



RDBCAS/AICTE/Essentials/08/2024-25

Teacher Training Policy

Rajagiri Dawood Batcha College of Arts and Science Saliyamangalam Road, Papanasam

1. Objective: To ensure continuous professional development of faculty members, enhance their teaching skills, and align with the standards prescribed by the All-India Council for Technical Education (AICTE).

2. Scope: This policy applies to all teaching faculty at Rajagiri Dawood Batcha College of Arts and Science.

3. Policy Framework:

3.1. Training Categories: The training programs shall cover the following areas:

- 1. Subject Knowledge Enhancement:** Regular workshops and seminars to stay updated with recent advancements in their respective disciplines.
- 2. Pedagogical Training:** Programs to improve teaching methodologies, classroom management, and student engagement techniques.
- 3. Technology Integration:** Training in using digital tools, Learning Management Systems (LMS), and educational technologies.
- 4. Soft Skills Development:** Workshops on communication, leadership, and teamwork skills.
- 5. Research and Publication:** Guidance on research methodologies, publishing in reputed journals, and patent filing.

3.2. Modes of Training:

- 1. Internal Training Programs:**
 - Faculty Development Programs (FDPs) organized by the institution.
 - Peer-led workshops within the college.
- 2. External Training Programs:**
 - Participation in AICTE-approved Short-Term Training Programs (STTPs) and Quality Improvement Programs (QIPs).
 - Attending conferences, seminars, and workshops conducted by universities and professional bodies.
- 3. Online Training Programs:**
 - Certification courses through platforms like NPTEL, SWAYAM, Coursera, and similar.
 - Webinars and virtual FDPs.

3.3. Frequency: Faculty members must attend at least two training programs annually, with one being an AICTE-approved program.



4. Implementation:

4.1. Training Calendar: An annual training calendar will be prepared at the beginning of each academic year by the IQAC (Internal Quality Assurance Cell) in consultation with department heads.

4.2. Faculty Nomination:

- Faculty will be nominated based on their area of specialization and the relevance of the training program.
- Self-nomination for specific programs will also be encouraged.

4.3. Budget Allocation: Adequate budget provisions will be made for faculty training and development programs. Expenses for travel, registration, and other related costs for external programs will be reimbursed as per institutional policy.

5. Monitoring and Evaluation:

5.1. Training Feedback:

- Faculty members must submit a report detailing the learnings from each training program.
- Feedback from participants will be collected to assess the effectiveness of the training.

5.2. Performance Review:

- The outcomes of training programs will be evaluated based on their impact on teaching quality, research output, and student satisfaction.
- Department heads and IQAC will review the progress annually.

6. AICTE Compliance: The college ensures adherence to AICTE guidelines by:

1. Maintaining a database of all training programs attended by faculty.
2. Submitting the necessary reports during AICTE inspections.
3. Ensuring faculty participation in AICTE-mandated initiatives and programs.

7. Continuous Improvement: The policy will be reviewed and updated periodically to incorporate feedback, changes in AICTE norms, and emerging trends in higher education.

8. Documentation:

- Attendance and participation certificates from training programs will be documented.
- Annual training reports will be maintained and submitted to the principal and the governing body.

Approved by: Principal, Rajagiri Dawood Batcha College of Arts and Science