



ರಾಜೀವ್ ಗಾಂಧಿ ಆರೋಗ್ಯ ವಿಜ್ಞಾನಗಳ ವಿಶ್ವವಿದ್ಯಾಲಯ, ಕರ್ನಾಟಕ, ಬೆಂಗಳೂರು  
Rajiv Gandhi University of Health Sciences, Karnataka, Bangalore

4th T Block, Jayanagar, Bangalore – 560 041

No. RGU/RAA/07/BCEM/2024-25

Date: 18/12/2024

**CIRCULAR**

**Sub:-** Expression of Interest to conduct Basic Course in Educational Methodology (BCEM) as on-site training of teachers at the affiliated institutions, regarding.

**Ref:-** 1. No.RGU/RAA/BCEM-4/01/2023-24, Dt: 05.12.2023  
2. No.RGU/RAA/Examiner/06/2024-25, Dt: 03.12.2024.

Adverting to the above cited subject and references, heads of affiliated institutions are invited to submit Expression of Interest to conduct the BCEM, on-site at the respective institutions. It may be noted that the previously issued certificate of BCEM are valid for a period of **five (05) years** from the date of their issue.

The guidelines for conducting the BCEM, and the application format are hosted on the University website under the Department of RAATI, as 'Calling Expression of Interest to conduct Basic Course in Educational Methodology'.

The duly filled applications shall be submitted in hard copy, addressed to Director, RAATI, 4<sup>th</sup> Floor, Rajiv Gandhi University of Health Sciences, Jayanagar 4<sup>th</sup> T Block, Bengaluru – 560041. **The last date for the receipt of the first cohort of the training sessions is 16.01.2025.**

Signed by

Pallakki Ramanna Shiva Prasad

**REGISTRAR**  
Date: 19-12-2024 15:34:37

**To,**

- Heads of all affiliated institutions of Rajiv Gandhi University of Health Sciences, Karnataka.

**Copy to:**

1. PA to Hon'ble Vice Chancellor, Registrar, Registrar (Eval), Finance Officer.
2. Deans of all Faculties of RGUHS.
3. Director, RAATI.
4. Office copy.





ರಾಜೀವ್ ಗಾಂಧಿ ಆರೋಗ್ಯ ವಿಜ್ಞಾನಗಳ ವಿಶ್ವವಿದ್ಯಾಲಯ, ಕರ್ನಾಟಕ, ಬೆಂಗಳೂರು

RAJIV GANDHI UNIVERSITY OF HEALTH SCIENCES, KARNATAKA, BENGALURU

4<sup>th</sup> T Block, Jayanagar, Bengaluru – 560 041

No. RGU/RAA/Examiner/06/2024-25

Date : 03.12.2024

**Circular**

The university has prioritised quality as integral to all aspects of assessment activities – both at the institutional and university levels. In this regard, the university has created accessible facilities for the teachers of affiliated colleges to be up-to-speed on the latest and tested models of teaching and student assessment through the RGUHS Academic & Administrative Training Institute (RAATI).

It is also mandated by a resolution of the Syndicate that is duly notified that all teachers of the affiliated colleges shall undergo a training in educational methodology conducted by the RAATI. As a follow-up, the RAATI has been conducting trainings both online on the LMS, and onsite at the individual colleges various verticals on educational methodology. These trainings are provided free of cost to all the teachers of affiliated colleges.

In this background, it is brought to the notice of all the heads of affiliated institutions to ensure that their teachers are trained and certified by the RAATI, as these certifications will be considered as strictly essential for all the examination related assignments from the next academic year.

For further information, you may contact [raati.rguhs@gmail.com](mailto:raati.rguhs@gmail.com), or write to Director, RAATI, Rajiv Gandhi University of Health Sciences, Jayanagar 4<sup>th</sup> T Block, Bengaluru – 560041.

424.

Dr. Riyaz Basha  
Registrar (Evaluation).

To,  
All the Heads of Affiliated Institutions of RGUHS.

**Copy to :-**

1. PA to Hon`ble Vice Chancellor /Registrar/ Registrar (Eval.) / Finance Officer
2. Deans of Faculties
3. Director, RAATI
4. Office Copy



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ಆನೇ ಟಿ ಬ್ಲಾಕ್, ಜಯನಗರ, ಬೆಂಗಳೂರು - ೫೬೦೦೪೧.



