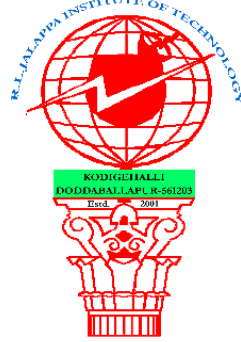


# TEACHER TRAINING POLICY (TTP)



(TTP- 2023)

(Revised Version of TTP -2018)

Ref. No. RLJIT /NAAC/2022-23/Policies/019

Approved by Institute Council Meeting on 30/01/2023

**Sri Devaraj Urs Educational Trust (R.)**  
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Recommendations of the Institution Council for the revision of approval TEACHER TRAINING POLICY (TTP).

**History of changes in Teacher Training Policy.**

<b>Sl. No.</b>	<b>Newly Added/Revised</b>	<b>TTP 2018</b>	<b>TTP 2023</b>
1	Internal Complaint Committee to Prevent Sexual Harassment of Women at the Workplace	Not available	Spreaded the awareness of the policy and implementation of the same through informal sessions, performances, cultural events, etc., about the policy being implemented by IIPS.
2	Meetings or Reviews (Annual/Monthly)	Not available	Included the guidelines and proceedings to conduct the meeting with the members of committee at least four times in a year.



## **R. L. JALAPPA INSTITUTE OF TECHNOLOGY**

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**Ref. No. RLJIT /NAAC/2022-23/Policies/019**

## **Teacher Training Policy**

### **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 RLJIT 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:

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

#### ***a. 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.
- Orientation about relevant ICT tools supporting effective teaching learning and resources for lifelong learning.
- Orientation towards Technical Education, Curriculum Aspects, Technology Enabled Learning and Life-long Self-learning.
- Exposure to good teaching practices, lab development, content development/enrichment and Industry Institute Interaction etc.
- Orientation about importance of Faculty Performance Appraisal System (FPAS) and planning of initiatives/activities in accordance with FPAS.
- Awareness on statutory bodies like UGC & AICTE, Affiliating University (WU) and national education policies.
- Completing NPTEL courses on NBA Accreditation process or Outcome Based education.
- 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).

***b. 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 incharge 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. J a o
- Attending at least one FDPs/TTTs and MDPs to upgrade/enhance skills in emerging areas and multidisciplinary areas. .
- Complete MOOC courses through NPTEL, coursera, Springboard, Edx and other online platforms.
- Periodic training on usability and updated features of Institutional Management System (IMS).

#### **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. .
- Complete MOOC (skill driven) courses through NPTEL, coursera, Springboard, Edx and other online platforms.

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.

**Policy Preparation and Verification Team**

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Reviewed By	Dr. M. Sreenivasa Reddy Director Quality in Academics and R&D	
Compiled By	Dr. Shivaprasad K M Vice- Principal & NAAC Coordinator	 <b>Dr. Shivaprasad K.M.</b> <b>VICE PRINCIPAL</b> R. L. Jalappa Institute of Technology Kodigehalli, Doddaballapur-561 203
Approved By	Dr. P. Vijayakarthish Principal	 <b>PRINCIPAL</b> R.L. JALAPPA INSTITUTE OF TECHNOLOGY Kodigehalli, Doddaballapur-561203.Karnataka.