



Criterion 6 - Governance, Leadership and Management


Key Indicator- 6.3 Faculty Empowerment Strategies

QIM 6.3.1- The institution has effective welfare measures for teaching and non-teaching staff

Sr. No.	Particulars	Pg. No.
1.	<u>ISO QMS: Procedure Manual</u> Management Process 3- Work Environment	2-12
2.	<u>ISO QMS: Procedure Manual</u> Management Process 4- Training & Development	13-19

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S.V. Road, Dahisar(E), Mumbai-400068



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3 Work environment

3.1 Objectives

- a) To establish a conducive work environment
- b) To establish methods of effective communication

3.2 Scope

- a) TRCL faculty and staff
- b) Internal and external communication


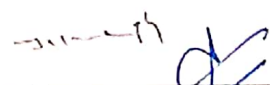
3.3 Targets and goals

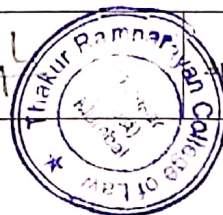
3.3.1 Targets

- a) To motivate faculty and staff for upgrading qualification by providing opportunity for research and higher education
- b) To strengthen external communication in the form of CDC meetings, advisory committee meetings, governing council meetings, parent-teacher meetings, TPO meets, etc.
- c) To conduct training programme to train faculty and staff for effective communication
- d) To organize medical check-up
- e) To conduct health awareness camps in collaboration with medical aid providers
- f) To provide financial assistance to faculty and staff by way of credit society, medical help and to students by means of group insurance, scholarships etc.


3.3.2 Goals

- a) To provide growth and development by inculcating a research culture, encouragement for higher education and participation in conferences leading to individual and institutional growth
- b) To create an eco-system for innovations, including incubation centre and other initiatives for the creation and transfer of knowledge
- c) To organize conference for providing a platform to inculcate a research culture
- d) To establish good external and internal communication involving all stakeholders
- e) To ensure a healthy environment with the provision of healthcare facilities like medical checkups etc.

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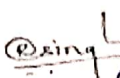
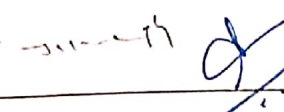

3.4 Activities and responsibilities


Sr. No.	Activity	Responsibility
1	Providing good working conditions	Principal
2	Formation of anti-ragging committee	Principal
3	Formation of women development cell (WDC)	Principal
4	Formation of internal quality assurance cell (IQAC)	Principal
5	Communication	Principal
6	Record Keeping	Administrative Officer
7	Overall guidance and control	Principal

3.5 Procedure

The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution. The effective leadership is visible in various institutional practices such as decentralization and participative management. The institutional strategic/perspective plan is effectively deployed. The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc. Institution has effective welfare measures for teaching and non-teaching staff. Institution has performance appraisal system for teaching and non-teaching staff. Institution conducts internal and external financial audits regularly. Institution has strategies for mobilisation of funds and the optimal utilisation of resources. Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. Institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities. Institute takes efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. Students and employees of the institution are sensitized to the constitutional obligations like values, rights, duties and responsibilities of citizens. Institution celebrates/organizes national and international commemorative days, events and festivals.

The process encourages the top management to create a healthy work environment in the Institute as engaged faculty and staff are more productive and customer-focused, and top management are more likely to retain them. This process deals with the ways which drive faculty and staff performance, accomplishment, and continuous improvement all year long. The process discusses the various provisions made for the financial benefits of faculty and staff, the leave rules and

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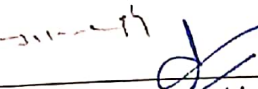

career development opportunities made by the Institute. Special provision is made for the women faculty, staff and students by forming a Women Development Cell where they can express their concerns. Provision is also made for action against Caste Based Discrimination for faculty, staff and students. The anti-ragging committee is formed to check an instance of malpractice prevalent in the Institute. Faculty, staff and students are provided with ergonomic working conditions with comfortable seating arrangements. Internal and external communication flow are outlined in this process.


