



# K.L.E. Society's Degree College

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## Teacher Training Policy

The Teacher Training Policy is designed to support faculty and staff by providing opportunities for both in-house and external training programs, aimed at enhancing their knowledge and skills. This policy applies to all regular full-time faculty and technical staff members of KLE Society's Degree College.

### Policy implementation

The training needs of teachers throughout their careers are categorized into two distinct types of training programs:

- 1. Faculty Induction Program** – Offered immediately after joining the institution.
- 2. In-Service Training Program** – Designed to address specific requirements at different stages of their career.

### Faculty Induction Program:

- A foundational understanding of the teaching-learning process, outcome-based education, and an overview of the institute's Academic, Examination, Internship, and other relevant policies.
- Introduction to relevant ICT tools that enhance effective teaching, learning, and lifelong learning resources.
- Exposure to best teaching practices, content creation/enrichment, and fostering Industry-Institute interaction.
- Orientation on the importance of the Faculty Performance Appraisal System and aligning initiatives/activities.
- Understanding the role within the organizational structure, including vertical hierarchy (Department under the Head of Department) and horizontal hierarchy (Functional Committees under Principal).
- Familiarity with administrative and financial procedures, including necessary formats for academic, research and others.

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

### **Faculty:**

- Training to take on leadership roles such as head or coordinator of Functional Committees under Principal, in alignment with the college organizational structure.
- Refresher modules and workshops to stay updated on new developments, trends, and key focus areas in relevant fields.
- Planning for departmental and institutional growth, including strategies for motivation, efficiency, and continuous development.
- Promoting a value-driven ethical environment within the institution and addressing disciplinary issues effectively.
- Participating in at least one FDP to enhance skills in emerging and multidisciplinary areas.

### **Technical staff:**

- Training on effective record-keeping in preparation for assessments by bodies like NAAC, NBA, etc., particularly in the role of a criterion member within the department.
- Training to actively contribute to institutional operations as a member of Functional Committees under the leadership of a chairman or coordinator.
- Refresher workshops aimed at updating knowledge, exploring new developments, and gaining skills in recent tools, frameworks, and laboratory equipment.
- Attending at least one workshop to enhance skills in emerging and multidisciplinary fields.
- Completion of skill-driven MOOC courses through platforms like NPTEL, Coursera, Springboard, EdX, and others.

  
PRINCIPAL

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