



Shri Shivaji Education Society, Amravati's

DR. PANJABRAO DESHMUKH NURSING INSTITUTE

Shivaji Nagar, Amravati, Maharashtra State -444 603



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Ref. No. PDNI/ /20

DATE : / /20

IQAC initiates
Dr. Panjabrao Deshmukh Nursing Institute, Amravati

POLICY DOCUMENT ON ORGANIZING PROFESSIONAL DEVELOPMENT AND ADMINISTRATIVE TRAINING PROGRAMS FOR TEACHING AND NON-TEACHING STAFF

1. Introduction:

Professional development programs are structured initiatives designed to enhance teachers' skills, knowledge, and competencies, ultimately improving their performance and career progression. They go beyond basic onboarding or mandatory training and offer a variety of learning opportunities, including on-the-job training, college courses, workshops, seminars, and more.

On the other hand, the administrative training programs equip administrative staff with the essential skills and knowledge to effectively manage administrative tasks and office operations. These programs often cover areas like office management, communication, project management, and the use of office technology.

Therefore, it is essential to organize professional development and administrative training programs for teaching and non-teaching staff to enhance skills, knowledge, and competencies at a work place.

2. Aim: To improve job performance, career progression, and more engaged workforce of teaching and administrative staff.

3. Title: This policy shall be called as "organising professional development and administrative training programs for teaching and non-teaching staff".

4. Implementation: This policy shall come into force with effect from 02/06/2025.

5. Applicability of the policy: This policy shall be applicable to nursing departments and administrative office of PDNI Amravati.



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**POLICY DOCUMENT ON ORGANIZING PROFESSIONAL DEVELOPMENT AND ADMINISTRATIVE
TRAINING PROGRAMS FOR TEACHING AND NON-TEACHING STAFF**

1. Introduction:

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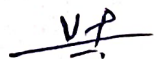
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6. Policies on professional development and administrative training programs for teaching and non-teaching staff:

It is the responsibility of the institute to organize training programs regularly for teaching and non-teaching staff to improve the job performance and career progression of staff. The delegated responsibility to the staff as follows:

- The training programs shall be organized by the departmental staff.
- Each department shall conduct two training programs within specified time period i.e., 1st day of August to 31st January. (FON Dept.-2, MSN Dept.-2, Mental health Dept.-2, OBG Dept.-2, Child health nursing Dept.-2, CHN Dept.-2, and Administrative Dept.-2)
- The last date of organizing 'first training program' shall be up to 31st October.
- The last date of organizing 'second training program' shall be up to 31st January.
- The topic / theme of the training program shall be approved by the head of institution.
- The estimated budget or expected expenses of training program shall be approved by the head of institution, at least 15 days prior to the event.
- The TA / DA and honorarium to the guest speaker (if invited) shall be borne by the institution.
- The departmental head shall ensure that the date & time of program or event communicated well in advance to the participants and other invitees.
- The departmental head shall make effective training program using following steps.
 - ✓ Establish training needs
 - ✓ Define learning objectives
 - ✓ Understand different training techniques
 - ✓ Create training content
 - ✓ Assemble training materials
 - ✓ Conduct training
 - ✓ Evaluate the program
- The departmental head shall submit the report to the concerned with geo-tagged photographs / video, within a week, after completion of such program.



(Dr. Veda Vivek)
Principal, Dr. PDNI Amravati