3.5.1 Providing good working conditions

- a) Working time, working days, etc. are promulgated by the Principal at the beginning of each academic year.
- b) The list of holidays is promulgated by the Principal in the month of January every year, which is in compliance with Govt. of Maharashtra/MU.
- c) Leaves such as casual leave, earned leave, etc. are availed by faculty and staff by submitting Casual Leave Application form TRCL/MP/03/FRM/01 or Leave Application form TRCL/MP/03/FRM/02 as per the guidelines of the Institute.
- d) Leave guidelines are defined as per Section 10, Annexure of the Procedure Manual
- e) The attendance record is maintained in the Attendance Register (Faculty) TRCL/MP/03/REG/01 and in Attendance Register (Staff) TRCL/MP/03/REG/02.
- f) Record of leaves is maintained in Leave Register TRCL/MP/03/REG/03.
- g) faculty and staff are deemed to be on outdoor duty when they go for attending seminars, conferences, training programmes, university work, outdoor Institute work, etc. with prior approval from the Principal and are required to fill an Outdoor duty form TRCL/MP/03/FRM/03. A record is maintained in Outdoor Duty Register TRCL/MP/03/REG/04.
- h) Service books for each faculty and staff are maintained by the administrative office.
- i) Salary to the Faculty and staff is paid by 10th of every month. The entries in Salary Register (Faculty) TRCL/MP/03/REG/05 and Salary Register (Staff) TRCL/MP/03/REG/06 are done by the Accountant within ten days of crediting the salary.
- j) Code of conduct for faculty and staff is defined as per the Section 1, Annexure of the Procedure Manual.
- k) Code of conduct for students is defined as per Section 2, Annexure of the Procedure Manual.
- l) Code of Ethics to check malpractices and plagiarism in research is defined as per the Section 3, Annexure of the Procedure Manual.
- m) Strategic/Perspective plan and deployment documents are made available as per the Section 4, Annexure of the Procedure Manual.

3.5.2 Formation of anti-ragging committee

- a) The Anti-Ragging Committee and Grievances Redressal committee are formed with senior faculty and headed by the Principal.

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- b) CCTV cameras are installed in almost all areas in the Institute (i.e. Canteen, parking places etc.) to avoid ragging activities.
- c) Precautions are taken to avoid ragging activities right from the time students are admitted to the college at the first-year level.
- d) Wide canvassing about anti-ragging, is done in the forms of Flexes, Posters and Boards in college premises.
- e) Many awareness programmes about anti-ragging are conducted by the Anti Ragging Committee in the form of meetings with the senior students and faculty.

3.5.3 Formation of women development cell (WDC)

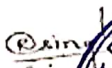


- a) The Women's Development Cell (WDC) is formed with senior faculty along with the student coordinators as a preventive measure/action against sexual harassment of women.
- b) Awareness of sexual harassment is created through guest lectures.
- c) Protection of girls/women studying/working on the premises is ensured from sexual harassment.
- d) Workshops/seminars/talks are organized to convey the message of Gender Equality (Gender Sensitization Workshops).
- e) The gender awareness is organized through posters/slogan/essay competition/screening of films/street play.
- f) The programmes are organized with other associations of the college such as Student council, Cultural Association, etc.
- g) The grievances/complaints of faculty, staff and students, especially in cases of gender discrimination are looked into by the Institute.
- h) The cases of sexual harassment if any is redressed.


3.5.4 Formation of Internal Quality Assurance Cell (IQAC)

- a) Teaching learning process, structures and methodologies of operations and learning outcomes at periodic intervals are reviewed through IQAC set up as per norms.
- b) Quality assurance initiatives like a regular meeting of the Internal Quality Assurance Cell (IQAC) is conducted.
- c) Feedback is collected, analyzed and used for improvements by Internal Quality Assurance Cell (IQAC).
- d) Collaborative quality initiatives with other institution(s) are conducted.
- e) Participation in NIRF and any other quality audit recognized by state, national or international agencies (ISO certification, NBA) are conducted.
- f) Incremental improvements made during the preceding five years (in case of the first cycle of NAAC) are recorded.

3.5.5 Communication

All letters, documents, correspondence coming into the Institute or going out of the Institute are

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sequentially numbered with appropriate entries being made in the Inward Register/Outward Register. Communication can be internal or external.

a) Internal Communication

1) Office Note

Office note is prepared by the Principal to take the necessary action on various activities at the Institute for the approval of the Secretary/Trustee. Sample Office Note is given in Section 5, Annexure of the Procedure Manual.

2) Office Orders

The Principal is authorized to issue official orders for the individual/group of people where any work is required to be done by the people or some appointment for the distribution of responsibility. Sample Office Order is given in Section 6, Annexure of the Procedure Manual.

