



Harmal Panchakroshi Shikshan Mandal's

GANPAT PARSEKAR COLLEGE OF EDUCATION

(Affiliated with GOA UNIVERSITY and Recognized by NCTE)

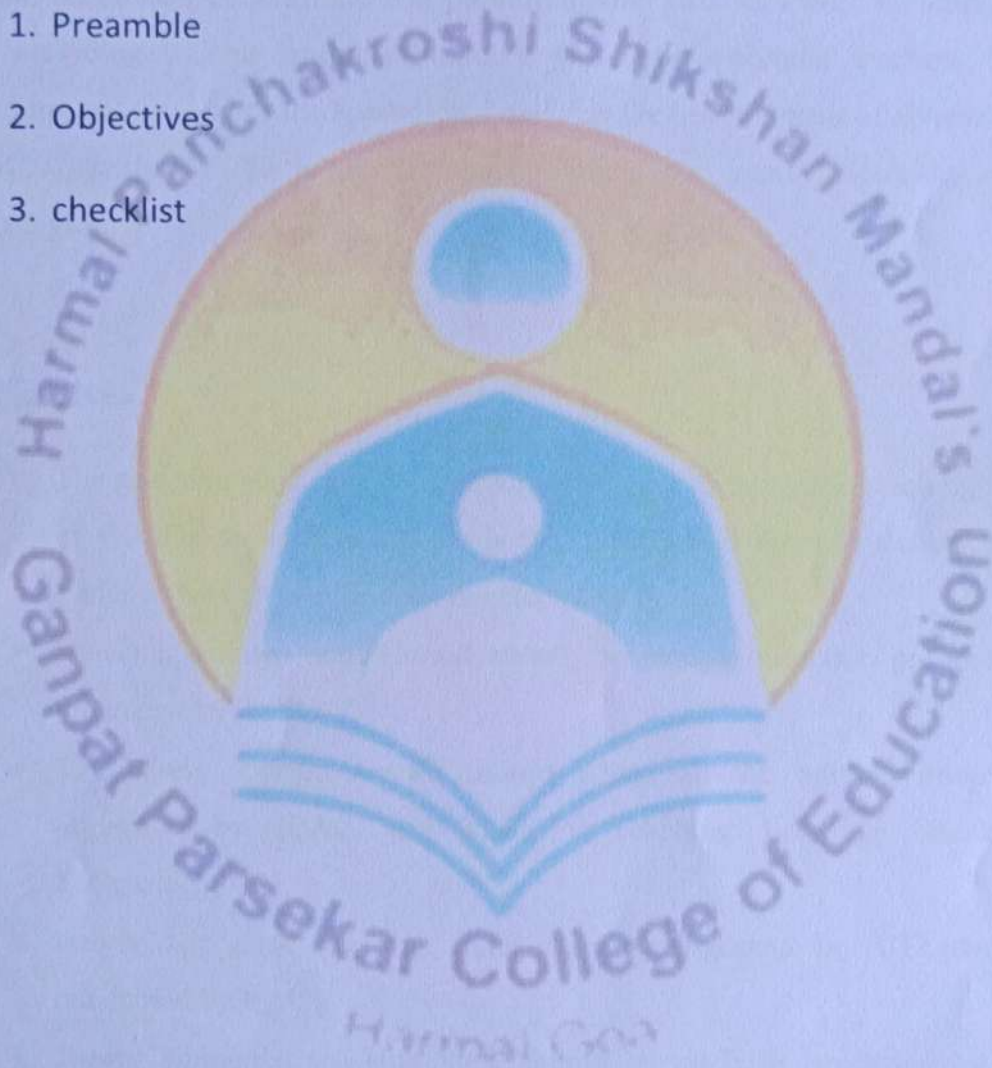
Vidya Sankul, Bhom Plateau , Harmal – Goa, 403524

Policy on Training and Procedures – Teaching staff induction
Program
2023 - 2025



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Preamble

Ganpat Parsekar College of Education believes that teachers can transform lives when given the appropriate opportunity and confidence. Any teacher should adapt to the new circumstances to perform his/her best. GPCOE is committed to providing training and hand-holding to newly appointed teachers. This training policy reflects the institutional belief in the development of all teaching staff, regardless of the nature of the appointment, age, gender, disability, race, or religion.

Objectives

- The teaching staff induction training policy is to equip the teaching staff of GPCOE to achieve standards that will enable them to deliver their duties as teachers in the college effectively.
- Newly appointed staff should attend the faculty induction programme organized by the IQAC.
- The newly appointed staff should attend all the training programs organised by IQAC and TLET (Teaching Learning Education Technology cell).
- Newly appointed teaching staff should participate in ICT training conducted by IQAC
- Newly appointed teaching staff should attend FDP organised by the college.
- Apart from the basic induction programme teachers shall be encouraged to attend Faculty Development programmes, Orientation courses and Refresher courses conducted by external agencies.

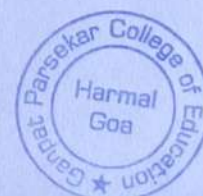


- Teachers participating in such programmes conducted by external agencies, should inform the Principal through HOD at least two weeks prior to the programme.
- The certificates of the training programmes should be submitted to the College Administrative Office upon completion of the program.
- UGC code of professional ethics

ugc-regulations-2018-code-of-professional-ethics.pdf (gac.ac.in)

Checklist of Induction for newly appointed staff-

Area of Induction	Attended (y/n)	Date	Training is given by	Remarks
Introduction on College, Vision and Mission of the Institution			PRINCIPAL	
College administration-documents to be submitted, type of leave applications, documents for salary etc			HEAD CLERK AND ACCOUNTANT	
Basic rules of service, general code of conduct			IQAC	



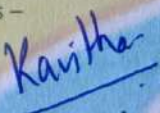
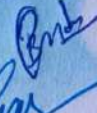
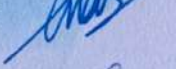

College facilities			IQAC	
IAIMS (semester plan, attendance and post-result process)			IAIMS / attendance coordinator	
Use Of ICT, LMS,			IQAC	
Introduction to Colleagues in the Department			Dept In Charge	
Timetable, Syllabus (CO PO)			Dept In Charge	
Maintenance of records for Academic audit			Dept In Charge	
Role as an Internal Examiner			Senior supervisor	
Library Services			Librarian and Library assistant	
OBE (CO PO) and result attainment			TLET	

Role in College working committee			Committee convenor / IQAC	
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- Decision of the Principal is final and binding on the policy, however the policy can be amended, when required, with the consultation of IQAC and approval of the Principal.

Created By

IQAC Coordinator and members –

1. Ms Kavitha Nair 
2. Dr Pandurang Pandit 
3. Mr Pritesh Naik 
4. Mr Sachin Gaonkar 

Approved and Verified by –

Signature and Seal 