CHRIST
COLLEGE (AUTONOMOUS)
IRINJALAKUDA, KERALA

POLICY & PROCEDURES TEACHING STAFF INDUCTION TRAINING

QUALITY POLICY

Area : Teaching

POLICY & PROCEDURES TEACHING STAFF INDUCTION TRAINING

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CONTROL

Area: Teaching	POLICY NO: 118/2020	Document Owner: Principal	
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Teachers can transform lives. Any teacher should adapt to the new circumstances to perform his/her best. Christ College is committed to provide ample training to newly appointed teachers. This document covers the policies and procedures adopted to enable newly appointed teaching staff to feel at home in the institution and deliver their best.

POLICY

1. The teaching staff induction training policy is to equip the teaching staff of Christ College to achieve standards that will enable them to deliver their duties as teachers of Christ College effectively.

2. This training policy reflects the institutional belief in the development of all teaching staff, both full and part time, and permanent and temporary, regardless of age, gender, disability, race, religion or sexual orientation.

3. The policy is in support of the wider College values, particularly those relating to higher standard of teaching learning process.

4. Teaching staff new to Christ College can be helped to settle in and perform effectively, through staff training which continues upto the probation period.

5. Newly appointed staff should attend the two-day faculty induction programme organized by the College Management & IQAC.

6. Also, the newly appointed staff member should complete the following training modules within three weeks of his/her appointment.

7. The induction training checklist is to be submitted to the Principal through Internal Quality Assurance Cell (IQAC).

8. Newly appointed teaching staff should participate in ICT trainings conducted by IQAC of Christ College

9. Apart from the basic induction programme teachers have freedom to attend Faculty Development programmes, Orientation courses and Refresher courses conducted by external agencies. Teachers participating in

such programmes should inform the Principal through HOD/Course coordinator at least three weeks prior to the programme. The certificates of the training programmes should be submitted to the College Administrative Office (Teaching section).

INDUCTION CHECKLIST FOR NEW TEACHING STAFF

Area of Induction	Done (Yes/No)	Date	Training Given by	Remarks
Introduction on College, Vision and Mission of the Institution & Value -based Education			PRINCIPAL	
College Administrative Office Visit – Payroll & Submission of Personal Details			OFFICE SUPERINTENDENT	
Login Credentials of Teachers, Staff ID Card & Teachers Diary			IQAC Office	
Tour of the College, including Toilets, Emergency Exits, Canteen, Library, etc.			IQAC Office	
Institutional email id and Website Details			Website Coordinator	
Moodle LMS Login Credentials and Basic Training			IQAC Office	
Introduction to Colleagues in the Department			HOD / Course Coordinator	
Timetable, Syllabus, Staff cover (substitution)			HOD / Course Coordinator	
ERP Software/Linways Training			HOD / Course Coordinator	
Financial Regulations & Maintenance Portal			Finance Office / Bursar	
Objectives and Goals of Post from Discussion of Duties / Job Description / Student Activities			Dean (Faculty of Science) & Dean (Faculty of Arts, Commerce & Physical Education)	
Role as an Internal Examiner			Examination Superintendents	
Role as an External Examiner			Examination Controller	

Library Services, Inflibnet Login and Reprography			Librarian	
Login for Question Bank and Training			Examination Controller & Question Bank- in- Charge	

RESPONSIBILITIES

Principal, Deans, Librarian, Examination controller, Examination Superintendent, IQAC, & Office Superintendent

FEEDBACK

Christ College staff and students may provide feedback about this document by emailing iqac@christcollegeijk.edu.in

APPROVAL AND REVIEW DETAILS

Approval and Review	**Details**
Approval Authority	Governing council
Administrator	Principal
Approved on	11th December 2020
Reviewed on	29th April 2023
Next Review Date	29th April 2025