

# Teacher Training Policy

## Farook Institute of Management Studies (FIMS), Kozhikode

### 1. Preamble

Farook Institute of Management Studies (FIMS) is committed to maintaining high academic standards through continuous professional development of its faculty. In alignment with the guidelines of AICTE, this policy ensures structured training, skill enhancement, and academic enrichment of faculty members.

---

### 2. Objectives

- To enhance teaching effectiveness and pedagogical innovation
  - To ensure faculty competency in emerging domains such as AI, analytics, and digital tools
  - To promote research, consultancy, and industry engagement
  - To comply with AICTE mandatory faculty development requirements
  - To improve student learning outcomes and institutional quality
- 

### 3. Scope

This policy applies to:

- All full-time faculty members
  - Visiting/adjunct faculty (where applicable)
  - Newly recruited and existing staff
- 

### 4. Types of Faculty Training Programs

#### 4.1 Induction Training

- Mandatory for newly recruited faculty
- Covers institutional policies, teaching methodologies, and academic regulations
- Duration: Minimum 5–7 days

#### 4.2 Faculty Development Programs (FDPs)

- Participation in AICTE-approved FDPs (online/offline)
- Minimum requirement: 1 FDP per academic year



**Dr. Ahamed Riaz.K**

Director

Farook Institute of Management Studies  
Farook College (P.O), Calicut - 673 632

#### **4.3 Pedagogical Training**

- Outcome-Based Education (OBE)
- Case-based teaching
- Experiential learning methods
- Use of ICT tools and LMS platforms

#### **4.4 Research & Publication Training**

- Workshops on research methodology, SPSS/R, data analytics
- Guidance on publishing in Scopus/ABDC journals
- Ethics in research and plagiarism prevention

#### **4.5 Industry Interaction & Skill Development**

- Industrial visits and internships for faculty
- Training on real-world applications in management domains
- Collaboration with industry experts

#### **4.6 Technology & Digital Skills Training**

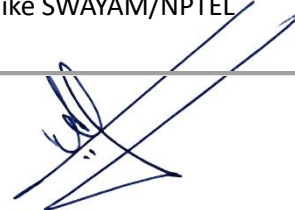
- AI tools for teaching and research
- Data analytics, business intelligence tools
- E-content development and MOOCs

---

#### **5. Mandatory Requirements (as per AICTE Guidelines)**

- Faculty must complete a minimum number of training hours annually (as prescribed by AICTE)
- Participation in at least one recognized FDP/workshop every year
- Maintenance of training records for audit and disclosure
- Engagement in continuous learning through online platforms like SWAYAM/NPTEL

---



**Dr. Ahamed Riaz.K**

Director

Farook Institute of Management Studies  
Farook College (P.O), Calicut - 673 632

## 6. Training Planning and Implementation

- Annual Training Calendar prepared by the Academic Committee
  - Identification of training needs through:
    - Student feedback
    - Performance appraisal
    - Departmental requirements
  - Budget allocation for faculty development
- 

## 7. Financial Support

- Registration fees reimbursement for approved programs
  - Travel allowance for attending conferences/FDPs
  - Incentives for certifications and publications
- 

## 8. Performance Evaluation & Monitoring

- Faculty training records maintained in HR/Academic Office
  - Evaluation based on:
    - Number of programs attended
    - Certifications obtained
    - Implementation of learned skills
  - Integration with annual performance appraisal system
- 



**Dr. Ahamed Riaz.K**

Director

Farook Institute of Management Studies  
Farook College (P.O), Calicut - 673 632

## 9. Documentation & AICTE Compliance

- Maintain records of:
    - FDP participation
    - Certificates and reports
    - Training impact assessment
  - Data to be included in:
    - AICTE Mandatory Disclosure
    - NAAC/NBA accreditation reports
- 

## 10. Roles & Responsibilities

### Management

- Provide financial and administrative support

### Principal/Director

- Approve training plans and monitor implementation

### IQAC / Academic Committee

- Design and review training programs
- Ensure alignment with AICTE norms

### Faculty Members

- Actively participate in training programs
  - Apply learning in teaching and research
- 

## 11. Review and Revision

This policy will be reviewed annually and updated as per:

- AICTE guidelines
- Institutional requirements
- Emerging academic and industry trends



**Dr. Ahamed Riaz.K**

Director

Farook Institute of Management Studies  
Farook College (P.O), Calicut - 673 632