Faculty Training & Development Policy

1. Preamble

The College recognizes faculty as the most vital resource in fulfilling its vision of academic excellence, student-centered learning, and community development. In alignment with the guidelines of the University Grants Commission (UGC) and the National Assessment and Accreditation Council (NAAC), this Faculty Training & Development Policy seeks to provide structured opportunities for continuous professional growth of faculty members.

2. Objectives

The primary objectives of the Faculty Training & Development Policy are to:

- Enhance teaching competencies and adopt innovative pedagogical practices.

- Strengthen the use of ICT-enabled learning, online platforms, and blended teaching models.

- Familiarize faculty with curriculum design, learning outcomes, and outcome-based education (OBE).

- Promote research aptitude, publication skills, and awareness of research ethics.

- Develop leadership qualities, administrative skills, and mentorship abilities.

- Ensure awareness of professional ethics, inclusivity, gender sensitivity, and sustainable practices.

3. Scope

This policy applies to:

- All full-time faculty members.

- Guest/part-time/visiting faculty.

- Technical and support staff (as applicable, in training related to ICT, laboratory practices, and professional skills).

4. Types of Training & Development Programmes

The College shall provide and encourage participation in the following:

- Induction/Orientation Programmes – Mandatory training for newly appointed faculty on institutional ethos, academic regulations, pedagogy, and ICT tools.

- Faculty Development Programmes (FDPs) – Short-term and long-term programmes organized in-house or in collaboration with UGC-HRDCs, universities, or reputed institutions.

- Refresher/Subject Upgradation Courses – Discipline-specific training to update faculty with latest trends in their subject areas.

- Workshops & Seminars – On curriculum design, assessment methods, research methodology, IPR, ethics, and use of modern technologies.

- ICT and Digital Literacy Training – On smart classrooms, Learning Management Systems (LMS), online assessment tools, and e-content development.

- Research & Innovation Training – Proposal writing, project management, patenting, consultancy, and collaborative research.

- Soft Skills & Leadership Development – Training in communication, counseling, mentoring, leadership, and administrative skills.

- Extension & Outreach Programmes – Training related to social responsibility, Unnat Bharat Abhiyan (UBA), NSS, and community engagement.

5. Implementation Mechanism

- A Faculty Development Committee (FDC) shall be constituted under the Internal Quality Assurance Cell (IQAC) to plan, implement, and monitor training programmes.

- Faculty members are encouraged to attend a minimum of one FDP/workshop/seminar of at least one-week duration every two years.

6. Resource Allocation

- External experts, resource persons, and collaborations with reputed academic/research institutions shall be encouraged.

- Faculty shall be provided financial assistance and duty leave to participate in FDPs, refresher courses, and conferences as per institutional norms.

7. Monitoring & Evaluation

- IQAC shall maintain records of all training activities attended/organized.

- Training outcomes shall be integrated into faculty appraisal and Career Advancement Scheme (CAS) documentation.

- The policy shall be reviewed periodically for relevance and effectiveness.

8. Incentives

- Participation in training programmes will be considered for annual performance appraisal.