

PROCEEDINGS OF THE DIRECTOR OF COLLEGIATE EDUCATION

AP::HYDERABAD

Rc. No. 3/AC-3/Trg./2006

Dt. 06. 11.2006

**Sub: Department of Collegiate Education – 6- day Training program
to newly promoted lecturers working in Govt. Colleges –
Intimation to attend – reg.,**

An employee has to face new situation and challenges whenever there is a change/shift in the work. He/She needs to be trained to effectively face the new situation. If not equipped properly at the early stage itself the quality of work suffers and the job becomes a painful routine.

The newly promoted lecturers are placed in a different and new academic environment. They have to face a matured age group of students and should have a better understanding, knowledge about the needs of undergraduate students. They should be exposed to latest developments in their respective subjects and usage of modern techniques of teaching including soft skills. Therefore they need an induction training to equip them to effectively face the higher age group of students. Hence, the Department is conducting six day Training program for newly promoted lecturers to create awareness on

1. The collegiate and university education in India vis-à-vis global complexities
2. The classroom dynamics and role and responsibilities of a collegiate teacher
3. The new paradigms on teaching learning, evaluation and extension related to the subject
4. The latest developments in the subject knowledge and skills and
5. The review and appraisal mechanisms
6. Communication and soft skills

The Principal of the under mentioned college is informed that Sri/Smt.
..... Lecturer in Commerce in

.....is selected to attend the six- day Training Program from 18.12.2006 to 23.12.2006 at the Committee Hall, O/o DCE, Hyderabad

The Principal is requested to relieve the lecturer in time with instructions to report to the Course Co-ordinators at the above venue, Hyderabad before 10.00 AM on the date of commencement. The participants have to make their own arrangements for their stay in Hyderabad. Tea and working lunch will be provided by the Department. T.A and D.A. shall be claimed at their respective colleges from the budget allotted to the colleges. In case of any shortage, necessary budget will be provided by the Directorate.

These programs are mainly intended to improve knowledge, teaching skills and aptitude of the lecturers for creating dynamic learning environment in the college. The lecturers selected should invariably attend the program, failing which suitable disciplinary action will be initiated against them. If the Principal fails to relieve the Lecturer concerned, action will be initiated against the defaulting Principal also.

Sd/- Dr. K.Lakshminarayana

DIRECTOR OF COLLEGIATE EDUCATION

//true copy attested//

for Director of Collegiate Education

To

The Principal, Govt. Degree College-----

Lecturer concerned