**Rajiv Gandhi University of Health Sciences, Karnataka**

4<sup>th</sup> 'T' Block, Jayanagar, Bengaluru - 560 041.

No. RGU/RAA/BCEM-4/01/2023-24

Date: 05.12.2023

**Circular**

It has been the mission of Rajiv Gandhi University of Health Sciences, Karnataka to capacity-build the teachers for ensuring quality education in the affiliated institutions. In this regard, the University has been conducting various faculty development programs at various levels.

The Basic Course in Educational Methodology, a two-day intensive training program has been implemented to build the functional capacity of teachers to understand student needs, and customise the teaching and assessment practices. There has been a significantly positive response by the teachers towards this program.

The University now intends to revive the on-site conduct of Basic Course in Educational Methodology (BCEM) to the teachers of affiliated institutions with a new set of guidelines that are herewith attached.

Interested institutions may submit their Expression of Interest to host the BCEM in their campus in the accompanying format.

  
**Registrar**

To

- Heads of all affiliated institutions.

Copy to:

1. PA to Vice-Chancellor / Registrar / Registrar (E), Finance Officer.
2. Director, RGUHS Academic & Administrative Training Institute (RAATI).
3. System Analyst, Server Section to host it on University website.
4. Office copy.





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## Rajiv Gandhi University of Health Sciences, Karnataka

### Revised guidelines for conducting Basic Course in Educational Methodology (BCEM) at affiliated institutions.

1. Institutions affiliated to RGUHS may submit an Expression of Interest (EoI) to conduct the BCEM for their teachers, and additionally to the teachers of nearby affiliated institutions, in the prescribed form.
2. The host institute shall have the facility for conducting the BCEM as follows:
  - a. Workshop facility in the form of cafeteria-type seating arrangement for up to thirty participants.
  - b. There shall be projector, screen, whiteboard, and public address system in the workshop hall.
  - c. There shall be two additional classrooms of up to ten participants. These rooms shall have projector, screen, and white / blackboard.
3. The host institution shall submit the EoI along with the list of participants, which shall be not less than 24, and not more than 28, per batch.
4. The list of participants could be from the same institution, or they may tag teachers from the nearby affiliated institution.
5. In case teachers of other affiliated institutions are included as participants, the host institution shall provide the proof of approval from the head of concerned institution.
6. The host institution shall indicate the probable range of dates, so that the university can deploy the resource persons without affecting their regular academic activities.
7. The host institution shall provide the requisite stationary such as photocopying of the task sheets, and any other required materials to the participants.
8. The RAATI will provide the templates of activity sheets, which shall be photocopied by the host institution, and distributed by the Master Trainers.
9. The host institution shall also provide the refreshments for the participants, and resource persons deputed by the University during the workshop.
10. University shall reimburse the TA / LCA, DA, and honorarium for the Master Trainers deputed by the university, which shall be claimed individually from the finance section of university, along with the copies of university's office order, and the attendance certificate issued by the host institution.
11. The certificate of participation shall be issued to the participants by the host institution, as per the template provided by RAATI.
12. The host institute shall submit a report of the BCEM within two weeks of the completion of the program to the RAATI.



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Rajiv Gandhi University of Health Sciences, Karnataka

**Application for Conducting BCEM**

Name of College:

Address:

College Code:

Name of Principal:

Email ID:

Mobile Number:

Details of similar program conducted earlier at the institute:

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**Expression of Interest**

- I herewith submit the request to conduct Basic Course in Educational Methodology (BCEM) for the teachers of my institution.
- I herewith submit the list of participants who are bona fide faculty in my institution.
- I have also included teachers from an institution affiliated to RGUHS, and have obtained the approval of the head of that institution for including their faculty (proof of approval is submitted). \*
- I have read the new guidelines for the conduct of BCEM on-site, and agree with the stipulations to provide the facility, and support to conduct the BCEM program.
- I am also aware that there is no reimbursement of expenses, or financial assistance for this program by the University.

I suggest the following dates for conducting the BCEM at our institution:

Suggested Dates: .....

Thanking you,

Yours sincerely.



Director / Dean / Principal

Signature & Seal.