

# TRAINING NEEDS ANALYSIS.

Format I

(In order to conduct training needs analysis for faculty)

## A. Faculty Information:

Faculty Name \_\_\_\_\_ Designation \_\_\_\_\_

Department/Section/Division associated with \_\_\_\_\_ Age \_\_\_\_\_

Area of expertise \_\_\_\_\_ Highest Academic qualification \_\_\_\_\_

## B. Previous trainings undertaken:

This part is categorized into six different heads such as Industry, Pedagogy, Subject, Learning Resources, Research and Any Other. In order to make a fair and need based analysis these are further sub divided into two components of underwent (A) and undertook / organizing (B) the programs

### In industry

- A. If a staff member has an experience of Industry or Industry training for acquisition of specific skills, knowledge and competence
- B. If a staff member is involved in providing training inputs / consultancy to industry and organizing training programs for industry.

### In Pedagogy

- A. If a staff member has under gone training in developing teaching and assessment skills through Induction Training / Orientation Programs / Workshops
- B. If a staff member is involved in organizing training programs of Academic / Staff Training Colleges as a Coordinator or as a Resource Person

### In subject matter

- A. If a staff member has under gone training on subject matter through Summer/Winter Schools/Refresher Courses/Workshops
- B. If a staff member is involved in organizing training programs meant for advancement of knowledge in the subject matter as a Coordinator or as a Resource Person in Summer/Winter Schools/Refresher Courses/Workshops.

### In developing and usage of Learning Resources

- A. If a staff member has under gone training in developing Learning Resources through modern tools of teaching such as Multimedia, Tele-teaching, e-learning materials etc.,
- B. If a staff member is involved in preparing Lab Manuals / writing books / developing e-learning and power point lessons

### In Research

- A. If a staff-member has under gone training in acquiring specialized skills in advanced research practices in an institution of repute or pursued Doctoral / Post Doctoral Research abroad by virtue of fellowship.
- B. If a staff member is involved in Research Training Programs or as a Supervisor Number of Ph.D's Produced/Publication Credits

### **Any other area**

- A. If a staff member has undergone training in Administrative, Entrepreneurship Development, Personality Development, Life-style Management, Capacity Building, Motivation, Leadership and Communication Skills Development etc.,
- B. If a staff member is involved in organizing the programs as a Coordinator or as resource person listed in A of Category –VI and Visiting Abroad to Develop an exposure on advances in Science and Technology

Faculty and Staff Training needs to be planned as per the institutional needs especially considering the provisions of the CIPs. The training needs are being assessed based on the priorities of felt needs, age, experience and qualification.

Following are the Felt Needs

1. The restructured contents,
2. If new courses are to be started,
3. In teaching and usage of new laboratories;
4. In implementation of Reforms envisaged in the Project.
5. To undergo training in pedagogy for new and young faculty
6. Special training Programs on Motivation and Attitudinal Change to create an enabling mind set of Faculty and Staff

in implementation of reforms envisaged under TEQIP.

The Felt needs of 1,2 and 3 covers the Subject, Learning Resources, Research and Industry.

The Felt needs 4 and 6 signify the Capability enhancement.

Age is one of the important criteria for efficiency and quality improvement to strengthen the capacity in skills, knowledge and competence

Age Group	Training Needs
25 – 35	Pedagogy, LR's, Subject and Research
35 – 45	Industry, LR's, Subject and Research/Management
45 – 55	Management, Industry, LR's, Subject and Research
55 – 60	Management

Experience and Qualification are the criteria for choosing particular felt need in which faculty has the lacunae.

Such trainings also can be planned and organized in-house by inviting experts keeping in view the institutional visions and priorities set therein, which could be matched with the training needs of the departments, individual needs of the faculty and staff.

It is certified that a training need analysis has been conducted at the institution and the SD Plan 2006-07 is based on the felt needs of the institution as matched with the departmental and individual needs of the faculty and staff.

Nodal Officer (Academic)

(Signature of the Head of the Institution)