

Federal Institute of Science and Technology (FISAT)[®]



Focus on Excellence

Policy on Identification of Training Needs for the Development of Staff



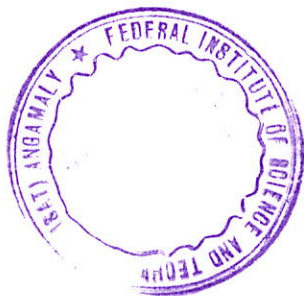
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Policy on Identification of Training Needs for the Development of Staff

With an objective to achieve excellence in every functional area, FISAT gives primary focus on developing its human resources. The following policy describes the guidelines for identification of training needs for development of all staff members.

The Principal/HOD shall maintain a file, which gives the details of the Qualification, Experience and Specialization of each and every teaching and non-teaching staff member. The particulars of the training programme attended by each staff member shall be maintained in the department. The H.O.Ds shall maintain a training file, which gives the details of the training programmes attended by the staff members in the department. The particulars of the training programme attended by each staff member, shall be recorded in the file. The Administrative Officer shall maintain separate personnel files for each staff member having details of their qualification, experience, copies of certificates, details of training attended etc., The areas of improvements needed for each staff member, are identified by the H.O.D through the result analysis got from the subject files, and also by personal observations. The feedback forms collected from students about individual staff members, shall be scrutinized by the Principal and their training needs and areas of improvements identified. After having identified the training needs of the staff members, the H.O.D shall recommend to the Principal, the need for training, who shall arrange for a suitable training programme. The staff can also voluntarily come forward, and express their willingness to participate in the training programme being conducted. Staff desirous of pursuing higher studies shall forward a letter of requisition recommended by the H.O.D, to the Principal, and on getting permission from the Management, can do so.



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