2024

TRAINING POLICY

For Non-Teaching Employees

Indian Institute of Technology Hyderabad
Kandi, Sangareddy, Telangana

Training Policy for Non-Teaching Staff-2024

1. Introduction:

Indian Institute of Technology Hyderabad (IITH) recognizes the importance of training and development for its non-teaching staff to enhance their skills, knowledge, and performance. This policy aims to provide a comprehensive framework for training and development programs for non-teaching staff to improve their efficiency, productivity, and contribution to the institute.

2. Objectives:

(a) To provide opportunities for non-teaching staff to acquire new skills and knowledge.
(b) To enhance their performance and productivity.
(c) To encourage professional growth and development.
(d) To align training programs with the institute's goals and objectives.
(e) To foster a culture of continuous learning and improvement.
(f) To enable employees to renew their professional council membership/ licenses.

3. Scope:

This policy applies to all regular non-teaching staff members of IITH, including administrative, technical, and other support staff. However, training cannot be demanded as a matter of right. The Institute reserves the right to decide whom to send for training and when, based on its needs and requirements, and the relevance of the training to the current duties being performed by a particular employee.

4. Training Programs:

(a) Induction training for new staff members.
(b) On-the-job training (in the Institute).
(c) Off-the-job training (workshops, conferences, seminars).
(d) Online training programs (conducted by the Institute and outside organizations).
(e) Leadership and management development programs.
(f) Skill enhancement programs (communication, teamwork, time management).
(g) Domain-specific training programs (Finance, HR, Medical, etc.).
(h) Training programs for staff development and advancement.
(i) Training programs for knowledge sharing and best practices.
(j) In-house training programs conducted at the Institute.

5. Training Centres:

Employees shall be deputed to attend the training programmes offered/run by the Central Government owned/funded Institutions only such as ISTM-New Delhi, NIFM-Faridabad, ASCI Hyderabad, IITs/NITs/CFTIs, AIIMS, etc. However, in exceptional cases where a particular training course, which is deemed necessary by the Institute, is not being conducted by any of the aforesaid institutions, the Institute may depute an employee to even a private organization for the purpose.

6. Training Needs Assessment:

  (a) Identification of training needs through:
      (i)   Performance appraisals.
      (ii)   Feedback from supervisors and peers.
      (iii) Self-assessment.
      (iv) Job requirements and responsibilities.

  (b) Prioritization of training needs based on:
      (i)   Institutional goals and objectives.
      (ii)   Departmental/Sectional goals and objectives.
      (iii) Staff performance and development needs.
      (iv) The guidelines of registration specific to Medical/Psychology professionals.

7. Training Approval and Funding:

  (a) Training proposals to be approved by the Competent Authority.
  (b) Funding for training programs to be allocated from the Institute's budget.
  (c) Training expenses to be borne by the institute, including:
      (i)   Course fees.
      (ii)   Travel and accommodation.
      (iii) Materials and resources.
  (d) The annual upper cap for an individual employee for the course fee is as follows:

Group-A Employees	Rs. 30,000/-	
Group-B Employees	Rs. 20,000/-	*Exclusive of TA/DA*
Group-C Employees	Rs. 10,000/-	

  (e) Employees are allowed to utilize the budget allotted to training as per the above upper cap.
  (f) An employee can attend physical training programmes on not more than one occasion in a financial year within the annual financial limit prescribed as above. However, the restriction on the number of occasions does not apply to online training programmes conducted by the government institutions, but within the prescribed budget limit.
  (g) The training proposed to be attended shall have relevance to the current duties being performed by the employee concerned.
  (h) As a general rule, no employee shall be deputed for trainings/conferences/workshops to be held abroad. However, should there be any such need, the same may be examined on merits and a suitable decision may be taken by the Institute on a case-to-case basis.

8. Training Evaluation:

  (a) Evaluation of training programs based on:
      (i)   Feedback from staff.
      (ii)   Learning outcomes.
      (iii) Impact on performance.
      (iv) Gain by the Institute from the training.
      (v)   For Medical Officers: periodic renewal of medical registration certificate using the earned CME credit points by attending Medical conferences/workshops.
  (b) Continuous monitoring and improvement of training programs.

9. Recording and Documentation:

(a) Maintenance of training records and documentation.
(b) Update of staff training profiles.
(c) Record of training programs attended, including:
    (i) Date and duration.
    (ii) Training provider.
    (iii) Course content.
    (iv) Learning outcomes.
    (v) CME credit points obtained for Medical Officers.

10. Responsibilities:

(a) HR Section:
    (i) Coordination and administration of training programs.
    (ii) Identification of training needs.
    (iii) Nomination of staff for training.
    (iv) Maintenance of record of the details of the trainings undergone and the expenditure incurred on registration fees.
(b) Finance & Accounts Section:
    (i) Settlement of TA/DA claims and maintenance of record of the expenditure incurred on TA/DA for the purpose.
(c) Heads of Departments/ Sections:
    (i) Identification of training needs.
    (ii) Recommending staff for training.
    (iii) Monitoring and evaluation of training programs.
(d) Staff Members:
    (i) Active participation in training programs.
    (ii) Feedback and self-assessment.
    (iii) Application of learning and skills acquired
    (iv) Imparting the knowledge/skills learnt during the training, to colleagues.

11. Relaxations:

The Director may relax any of the conditions stated above on merits on a case-to-case basis.

12. Review and Revision:

This policy will be reviewed and revised as and when necessary, as per the Institute's requirement.

13. Approval:

This policy has been approved by the competent authority, and future modifications if any shall be made with the approval of the competent authority only.

14. Effective Date:

This policy comes into effect from 01.10.2024.

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