

#### 9.4 Functions

The functions of Human Resource Development Centre are to plan and organize, induction/orientation and refresher programmes for teaching and non-teaching staff.

- Plan and execute training sessions for teaching and non-teaching human resource for skill up-gradation and induction training
- Identify resource persons in various fields of specialization for running the orientation course and refresher courses, and familiarize such resource persons with the philosophy and guidelines for the courses.
- Produce specially designed material required for effective implementation of the courses.
- Organize, monitor and evaluate courses.

#### 9.5 Mode of Training and Development Programs

Modes of development activities pertaining to staff/ faculty development shall be organized through different kinds of programmes:

- i. Induction Programmes
- ii. Orientation Programmes
- iii. Refresher Courses
- iv. Training Programmes
- v. Workshops
- vi. Knowledge Sharing Sessions
- vii. Briefing Sessions

#### 9.6 Proposal of Training

1. A detailed proposal shall be prepared by the concerned department (Dean/ HOD/ Administrative head) as per the academic calendar/training requirement of the department, one at the beginning of each academic semester.
2. HRDC shall examine the proposal and put up the proposal with their recommendations (if any) for approval.
3. The same shall be put up for approval of the Competent Authority through IQAC.
4. After completion /implementation of the training program, a detailed report of the event should be submitted to the office of HRDC convener. Soft copy of the same (with department seal and signatures) should be emailed to HRDC Convener, Director IQAC and Registrar, Jagannath University, Jaipur.

The proposal should include:

- Brief Concept Note
- Objectives/Learning Outcomes
- Program Schedule
- Profile of the Resource Persons
- Budget

