



1.0 PURPOSE

To document the system for identification of training needs and training for staff development.

2.0 SCOPE

All faculty members and staff.

3.0 RESPONSIBILITY

HR in-charge, HOD and Principal

4.0 PROCEDURES

4.1 Identification of training needs

4.1.1 Training needs are identified essentially for the two distinct groups in the college.

- 1. Faculty
- 2. Non-Teaching staff.

4.1.2 The guiding principle is to prepare the faculty or staff to become competent and skilled to carryout the duties effectively. The services delivered should meet the level of satisfaction of customers namely students and parents.

4.1.2.1 Needs for training are identified by

1. Profile of faculty and staff

Profile of the faculty and staff is preserved in the respective faculty and staff personal files in which qualifications, experience, exposure and expertise are detailed. The HOD identifies the areas of development / training needed for the faculty.

2. Feedback from students

Student feedback information is analyzed by HOD/ Principal. Student feedback about faculty will cover the quality of preparation, delivery of the subject, academic knowledge, practical orientation willingness and attitude to help the students in their learning process etc. **(ACD09 and ACD10)**.

3. HOD Appraisal of faculty

At the end of semester, based on the exam results, feedback from the students and personal observation of the faculty teaching abilities in classes and in other activities, HODs/Principal makes a realistic assessment of the



need for training for the faculty (**HRD08**) and request for improvement through Training requests (**HRD01**).

4. Staff other than teaching

Non teaching staff members are also covered by assessment by Principal, HOD and faculty members, and the recommendations are submitted to Principal.

5. Self-appraisal / Interaction

Members of the faculty are asked to submit annual self-appraisal (**HRD07**) to Principal and they may identify the areas where they need upgradation, and inform the Principal about the areas of improvements through training requests (**HRD01**).

Concerned HODs will submit the training requests (**HRD01**) for the non-teaching staff to the HR in-charge to up grade their skills.

6. Competency Mapping

Based on the above (i.e. profile of the faculty, students feedback, Principals appraisal, faculty self-appraisal) a competence mapping (**HRD06**) is prepared by the HR in charge.

Based on the needs identified and the requests from the Principal/HOD/faculty/staff, annual training plan (**HRD02**) is prepared.

4.2 Faculty Training and development

General aspects for faculty training and development are,

1. Enhancement in qualification by higher studies.
2. Faculty training programs.
 - a. Academic training
 1. Internal (by senior staff).
 2. External (by guest lecture).
 - b. Personality development programs
3. Review system.



4.2.1 Enhancement in qualification by higher studies

- a) Principal receives the notification seeking admission for courses, which are prescribed for higher qualification, and circulates to all departments through HODs from where the proposals for improvement are expected.
- b) The members of the faculty who are interested will apply for the admission and the applications are scrutinized by the HOD and forwarded to Principal.
- c) On receipt of admission notification the faculty makes a specific request to the management for permission and release to persue higher studies and the management releases the member for the course permitting him / her to retain his / her in the institution and position treating the period of studies as leave with / without pay.
- d) The faculty who is availing this opportunity gives an undertaking that after the completion of the course he / she will serve the Institution for a period of certain years as decided and changed by the management from time to time.

4.2.2 Faculty training programs

a. Academic training

1. Internal (by senior staff)

- a. Based on the competence matrix the weaker areas of staff members are identified and in house seminar sessions are arranged and conducted by senior staff members.
- b. Senior staff members continuously support them by giving guidance and suggestions to improve their subject knowledge and teaching methodology.

2. External (by guest lecture)

Based on the assessment and competence matrix the training needs are identified and guest lectures are conducted.

b. Personality development programs

Once in a semester, experts from academic circles are invited to the college to address the members of the faculty on topics to cover,

- 1. Effective methods of presentation.
- 2. Motivating the students into active participation.
- 3. Classroom management techniques.
- 4. Effective use of teaching aids and



5. Faculty is encouraged to participate and present papers in seminars and symposiums, brainstorming session's etc., these would provide opportunities to broaden their outlook and to develop leadership qualities.

Training and development – staff other than teaching

General avenues for training and development are,

1. Internal

1. Senior staff (non-teaching) members conduct all the internal trainings.
2. In areas like laboratory, the teaching faculty members will give training for the non-teaching staff members.

2. External

1. Whenever new equipment / machinery is purchased the vendor shall train the operators / technicians on operation and maintenance in the college premises itself.
2. Principal and HOD decides the staff member who are to acquire additional qualification to enable them to discharge their duties effectively (viz. Library, Laboratory, office staff, etc.)
3. For all the trainings provided, the training record is prepared training wise (**HRD03**) and personnel wise (**HRD04**).

