster presentation at conference.
5. To develop the policy & related documents for academic event organization in the university.
6. To organize Faculty Development Program (FDP) at university level.