

## CHRIST (Deemed to be University), Bangalore

### Regulation for Human Resource Development Centre 2020

#### Policy

CHRIST deems it essential to develop its Human Resources of Faculty and Staff to make them dynamic and growth oriented by creating a climate that can continuously identify, bring to surface, nurture and use the capabilities of people.

In this regard CHRIST will largely follow the Guidelines issued by UGC in 2019 in transforming the hitherto 'UGC Academic Staff College' established at selected State Universities as 'UGC Human Resource Development Centre'.

CHRIST has established an Academic Staff College (CUASC) for its own Faculty to provide Orientation and Refresher Courses and also to extend Quality Improvement Programmes (QIP). This has been an exclusive initiative of CHRIST and has not been part of the UGC Academic Staff Colleges

CHRIST has also established specialised Centres providing training for human resources of the University in related organisational and functional areas.

In adoption of UGC Guidelines, in order to synchronise and improve the activities of Human Resource Development (HRD) CHRIST shall have a CHRIST Human Resource Development Centre (CHRDC) to bring under its common umbrella the CUASC and all other Centres of CHRIST (collectively referred to as HRD Units) engaged in HRD initiatives. The CHRDC will be empowered to assess the performance of the various HRD Units and to initiate Quality Improvement measures in their functional areas. CHRDC shall be the **Apex Body** to review and to advise on the performance of the HRD Units engaged in the training and management development of the Faculty and Staff of the University.

#### Regulation

This Regulation known as CHRIST Regulation for Human Resource Development Centre shall be applicable to the entire University including its 'On' and 'Off' Campuses and will be effective from 01 June 2020.

#### 1. Objective and Scope

- a) Human Resource Development (HRD) at CHRIST is aimed to help its teaching and non-teaching staff (employees) to develop their personal and organizational skills, knowledge and abilities with reference to their respective role in the University.
- b) HRD shall endeavour to develop an organisational culture that will inculcate a healthy inter-personal relation among the employees, observation of protocol, self-motivation, quality in work execution and a sense of institutional belonging.
- c) HRD functions at CHRIST to be monitored by the CHRIST Human Resource Development Centre (CHRDC) shall include job oriented training, career progression and advancement, effective performance enhancement, counselling and mentoring and organizational adaptation for all regular employees of the University.
- d) The CHRDC in pursuance of the aforesaid general objectives of HRD shall focus on the following activities executed through dedicated HRD Units:
  - i. Organising outcome-based blended learning programmes (induction/orientation/refresher courses and other professional development programmes) for teachers and non-teaching Staff of the University.
  - ii. Organising programmes on theme-based topics like Academic leadership, Technology Enhanced Learning, Disaster Management, Gender Sensitization, IPR, Social Connect Programme and Learning Outcome Based Education including evaluation.
  - iii. Organising specially designed programmes in IT for new entrants as well as for in-service teachers and support staff.
- e) While guiding and monitoring the activities of HRD Units the CHRDC shall inter-alia consider:



- i. Significance of education in general and higher education in particular, in the global and Indian contexts.
- ii. Linkages between education and economic and socioeconomic and cultural development, with particular reference to the Indian polity.
- iii. Requirement of basic skills of teaching at the university level to achieve goals of higher education with reference to latest developments in various subject disciplines.
- iv. Role perception of teachers and support staff in the University system with reference to the Institutional Vision and Mission.