3) Circulars and Notices

The Principal is authorized to issue circulars and notices in order to avoid the communication gap. Circulars are issued when the information is meant for a specific set of personnel. It is accordingly addressed to them and must come back to issuing authority. Notices are issued and displayed on notice boards when the information is mainly meant for students or faculty, staff and students. Sample Circular and Notice are given in Section 7 and 8 Annexure of the Procedure Manual respectively.

4) Inter-Office Memoranda (IOM)

These are used by the Institute for interdepartmental or intradepartmental communications. Section In charge and above are authorized to issue IOM. These are used when some action or information is requested from the counterpart of other departments and verbal communication has not been helpful or record in writing is considered necessary. IOM is made at equal level and is used one level higher and/or one level lower. Sample Inter-Office Memoranda (IOM) is given in Section 9, Annexure of the Procedure Manual.

5) Explanation


If the outcome is not as per expectations, the Principal asks for the explanation from the concerned faculty and staff to explain the reason for not achieving the objectives. Re-occurrence and unwanted impact of such events are avoided in the future, which in turn will help the Institute in maintaining healthy and conducive work environment.

All written communication carries following essential information:

- 1) Sr. No. in the following format: "(Department)/(Sr. No. starting from 01) of (Calendar Year)". Numbering shall restart with the commencement of the new year.
- 2) Date of issue

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- 3) Subject
- 4) Text
- 5) Name, designation and signature of the addressor
- 6) List of addressees in order of their seniority

Records of office orders, circulars, notices and IOMs issued by the Principal are maintained in the appropriate file.

b) External Communication

External communication is done by the Principal.

1) Incoming Correspondence


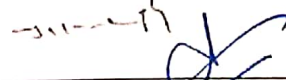
The record of all letters, documents, correspondence coming to TRCL are maintained in the Inward Register TRCL/MP/03/REG/07.

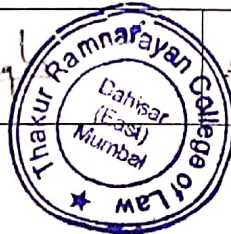
2) Outgoing Correspondence

The record of all letters, documents, correspondence going out of TRCL are maintained in the Outward Register TRCL/MP/03/REG/08.

3.6 Risks and mitigations


Sr. No	Risk	Mitigation	Opportunity
1	Medical Emergency	Availability of First Aid kit in the administrative office.	Medical camps and seminars on healthy lifestyles can be arranged.
2	Sexual Harassment	Approaching the Women development cell	Increase awareness of how to deal with such situations
3	Ragging	Approaching the Anti-Ragging Committee	Discipline will be maintained in the campus which is conducive for learning environment
4	Stress	Conducting Yoga sessions	People will be more productive at work by combating stress
5	Communication Gap	All communications are done via proper channel and in right hierarchical order.	Control of documented information will be more robust

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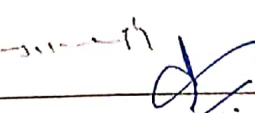
6	Physical environment for learning appropriate	for not	Cleanliness is maintained and comfortable seating arrangement is made with sufficient light and ventilation in the class.	Increase the alertness of student and staff towards maintaining clean and comfortable classroom environment
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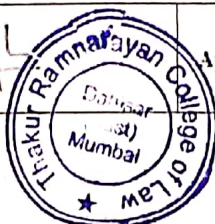
3.7 Monitoring and control of the process

- Compliance with code of conduct for faculty, staff and students is monitored by discipline committee and the Principal on a daily basis.
- The learning environment of the Institute to ensure no ragging activities are conducted is ensured by the Anti-Ragging Committee.
- The feeling of safety in the working environment among female faculty, staff and students is ensured by Women Development Cell.
- The work environment for conduciveness for faculty, staff and students is monitored by the Principal.
- Performance of faculty and staff is monitored by the Principal at the end of the semester.
- The leaves taken by faculty and staff are monitored by the Administrative Officer and the Principal on half yearly basis.
- Classrooms are checked for cleanliness and maintenance related issues by the Institute on a daily basis.


