



## **Training and Career Development Cell**

### **1. Description of the Committee:**

The Training & Development Committee is pivotal in our pursuit & commitment to excellence, our SOP outlines a comprehensive framework for continuous improvement and alignment with the institutional objectives. Through strategic planning, rigorous assessment, and stakeholder engagement, the committee ensures the holistic development of students. With a focus on innovation and industry relevance, it fosters a culture of excellence, preparing students to meet the evolving demands of the global marketplace. Collaborating closely with faculty, industry partners, and accreditation bodies, the committee upholds our commitment to quality education and student success.

### **2. Purpose of the Committee:**

The purpose of the Training & Development Committee within our institution is multifaceted. This committee serves as the cornerstone for ensuring that our academic programs meet and exceed by meticulously designing and implementing strategies for student growth and success. Through continuous evaluation, enhancement of teaching methodologies, and integration of industry insights, the committee aims to foster a conducive learning environment that prepares students for real-world challenges. By upholding the principles of quality education and professional development, it plays a pivotal role in shaping competent, adaptable, and globally competitive graduates.

### **3. Objectives of the Committee: (In points)**

- a. **Ensure Compliance:** Align all training and development initiatives with the accreditation standards set forth by the National Board of Accreditation (NBA), ensuring full compliance and adherence to regulatory requirements.
- b. **Enhance Pedagogical Practices:** Continuously assess and improve teaching methodologies, curricular frameworks, and learning resources to foster an environment conducive to holistic student development and academic excellence.
- c. **Foster Industry Relevance:** Forge strategic partnerships with industry stakeholders to integrate real-world insights, case studies,



- and practical experiences into the curriculum, enhancing the employability and industry readiness of students.
- d. Facilitate Continuous Improvement: Implement robust mechanisms for feedback collection, data analysis, and program evaluation to identify areas for enhancement and drive continuous improvement in training and development initiatives.
  - e. Promote Professional Development: Provide diverse avenues for skill enhancement, career counseling, and personal growth through workshops, seminars, internships, and mentorship programs, empowering students to excel in their chosen fields and pursue lifelong learning.

#### **4. Committee Members/ Composition:**

<b>S. No.</b>	<b>Name of Faculty</b>	<b>Designation</b>	<b>Committee Designation</b>
1.	Mr.Aejaz Ahmed	Head, Training & Development	Convenor
2.	Dr. Irudhayamary	Asst. Professor	Member
3.	Mr. Mohamed Arshadh	Head, HR & Admin	Member

#### **5. Roles and Responsibilities of Members:**

- Provide leadership and direction to the committee in aligning training and development initiatives with accreditation standards.
- Oversee the implementation of strategies to enhance pedagogical practices and foster industry relevance.
- Facilitate collaboration among committee members and stakeholders to achieve committee objectives.
- Contribute expertise in curriculum design, teaching methodologies, and assessment practices to ensure academic rigor and quality.
- Develop and deliver training programs for faculty members to enhance their teaching skills and professional development.
- Collaborate with industry partners to incorporate industry trends and best practices into the curriculum.
- Advocate for student interests and provide feedback on training and development initiatives to ensure relevance and effectiveness.
- Assist in organizing student-centric programs, workshops, and events to promote holistic student development.
- Facilitate communication between students and the committee to address concerns and implement student-focused solutions.



- Serve as a bridge between the institution and industry stakeholders to identify skill gaps, industry needs, and employment opportunities.
- Provide insights and expertise on industry trends, technologies, and best practices to inform curriculum development and program enhancement.
- Collaborate with the committee to facilitate industry partnerships, internships, and placement opportunities for students.
- Provide administrative assistance in organizing committee meetings, maintaining records, and coordinating activities.
- Assist in data collection, analysis, and reporting to track progress towards accreditation goals and objectives.
- Manage communication channels and dissemination of information to internal and external stakeholders regarding training and development initiatives.

#### **6. Frequency of Meetings:**

Committee meetings are held once per semester and as and when required.