## 2. CHRDC Organisation

- a) CHRDC shall work as an independent functional organisation directly reporting to the Vice Chancellor. CHRDC administrative team shall be headed by a Director and shall have an Assistant Director and two support Staff.
- b) The functions of CHRDC shall be organised through identified HRD Units that will work under its direct guidance and monitoring.
- c) CHRDC shall be responsible and accountable for all the deliverables of the HRD Units and in this context CHRDC shall be adequately empowered to manage the HRD Units.
- d) CHRDC shall have its policy related powers vested in **CHRDC Committee** which shall be headed by the Vice Chancellor and in his absence by the Pro-Vice Chancellor.
- e) CHRDC Committee shall have five members including the Vice Chancellor who shall be the Chairperson. In the absence of Vice Chancellor, Pro Vice Chancellor shall be Chair the Committee. Other members shall be Director of CHRDC, Director of Internal Quality Assurance Cell (IQAC), one Dean nominated by the Vice Chancellor and the Registrar. The Vice Chancellor at his own discretion or on the recommendation of CHRDC Director may invite any other person as an expert participant for any specific meeting/s.
- f) The nominated member of CHRDC Committee shall have tenure of two years every time and may be re-nominated.
- g) CHRDC Committee shall meet twice a year in the months of September and March to review, suggest on the performance/activities of and/or to modify the scope of activities of CHRDC /HRD Units.
- h) The quorum for the meeting of CHRDC Committee shall be three and the Director of CHRDC shall be the Secretary of the Committee.

## 3. HRD Units and their Relationship with CHRDC

- a) CHRDC shall achieve its functional objectives by the well-constituted HRD Units with well-defined functional delegations.
- b) The HRD Units at CHRIST that shall function under direct supervision of CHRDC shall be:
  - i. Staff Training College (STC)
  - ii. Centre for Education Beyond Curriculum (CEDBEC)
  - iii. Centre for Advanced Research Training (CART)
- c) **The Staff Training College (STC)** - hitherto known as Christ University Academic Staff College- shall continue its functioning in accordance with its existing Regulation, including the presence of the Advisory Committee, with due consideration to the objectives envisaged in the UGC Guideline for Human Resources Development Centre. The Director of CHRDC shall be a member of the Board and Advisory Committee of STC.
- d) **The STC** duly guided by CHRDC shall deliver the following functionalities with its own time schedules and duration limits.
  - i. Plan, organize, implement, monitor and evaluate Induction/Orientation/Quality Improvement Programmes and Refresher Courses for the Teaching Staff.
  - ii. Plan, organize, implement, monitor and evaluate Induction/Orientation/Quality Improvement Programmes for the Non-Teaching Staff.



- iii. Plan, organize, implement, monitor and evaluate Communication/Writing Skill/Leadership Programmes for the Teaching and Non-Teaching Staff.
- iv. Plan, organize, implement, monitor and evaluate training programmes for the Teaching Staff for development of Credit and Non-Credit MOOCs online courses in accordance with CHRIST Regulation for adoption of UGC- SWAYAM Online Courses in the UG/PG Curriculum.
- v. Facilitate training for the Teaching Staff in association with the academic departments for undergoing online Annual Refresher Programme in Teaching (ARPIT) in SWAYAM Platform.
- e) **The Centre for Education Beyond Curriculum (CEDBEC)** under the guidance of CHRDC shall continue to pursue its objective to enhance the quality of educational system through the inculcation of creativity in educational methods and to contribute towards change and development in education.
- f) **The CEDBEC** shall conduct the following HRD activities:
  - i. Plan, organize, implement, monitor and evaluate awareness programmes, seminars, workshops, conferences, camps, training programmes with focus on knowledge development for the benefit of educational community as a whole.
  - ii. Collaborate with educational professionals, experts and NGOs in the field of education towards achieving the earmarked objectives of CHRDC.
  - iii. Plan, organize, implement, monitor and evaluate faculty development /staff development programmes in association with Academic and Non-Academic Departments/ Centres of the University.
  - iv. Create and Publish summary document of proceedings for the various seminars, workshops, conferences, camps, training programmes conducted, for the benefit of future usage by STC / CART or by Faculty members for the purpose of Research.
- g) **The Centre for Advanced Research Training (CART)**-hitherto Centre for Advanced Research and Training – shall continue to pursue its functional objectives suitably modified as may be guided by CHRDC.  
**The CART** shall conduct the following HRD activities:
  - i. Create avenues for Research Capacity building among faculty members
  - ii. Provide advanced training for the faculty members on different versions and types of data analysis software
  - iii. Create public open access self-learning material on various research data analysis software
  - iv. Guide the faculty members for publishing in high-end Journals
  - v. Maintain a data analysis clinic to support the researchers at various research proposals extending analytical support for the benefit of Faculty members, Research Scholars and Post Graduate Students.
- g) The HRD Units shall at the beginning of every academic year submit an Activity (Programme) Plan to CHRDC in the prescribed format detailing its tentative schedule of various programmes for the year and get the same discussed and confirmed.
- h) The HRD Units within seven days of conclusion of its every Programme (Activity) shall submit a Programme Report in the prescribed format.
- i) The HRD Units shall normally conduct its Programmes at the Central Campus of the University. However, if is justified by the number of potential participants and subject to approval of CHRDC the same Programme/s may be conducted in any other Campus of the University as well.
- j) The CHRDC shall render the necessary support facilitations to enable the HRD Units to perform as per its approved Activity Plan.