3.8 Process review

- Data analysis TRCL/MP/03/FRM/04 is done by the Administrative Officer to get the following information:
 - Participation of faculty of the institution in following activities related to curriculum development and assessment of the affiliating university and/are representation on the following academic bodies during the last five years:
 - Academic council/BoS of affiliating university
 - Setting of question papers for UG/PG programmes
 - Design and development of curriculum for add on/certificate/diploma courses
 - Assessment/evaluation process of the affiliating university.
 - Grants received from government and non-governmental agencies for research projects/endowments in the institution during the last five years (INR in Lakhs)
 - Faculty recognized as research guides (latest completed academic year)
 - Departments having research projects funded by government and non-government agencies during the last five years
 - Number of workshops/seminars conducted on research methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last five years

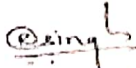

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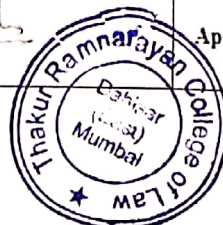


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- 6) Number of Ph.Ds registered per eligible faculty during the last five years
 - 7) Number of research papers per faculty in the journals notified on UGC website during the last five years
 - 8) Number of books and chapters in edited volumes/books published and papers in national/international conference-proceedings per teacher during last five years
 - 9) The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases
 - i) Implementation of guidelines of statutory/regulatory bodies
 - ii) Organisation wide awareness and undertakings on policies with zero tolerance
 - iii) Mechanisms for submission of online/offline students' grievances
 - iv) Timely redressal of the grievances through appropriate committees
 - 10) Implementation of e-governance in areas of operation
 - i) Administration
 - ii) Finance and accounts
 - iii) Student admission and support
 - iv) Examination
 - 11) Average percentage of faculty provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years
 - 12) Average number of professional development/administrative training programmes organized by the institution for teaching and non-teaching staff during the last five years
 - 13) Average percentage of teachers undergoing online/face-to-face Faculty Development Programmes (FDP) during the last five years (Professional Development Programmes, Orientation/Induction Programmes, Refresher Course, Short Term Course etc.)
 - 14) Quality assurance initiatives of the institution include:
 - i) Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements
 - ii) Collaborative quality initiatives with other institution(s)
 - iii) Participation in NIRF
 - iv) Any other quality audit recognized by state, national or international agencies (ISO certification, NBA)
 - 15) The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard
 - i) The code of conduct is displayed on the website
 - ii) There is a committee to monitor adherence to the code of conduct
 - iii) Institution organizes professional ethics programmes for students, teachers, administrators and other staff
 - iv) Annual awareness programmes on code of conduct are organized
- b) Code of the conduct of faculty is self-reviewed once in a semester by each faculty and the code of conduct of students is reviewed by discipline committee of the department and appropriate

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action is initiated.

- c) The ragging incidents happened, if any, is reviewed by anti-ragging committee and report is prepared and submitted to the Principal.
- d) The grievances are reviewed by WDC on the basis of feedback on a quarterly basis and the grievances are addressed.
- e) Communication with departments/sections is done to ensure an efficient and effective system.
- f) Review report is prepared with actionable point and action plan which can be implemented in the next cycle after approval from the Principal.
- g) Data generated after the review is used for the creation of knowledge which will lead to process improvement.


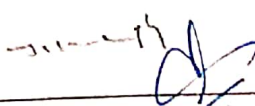
3.9 Scope for improvement

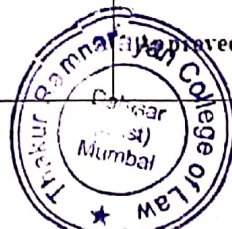
- a) Smooth and flawless communication at all levels
- b) Encouraging faculty and staff at the end of the year based upon their performances
- c) Encouraging open conversation within the Institution as to avoid any misunderstandings
- d) General discipline on campus reinforced by following code of conduct properly
- e) Implementation of e-governance in following areas of operation:

- 1) Planning and Development
- 2) Administration
- 3) Finance and Accounts
- 4) Student Admission and Support
- 5) Examination Options


3.10 Records

Sr. No.	Document Title	Document Reference	Retention Period
1	Casual Leave Application Form	TRCL/MP/03/FRM/01	5 Yrs.
2	Leave Application Form	TRCL/MP/03/FRM/02	5 Yrs.
3	Outdoor Duty Form	TRCL/MP/03/FRM/03	5 Yrs.
4	Data Analysis: Work Environment Process	TRCL/MP/03/FRM/04	5 Yrs.
5	Attendance Register (Faculty)	TRCL/MP/03/REG/01	Ongoing
6	Attendance Register (Staff)	TRCL/MP/03/REG/02	Ongoing