4.2.3 Feedback and Review Systems

In the staff meeting, Principal makes review about the improvement of the faculty and the faculty members review about the laboratory / workshop technicians, feedback of the trainees about the trainer/ training (**HRD05**) and the effectiveness of the training. For other administrative staff members CED / Principal review the improvement.

4.3 Up-dating of Personal Files for faculty and staff

4.3.1 A system of making entries in the Bio-data is followed which has its weightage in any enhancement consideration and thus becomes an influential tool for motivation.

4.3.2 Whenever a member of the staff acquires an additional qualification or training or successfully completes as in-service course, necessary entries are recorded in the Bio-data sheet wherein area of exposure, experience and expertise are detailed.



Sri Venkateshvara College of Engineering

QUALITY SYSTEM PROCEDURES

STAFF TRAINING

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4.3.3 Paper presentations on relevant subjects in seminars and symposium, college magazine and other technical publications, if any, are updated in the bio-data.

5.0 RECORDS

File / Register Title	Format Number	Responsibility	Minimum Retention Period
Training Request	HRD01	HOD / Principal	Till staff leaves
Annual training plan	HRD02	HR	3 years
Training record	HRD03	HR	3 years
Individual Training Record	HRD04	HOD	Till staff leaves
Training feed back	HRD05	HOD	3 years
Skill Matrix	HRD06	HOD	3 years
Performance Appraisal – Self Appraisal	HRD07	Faculty and staff	Till staff leaves
Performance Appraisal – HOD / Principal Appraisal	HRD08	HOD / Principal	Till staff leaves
Personal file for faculty/staff	--	HRD / Principal	Till staff leaves

6.0 REFERENCE

Details of various training programme

QSP 01 - Procedure for Staff Meetings

QSP 10 - Procedure for Feedback Systems

QSP 12 - Procedure for Staff Selection

QSP 31 - Procedure for Corrective and Preventive Action

Principal

Dr. NAGESWARA GUPTHA M.
PRINCIPAL

Sri Venkateshvara College of Engineering
Vidyanagar, Bangalore-562 157



Accredited by NAAC & NBA*

SVCE BENGALURU

SRI VENKATESHWARA COLLEGE OF ENGINEERING
— Affiliated to VTU, Approved by AICTE, Recognised by UGC u/s 2(f) & 12(B)—

Ref: SVCE/ADM/2021-221205

Date: 06/05/2022

CIRCULAR

Internal Quality Assurance Cell - SVCE is organizing an “**Awareness program on Outcome Based Education (OBE) and Pedagogy**” on **07.05.2022** (Saturday). All are informed to actively participate in the event.

Outcome-Based Education (OBE) is a student-centered teaching and learning style in which course delivery and evaluation are organized to fulfill stated objectives and outcomes.

Venue: R314

Time: 2:30 PM onwards

Principal
PRINCIPAL

Sri Venkateshwara College of Engineering
Vidyanagar, Bangalore-562 157

E-Circulation To:

1. HoDs: ECE, CSE, ISE, CSE-AI, ME, EEE, MT, CE.
2. Dean – Academics, Registrar, COE, Library, Q-RIDES, IQAC.
3. Honourable CED for kind information.

Date: 06/05/2022

To,
The Principal
SVCE, Bengaluru

From,
Dr. Manjunatha N K
IQAC Coordinator
SVCE, Bengaluru

Respected Sir,

Subject: Requesting permission to conduct an awareness program on OBE and Pedagogy.

With reference to the above subject, IQAC is planning to conduct an awareness program on outcome-based education and pedagogy. The details are given below

Topic: - "Awareness program on Outcome Based Education (OBE) and Pedagogy".


Date: - 07/05/2022

Resource Person: - Dr. Nageswar Gupta M, Principal, SVCE, Bengaluru.

The awareness program helps enhance the knowledge of all faculty members about OBE and pedagogy. Hence, I request you to permit the same.

