

Teachers' Reskilling Cell (T.R.C.)
Standard Operating Procedure (SOP)
Committee Structure

Role	Members	Key Responsibility
1. Chair Person	Principal / Head of the Institution	Overall leadership, strategic decision making and final sign off on submissions
2. Convener	Senior Faculty Member	Operational planning, activity Coordination, Resource person management, documentation, reporting, feedback and evaluation
3. Dy Conveners	One/ Two Senior Faculty Members	Support to Convener, activity coordination, Resource person assistance, data management, feedback and followup
4. Administrative representative	Office Superintendent and Accountant	Over see and process all office-related work, financial management, bills and payments of Honorarium & TA/DA to resource person
5. Supporting Staff	One Non- teaching staff (R/C)	Clerical and office Support, assist in preparing notices, circulars, letters and proceedings, attendance sheets
6. Members	2 or 3 teachers	Participation in planning and decision making, coordination of activities and academic support
7. Student Representative	Two or three students (M.Ed / B.Ed) and research scholars	Assistance in event- management, technical support, help in documentation and record support
8. External Expert	Retd teacher/ teachers from other institution or university	Advisory, Strategic and activity suggestions, Resource Person Support

- 1- Prof. Poonam Sharma (Convener) *Poonam Sharma*
2- Prof. Poonam Khare (Co-convener) *Poonam Khare*
3- Prof. Mahesh Kumar (Co-convener) *Mahesh Kumar*
4- Prof. Shubhraj Chaturvedi (Ex-officio) *Shubhraj Chaturvedi*
5- Prof. Praveen Kumar (IQAC-coordinator) *Praveen Kumar*
- 25-11-2025
25/11/25

Purpose of Teachers' Reskilling Cell

1. To enhance teaching competencies.
2. To promote ICT integration in teaching learning process.
3. To encourage continuous professional development.
4. To encourage innovative teaching practices.
5. To strengthen research and academic skills.

Scope / Functions of T.R.C.

1. ICT and Digital Literacy Training.
2. Pedagogical Skill Enhancement.
3. Research & Academic development.
4. Communication and Stress management Skills.
5. Innovative and Creative teaching – learning programmes.
6. Professional development programmes.

Procedure of the Meeting

1. Welcome of Members
2. Confirmation of Previous minutes of meeting
3. Discussion on agenda of the meeting
4. Resolution and Action plan
5. Conclusion and vote of thanks by the Convener

Key Procedural Guidelines

1. **Frequency of Meeting** – Once in a month.
2. **Quorum** – A minimum attendance is required for the meeting to be valid. This is often specified as more than 50% or 2/3 of the total members.
3. **Documentation** – The Convener is responsible for –
 - (i) Preparing and distributing the agenda to all members in advance.
 - (ii) Recording and despatching the minutes of the meeting (MOM).
 - (iii) Preparing and following up on the Action Taken Report (ATR).

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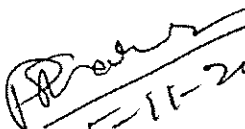
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Powers and Functions of the Committee:

Teachers' Reskilling Cell formulates policies, guidelines and annual plans for effective reskilling of the teachers. All major decisions will be taken in formal meetings through detailed discussions and resolutions shall be approved only with the agreement of the majority or by consensus of the committee.

- **Funding From** – UGC / State Govt / University / College / NGOs.
- **Stakeholders** – Teachers, Research scholars and Subject experts.
- **Reporting to** – Funding Agency / University / Head of the Institution.
- **Feedback** – From Participant teachers, Research scholars and Subject experts.


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