



AMITY UNIVERSITY

HARYANA

POLICY GUIDELINES FOR STAFF DEVELOPMENT PROGRAMMES

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POLICY GUIDELINES FOR STAFF DEVELOPMENT PROGRAMMES¹

The University recognizes a responsibility to enhance the staff employee's opportunity to develop skills and abilities for full performance within the position and for career advancement within the University. The University has, therefore, laid down a policy with an objective to maintain and improve the professional & personal competency of staff members and enhance the academic and intellectual environment. Providing employees with training and development opportunities not only contributes to the quality and effectiveness of Amity University Haryana but it also serves to motivate and retain employees.

1. Short Title, Application and Commencement

1.1 The policy may be called **Policy For Staff Development Programmes**

1.2 The Policy shall apply to all Non-Teaching Staff members.

1.3 The Policy shall come into force with effect from the date of approval.

2. Introduction

The Staff Development Policy aims at improving the productive capacity of the non-teaching support staff of the University by not only enabling them to realize their full potential in the roles they play but also enhance their own professional caliber. It is a planned Programme designed with an objective to improve staff's knowledge and skills in their areas of work. These Programmes also include topics from different areas like personality development, stress and time management, communication skills, University Rules and Regulations etc.

The University is committed to the current and future development of staff skills, expertise and ability in support of the University strategy, all our strategic and operational plans, and the job and career related aspirations of individual member of staff.

Amity University acknowledges that as an educational provider it has a unique responsibility to support and encourage the continuous learning and development of all supporting staff and is committed to the promotion of staff development and training. The SDPs are organized by Amity Academic Staff College. All Institutes, Schools and Departments will have to initiate the

¹ Guideline approved vide XXth Executive Council meeting held on YYth ZZZZ 201W (Item No. AA.BB)

professional development process with the use of an employee's performance appraisal, after an assessment is made of the training and development needs of the concerned office and its employees.

2.1 Amity Academic Staff College (AASC)

In cognizance of the need for training as an essential aspect in the development process, Amity University will set up the Amity Academic Staff College to provide in-house training to all the employees associated with the University.

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Well-structured **Staff Development Programmes (SDPs)** shall be organized by AASC. The functions of AASC in order to organize the SDPs shall include:

- i. Assessing the training needs of Non Teaching Staff;
- ii. Organizing in-house training Programmes;
- iii. Organizing workshops/ awareness Programmes/orientation/ skill-oriented/ technical/ training Programmes at the University level/Domain/ Institution/ Department level;
- iv. Collecting feedback and taking follow up action
- v. Maintaining records for future reference

3. Objectives of SDPs

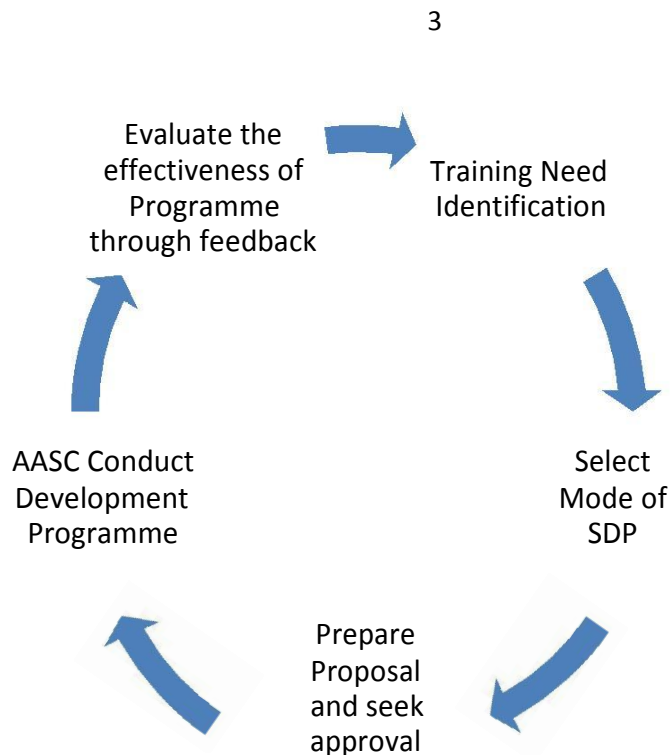
- i. To make all University employees aware of the University's vision, mission, objectives, history, policies, structure, rules and operational activities.
- ii. To help individual staff member acquire knowledge, skills or awareness which will allow him/ her to fulfill current responsibilities more effectively.
- iii. To reflect on the evolving character of the work and future career aspirations of non- teaching staff members and identifying their own staff development needs.
- iv. To develop and enhance staff's supervisory and managerial capacities.
- v. To impart among support staff an application of newly developed knowledge and skills in their respective areas of work as appropriate.
- vi. To provide a range of workshops, training Programmes etc. to support institutional effectiveness and career development through team and individual learning.