Thank You

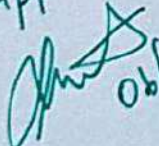
Yours Sincerely

 06/05/2022

Dr. Manjunatha N K

IQAC Coordinator

**Sri Venkateshwara College of Engineering
Vidyanagar, Bengaluru-562157**

Approved
 06/05/2022



Registration Form

Awareness program on Outcome Based Education (OBE) and
Pedagogy on 07.05.2022

Sl. No.	Name of the Participant	Department	Signature
1	NAGESWARA GUPTHA M	CSE	[Signature]
2	Dr. Manjunatha . N.K	IQAC	[Signature]
3	Dr. S C Lingareddy	CSE	[Signature]
4	Latha M.S.	Civil Engg	[Signature] 07/05/22
5	Peornema GR	ECCE	[Signature] 07/05/22
6	Prakasha - G	GA	[Signature] 07/05/22
7	Shrishaail. Katakoti	ME.	[Signature]
8.	Girishwamy . B G	ME	[Signature]
9.	Sunil. S	ME	[Signature]
10	Darshan A Bhyrappa	ECE	[Signature]
11.	Dr. Jitesh. J.J	ECE	[Signature]
12.	Dr. Sunil Kumar KN	ECE	[Signature]
17.	Sashik Kumar.S	ECE	[Signature]
18	Dr. Thirudharam Sundaram	MBA	[Signature]
19	Manjunath, M	ECE	[Signature]
20	DIVAKARA.M	ECE	[Signature]
21	Svetla.S. Kulkarni	ECE	[Signature]
22	DEVIKA.S	ECE	[Signature] P. Devika
23	JAYLAKSHMI N	ECE	[Signature]
24	N SHARADAMMA	BS	[Signature]
25	Harshitha Urs A.S	BS	[Signature]

26	Dr. Kavitha B.N	BS	Kavitha B.N
27	B. Sumargala	CSE	B
28	Pundalik Chavan	CSE	P. Chavan
29	Dr Ajatashatru Samal	MBA	Dr Samal
30	Dr Prathima V.R	ISE	Dr Prathima
31	B. Padmavathy	CSE	B. Padmavathy
32	Ashita. S	CSE	Ashita
33	Archana.M	CSE	Archana
34	Rakshitha k.s	CSE	Rakshitha k
35	Nandini P.	CSE	Nandini P
36	VEDA N.	CSE	Veda N.
37	Suresh p	CSE	Suresh p
38	K. Balaji	CSE	K. Balaji
39	Shashidhara .J.M.	BS	Shashidhara
40	KARTHIK REDDY. S	MBA	Karthik
41.	Chuthan. C	ISE	Chuthan
42.	Dr Krishna Reddy DV	BS	Dr Krishna
43	Surekha Ravi-N	BS	Surekha
44	Ramani Krishnan	BS	Ramani
45	Vineth Kumar PK	ECE	Vineth
46	Guruprasad Y.K	ISE	Guruprasad
47	LOKESH.M	CSE	Lokesh
48	Abhilash - Dc	CSE	Abhilash
49	Kulbarni Vassha	CSE	Kulbarni
50.	N. Sridevi	CSE	N. Sridevi
51.	Aiswarya R.	CSE	Aiswarya
52	Shubha.	MBA	Shubha
53	Ramesh. G.	CSE	Ramesh
54	Prasanna. HN	MBA	Prasanna



**Sri Venkateshwara College of Engineering
Internal Quality Assurance Cell (IQAC)**



Awareness Program Report

Name of the Event: "Awareness program on Outcome Based Education (OBE) and Pedagogy"

Date of the Event: 07/05/2022.


Sri Venkateshwara College of Engineering (SVCE) through IQAC organized an awareness program on the "Outcome Based Education (OBE) and Pedagogy" on 07/05/2022 at 2.30 PM. The session started at 2.30 PM and was attended by all teaching faculties of SVCE along with our beloved HODs of various departments.

During the program, participants had the opportunity to gain knowledge about outcome-based education and pedagogy. The resource person **Dr. Nageshwara Guptha M, Principal SVCE, Bengaluru** started the session.

Outcome-Based Education (OBE) is a student-centered teaching and learning style in which course delivery and evaluation are organized to fulfill stated objectives and outcomes. In his talk, the resource person explained the importance of outcome-based education listed pointwise.

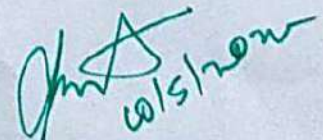
- Explained the course outcomes and program outcomes.
- Awareness was created about the mapping of course outcomes with program outcomes.
- Awareness was created about the direct assessment for the attainment of course outcomes and the tools used for the direct assessment.
- Awareness was created about the indirect assessment for the attainment of course outcomes and the tools used for the indirect assessment.
- Awareness was created about the equal percentage of marks distribution for each CO's for direct assessment tools.

Concluded the session at 4.00 PM. There was a Questioner session between 3.30 PM to 3.45 PM. Dr. Manjunatha N K, IQAC Head gave Vote of thanks.

 10/5/2022

**IQAC Coordinator
IQAC Coordinator**

Sri Venkateshwara College of Engineering
Vidyanagar, Bengaluru-562157


Principal

Principal
Sri Venkateshwara College of Engineering
Vidyanagar, Bengaluru-562157

Gallery:-

