

Vivekananda Global University, Jaipur

HRDC Report 2016-17

The Human Resource Development Centre (HRDC) aims to equip faculty and staff with necessary skills to meet the continuously changing challenges of work life and inculcate a feeling of belongingness amongst them. The HRDC also cater to the needs of the faculty, and staff including non-academic staff to enhance their knowledge/skills through systematic events and methodologies.

HRDC uses different approaches in order to meet the challenges of life and to transform the employees into trained professionals and responsible citizen of the country. The Cell organises advanced level capacity enhancement and continuous knowledge up-gradation training programs for faculty and staff of the University. HRDC also conducts programs to build research, teaching and administration competence for holistic development of individuals.

The HRDC also encourages faculty and staff to participate in the events organized by other Higher Education Institutions and also to take membership of professional bodies so that they may keep themselves updated with the happenings in the contemporary world.

The activities planned for the session 2016-17 includes the following:

S. No.	Program	Target Participants	Tentative Date
1.	Course and Programme Design (including content, methods of teaching and technology)	Teaching Faculty Members	July, 2016
2.	Office Management & Secretarial Practice for Administrative Staff.	Non-Teaching Staff	August, 2016
3.	Personal and Legal Development in 21 st Century	Teaching Faculty Members	November, 2016
4.	Faculty Induction Program	New faculty members.	July, 2016
5.	FDP in collaboration with VIT, Jaipur on Advanced Presentation Skills	Teaching Faculty Members	Feb., 2017

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It was also proposed to reimburse 50% of the registration charges to faculty members attending conference/seminar/FDP etc. organized by other institutions.

During the academic year 2016-17 8 faculty members participated in the conference organized by other institute and they were reimbursed as per the policy of the University.

The HRDC organized following training programs for teaching and non-teaching staff during the Academic Year 2016-17:

S. No.	Program	No. of Participants	Date
1.	Course and Programme Design (including content, methods of teaching and technology)	40	16.07.2016
2.	Office Management & Secretarial Practice for Administrative Staff.	21	16.08.2016
3.	Personal and Legal Development in 21 st Century	25	08.11.2016
4.	FDP in collaboration with VIT, Jaipur on Advanced Presentation Skills	35	22.02.2017

HRDC conducted one Faculty Induction Programme for newly recruited staff and allowed 2 faculty members to attend Outside FDPs/ Conference/ seminar/ orientation/ Induction Programme, Refresher Course/short-term courses etc during the Academic Year 2016-17:

S. No.	Program	No. of Participants
1.	International Conference on Intelligent Computing and Application organized by IEEE & Springer	1
2.	National Conference on New Vistas in Chemical Research at IIS University	3
3.	Faculty Induction Program for New Faculty Members, VGU	9

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The HRDC proposes to conduct 15 professional development programmes for teaching and non-teaching in the coming Academic year 2017-18. Orientation/Induction Programme for newly recruited faculty members and will encourage faculty to attend Out-House FDPs/ Conference/ Seminar/ Orientation/ Induction Programme/Refresher Course/Short-term courses etc for their holistic development.


(Dy. Registrar)
HRDC


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