4. Principles

- i. Staff development activities shall address the development needs of all staff;
- ii. All staff members shall be encouraged to participate and engage with staff and career development activities and should take responsibility for their own learning to develop personal goals and to record and reflect on their own development;
- iii. All staff members shall recognize the value of staff development and the benefits it brings to the individual;
- iv. AASC shall support staff members in achieving their training and development objectives through the allocation of time, facilities and other resources, as appropriate;
- v. AASC shall ensure that training activities meet agreed development needs, have clearly defined outcomes and are designed to cater for a range of learning styles; and
- vi. Implementation of new systems, policies and processes are facilitated by an appropriate training and development Programme.

5. Process:

AASC follows a systematic process starting from the identification of training needs to conduct of training Programme and finally evaluate the effectiveness of Programme in terms of learning outcomes. The process is as follows:



5.1 Needs Driven:

Staff development shall be driven by needs, rather than being dictated by what is available or desirable. Determining needs involves being both proactive and responsive. Based on feedback from the Supervising officials, IQAC evaluations and through other mechanisms, the Amity Academic Staff College shall be proactive in seeking to provide opportunities for staff to update, extend or acquire new skills or knowledge within an environment of continually changing demands. However, staff development shall also be responsive in addressing specific needs of individual members of staff where appropriate. Training need identification for non-teaching staff is very crucial and important and shall be identified by seeking information through various sources:

- i. Training need analysis based on feedback of HoIs
- ii. Training need analysis based on participants feedback of FDPs organized by Amity Academic Staff College
- iii. Training need analysis requested by non teaching staff members and the training requirements recommended by HoIs
- iv. Training need based on emerging trends in specific domain/area of work
- v. Any other

5.2 Modes of SDPs

Activities pertaining to the staff development listed above shall be organized through different kinds of Programmes:

- i. Induction/ Orientation Programmes
- ii. Training Programmes
- iii. Workshops
- iv. Knowledge Sharing Sessions
- v. Briefing Sessions

5.3 Training Calendar:

Once the major training requirements are identified in the Annual Planning, a training calendar shall be prepared by Amity Academic Staff College (AASC) and put up for approval of the Competent Authority. The training calendar is prepared for 3 months and includes the dates and topics for the SDPs to be conducted. The training calendar shall be prepared in such a way that it doesn't hamper the regular academic activities.

5.4 Proposal:

A detailed proposal shall be prepared by all Institutions under the AUH as per the calendar at least 2 months prior to the scheduled dates and same shall be put up for approval of the Competent Authority through Amity Academic Staff College (AASC).

AASC shall examine the proposal and put up the proposal with their recommendations (if any) for approval. The proposal shall include:

- Brief Concept Note
- Objectives/Learning Outcomes
- Programme Schedule
- Profile of the Resource Persons
- Budget
- SDP Brochure

5.5 Evaluate the effectiveness of Programme through feedback

An important function of the Amity Academic Staff College is to assess the impact of these Programmes which is very essential for continuous improvement and to assess whether the objectives of the various Programmes are realized. These Programmes also ensure overall impact of the concerned office or the institution where the staff is employed. This will also help to identify the gaps for further improvement towards planning more innovative Programmes for the benefit of the staff, institutions and also help the faculty and students to face the challenges of the present day globalized competitive environment with the support of highly trained and skilled staff.

A prescribed feedback form shall be filled by each participant in order to assess the effectiveness at the end of the Programme.

6. Maintenance of Record:

AASC shall maintain a Programme-wise systematic record of resource persons, participants, and year-wise list of SDPs/Workshops Conducted. Staff are issued certificate of participation on completion of SDP/Programme/Course.