



## HOLY CROSS COLLEGE

### HUMAN RESOURCE DEVELOPMENT POLICY

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## **1. PREAMBLE**

Holy Cross College, Agartala is fully committed to the structured and systematic training and development of all its employees on an ongoing basis to enable them to perform their duties effectively and efficiently. This is also provided to enable employees to acquire the competencies and related qualifications and to develop their potential to meet the college's future human resources needs.

## **2. HUMAN RESOURCE DEVELOPMENT STRATEGY**

- 2.1** This policy is a strategic framework designed to serve as a guideline and shall be executed and administered in all departments within Holy Cross College.
- 2.2** All training and development initiatives shall be properly planned, programmed and recorded, and the results reviewed to determine how training methods can be improved and how maximum benefit can be obtained from resources devoted to training and development.
- 2.3** In respect of all training and development activities, the following shall apply:-
- 2.3.1** a structured approach to determine training and development needs; cost-effective acquisition and/or development of training courses or programmes based on needs and evaluated in terms of criteria laid down from time to time;
  - 2.3.2** attendance and/or presentation of training-programmes according to a training planning schedule;
  - 2.3.3** the evaluation of training in terms of trainee reaction, learning, practical application, and results achieved; and
  - 2.3.4** annual reporting on training interventions and challenges.
- 2.4** The Human Resources Department shall provide advice and assistance on training activities, and will be responsible for administrative and operative co-ordination of the training processes and programmes.
- 2.5** Departmental/Faculty training schedule based on the assessment of individuals and the college's needs, will be drawn up annually to take full account of the human resources development needs of various divisions and shall include budgetary provisions.
- 2.6** Training and development shall commence from the appointment of new employees and continue as long as the employee is in the employ of the college. Existing employees shall be drawn into the training process in accordance with priorities established by way of a structured analysis of training needs.

## **3. THE COLLEGE'S SKILLS DEVELOPMENT STRATEGIES:**

- 3.1** The Colleges will ensure an integrated approach to effective and goal-orientated training and development interventions within the college. Equal access to training and development shall be fostered for all staff.
- 3.2** Meetings shall be held regularly at intervals for skill development activities.

## **4. INDUCTION**

Every new employee, regardless of function or department / section, shall receive systematic induction training, which will enable the newly employed to become fully oriented in their respective jobs in the shortest possible time.

## **5. IN-SERVICE TRAINING**

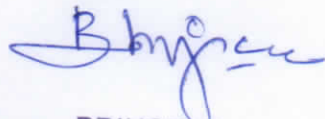
- 5.1** A staff member, being trained at his/her workplace, shall not be entitled to compensation in respect of travelling and/or subsistence costs.
- 5.2** A staff member, who received training at a place other than his/her workplace, will be entitled to travelling and subsistence costs in accordance with the tariffs and conditions applicable, provided that should it be more advantageous to the college for the staff member to travel between his/her place of residence and the training venue daily, arrangements will be made accordingly.
- 5.3** If a staff member attends external courses, workshops, or seminars, that are not presented by a college employee and not within the college premises, the prevailing college and subsistence tariffs as applicable to the individual concerned, shall be paid in accordance with the college's subsistence and travel policy.
- 5.4** The college may, from time to time, require that an employee be subjected to training of short duration in a particular field of study in order to acquire specific skills.

## **6. STUDY POLICY**

- 6.1** This part of the policy is a framework designed to afford the personnel of the College the opportunity to develop themselves in a formally structured way on the basis of identified requirements in the interest of the college in order to be able to cope satisfactorily with present and future allocated duties.
- 6.2** Holy Cross College supports the continuous development of its employees. However the operational requirements of the college and relevance of the studies concerned shall always be the primary consideration.
- 6.3** Employees who wish to undertake a study course towards obtaining a work related qualification, a degree or equivalent qualification must first obtain approval from the college authority.
- 6.4** The college shall consider each individual case upon application to ensure that the studies an employee wishes to pursue are in the interest of the college.
- 6.5** The college may, after favourable consideration, assist the employee by granting:-
- 6.5.1** study leave and/or financial assistance subject to the availability of funds as provided for.
- 6.6 Study and Examination Leave**
- 6.6.1** Examination leave with full pay on the basis of one day examination leave for every day prior to and on the day which the employee has to sit for an examination may be granted, provided that in the opinion of the head of department:-
- 6.6.1.1** it has the object to better equip the employee concerned for a career in the college; and
- 6.6.1.2** is in a field of study which is in full or in part in the interest of the college.
- 6.6.2** If the special examination leave granted in terms of subparagraph 6.6.2 precedes and succeeds a week end or public holiday, such day/s, although to be recorded as examination leave, must not be included when calculating the number of examination leave days granted to the employee.



- 6.6.3 An employee who studies part-time or by means of correspondence at a recognised educational institution and who, as a result of his/her studies, is required to be absent from his/her place of work, may be released from duty and be granted examination leave on full pay on the basis of one day examination leave on full pay for every day of vacation leave taken, provided that does not exceed 6 (six) months.
- 6.6.4 Examination leave for study purposes is subject to the employees serving the college for the period for which the examination leave was taken, a period of one year being the minimum, irrespective of the duration of the course. If the employee leaves the college before the expiry of the period concerned, the remuneration in respect of the examination leave that was granted must be refunded to the college.
- 6.6.5 An employee who serves in a capacity in which candidates are normally appointed with a view to train in specific fields and who study part-time at a recognised educational institutions, may be released from duty to the extent required by their studies, based on a contractual agreement entered into with the college.
- 6.6.6 The granting of privileges as set out in this paragraph is subject to the Head of the institution being satisfied that the studies are in the interest of the college.



PRINCIPAL  
HOLY CROSS COLLEGE  
JUBATARA, LEMBUCHERRA. P.O.  
AGARTALA, W. TRIPURA -799 210