#### 4. CHRDC and IQAC

- a) **CHRDC** with reference to its various activities through HRD Units shall work in consultation with Internal Quality Assurance Cell (IQAC) in the context of expected quality norms specified by National Assessment and Accreditation Council (NAAC).
- b) In this regard IQAC shall have a quarterly review meeting with CHRDC with all relevant information concerning the activities undertaken by the HRD Units during the particular quarter including the feedback received from the participants. The information of activities must be submitted to IQAC in the prescribed format.



- c) CHRDC shall be obliged to consider the suggestions if any given by IQAC after its review by the CHRDC Committee.

#### **5. CHRDC and the Office of Personnel Relations**

- a) CHRDC shall have half-yearly interaction with the Office of Personnel Relations to assess and rectify the specific lacunae if any in the Performance Appraisals.  
b) CHRDC will seek the views of the Personnel Officer on the general gaps and weakness in the performance of faculty and staff and shall modify its HRD Programmes to overcome such findings.  
c) CHRDC in consultation with the Personnel Officer shall organise special motivational programmes for particular groups of faculty or staff to enhance their performance objectives to full potential.

#### **6. Functional Process of CHRDC–Duties and Powers**

- a) The functional process of CHRDC shall mean the normal duties that shall be undertaken by its administration team.  
b) CHRDC by its Director or Assistant Director shall be a regular observer of the activities carried out by the HRD Units to be able to suggest real time corrective measures if any required in the conduct of the Programmes.  
c) CHRDC shall take independent feedback from the participants of each of the activity organised by the HRD Units with specific reference to potential inclusions to enhance the quality of the Programme.  
d) CHRDC shall have monthly team meeting with HRD Unit heads to have constant review and updating of its activities with reference to the submitted Activity Plan and to address the challenges, if any.  
e) CHRDC shall take note of changes in technology and new innovations that may be happening from time to time and bring the same to the notice of the HRD Units to make feasible alterations in its Programmes. This must be done to enable the University to develop necessary expertise to move forward in a competitive work environment.  
f) CHRDC shall extend necessary support to the HRD Units to bring in external Resource Persons of right competence and exposure.  
g) CHRDC shall be the empowered authority to plan and implement Strategic Human Resource Development as one of its key responsibilities. A strategic approach to managing the human resources must therefore be designed so that all functions are aligned with the Vision and Mission of the University.  
h) CHRDC shall publish in the University Website a half-yearly report on its activities by the HRD Units in the prescribed format.

#### **7. Annexures**

- a) The Annexures to this Regulation forming its part shall include the Job Description of the Director/Assistant Director of CHRDC as well as the various specified formats under different sub-headings of the Regulation  
b) The Annexures so included are:  
A. Job Description of Director/ Assistant Director  
B. Activity Plan of HRD Units  
C. Monthly Programme Report of the HRD Units  
D. Quarterly Report of CHRDC to IQAC  
E. Half-yearly Report CHRDC in the University Website

  
Registrar

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