

## **Training Policy for Polytechnic Faculty/ Staff**

In this fast changing technology and development of information & communication technology in every area including education, the shelf life of knowledge earned is definitely on decrease. The issue becomes more prominent in dissemination of technical education. Usually the professional life of a teacher is around 30 years. It has also been seen that generally teachers in Polytechnics, after joining don't go for any long term training programme and there is not much of the motivation or desire to go even for short term training programmes. The constraint may be family/ difficulty in re-location or just inertia. In almost all good organisations whether in the Private or in the Govt. there is a training policy for keeping their personnel up to date, motivated, to improve efficiency and retention of manpower etc. Accordingly, HSBTE proposes to have a training policy. The training policy may have 2 competent(s) one is Short Term Training and another is Long Term Training.

### **Short Term Training:**

It is proposed that every faculty irrespective of their designation and level must undergo 10 days training in an academic year (the same provision has also been added in the proposed affiliation bye-laws). These 10 days may be divided in 2 or 3 slots. One of the slot is to be devoted to the area of the discipline in which concerned faculty is working and one slot is for interdisciplinary mode whereby different aspects of management are dealt with. Regarding organisation for the training programmes NITTTR (Govt. of India Institution) & HIPA (Govt. of Haryana Institution) are already working in the area of training and offer various programmes at almost no cost. It would be appropriate if the Principal(s) may be empowered to sponsor the faculty for participation in the programmes offered by these 2 institutions. Apex category of institutions are IIM, NITIE, NIT's, Universities which offer programmes from time to time although they charge for the programme varying from Rs. 5,000 to Rs. 70,000 depending upon duration of nature of the programme. It would be appropriate if one faculty member participates in one of the programme at least once in 2 years offered by these institutions. International renowned institutions like MIT, Kellogg's School, Stanford, Oxford, and Harvard also offer training programmes. The faculty members at senior level may be considered for participation in international programme at least once in 5 years. For newly recruited teachers- Faculty joining in Polytechnics possess either master's degree in Humanities/ Applied sciences or bachelors degree in Engineering

& Technology and have no formal training in dissemination of informal/formal teaching. They need to be trained in pedagogy, lesson planning, class room management, student's evaluation and testing, conduct of laboratories, record keeping etc. It would be appropriate if it is made compulsory for participation in 3 week induction programme offered by NITTTR and other institutions empowered by AICTE. Training for instructors & foremen- There are Govt. of India Institutions like CTI/ISTC/NITTTR which offer training programme for instructors. All Instructors must participate in at least 5 day training programme per year in any of such institution.

**Participation in Seminars/Conferences/ Workshops:**

Every faculty must participate/ present a paper once a year in a national conference and once in 5 years in international Conference. The expenditure for accepted paper in national conference to the tune of Rs. 5,000 and for international up to the tune of Rs. 50,000 shall be reimbursed by HSBTE/ Institutions/ Government. Faculty is also allowed for participation in conference/ seminar where the fee up to Rs. 2,500 and TA/DA is borne by Institution/ Board.

**Hosting of Seminars/ Conferences/ Workshops/ Short Term Courses:**

Every affiliated institution must organise at least one event once in a year of State level and once in 5 years of National level. The expenditure may be borne by AICTE (AICTE provides funding for these events/ student fund and partly by HSBTE).

Since Board is self-sustaining organisation, a corpus needs to be created with contribution of all the affiliated institutions. It would be appropriate if Rs. one lac per year out of student fund is contributed to separate account maintained by Board and the expenditure on the entire activity is met without any distinction among Govt. / Private faculty members.

**Summary of Training Schedule:**

Domestic Training

Category of Teacher	Duration	Training Institute	Competent authority for
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			<b>sponsoring</b>
For newly recruited teachers	3 week induction training	NITTTR/AICTE/ empowered institution	up to fee of Rs. 5,000- Principal
For all categories of teachers	10 days per year	NITTTR/HIPA	up to fee of Rs. 5,000- Principal
For Sr. lecturer/HOD/Principal	5 days	IIM/ NITIE/NPC/Universities/ NUEPA/ IIT/Govt of India Institutions	-up to fee of Rs. 15,000 Additional Secretary -up to fee of Rs. 25,000 Secretary -Beyond fee of Rs. 25,000 Chairman
For foremen, instructors & technicians	5 days	Training Institutions, NITTTR, Govt. of India Institutions	up to fee of Rs. 5,000- Principal

### International Training

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Category of Teacher	Duration	Training Institute	Competent authority for sponsoring
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Senior HOD/ Principal	Once in 5 years for a period up to 30 days	Institutions, Universities/ Govt. of India arrangement	Chairman
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