



FACULTY TRAINING PROGRAM (FTP) Cum On-the-Job Training (OJT) For Pre-Medical Division

About Faculty Training Program (FTP):

- ▶ To establish a systematic and rigorous training program for teachers' that attracts the best talent and produces the best professional teachers in the country.
- ▶ Vision of FTP: Continuation of the great lineage of world class teachers committed for the excellence in education.

General Guidelines:

- ▶ Programme: Faculty Training Programme (FTP); Batch-2023
- ▶ FTP Shall be conducted in Two Parts
 - Part-1: Faculty Training Program [FTP]
 - Part-2: On the Job Training [OJT]
- ▶ Programme Duration: 8 Months (5 Months: Core Training + 3 Months: On the Job Training-OJT Program)
- ▶ Tentative Programme Commencement: 01.02.2023 (Wednesday)
- ▶ Tentative Programme Ends: 30.09.2023 (Saturday)
- ▶ Candidates to be selected on the basis of All India Level Written Test.

Scope of FTP:

S.No.	Division	Subject	Target Examinations
1	NEET (UG)	Physics, Chemistry	NEET (UG), School/Board Examinations (V to XII), Olympiad Jr. & Sr. (PCB),

Recruitment, Written Test & Selection Process:

The Recruitment Process is divided in to two levels:

Level	Description	Date & Day	Time	Reporting Time
Level-1	Written Test (at Kota HO only)	18.12.2022 (Sunday)	10:00 AM to 11:30 AM	9:30 AM
Level-2	Demo Lecture, Technical/ HR Interview (at Kota HO only)	Same day after Test	1:00 PM to 08:00 PM	9:30 AM

Level-1 Written Test Paper Pattern:

Subjects/ Department	Duration	Time	Pattern	No. Of Questions	Syllabus
Physics & Chemistry	1.5 Hrs.	10:00 AM to 11:30 AM	Objective	30 Minutes: 25 Que (Aptitude Test) 60 Minutes: 45 Que (NEET Level)	Aptitude Test (Maths, English, Mental Ability and General Awareness) 30 Min, Subject Knowledge 60 Min XI & XII Based on Competitive Exam Syllabus)

The performance in Written Test will be considered for short-listing the candidates for Demo Lecture, Technical /HR Interview.

Eligibility Criterion:

Cut Off: Candidate have to score minimum 70% in written test to appear for Demo Lecture. Cut Off may go up depending upon the no. of candidates appear and level of Paper.

Shortlisting Criterion for FTP cum OJT:



Training Methodology & Job Description:

During FTP/OJT (From 01.02.2023 to 30.09.2023):

- ▶ To be trained by the eminent faculty members (HODs/Sr. Faculty) of Resonance.
- ▶ Most of the class XI & XII syllabus taught for NEET will be covered during the 05 months rigorous training schedule of Faculty Training Programme - (FTP) at KOTA study centre.
- ▶ Minimum 02 Classes per Subject per Day. Each class will be of 90 Minutes, in the classroom with students aspiring for NEET.
- ▶ Theory to be given in the form of Classroom Notes. The Classes will have more focus on problem solving & interactive discussion. However, important theoretical concepts will also be explained.
- ▶ Candidate have to purchase their Tablet for digital study material.
- ▶ Candidate has to bring solved daily practice problems (DPP) and sheets of the respective topics taught on each day.
- ▶ Periodic Assessment Tests: Once in a Week on Sundays (Objective/Subjective).
- ▶ Weekly Demonstration Lectures.
- ▶ Involvement in Co-academic Work like Study Material Development, Copy Checking, Translation, Test Paper Preparation, Solutions Preparation, Question Bank Development and Student Performance Analysis etc. (if required).
- ▶ During this program 3 Months will be On-the-Job Training (OJT) (starting from 01.07.2023 to 30.09.2023) which will include Teaching, Co-Academic Works, Research & Development (R&D) & other Miscellaneous works.

Performance Appraisal of FTPs:

- ▶ The FTPs should be assessed based on their performance during Training Period.
- ▶ The Weightage Criteria for FTP Performance could be developed by HR/Academic Departments.