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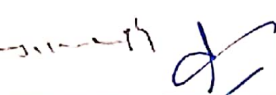
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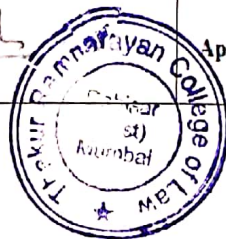
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7	Leave Register	TRCL/MP/03/REG/03	Ongoing
8	Outdoor Duty Register	TRCL/MP/03/REG/04	Ongoing
9	Salary Register (Faculty)	TRCL/MP/03/REG/05	Ongoing
8	Salary Register (Staff)	TRCL/MP/03/REG/06	Ongoing
9	Inward Register	TRCL/MP/03/REG/07	Ongoing
10	Outward Register	TRCL/MP/03/REG/08	Ongoing

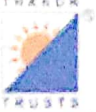
3.11 References

Sr. No.	Document Title	Document Reference
1	Code of Conduct (Faculty/Staff)	Section 1, Annexure of the Procedure Manual
2	Code of Conduct (Students)	Section 2, Annexure of the Procedure Manual
3	Code of Ethics to Check Malpractices and Plagiarism in Research	Section 3, Annexure of the Procedure Manual
4	Perspective and Strategic Plan	Section 4, Annexure of the Procedure Manual
5	Sample Office Note	Section 5, Annexure of the Procedure Manual
6	Sample Office Order	Section 6, Annexure of the Procedure Manual
7	Sample Circular	Section 7, Annexure of the Procedure Manual
8	Sample Notice	Section 8, Annexure of the Procedure Manual
9	Sample IOM	Section 9, Annexure of the Procedure Manual
10	Leave Guidelines	Section 10, Annexure of the Procedure Manual
11	NAAC Manual for Self-Study Report Affiliated/Constituent Colleges	TRCL/EXT/IP/01/01


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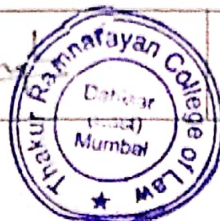


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12	Bar Council of India Part-IV Rules of Legal Education	TRCL/EXT/IP/01/02
13	ISO 9001:2015 Quality Management System Requirements	TRCL/EXT/MP/01/01

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 S.V. Road, Dattisar (E), Mumbai-400068

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4 Training and development

4.1 Objectives

To identify training needs of faculty and staff

4.2 Scope

- In-house and external training
- Research and Development activities
- Publications

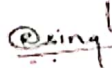
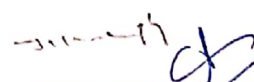
4.3 Targets and goals

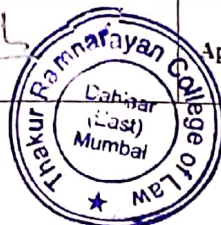
4.3.1 Targets

- To motivate faculty and staff to attend at least one training programme in one academic year
- To identify training needs of faculty and staff depending on the feedback from stakeholders and assessment by higher authorities
- To select training programmes that provide a competitive edge to bridge the gap between existing and required knowledge and skills
- To plan training programmes appropriately for optimum utilization of time and resources to gain maximum knowledge and skills
- To implement the training knowledge and techniques for making a significant contribution to academic conduct by effective teaching

4.3.2 Goals


- To ensure overall development of faculty and staff to become better individuals who can apply ethical principles and commit to professional ethics, responsibilities and norms of good practices in multidisciplinary settings
- To communicate effectively on complex activities with the community and society at large, such as being able to comprehend and write effective reports and design documentation, make effective presentations, and give and receive clear instructions
- To recognize the need for and to have the preparation and ability to engage in independent and lifelong learning in the broadest context of social change
- To arrange at least one training programme per year to train faculty and staff

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4.4 Activities and responsibilities

Sr. No.	Activity	Responsibility
1	Identification of training needs	Principal
2	Identification of training programmes	Principal
3	Planning of training programmes	Principal
4	Conduct of training programmes	Principal
5	Effectiveness of training programmes	Principal
6	Record keeping	Administrative Officer
7	Overall guidance and control	Principal

