



## **BUNTS SANGHA'S S.M. SHETTY COLLEGE OF SCIENCE, COMMERCE AND MANAGEMENT STUDIES**



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### **TRAINING POLICY**

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**With effect from the Academic Year 2015-2016 onwards**

#### **INTERNAL QUALITY ASSURANCE CELL (IQAC)**

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HIRANANDANI GARDEN, POWAI, MUMBAI - 400 076**



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### **TRAINING POLICY**

#### **Scope**

This policy applies to all permanent, full-time or part-time, employees of the Institution. Employees with temporary/short-term contracts might attend trainings at the Management's discretion.

#### **Training Proposals**

- Training needs are identified at the time of communicating the feedback to teachers and non-teaching staff.
- Training needs are also identified in staff meetings.
- Training needs are identified when there is change in syllabi, teaching pedagogy etc.

Identified training needs analysis are communicated to the IQAC of the college for further action.

#### **Need for training**

- To update and fine-tune skills in teaching - learning process.
- To understand and implement latest and emerging teaching pedagogies.
- To meet the requirement of employment as per law or regulations like UGC, NAAC, University of Mumbai.
- To meet the requirement as per the certification of certain Institutions like ISO.

#### **Types of Training**

- Formal Training sessions (in house)
- Formal Training sessions (to be attended outside the Institution)
- Coaching and Mentoring (In house)
- Participating in conferences / seminars / Workshops

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### **Procedure**

Training proposals should be submitted to the management to get the approval. Once the approval is received detailed budget should be prepared comprising of the following:

- Training needs identified
- Topic of training
- Names and details of trainers
- Objectives of training
- Venue, date and time
- Total Cost of training (including registration fees, travelling expenditure, stayetc)
- Names of attendees

Feedback of the training programme should be given in the reporting meeting to the management.

If teachers are sent for training externally, they are expected to share their knowledge with other teachers in a formal setting if it is applicable to all or need to share the knowledge programme-wise.

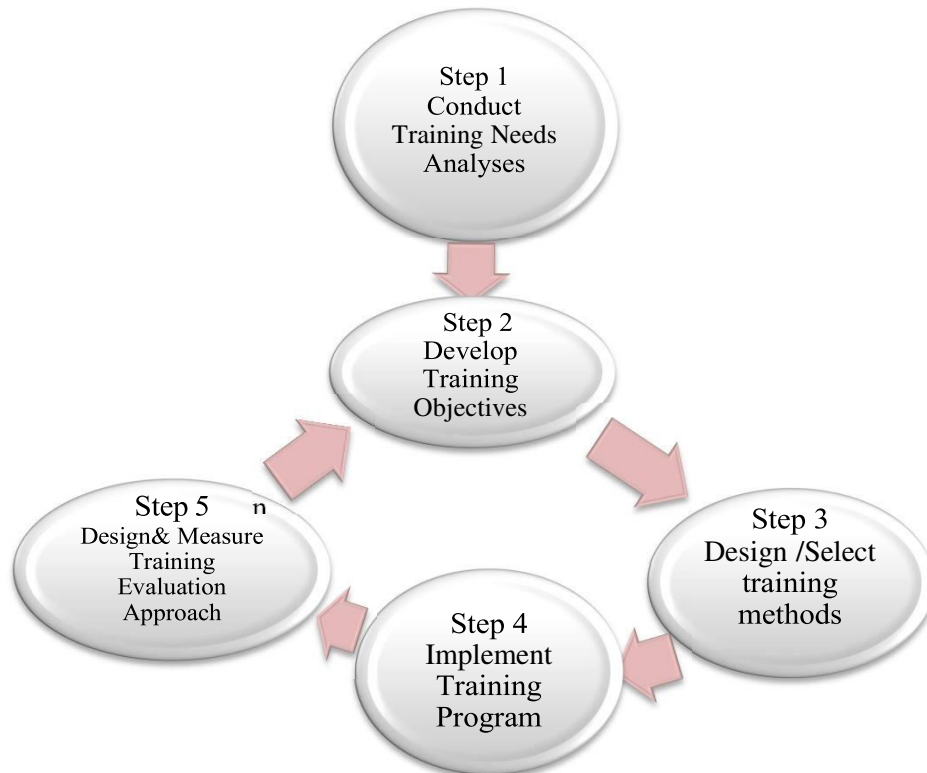
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**Pictorial representation of core Training Process**



Any amount spent on training is not expenditure but it is a kind of investment. Training and development keeps one updated in his/ her domain area. Training programmes would be really useful when it actually percolates down to the classrooms.

Date: 17/04/2015

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