



MAHAVIR INSTITUTE OF ENGINEERING AND TECHNOLOGY

MAHAVIR NAGAR, PO.: PALASHPUR (PANIORA) GANGAPADA, BHUBANESWAR
(Recognised by Govt. of Odisha, Approved by A.I.C.T.E. and affiliated to Biju Pattnaik University of Technology)

Managed By

Nabjug Educational and Charitable Trust
N-4/208, IRC Village, Bhubaneswar - 751 015

An ISO 9001-2000 Certified Institute

Letter No. /MIET/

Date.....

TEACHERS TRAINING POLICY

Fresher Induction program (FIP):

A new faculty member who completes his / her studies in a timely manner from any technical institution and joins in our polytechnic college needs basic training, he / she is required to provide quality outputs in the short run so that they lead to meaningful outcomes for the discipline in the medium duration which in turn a valuable impact for the institutions in the long duration. Therefore the faculty member is required to plan the efforts and their directions to make the academic carrier meaningful.

- Faculty induction programme (FIP) has to be implemented just after recruitment of fresh teachers to different IITs, NIITs, IIITs and different Universities of the State and Country.
- He/She has to keep abreast with the latest useful syllabus in his subject.
- New faculty members are trained to develop the art of preparing a systematic lesson plan and effective classroom interaction developing competence in communication skill in various models relevant to technical problems.
- Training in human values through an appropriate process of self exploration happened to be, by for the most important component of the training of fresh teachers.
- A teacher also has to learn the knack of continuous knowledge updating and life long learning.

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- Apply the concepts, principles, and process of instructions and learning to ensure effective implementation of the curriculum.
- Demonstrate ethical and responsible, professional behaviour in the performance of his duties and rules.
- Also at successive stages of teaching career, training inputs about curricular development, infrastructure development, Institutional development, disciplinary and other important aspects of educational administration and policy formulation etc., will also be needed.
- The points explained above required the development of a comprehensive training policy for young inductee teachers at different stages of their carrier as well as meeting different needs.
- To prescribe the structure and contents of the training program at different levels.
- To monitor, facilitate and successfully improve the quality of training by proposing to develop suitable resource persons resource material and carrying out action research.
- Continuous updating of technical subject expertise by making mandatory, the successful completion of at least one subject course offer through technology based means every year from anywhere in the world.
- Basic understanding of the teaching – learning process.
- Training in preparing a systematic lesson plan and effective classroom interaction.
- Guided exposure to good teaching practice and lab development.
- Teaching in miscellaneous expects other than teaching such as administrative procedure, financial procedure and legal implication etc.,
- A fresher is required to attend two seminar / workshop / conferences in an academic year.

(FDP PROGRAMME FOR ABOVE 1 YEAR- 10 YEARS SERVICE)

- Refresher modules, for knowledge updating newer developments and thrust areas in concerned field.

- Training on curricular development, research material development and good practices in teaching and research.
- Planning for departmental growth, motivation and efficiency.
- Inviting eminent personalities who have achieved some feat in science and technology to take some seminar for our students.
- Participation in the seminar will help them to interact with present and ongoing advancements in the technical field of different IITs, NIITs, IIITs and different Universities of the State and Country.
- They should attend 4 seminar / workshop / conferences in a academic year.

(FDP PROGRAME FOR ABOVE 10 YEARS OF SERVICE)

- Refresher modules, for knowledge updating newer developments and thrust areas in concerned field.
- Training on curricular development, research material development and good practices in teaching and research.
- Planning for departmental growth, motivation and efficiency.
- Inviting eminent personalities who have achieved some feat in science and technology to take some seminar for our students.
- Participation in the seminar will help them to interact with present and ongoing advancements in the technical field.
- They should attend 5 seminar / workshop / conferences in a academic year from different IITs, NIITs, IIITs and different Universities of the State and Country.



Principal
Mahavir Institute of Engineering and Technology,
Bhubaneswar



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ESTABLISHMENT OF COMMITTEE FOR SC/ST AS PER AICTE'S APPROVAL PROCESS HAND BOOK

As per AICTE guidelines, a committee is formed for prevention of atrocities against SC/ST students under the Act No. 33 of 1989, Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989. *The Scheduled Caste (SC) and Scheduled Tribes (ST) Cell in an institute promotes the special interests of students in the reserved category.* In case of any grievance in this regard, students can approach the committee for redress. The Committee comprises of the following members:

Sl. No.	Names	Designation	Role
01	Dr. A. Mohanty	Principal	Chairperson
02	Dr. B. P. Samal	Vice-Principal	Member and Convener
03	Dr. Sagarika Pasayat	Professor	Member
04	Prof. S. Rout	Associate Professor	Member
05	Prof. Sigma Barick	HOD, B.M.E.	Member
06	Mr. Dillip Parida	S.A.O	Member
07	Mr. J. K. Das	O.S.	Member
08	Mr. S. S. Nanda	D.E.O.	Member
09	Mr. S. Moharana	Asst. Clerk	Member

Concerned Scheduled Cast and Scheduled Tribe students and their parents may henceforth approach the committee for SC/ST for any complaint that falls under purview of the above Act.


Principal,
Mahavir Institute of Engineering & Technology
Bhubaneswar
Mahavir Institute of Engineering and Technology,
Bhubaneswar.

1. The Chairman, Mahavir Institute of Engineering and Technology, Mahavir Nagar, Bhubaneswar
2. The Collector and District Magistrate, Khurda District, Bhubaneswar
3. Officer-in-Charge, Mendhasala Police Station, Bhubaneswar
4. The Commissioner of Police, Bhubaneswar
5. The Registrar, Biju Pattnaik University of Technology, Rourkela, Orissa.
6. The Secretary to Government, Skilled Development and Technical Education and Training Department, Government of Odisha, Bhubaneswar
7. All Members of the SC/ST Committee
8. All Departments / All Notice Board/ Guard File for information and necessary action

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