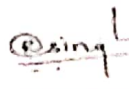


4.5 Procedure


The training need of faculty and staff is identified by the Principal/SI to mitigate rising industry needs or modern trends and to upgrade professional skills. Training is imparted accordingly to faculty and staff through seminars/workshops/conferences/orientations/industry visits, etc. The knowledge and skills acquired through training programmes provide a platform for faculty and staff to disseminate it to the students and other stakeholders via day to day work and interaction. The effectiveness of the training programmes is evaluated via feedback and gaps are identified for improvement of programmes. Outcomes of training programmes are:

- Utilizing the knowledge and skills gained from training for upgrading academic conduct that benefits students by enhancing their learning
- Knowledge sharing for increasing trained human resource who can train students

4.5.1 Identification of training needs

- Training and development needs are identified by self, by the Section, and by the Principal based on the following:
 - QMS awareness
 - New trends in the field of higher education
 - Feedback analysis received from students/parents/corporate etc.
 - As a result of appraisal
 - As a result of direct interaction with the faculty, staff and students

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- 6) Syllabus revision
- 7) Change in working methodologies
- 8) Process reviews

b) Records are maintained in the personal file of the faculty and staff.

4.5.2 Identification of training programmes

a) The various training programmes organized by the institute, can be categorized as in-house and out-house. Preparation includes:

- 1) Training area and its nature
- 2) Resource requirement
- 3) Identification of appropriate time slot and timetable
- 4) Budget provision (if applicable)
- 5) Logistic requirement

b) Topics from Law and General areas can be included in the training programmes depending upon the need of the hour.

c) The training programmes are identified as

- 1) Induction training programme (ITP)
- 2) Faculty/Staff development programme
- 3) Visit/Internship/On-job training
- 4) Seminar/Workshops/Conferences
- 5) Online certification programmes
- 6) QMS training programmes

4.5.3 Planning of training programmes

a) Training programmes are planned well in advance by the respective committees under the guidance of the Principal.

b) In-house training programmes are planned properly to avoid academic loss.



c) The consent is taken from faculty and staff for participating in the training programme if applicable.

d) The schedule of activities is notified to all concerned participants.

e) A budget is prepared by the FDP committee and approved by the Principal.

f) Resource person for training programmes is identified by the FDP Committee.


g) The schedule of training programmes is prepared by the FDP coordinator to avoid overlapping

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with academic conduct.

- h) Awareness of the training programme is carried out rigorously so that it reaches the target audience for maximum participation.
- i) Multimedia requirements are arranged and checked at the selected venue at least one day before the scheduled date.
- j) Logistics are arranged according to the number of enrolled/expected participants.





4.5.4 Conduct of training programmes


a) Induction training programme (ITP)

- 1) Induction training is mandatory for all the faculty and staff who join the Institute. At the time of joining, the Administrative Officer must ensure that the newly appointed faculty and staff is briefed about the induction training and the relevant forms are given along with appointment letter. The same is completed within 15 days from the date of joining the Institute.
- 2) Induction training for new recruits is given by the Principal/SI which may be in a group or on an individual basis.
- 3) Record of induction training is maintained in Induction Training Programme form TRCL/MP/04/FRM/01 in the personal file of faculty and staff which is maintained in the Administrative Office.

b) Faculty/Staff development programme

- 1) Professional development/administrative training programmes are organized by the Institution for faculty and staff.
- 2) Conferences, seminars, workshops, training programmes, orientation programmes, refresher courses, short-term courses, faculty development programmes are organized by the Institution for faculty and staff.
- 3) To increase the efficiency and effectiveness of the classroom teaching and laboratory conduct, the faculty and staff is trained on a regular basis throughout the academic year under Faculty/Staff Development Programme.
- 4) In-house Training is conducted as per the schedule under the coordination of the FDP committee along with the Principal.
- 5) The logistics are distributed to all the participants before the commencement of the programme.
- 6) The appreciation letter and the remuneration are given to resource person, wherever applicable.
- 7) The effectiveness of the training programme is evaluated by participants undergoing the training programme using Training Programme Feedback form TRCL/MP/04/FRM/02.
- 8) Attendance records are maintained using faculty/staff attendance form.
- 9) The records of training attended by faculty/staff are maintained in Training Register TRCL/MP/04/REG/01 by using format TRCL/MP/04/FRM/03.

