

# TRAINING FLOWCHART

Step 1

Objectives of the training programme

Step 2

Identifying Training needs  
(Training need analysis format)

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Step 3

Formulating the training plans

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Step 4

Identify the trainer /trainees

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Step 5

Execute the training programme

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Step 6

Evaluation of the training programme  
(Trainer Feedback/Trainees Feedback)

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Step 7

Follow up

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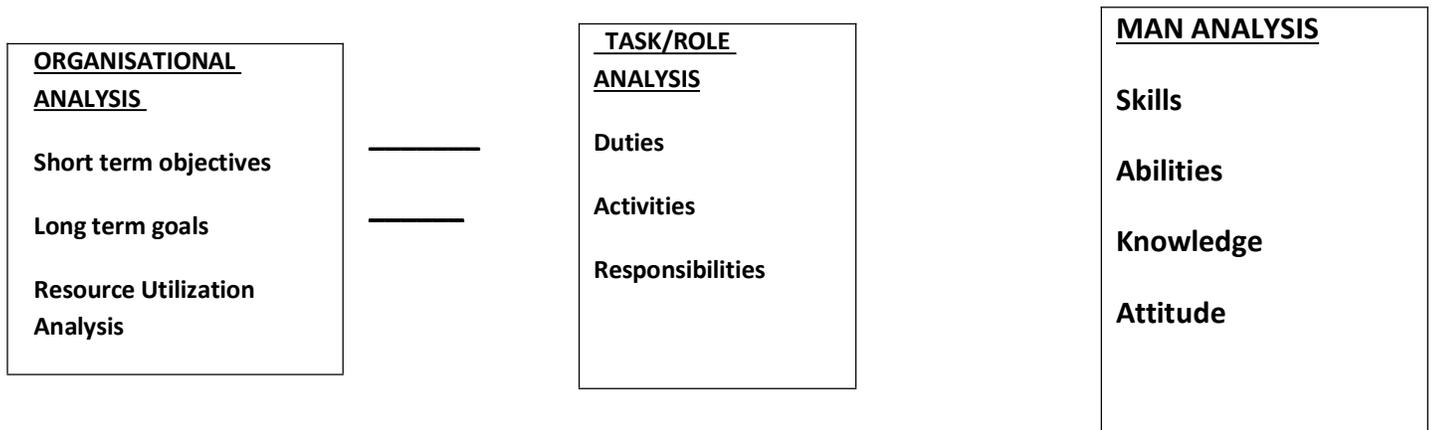
## **TRAINING**

**Training is a process of teaching the new and/or present students and employees basic skills they need to effectively perform their jobs. It is the process of improving the skills, ability, competencies and knowledge to effectively perform the present jobs.**

## **TRAINING OBJECTIVE**

- 1. To impart induction to the new students and employees the basic knowledge and skills required for efficient performance of the particular tasks.**
- 2. To help the employees and the students function more effectively in their positions by updating them the latest concepts, information, techniques and developing the skills they would require in the particular field of activity.**
- 3. To prepare second line of personnel so that they could occupy higher positions with more responsibilities as and when these arise in future.**
- 4. To develop competency among the students and the employees in newer areas which they have been gaining importance during the period.**
- 5. To help achieve individual and group objectives.**
- 6. To improve better relationship between the students, teachers, employees and the employers.**
- 7. To effectively and efficiently achieve the tasks entrusted to an individual stakeholders**
- 8. To improve the personal and human skills of the students and the employees.**
- 9. To help improve the morale of the students and employees.**
- 10. To reduce the cost and time involve in learning.**

## TRAINING NEED IDENTIFICATION



TOOL USED: PERFORMANCE APPRAISAL FORMAT/REMARKS

## TRAINING PLANS

### 1. Students and employees Orientation

SL. NO.	CONTENTS	DURATION	PERIOD	RESOURCE PERSON
1	Introduction to the Institute	<u>1 hour</u>	<u>July</u>	<u>HR Manager</u>
2	Rules and Regulations	<u>30 min</u>	<u>July</u>	<u>HOD</u>
3	Introduction to the department.	<u>1 hour</u>	<u>July</u>	<u>HOD</u>
4	Job Introduction	<u>30 mins</u>	<u>July</u>	<u>Faculty</u>

### 2. Faculty Refresher Programme

SL. NO.	CONTENTS	DURATION	PERIOD	RESOURCE PERSON
1	Teaching Methodology	<u>4 hour</u>	<u>June 2016</u>	<u>ASC Empaneled</u>
2	Behavioral Aspects/Educational Psychology	<u>6 hour</u>	<u>October 2015</u>	<u>ASC Empaneled</u>
3	Teaching Ethics	<u>4 hour</u>	<u>February 2016</u>	<u>ASC Empaneled</u>

