

Document	Policy and Procedures Manual	PSGR Krishnammal College for Women			
Department	Human Resources				
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Topic	Training and Development - Employees				

1. Purpose

The purpose of this policy is to provide necessary training for employees to align themselves with the institutional goals, functional goals and their individual goals.

2. Scope

This policy applies to all employees of the Institution.

3. Policy

The Institution believes that the professional and personal development of an Employee leads to successful career growth. The proper training and development of employee enhances academic growth, individual growth which in turn aligns to the Institutional goals.

4. Procedure

4.1. Faculty Training and Development Programme:

4.1.1. The Institution head in coordination with respective HODs identify the training needs of the Faculties on an annual basis.

4.1.2. Based on the training requirements, the HODs arrange the FDP pertaining to their respective departments with the Principal's approval.

4.1.3. The HR department in discussion with the Management arranges common development programmes for faculties as and when required.

4.1.4. Apart from the above, the Aided faculties attend their refresher course at the affiliated University as and when they call for.

4.1.5. Faculty Development Programmes are also organised by Corporate Companies through University for specific programmes. This will be attended by the faculties and they in turn impart these training programmes to the students.



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4.2. Admin Staff Training Programme:

- 4.2.1. Training needs are identified for Senior Managers during their Annual Appraisal by the Management or the individual itself which will be organised by the HR department.
- 4.2.2. The HR department organises certain common training programmes annually like First Aid, Fire Safety programmes, POSH programmes etc.
- 4.2.3. The Department Heads identify requisite training programmes for their subordinates which will be organised by HR Department.
- 4.2.4. The HR department in discussion with the Management organises certain need based development / awareness programmes for the employees.

5. Responsibility:

- 5.1. The Department Heads are responsible for monitoring the attendance, punctuality of staff in attending the training programmes.
- 5.2. The HR department is responsible for monitoring all the training programmes organised by it and marking of attendance.

6. Documentation:

Attendance

Particulars	Prepared By	Approved By
Name	Mrs.Thelma Anto	Mrs.R.Nandini
Designation	Head - HR	Chairperson
Signature		