Broad Parameters for Performance Appraisal:

- ▶ Testing and Assessment during FTP Period
 - Performance in Tests
 - Score in Demonstration Lectures
- ▶ Regularity & Punctuality
- ▶ Sincerity and Behaviour
- ▶ Subject Trainer's Feedback
- ▶ HR Feedback

During On-the- Job Training (From 01.07.2023 to 30.09.2023): Job Description (JD) for On-the-Job Trainee (OJT) – Academics:

Sr#	Work	Work Nature	Remarks
1	On-the-Job Training	Attending Classes of Senior Faculty Members	As allotted
2		Periodic Assessment Tests	Appearance As Per OJT Needs
3	Teaching	Learning & Practicing Study Material /Academic Content	Regularly Attempting Questions from DPPs & Sheets as per OJT Needs
4		Special Classes	Taking Clinic, Back Up, Make Up, Discussion Classes as required/allotted
5		Doubt Classes (DCs)	Taking DCs as assigned
6		Regular Classes	As & when Required
7	Co-Academic Works	Periodic Test Paper Work	Translation, Error Check, Answer Key (AK), Standard Hints (SH), Text Solutions (TS) & Video Solutions (VS), Test Paper Discussion
8		Mock Test Papers (MTPs)	Paper Making, AK, SH, TS & VS, Discussion
9		Academic Support Tools	PPTs, Handouts, Data etc
10		Students' Performance Analysis	Periodic Assessment Tests
11		Students' Mentoring	Personal Focus on Weak Students
12		Academic Counselling	New & Existing Students
13		Career Counselling through Seminars/Webinars/ Workshops	As required by Business Development & Operations Departments
14		PTMs	Part of Planning & Conduction
15		Academic Administration Work	As assigned by Competent Authority
16		Digital	Video/On-demand Doubts
17	Video Content Preparation		For Various Academic Needs
18	Research & Development (R&D)	Content Development	Study Material (Sheets/Modules)
19		Question Bank Enrichment	Assorting Qs, Segregation, Tagging, Numbering/Marking, MIS
20		Previous Years' Papers (PYPs)	Analysis, SH, TS & VS, Discussion
21		Improvement in Existing Products	DLP Department
22		New Product Development	DLP Department
23		Course Planner Preparation	Classroom Programs
24		Academic Research	New Content, Methodologies & Tools
25		Market Research	Competitors' Comparative Study
26		Miscellaneous Exams	Academic Work Related to various Exams
27	Miscellaneous	Demonstration Lectures	As Per HR Policy & Part of OJT Needs
28		Impact Study & Analysis	ResoMATCH
29		Movement to NPs/SCs	As & When Required (Temporary)
30	Other	Talent Nurturing	Personal Focus on Talented Students

Note: The above JD is for initial orientation/understanding of the job requirement. This is not exhaustive list. Any new work may be added in the future as per the needs of the organization.

A Typical Daily/Weekly Schedule of an OJT would be as follows (as per weekly time-table):

Abbreviations Used:

1. No. of Slots: S
2. Doubt Class: DC
3. Study Material Development: SMD
4. Distance Learning Products Department: DLPD
- Students' Home Work: SHW

Sr#	Work Nature	Minimum Per Day Slots (S)	Minimum Per Week Slots (S)
1.	Attending Classes of Sr. Faculty Members	01	06
2.	DC	01	06
3.	SMD	01	06
4.	DLPD	01	06
5.	SHW Assessment	01	06
		05	30
	Total	7 ½ Hrs	45 Hrs
	Total	450 Min	2700 Min

Note: The DCs could be 2 Per Day if required. The SMD/DLPD Work could be reduced to compensate for other requirements like Special Classes, Video Content etc.

The OJT will be required to appear in following review process as per training schedule (the detailed schedule will be given at the commencement of OJT):

1. One Written Test on bi-weekly basis (Once in Two Weeks)
2. One Demonstration Lecture on bi-weekly basis (once in Two Weeks)

Performance Appraisal of OJTs:

1. The OJTs should be assessed based on their performance as per the above JD.
2. The Weightage Criteria for various kind of work could be developed by HR/Academic Departments.

Leave Policy during FTP & OJT

- ▶ During the Training cum OJT Period, the candidate shall be entitled to 8 (Eight) Paid Leaves ONLY, with the prior permission of the concerned HOD/Subject Head / Reporting Authority.
- ▶ FTPs/OJTs will need to apply for any leave on ESS (Employee Self Service Portal) at least 10 days before the desired date.
- ▶ Sanctioning authority: FTP/OJT Subject coordinators. On ESS also, they will be the sanctioning authority.
- ▶ Sanctioned leaves cannot be extended on phone / email etc., it is strictly restricted.
- ▶ Unsanctioned leaves/absenteeism is likely to attract heavy penalty / termination.
- ▶ Continuous leave of more than three days is not permissible during training period/OJT. Only those FTPs/OJTs can apply for leaves who have good performance record (w.r.t. test, demo, written work & sincerity)