### 3. Internship Program for the students

SL. NO.	DOCUMENTS	DATE OF SUBMISSION
1	Confirmation Letter Joining Report	<u>30 May/30 Dec for self option</u> <u>15 June/Jan to Faculty advisor</u> <u>30 June/Jan to T&amp;P CELL</u>
2	Synopsis	<u>Within 15 days of Joining</u>
3	Appraisal Profoma	<u>Within 3 days from the date of completion of the training</u>
4	Project Report Submission	<u>To be announced by respective department</u>

### 4. Industrial Visits of Students

SL. NO.	COURSE	SEMESTER	NO. OF VISIT
1	BBA	<u>2</u>	<u>1</u>
	BCA	<u>3</u>	<u>1</u>
	BA(MASSCOMM) BSC(MICRO BIO)	<u>4</u>	<u>1</u>
2	MBA	<u>2</u>	<u>1</u>
	MSC(IT)	<u>3</u>	<u>1</u>
	MA(MASSCOMM) MSC(BIOTECH)	<u>TOTAL</u>	<u>5</u>

## **5. Soft skills Training for the VTP Trainees**

<b>SL. NO.</b>		<b>DURATION</b>	<b>PERIOD</b>	<b>RESOURCE PERSON</b>
<b>1</b>	<b>Introductions Body Language</b>	<b><u>1 hour</u></b>	<b><u>August</u></b>	<b><u>Santa Singha</u></b>
<b>2</b>	<b>Dining Etiquette Telephone Etiquette</b>	<b><u>1 hour</u></b>	<b><u>August</u></b>	<b><u>Poonam Sharma</u></b>
<b>3</b>	<b>Personality Development Grooming</b>	<b><u>1 hour</u></b>	<b><u>August</u></b>	<b><u>Rohit Bharadwaz</u></b>

## 6. Soft Skills Training Program for University Students

<u>Unit</u>	<u>Chapter</u>	<u>Content</u>	<u>Duration</u>	<u>Resource Person</u>
<b>SEMESTER 1</b>				
<u>1</u>	<u>Basic Communication</u>	<u>What is communication?</u> <u>Types of Communication</u> <u>Process of Communication</u> <u>Common Mistakes in English Communication.</u> <u>Media of Communication</u> <u>Practical GD</u>	<u>7 Hours</u>	<u>Santa Singha</u>
<u>2</u>	<u>Introduction</u>	<u>Greeting Etiquettes</u> <u>Do's and Dont's</u> <u>Handshaking</u> <u>Practical sessions</u>	<u>7 Hours</u>	<u>Santa Singha</u>
<b>SEMESTER 2</b>				
<u>3</u>	<u>Etiquettes</u>	<u>What is Etiquettes?</u> <u>Etiquettes pics</u> <u>Professional Etiquettes</u> <u>Dining Etiquettes</u> <u>Telephone Etiquettes</u>	<u>7 Hours</u>	<u>Poonam Sarma</u>
<u>4</u>	<u>Body language</u>	<u>What is Body Language?</u> <u>Importance of body Language.</u> <u>Facial Expression</u> <u>Eye Contact</u> <u>Gestures</u> <u>Postures</u>	<u>7 Hours</u>	<u>Poonam Sarma</u>
<b>SEMESTER 3</b>				
<u>5</u>	<u>Presentation Skills</u>	<u>Presentation</u> <u>How to make power point presentation</u> <u>Points to remember</u> <u>Dos and Donts</u> <u>Basic Steps of Presentation</u> <u>10 presentation tips</u> <u>Practical PPT presentation</u>	<u>12 Hours</u>	<u>Rohit Bharadwaz</u>
<b>SEMESTER 4</b>				
<u>6</u>	<u>Personality Development Grooming</u>	<u>Personality Grooming</u> <u>Conversational skills</u> <u>Dress Style</u> <u>Hair Style</u> <u>Postures</u> <u>Point to remember</u> <u>Conclusions</u> <u>Practical Representations</u>	<u>6 Hours</u>	<u>Rohit Bharadwaz</u>
<u>7</u>	<u>Interview Facing Skills</u>	<u>What is Interview?</u> <u>Resume writing and presentation</u> <u>Matching JR with CP</u> <u>Preparing for Job Interview</u> <u>Types of Job Interview</u> <u>Dos of job interview</u> <u>Donts of job interview</u> <u>Common Questions Asked</u> <u>Mock interview</u>	<u>10 Hours</u>	<u>Shaibal Roy</u>

## **SIP PROCESS**

**Proposal Letter to the Empanel Organizations**

|

**Confirmation Letter from the Organization**

|

**Commencement of the intern Training**

|

**Allocation of Project Guide**

|

**Submission of the Synopsis**

|

**Completion of the Project Report**

|

**Assessment of the Report**

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**Submission of the Project Report**

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**Presentation of the Report/Viva**

## TRAINING METHODOLOGY

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### **Our training methodology**

AIMT's training methodology and approach to transferring knowledge is constantly reviewed and updated. We ensure that we bring the most up to date teaching methods and techniques to our courses.

