



# University of Patanjali Haridwar

6.3.3- B

Policy of teaching and nonteaching staff supported for professional  
development

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## Preamble

University of Patanjali Haridwar, as an educational organization committed to quality higher education of over a million students, requires to have fully committed and professionally competent employees – both teaching and non-teaching - who can shape the destinies of the students entrusted to their care. The development of employees as professionals calls for structured and systematic training to all its employees with a view to equip them with updated knowledge, current skills and enabling attitude so that they perform their duties effectively and efficiently.

## The training programme for teachers would focus on developing in the teacher:-

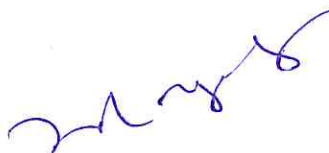
1. Competencies to handle the needs of the students and that of the society
2. Commitment to serve the learners and their profession and to pursue excellence in education
3. Positive attitude towards life and faith in the capacity of the child
4. Readiness to perform in the classroom in particular and in school in general effectively.

What is true for the teacher is also true for other educational personnel. The officers dealing with academics need regular support to address the issues such as changing requirements in content, pedagogy and also the training of teachers and training of trainers. The other personnel – the non-teaching office staff - serving the UoP also need training and re-training at regular intervals to upscale their knowledge and skills and to foster a positive attitude to deal with various administrative decisions.

## Training Policy For Various Categories of Staff

### Training Policy For Teachers

1. Every teacher will have to undergo mandatory course of three weeks duration within a period of 5 years.
2. Newly appointed teachers will undergo Induction training of 10 days duration in the first year of their joining, preferably prior to their joining.
3. The teachers promoted from one post to another will undergo two weeks refresher course within six months of their promotion, preferably prior to their joining.
4. Will participate in the courses/workshop/conferences/seminars etc organized by the top Institutes and other Govt. agencies.
5. Every teacher will be trained to use computer in classroom instructions.
6. Teachers will be encouraged to undertake self-study or to undertake courses conducted by universities. Suitable incentives will be given for successful completion of the courses certified to be in the University's interest.



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## Policy For Training Of Group Non-teaching Staff

1. Every non-teaching staff will have to undergo mandatory induction course of 15- day duration within 03 months of joining of the post.
2. Training programmes will be organized for all non-teaching staff at regular intervals.
3. In the training of non-teaching staff will by and large will be in-house. However, services of outside experts will be liberally hired even in in-house courses
4. Separate training programmes shall be arranged for office staff, technical staff and and other staff.
5. Need based courses will be organized for non-teaching staff administration and financial matters.

### Short Term Training Programmes:

Short term training programmes are effective and efficient modes of training and are relevant when focus is on limited areas. It is thus essential for all categories of employees to undergo need based short term programmes either arranged in-house or in collaboration with other organization. Short term courses shall be organised as and when need arises.



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