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c) Visits/Internship/On-job training

- 1) Faculty are sent to visit Law Firms for a day or two to upgrade their knowledge and skills.
- 2) Faculty are sent for an internship to Law Firms for a longer duration if required to learn a new technology.
- 3) On-job training is organized for faculty and staff, if required.

d) Seminar/Workshops/Conferences

- 1) Faculty and staff are given a platform to publish their research work in national and international conferences and workshops organized both in-house and out-house.
- 2) Seminars are also organized within the Institute to enhance the knowledge and learning of the faculty and staff.

e) Online certification programmes

- 1) Faculty and staff are encouraged to register for online certification courses like MOOCS, Coursera etc.
- 2) At the end of the courses, the online test is conducted, and participating certificates are awarded.

f) QMS training programmes

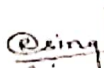

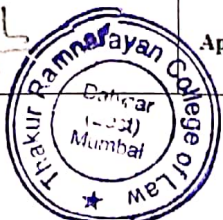
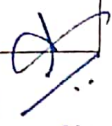
- 1) Awareness programmes are conducted in-house for all the faculty and staff.
- 2) Internal auditor training programmes are organized once in a year, if required.
- 3) If standards are renewed or revised, transition courses are organized for faculty and staff.


4.5.5 Effectiveness of training programmes

a) Effectiveness of training of the faculty and staff who attended the programme is evaluated by

- 1) Conducting tests (MCQs) or other activity which is set and evaluated by the trainer
- 2) Giving the presentation immediately after the completion of the programme
- 3) Adopting the learnings in the academic delivery

b) Records of effectiveness are maintained by the Faculty/Staff development programme committee in the appropriate file.

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4.6 Risks and mitigations


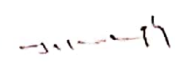
Sr. No.	Risk	Mitigation	Opportunity
1	Induction training not conducted for new recruits	Administrative Officer is made aware of new appointments and arranges induction training even if delayed.	Faculty can take initiative to study manuals to know about the organization and its working.
2	Non-availability of the training personnel for faculty training programme	Reschedule the training programme according to the availability of trainers	Some internal arrangement can be done. Activities can be conducted in that session for which trainers are not available.
3	Absenteeism and casual approach of faculty and staff for the programme	Proper selection of topics to attract the faculty and staff for active participation	Activities organized during a training programme can keep faculty and staff engaged and reduce absenteeism.
4	Training programme content is not understood due to lack of knowing prerequisites	Designing the content of training programme in such a way that includes prerequisites for current programme	Prerequisites can be informed to faculty and staff in advance along with the programme schedule.

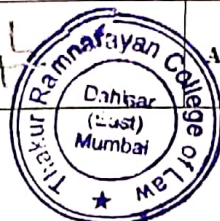
4.7 Monitoring and control of the process

- Induction Training Programme is monitored by the Administrative Officer which is completed within fifteen days from the date of joining.
- All events are monitored by respective faculty in-charge and the Principal on a regular basis.
- Faculty/Staff attendance is monitored by the FDP in-charge.
- After any training programme, the report is submitted within three working days and training register is updated within seven working days and is validated by the Principal.

4.8 Process review


- Compliance with programme objectives is reviewed by the Principal/SI.
- Review report is prepared with actionable point and action plan which can be implemented in the next event.
- Data generated after the review is used for the creation of knowledge related to training and development of employees which will lead to process improvement.

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4.9 Scope for improvement

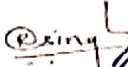

- Pre-requisites for the programmes
- Arranging programmes for interdisciplinary and multi-disciplinary learning
- Introducing peer observation and peer teaching to enhance and learn the best practices from each other
- Special training programme for the faculty who has not reached the 75% of their performance
- Encouraging the use of positive remarks to develop a healthy relationship between students and faculty members
- Encouraging multidisciplinary, interdisciplinary, intradisciplinary, cross disciplinary teaching-learning leading to overall development of the students

4.10 Records

Sr. No.	Document Title	Document Reference	Retention Period
1	Induction Training Programme Form	TRCL/MP/04/FRM/01	5 Yrs.
2	Training Programme Feedback Form	TRCL/MP/04/FRM/02	5 Yrs.
3	Training Register Format	TRCL/MP/04/FRM/03	5 Yrs.
4	Training Register	TRCL/MP/04/REG/01	Ongoing

4.11 References

Sr. No.	Document Title	Document Reference
1	NAAC Manual for Self-Study Report Affiliated/Constituent Colleges	TRCL/EXT/IP/01/01
2	Bar Council of India Part-IV Rules of Legal Education	TRCL/EXT/IP/01/02

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