

RCoD Faculty Training Policy – National & International



RAHBAR COLLEGE
OF DENTISTRY

PRINCIPAL

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RCoD Faculty Training Policy – National & International

Objective:

This policy aims to enhance the professional development of faculty members by providing opportunities for national and international training. It ensures that trained faculty contribute back to the institution by disseminating knowledge through peer training.

1. Eligibility Criteria

- Full-time faculty members of RCoD are eligible to apply for the training program. o Faculty must have completed a minimum of 2 years of service at RCoD.
- Priority will be given to those whose training aligns with the strategic goals of the institution.

2. Budget Allocation

- The maximum funding available per faculty member is 50,000 PKR.
- The budget can cover:
 - Training Registration Fees (for conferences, workshops, or certification programs).
 - Travel Expenses (economy class) and accommodation, if applicable.
 - Any additional expenses beyond the allocated budget will be the responsibility of the faculty member.

3. Paid Academic Leave

- Faculty members approved for training will be entitled to paid academic leave for the duration of the training.
- Academic leave will not exceed the approved training duration.

4. Return Service Commitment

Upon completion of the training, the faculty member is required to:

- Organize a mandatory in-house training session for fellow faculty within 2 months of return.
- Submit a detailed training report and evaluation of how the acquired skills will benefit RCoD
- Implement and integrate the new knowledge into the curriculum or relevant departmental activities.
- Failure to conduct the training will result in a deduction equivalent to the training expense from the faculty's salary over a mutually agreed period.

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5. Application Process

Faculty members must submit an application at least 2 months prior to the event, including:

- The training agenda, objectives, and outcomes.
- Estimated costs and duration.
- An explanation of how the training aligns with institutional needs.
- Applications will be reviewed by a Faculty Development Committee, and approval will be granted based on merit and available budget.

6. Post-Training Assessment

The Faculty Development Committee will assess the impact of the training based on:

- The quality and relevance of the peer-training session.
- The faculty member's integration of the skills into the department.
- Feedback from attendees of the in-house training.

7. Re-application

Faculty members are eligible to reapply for additional training after fulfilling the requirements of their previous training and completing at least 1 year of service following the last training.