

## Teacher Training Policy

Teachers are integral part of the education system. When it comes to the world of knowledge, teachers are the torchbearers in showing the students the path to the future by means of proper guidance. Hence, it is of utmost importance to train the teachers based on their present status so that they can update themselves with the current knowledge in pedagogical trends, advanced technology, modern teaching aids & tools and their proper application. Training for teachers is also important for them to enhance the teaching skill and ability to guide the students in the right direction. Besides, advanced training for teachers is required to make them updated with the current development in the respective subjects they teach. Hence, continuous teachers training /enhancement are necessary for teachers to equip themselves and cater seamlessly to the learner of fast changing world.

### Policy Statement

Teachers Training policy is implemented to support faculties and staff to undergo in-house and external training programmes to enhance their knowledge and skills.

### Scope of the Policy:

This policy is applicable to all faculty and technical staff of YIT who are regular full-time employees.

### Objectives of the Policy:

This policy is intended to give information on in-house induction programmes and attending different training & skill development programmes like (Not limited to) Workshops, TTTs, FDPs, MDPs, Workshops and Conferences.

### Policy Implementation:

The training need of teachers in their career is identified under TWO distinct categories of the training program:

- Faculty Induction Program to be provided just after joining the institute.
- In-service training program for specific requirements at various levels of the career.

### Faculty Induction Program:

- General orientation about the present scenario and challenges of technical education, need of teamwork resulting in feeling of leadership, duties and expectations.
- Basic understanding of the teaching-learning process, outcome based education, details about Academic, Examination, R&D, internship and other Policies of institute.

- Training for preparing Lesson plans and effective instructional process and initiative for developing competence in communication skill in various mode relevant to the technical profession.
- Inclusion of a holistic perception, professional values, ethical attitudes.
- Orientation about relevant ICT tools supporting effective teaching learning and resources for lifelong learning.
- Orientation towards Technical Education, Curriculum Aspects, and Technology Enabled Learning and Life-long Self-learning.
- Exposure to good teaching practices, lab development, content development/enrichment and Industry Institute Interaction etc.
- Training provided on professional ethics that is required to inculcate among the students while teaching.
- Training in creative problem solving; research methodology; conducting guidance for R&D projects etc.
- Orientation about importance of Faculty Appraisal System (FAS) and planning of initiatives /activities in accordance with FAS.
- Awareness on statutory bodies like UGC & AICTE, Affiliating University (WU) and national education policies.
- Awareness about role in view of smooth working through vertical hierarchy (Department under Head of the Department) and horizontal hierarchy (Functional Committees under Deans /Principal) as per organization chart of the institute.
- Awareness about aspects other than teaching and research such as administrative procedures, financial procedures and formats (Academic, Research, FPAS form and others).

### **In-Service training for faculty and staff**

#### **Faculty:**

- Training for necessary record keeping work in view of assessment by various bodies such as NAAC, NBA etc. in a role of some criterion in-charge in the department or institute level.
- Training to contribute in institute level functioning as a head/coordinator of Functional Committees under Deans/Principal as per organization chart of the institute.

- Refresher Modules/workshops for knowledge updating, newer developments and thrust areas in the concerned fields.
- Training on collaborative research with industry, institutions, government agencies and NGOs/Professional bodies.
- Planning for departmental growth, institutional growth, motivation and efficiency and planning for continuous growth of the departments and the institute.
- Facilitating a value-based ethical environment in the institution and Handling of disciplinary issues.

**Technical staff:**

- Training for necessary record keeping work in view of assessment by various bodies such as NAAC, NBA etc. in a role of criterion member in the department.
- Training to contribute in institute level functioning as member of Functional Committees under chairman/coordinator.
- Refresher workshops for knowledge updating, newer developments and skills on recent tools/ frameworks/laboratory equipment.
- Attending at least one SDP/Workshop to upgrade/enhance skills in emerging areas and multidisciplinary areas.

In addition to the above, Annual Staff Training is organized to the faculty, technical and administrative staff to enhance skills on Leadership, Team building, Collaboration & cooperation, Delegation of responsibility and resilience.

Faculty and technical staff are encouraged to register and complete training Programmes /FDPs offered by AICTE, UGC, VTU, NITTTRs, IITS, NITs and other central/state government bodies concerned with technical education.

Faculty and technical staff are encouraged to participate in TTTs/FDPs organized by the reputed industries in the cutting-edge technologies, emerging areas and state of the art tools & technologies.

The registration fees and travel expenses (TA) & DA of the staff will be the institute as per the HR policy of the institute.