

Teacher Training Policy

Vidhya Shekhar Institution for Management Studies

Preamble

This policy, built on AICTE's Comprehensive Technical Teachers training guidelines, ensures our faculty and staff are equipped for the demands of a modern, self-financing professional technical institute.

Faculty Training Structure

Training is systematically categorized based on career stage and need:

1. Faculty Induction Program: Essential training provided immediately upon joining.
2. In-Service Training: Targeted programs for career development and specific skill needs at various levels.

Key Objectives (Why We Train)

- Identify Needs: Recognize the current technical education state and faculty expectations to define necessary training at every career stage.
- Structure Programs: Design and detail the contents and structure of training programs for different levels.
- Facilitate Access: Secure training opportunities through collaboration with industry, leading institutions, and government agencies.
- Ensure Quality: Monitor training quality by providing and utilizing appropriate resource persons and material.
- Stay Current: Incorporate the latest technological trends and demands identified through strong Industry-Institute Interaction.
- Develop Culture: Cultivate a healthy, technology-oriented academic environment.

Training Policy

Faculty induction program - The FIP is designed to rapidly integrate new faculty by focusing on three critical areas: modern pedagogy, institutional literacy, and professional accountability.

1. Modern Pedagogy & Learning

New faculty will be equipped to:

- Master the principles of Outcome-Based Education (OBE) and the comprehensive teaching-learning process.
- Adopt effective teaching strategies and correctly use modern ICT tools.
- Understand millennial learners and successfully navigate present technical teaching challenges.
- Implement best practices for teaching, content delivery, and laboratory development.

2. Policy & Institutional Literacy

Faculty will gain necessary knowledge regarding:

- The institute's official Academic and R&D Policies.
- The administrative setup, hierarchy, and grievance procedures.
- Operational aspects including laboratory development, financial procedures, legal implications, and various student clubs/activities.

3. Professional Growth & Accountability

The program fosters an environment that promotes:

- A strong teamwork ethic and realization of professional duties, responsibilities, and stakeholder expectations.
- The skills needed for developing Industry-Institute Interaction and building a robust research attitude.
- Awareness of feedback mechanisms and the significance of faculty performance appraisals.

Faculty in-service training program

This training is tiered by experience to ensure continuous professional development, shifting focus from individual upskilling to institutional leadership and contribution.

Tier 1: Up-Skilling & Foundation (1–5 Years)

The primary goal is to transform new faculty into active, research-oriented contributors and quality-conscious educators.

Focus	Key Outcomes
Research & Innovation	Faculty are motivated and equipped to pursue Research, Funding, Project Work, Consultancy, IPR, and Entrepreneurship.
Academic Depth	Participation in advanced Refresher Modules, STTPs, and FDPs to update knowledge in niche and key subject areas.
Accreditation Readiness	Receive essential training in OBE, NAAC, and NBA accreditation requirements, and master Education Technology.
Operational Skills	Develop skills for laboratory enhancement and proficiently organizing events (workshops, conferences, etc.).

Tier 2: Leadership & Institutional Impact (5–10 Years)

The focus shifts to developing institutional leaders skilled in curriculum design, student support, and content creation.

Focus	Key Outcomes
Curriculum Development	Specialized training in curriculum design and advanced teaching/learning best practices.
Content Creation	Skills to develop high-impact educational resources, including MOOCs and the publishing of books/monographs.

Focus	Key Outcomes
Institutional Governance	Training on Administrative policies and the crucial record-keeping work required for external evaluations (NAAC/NBA).
Student Welfare	Courses in student psychology and counseling to enhance faculty mentoring roles.

Senior Faculty Training (10+ Years): The Strategic Leadership Mandate

Training for Professors focuses on transitioning them into institutional strategists, governance experts, and mentors who drive the growth and ethical standards of the institute.

1. Strategic Institutional Development

- Growth Planning: Lead the development and execution of plans for Departmental and Institutional Growth.
- Modernization: Drive the removal of obsolescence and implement modernization initiatives across the institute.
- External Relations: Master skills for effective collaboration and interaction with governmental, regulatory, and monitoring agencies.