We strongly believe that actively engaged participants will absorb and retain knowledge far more successfully than those who attend lecture style courses. Where material is contextualized and relevant to the participants' own experiences, understanding is significantly improved.

**Our training programs are designed to provide participants with an active and relevant learning experience. Our resources and methodologies include:**

**The use of technical  
and subject matter  
experts**

**Speakers/Audio Visual Aids**

.....  
**Relevant and concise  
course material for  
each participant**

.....  
**E-learning**

.....  
**Interactive group  
exercises and  
discussions**

.....  
**Mentoring – one to  
one and group**

.....  
**Participant led  
presentations**

.....  
**For our professional  
qualification courses;  
progress tests, mock exams, and  
personalised feedback for each  
student**

.....  
**Customised case  
studies, business  
simulations and role  
plays**

## TRAINING REGULATIONS

The students must follow the following rules and regulations. Not following the rules and regulations may result in cancellation of candidature and the student will have to undergo the training in next semester.

### 1. General Rules:

- a. All the communication must be in writing. No verbal communication will be accepted.
- b. The students should follow the procedure as mentioned in the guidelines.
- c. All the reports and forms must be submitted in the prescribed formats.
- d. Students should adhere to the timings for submission of the reports as mentioned in the guidelines. No Excuse will be entertained in any case.
- e. Students must always be in touch with his/her guide or faculty advisor.

### 2. Conduct rules

- a. Students must follow the code and conduct of the company/organization.
- b. Student must adhere to the timing schedule of the company/organization.
- c. Student must follow the dress code of the company/organization.
- d. Student must mark his attendance daily.
- e. Student should not indulge in informal talks and must behave professionally in the organization/company.
- f. Students will not speak negative about the institute or their faculty members.
- g. Proper respect should be given to the external supervisor and other staff members of the organization/company.
- h. Misbehavior of any kind may result in cancellation of the candidature.
- i. Receive instruction and carry out suggestions for training sincerely and to the best of your ability.
- j. Students will discharge every responsibility assigned to him in full spirit.
- k. Students will not, under any circumstances, share the company's confidential information that came in their possession during training, with its competitors.

### 3. Leave rules.

- a. Student must submit the holiday schedule of the company/organization to the faculty advisor along with synopsis.
- b. Student attendance in the company/organization must be at least 90% or as specified in the rules and regulations of the organization/company, whichever is higher.
- c. No leave should be taken without prior permission from the company/organization. Leave must also be informed and sanctioned from college faculty advisor.
- d. If a student is absent during surprise visit without any information, his/her candidature will be cancelled and student has to repeat the training in the next semester.

**Annexure I**

To,

.....

.....

.....

Subject: Requesting permission to AIMT-MBA & BBA students for undergoing Intern ship at your organization.

Respected Sir,

We are glad to inform you that Asian Institute of Management and Technology (AIMT) is an initiative of Gyanjyoti Foundation with a vision of promoting education, research and developing leadership to uplift the region.

AIMT has started its MBA & BBA batches under Department of Management and as per the curriculum, MBA & BBA students are required to undergo 45 days internship programme for the fulfilment of course curriculum of MBA & BBA..

Therefore, I on behalf of AIMT request you for granting permission for the Internship of

Thanking you and looking forward.

Yours Sincerely,

.....

.....

\_\_\_\_\_

**Annexure II**

**CERTIFICATE OF COMPLETION**

This is to certify that ....., student of MBA 4<sup>th</sup> Semester have completed the internship Project report entitled “.....”. The project has been completed with constant supervision and guidance from the project guide as well as the head of the department. The project is of superior standard and has the components of relevance of real life scenario.

It is best to our knowledge that, this report or no part of it has been reproduces from any summer project, monograph, any report or any book.

This certificate is issued for general information and action.

Project Guide

Head of the Department

.....

.....