Stipend during FTP & OJT, Remunerations/Career after FTP @ Resonance:

Division	Departments	Remuneration* Details	
		During FTP	During OJT Consolidated/Fixed Salary (INR)
Pre-Medical Division (NEET-UG)	Physics-Medical & Chemistry-Medical	Rs.35000	Rs.35000

* The remuneration shall be paid to the FTP candidates after deduction of income tax at source (TDS) in accordance with income Tax act, 1961/Income Tax Rule 1962 and other relevant notifications/ circulars etc. of the Government.

- ▶ During FTP & OJT Period there will be refundable deduction from the salary of every month as Security Amount. Deduction shall be in the form of the percentage deduction from the salary as mentioned in below points
- ▶ One undated A/c payee cheque of amount Rs. 5,00,000/- (Rupees Five Lac Only) will be required to be submitted on joining date. This cheque is required as a security amount towards the training imparted. After successful completion of three year excluding training & OJT period, this cheque will be given back.
- ▶ The first five months from the start of FTP will be considered as a Training Period.
- ▶ On the date of joining of FTP, candidate is required to sign a service agreement & Service Bond of three year and eight months. The bond period will be considered of three years & eight months from the start of training period.
- ▶ There will be 15% refundable deduction from the start of FTP to consecutive three years and Eight Months (including FTP and OJT Period) from the salary of every month as a Security Amount. It is to be reimbursed at the end of successful completion of three years and eight months without any interest. If candidate found sincere/suitable during entire bond period then he/she shall be eligible for Association/Loyalty Bonus (Subject to discretion of Managing Director)
- ▶ After FTP & OJT, those who will perform better and found suitable may be offered as Associate Lecturer in regular cadre.
- ▶ After FTP & OJT Period, all the candidates will be on a six months' probation period.
- ▶ Those who will be found insincere, non-performing, and/or undisciplined during FTP, OJT or probation period, may be excluded from the programme at any time without assigning any reason or serving any notice. Upon termination by any reason the deposited security amount will be forfeited by the company as Training Cost.
- ▶ The Career at Resonance will grow according to individual's overall performance and institute's quantitative & qualitative growth in the future. Further, the Annual Salary Package will be as per the succession plan mentioned below:

S.No.	Session	Designation	Remuneration Range [§]	Salary for Duration
1	2023-24	Associate Lecturer	FTP/OJT Salary + 10-15 % Hike/Increment	01.10.2023 to 31.03.2024
2	2024-25	Associate Lecturer	FY 2023-24 Salary + 10-15 % Hike/Increment	01.04.2024 to 31.03.2025
3	2025-26	Lecturer	FY 2024-25 Salary + 10-15 % Hike/Increment	01.04.2025 to 31.03.2026
4	2026-27	Lecturer	FY 2025-26 Salary + 10-15 % Hike/Increment	01.04.2026 to 31.03.2027
5	2027-28	Lecturer	FY 2026-27 Salary + 10-15 % Hike/Increment	01.04.2027 to 31.03.2028

*: as per Company's Increment Cycle and subject to consideration of other valuable aspects and the feedback by the Students.

Transfer & Posting:

- ▶ Institute/Resonance may in its absolute discretion transfer and post the FTP candidate at any place in India or abroad-
 - Where Resonance or its associate or sister organization has or may form or establish a business setup in future, or
 - At any organisation with whom Resonance has some academic collaboration or tie ups.
- ▶ On Such transfers/posting:
 - During posting at the Associate/Network Partner, total payable Gross Salary shall be maintained and paid by Associate/Network Partner.
 - During posting at the Associate/Network Partner, Candidate shall adhere to the service rules and policies issued by Associate/Network Partner from time to time; and
 - Candidates' posting at the any Associate/Network Partner, shall be in continuation to his/her employment with the Company and you will continue to remain the employee of the Company.
 - Candidate shall not deny to relocate himself based on any reason, failing to report at new place of posting shall amount to breach of Employment Agreement and Company shall take appropriate action in accordance therewith.

Terms & Conditions:

- ▶ During FTP, OJT and thereafter, the Rules & Regulation of organization shall be applicable. Further, the organization has all the rights to amend the existing rules & regulations as and when required.
- ▶ In case of any dispute, Jurisdiction of Kota City (Rajasthan) shall apply.