Advanced Expertise & Outreach

- Knowledge Refresh: Engage in Refresher Modules to maintain expertise in the latest developments and thrust areas of their field.
- High-Value Collaboration: Initiate and manage high-level research and consultancy through formal collaboration with industries and government agencies.

3. Ethical Governance & People Management

- Leadership & Mentoring: Receive training in advanced leadership, team management, and the techniques of effective mentoring.
- Conduct & Ethics: Facilitate a value-based ethical environment and receive training on handling disciplinary issues to ensure institutional integrity.
- You now have a complete, career-stage-based framework for your faculty training policy (Induction, 1-5 years, 5-10 years, and 10+ years).
- Would you like to provide the next section, which is often the training objectives for the supporting staff and technical assistants, or are there any other parts of the faculty policy you need to reframe?

Supporting staff

Support Staff Training: Operational Mastery & Modern Skills

This program is designed to empower supportive staff and technical assistants by enhancing their efficiency, technical competence, and administrative capabilities.

1. Administrative & Digital Proficiency

Training modules ensure the efficient execution of all office and administrative functions:

- Office Automation: Mastery of administrative computer tools and office automation systems for seamless support.
- Record Keeping: Development of strong documentation and technical writing skills.
- Inventory & Logistics: Expertise in stock maintenance and inventory control.

2. Technical & Maintenance Excellence

This focuses on keeping institutional infrastructure current and functional:

- Technical Upgrades: Participation in Refresher Modules to stay current with developments in their specific fields.
- Equipment Care: Targeted training on servicing and maintenance procedures.
- In-House Skills: Effective development of in-house skills and specialized developments.
- Sustainability: Awareness and training on waste management and other environmental issues.

3. Communication & Media Skills

Staff are trained to engage effectively and support institutional communication:

- Soft Skills: Improvement of essential communication skills.
- Digital Content: Training in multimedia design to support presentations and content creation.

Implementation

The management ensures the training policy's success by offering robust financial support, integrating development into performance, and setting clear participation mandates.

1. Financial & Logistical Support

The institute eliminates barriers to training by ensuring it is accessible and affordable:

- **Funded Time Off:** Faculty are granted paid leave and on-duty status for all development programs.
- **Cost Coverage:** The new faculty Induction Program is entirely free. Management also provides partial or full funding for quality, specific training recommended by the Principal or HOD.
- **Expert Access:** The institute covers costs for industrial experts to conduct in-house training and provides free transport/amenities for industry-related visits.

2. Career Integration & Recognition

Training translates directly into career advancement and recognition:

- **Appraisal Bonus:** Training and FDPs attended are given significant weightage in the annual Performance Appraisal.
- **Subject Preference:** Certifications and training lead to preference in subject allocation
- **3. Clear Participation Mandates**
- The policy sets minimum requirements for continuous development:
- **Faculty:** Must complete a minimum of 2 trainings per semester and 5 online MOOC courses per year.
- **Non-Teaching Staff:** Must complete a minimum of 1 training and 3 online courses every year.

Expected outcome

Vision Statement: Achieving Institutional Excellence

The successful implementation of this Comprehensive Training Policy is fundamentally expected to elevate the Institute's standards across all levels:

1. Guaranteed Quality of Education

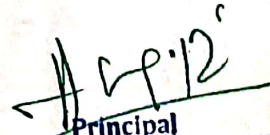
- The program will significantly improve the quality of technical education provided to students.
- Continuous in-service training ensures faculty stay current with the latest developments, directly linking classroom teaching to prevailing industry practices and emerging technologies.
- This will boost the motivation and discipline of both students and teachers, leading to an improved teaching-learning process.

2. Enhanced Professional Culture

- The focus on professional skills, values, and attitudes is designed to shape young minds and transform students into socially responsible technical professionals.
- The training fosters a strong culture of continuous learning and promotes cohesive teamwork across the entire institution.

3. Holistic Student Development

- Crucially, the policy mandates the development of student-teacher interaction outside the classroom, addressing a current gap.
- This enhanced engagement enables proper mentoring, counseling, and holistic personality development for every student.


Principal
VIDHYA SHEKHAR INSTITUTION
OF MANAGEMENT STUDIES
Sy. No. 204, Katha No. 6162, Indiranagar,
NH 4, Bye Pass, Nelamangala,
Bangalore Rural Dist-562 123.