	Anjuman-I-Islam's Kalsekar Technical Campus, New Panvel		No.	AIKTC/SOP/HRTD/ 01
			Rev.	00
	STANDARD OPERATING PROCEDURE FOR CENTRE FOR HUMAN RESOURCE TRAINING AND DEVELOPMENT		Date	01/08/2023
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1. PURPOSE:

To facilitate training and development of human resources of AIKTC including Teaching, Non-Teaching, and Support staff.

2. **SCOPE:** All the Schools and Departments of AIKTC.

3. **RESPONSIBILITY:** All the members of constituted HRTD.

HRTD Controller is responsible for:

- Acting as a single point of contact for the centre.
- Controlling all the activities coming under the centre.
- Proposing budget wherever necessary.
- Identifying activities in consultation with Director, Deans, Heads and coordinators.
- Preparation of Activity calendar with the help of coordinators.
- Responsible for maintaining records at the centre level.

HRTD (School / Department Coordinators) are responsible for:

- Identifying various activities for the purpose of training and development of human resources.
- Coordinating budget sanctioning, and arranging infrastructure for smooth conduction of the activities.
- Keeping departmental records and making them available for the controller HRTD.
- Making departmental reports for the HRTD activities.

4. DEFINITION:

Human Resource: Teaching and Non teaching members of AIKTC.

Professional Development Program: A professional development plan is an ever-changing document that assesses your current skill set, helps you set career goals, create strategies, and uncover resources that will help you reach them. Read on for examples of professional development goals and plans, and discover tools to help track your progress.

Faculty Development Program: Faculty Development Programme is a skill development program specially designed for academic educators. The Faculty Development Programme has been specially developed for the upgradation of skills, and knowledge of the aspirants regarding technology, the management or any other area of specialization.

Short-Term Training Program: Short Term Training Program (STTP) intends to conduct faculty training through financial assistance from AICTE to enable faculty members in the field of technical education to introspect and learn techniques that can help prepare students for active and successful participants in a knowledge society.

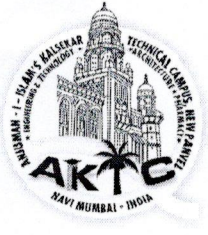
Kashif

Center Controller
Prof. Kashif Kazmi



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Director
Dr. Ramjan Khatik

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5. ABBREVIATIONS:

AIKTC: Anjuman-I-Islam's Kalsekar Technical Campus.

HRTD: Human Resource Training and Development.

STTP: Short-Term Training Program.

FDP: Faculty Development Program.

PDP: Professional Development Program

6. PROCEDURE

6.1 Controller HRTD shall extend the office order if necessary.

6.2 Team HRTD shall be identifying activities/schemes/programs etc on the training and development of human resources of aiktc as follows:

- Induction Program:** Induction program for newly joined faculty and staff members.
- FDP/STTP/workshops/PDP:** Organizing faculty development programs/STTP/workshops for both teaching and non-teaching fraternity.
- Team Building Activities:** HRTD shall be identifying team building activities and its execution once in two years.
- Achiever Felicitation:** To encourage and motivate human resources, HRTD shall be arranging program on felicitating human resources on their achievements in the field of academics, research, and administration.
- Personal Development:** The centre HRTD shall be identifying possible ways of personal development of human resources of AIKTC. Each coordinator can give their input on the personal development program required in the respective schools and departments. Accordingly, planning and execution should be done in consultation with Deans/HODs.

6.3 Team shall sit and prepare an activity calendar based on the discussion and the requirements of NAAC and BA or whichever seems necessary. Separate activity chart to be prepared for an academic year.

6.4 The Same calendar shall be approved by the Director.

6.5 Each department coordinator shall be publicizing the activities of HRTD well in advance at suitable places like notice boards, social media, the college website, etc.

6.6 School/Department level activities are to be coordinated by the respective coordinator in consultation with the controller HRTD.

7. TARGET

7.1 There should be at least one or two Institute Level activities conducted.

7.2 There should be at least one or two Department Level activities conducted.

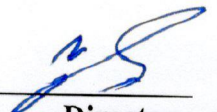
8. REFERENCES:

8.1 Guidelines by University and other statutory bodies.


8.2 NAAC & NBA Criterion.



Center Controller
Prof. Kashif Kazmi

Director
Dr. Ramjan Khatik

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9. RECORDS


9.1 Notices

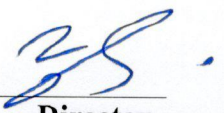
9.2 Minutes of Meetings

9.3 Records and reports of various programs and events

9.4 Feedback




Center Controller
Prof. Kashif Kazmi


Director
Dr. Ramjan Khatik