C. ABDUL HAKEEM COLLEGE OF ENGINEERING & TECHNOLOGY, MELVISHARAM – 632 509

TEACHERS TRAINING POLICY

The Teachers Training Policy (TTP) of C. Abdul Hakeem College of Engineering & Technology is formulated in accordance with AICTE guidelines (A Comprehensive Training Policy for Technical Teachers).

OBJECTIVES

1. To identify the training needs at various career stages and for different categories of teachers, considering the expectations from a competent teacher and the current technical education landscape.

2. To ensure continuous updating of technical subject expertise by completing at least one subject course offered through technology-based methods annually.

3. To stay informed about the latest trends in technology through interactions between industry and academia and develop technology-oriented academic and research culture in the institute that eventually benefits students.

TRAINING POLICY

The training requirements for teachers is categorized as follows:

1. Faculty Induction Program (FIP), which is offered immediately upon joining the institute.
2. An In-Service training Program (ITP) tailored to specific needs at various stages of their careers.

1. Faculty Induction Program:

a. Basic understanding of the teaching-learning process, Outcome-Based Education, and details regarding the institute's Academic, R&D, and Internship Policies.

b. Introduction to relevant ICT tools that support effective teaching and learning, and resources for lifelong (continuous) learning.

c. Acquaintance to best teaching practices, laboratory development, and Industry-Institute Interaction

d. Awareness of roles of an organization, including vertical hierarchy (Department under the Head of Department) and horizontal hierarchy (Functional Committees under Deans) and other administrative procedures, financial processes, and legal implications.

2. **In-service training program at various levels of teaching career**

   Faculty members with 1-5 years of experience:

   a. To participate in various refresher modules offered by, in particular by **NITTTR**, "National Initiative for Training of Technical Teachers (for Inductee Teacher) (NITTT) 2020" plociy of AICTE. In addition, various training programs by **MHRD, AICTE (UHV), SWAYAM and other STTPs, and FDPs** conducted by IITs and institute of national repute, to update knowledge, stay abreast of new developments, and with a focus on key areas in their respective fields.

   b. Training for maintaining necessary records for evaluations by bodies such as **ISO, NAAC, NBA,** etc.,

   c. Training for developing laboratory facilities, and on organizing conferences, workshops, and symposiums.

   d. Training for providing research guidance, planning and conducting sponsored projects, and offering consultancy services and on issues related to intellectual property rights, patenting, technology transfer/dissemination, and ethical considerations in research and development.

   Faculty members with greater than 5 years of experience:

   a. Training on developing curriculum, creating resource materials, and adopting effective teaching and research practices.

   b. Training for maintaining necessary records for evaluations by bodies like NAAC and NBA, including roles as criterion in-charges at department or institute levels.

   c. Training to contribute to institutional functioning as heads of functional committees under Deans, as per the organizational structure and Planning for the growth and development of departments and the institution, enhancing motivation and efficiency.

   d. Participation in refresher modules to stay current with knowledge, new developments, and critical areas within the fields.

   e. Training on conducting collaborative research with industry, institutions, government agencies, and NGOs.

   f. Training for effective interaction and liaison with governmental monitoring, regulatory bodies and collaborating agencies.

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