#### **7. Procedure:**

##### **a. Training Need Analysis:**

Sequential Steps:

- Identify stakeholders (students, faculty, industry partners).
- Conduct surveys, interviews, and focus group discussions to gather feedback on training needs.
- Analyze data to identify gaps and prioritize training areas.



- Develop a comprehensive Training Needs Analysis (TNA) report.
- Present findings to the Training & Development Committee for review and approval.

*Identify Stakeholders*

V

*Conduct Surveys/Interviews*

V

*Analyze Feedback Data*

V

*Prioritize Training Areas*

V

*Develop TNA Report*

V

*Review and Approval by Committee*

## **b. Training Calendar:**

### **Sequential Steps:**

- Review Training Needs Analysis (TNA) report.
- Identify available resources (facilities, trainers, budget).
- Develop a yearly training calendar based on identified needs and resources.
- Include details such as training topics, dates, duration, and target audience.
- Communicate the training calendar to stakeholders and solicit feedback.



*Review TNA Report*

V

*Identify Resources*

V

*Develop Yearly Training Calendar*

V

*Communicate to Stakeholders*

### **c. Selection of External Trainer:**

#### **Sequential Steps:**

- Define criteria for selecting external trainers (expertise, experience, reputation).
- Research potential trainers through online platforms, referrals, and industry networks.
- Conduct interviews or presentations to assess trainer suitability.
- Negotiate terms of engagement, including fees, schedule, and deliverables.
- Finalize selection based on evaluation and committee approval.

#### **Define Selection Criteria**

V



**Research Potential Trainers**

**V**

**Conduct Interviews/Presentations**

**V**

**Negotiate Terms**

**V**

**Finalize Selection**

**d. Records on Training Conducted:**

**Sequential Steps:**

- Create a standardized format for recording training details (date, topic, trainer, participants, feedback).
- Document training sessions conducted, including attendance sheets and training materials used.
- Maintain an organized database or file system for easy access and retrieval of records.
- Regularly update records with new training information and participant feedback.
- Periodically review and analyze training records for insights and improvements.

Create Standardized Format

**V**

Document Training Sessions



V

Maintain Database/File System

V

Update Records Regularly

V

Review and Analyze Records

#### **e. Student Assessment based on Training:**

##### **Sequential Steps:**

- Design assessment criteria aligned with training objectives and learning outcomes.
- Administer pre-training assessments to establish baseline knowledge and skills.
- Conduct training sessions as per the training calendar.
- Administer post-training assessments to measure knowledge retention and skill improvement.
- Analyze assessment results and provide feedback to students for continuous improvement.

Design Assessment Criteria

V

Administer Pre-Training Assessments

V

Conduct Training

V



Administer Post-Training Assessments

V

Analyze Assessment Results

V

Provide Feedback to Students

#### **f. Feedback and Evaluation on Training and Actions:**

##### **Sequential Steps:**

- Distribute feedback forms to training participants.
- Collect feedback on various aspects of the training session (content, delivery, relevance).
- Analyze feedback data to identify strengths and areas for improvement.
- Implement corrective actions or adjustments based on feedback analysis.
- Document and communicate outcomes of feedback and actions to stakeholders.

Distribute Feedback Forms

V

Collect Feedback Data

V

Analyze Feedback Data

V

Implement Corrective Actions





V

Document and Communicate Outcomes

**g. Training for Higher Studies & Career Advancement:**

**Sequential Steps:**

- Identify relevant higher study and career advancement opportunities (TNPSC, UPSC, IBPS, RRB, etc.).
- Organize awareness sessions to inform students about these opportunities.
- Provide guidance and resources for exam preparation, such as study materials and mock tests.
- Facilitate interaction with successful candidates or experts in respective fields.
- Monitor and support students' progress, offering assistance as needed throughout the preparation process.

Identify Opportunities

V

Organize Awareness Sessions

V

Provide Guidance and Resources

V

Facilitate Interaction with Experts

V

Monitor and Support Progress



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