Date :

Date:

**Annexure III**

# TRAINEE FEEDBACK FORM

## AIMT Placement & Training Cell

Name:

Course:

Batch:

University:

**Tick/Fill the relevant number (only one) as per your experience during the training**

Strongly Agree (5)      Agree (4)      Disagree (3)      Strongly Disagree (2)      Neutral (1)

### PART A

#### COURSE CONTENT ASSESSMENT

1. Information covered was consistent with training objectives \_\_\_\_\_

5      4      3      2      1

2. Information presented was relevant and valuable \_\_\_\_\_

5      4      3      2      1

3. Information presented was clearly explained \_\_\_\_\_

5      4      3      2      1

4. Participant questions were clearly answered \_\_\_\_\_

5      4      3      2      1

5. Presentation materials were organized and well prepared \_\_\_\_\_

5      4      3      2      1

6. I would recommend this program to a co-student/junior \_\_\_\_\_

5      4      3      2      1



## TRAINER FEEDBACK FORM

Workshop Title:  
Trainer's Name:

Date:

The Trainer Feedback Form is intended to capture your reactions to the training you have just completed. It is not intended as an evaluation tool. Your feedback is extremely important for a number of reasons:

- Your responses will assist in understanding participant evaluations and/or special circumstances that may have influenced this particular training (for example, having participants that have been required to attend the training or seasoned foster parents attending a foundation level training may affect the environment and/or evaluations).
- 
- Your responses will assist in providing support and development of trainers.
- Your responses will help in the development of program improvement and evaluation.
- Your responses will contribute in identifying factors relating to curriculum/training outlines that influence training.

Your responses will be reviewed by the training manager who will follow-up with you on any suggestion you have on improving your training skills. Your suggestions regarding curriculum, facility or any kind of support will be passed along to the appropriate people for use in program improvement. Your ideas may be shared with the Training & Placement Cell as we all work together to improve the quality of training.

Thank you for your thoughtful appraisal of this event and for your commitment to providing quality training.

**1. On a scale of 1-5 how would you rate the following for this training:**

		Agree---	Disagree
The curriculum/training outline provided an adequate foundation	5	4	3
Comments:	2	1	
The learning objectives were accomplished	5	4	3
Comments:	2	1	
The training materials (handouts, overheads) supported the training	5	4	3
Comments:	2	1	
The group fully participated	5	4	3
Comments:	2	1	
Overall, the group was engaged in this training	5	4	3
Comments:	2	1	

2. Please describe specific issues and/or special circumstances that were raised in this training.

3. Did you need to deviate at all from the curriculum? If so, how and why?

4. Please highlight factors that had a positive effect on this training and on accomplishing the learning objectives. This includes the learning environment, group dynamics, Partnership coordination and support, pre-training preparation by foster care coordinators, curriculum issues, and trainer related issues:

Suggestions for enhancing the positive effects?

5. Please highlight factors that had a negative effect on this training and on accomplishing the learning objectives. This includes the learning environment, group dynamics, Partnership coordination and support, pre-training preparation by foster care coordinators, curriculum issues, and trainer related issues:

Suggestions for correcting the negative factors?

6. Were the following adequate?

	Yes	No	If no, why not?
AV Equipment			

Facility			
Handouts			
Other Training			

**7. Please answer the following questions related to transfer of learning activities:**

a. What 3 concepts from the training content or key issues that were raised in the training sessions would you choose to highlight as suggestions for foster care coordinators to review with their foster parents after training?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

b. What other suggestions do you have for enhancing transfer of learning, skill building and knowledge application?

Suggestions for foster parents:

Suggestions for foster care coordinators:

Suggestions for other agency staff, supervisors or administration:

**8. Trainer performance:**

Overall, how would you rate your performance in this training?

Did this training raise any issues that you would like help with as a trainer?

**9. Please comment on the support provided to you by the Training and Placement Cell and offer suggestions for any ways we can help you in our shared goal of providing a high quality training program.**

Thank you for your feedback!!!



## **Annexure V DETAILS OF INTERNSHIP**

**LIST OF STUDENTS SELECTED FOR INTERNSHIP 01,2015-November30,2015)**

<b><u>SL.NO.</u></b>	<b><u>NAME OF THE STUDENT</u></b>	<b><u>COURSE/SEM</u></b>	<b><u>CONTACT PERSON</u></b>	<b><u>COMPANY'S NAME</u></b>	<b><u>INTERVIEW DATE</u></b>	<b><u>JOINING DATE</u></b>
<b><u>01</u></b>						
<b><u>02</u></b>						
<b><u>03</u></b>						
<b><u>04</u></b>						
<b><u>05</u></b>						
<b><u>06</u></b>						
<b><u>07</u></b>						
<b><u>08</u></b>						
<b><u>09</u></b>						
<b><u>10</u></b>						
<b><u>11</u></b>						
<b><u>12</u></b>						
<b><u>13</u></b>						

## **Annexure VI DETAILS OF TRAINING.**

