

**PONDICHERRY ENGINEERING COLLEGE
PUDUCHERRY - 605014.**

TEQIP CELL

Ref.No: PEC/TEQIP-II

03.07.2014.

CIRCULAR

Training Needs Analysis (TNA) is a series of activities to define the gap between the current and the desired individual and institutional performances. It identifies the areas where both individuals and an institution would benefit from training in order to become more effective at achieving the individuals' own objectives as well as the objectives of the institution. TNA is a systematic process based on specific information converging techniques. It proceeds in stages, with the findings of one stage helping to shape the next one. Each particular stage requires its own mix of observations and analysis. It is not a one-time event. **Institutions need to carry it out every year and the training/development plan resulting from it is to be implemented in the following year.** The TNA induces performance improvement, introduction of new system, task or technology thereby benefiting the institution.

The TNA is a crucial component of a faculty's career objective and a contributor to the excellence of any technical institute. In this regard, TEQIP has formulated a scheme of financial support which will enable faculty members to undergo training, improving domain knowledge and upgrading their research capability by way of financial support. Faculty members who are desirous of getting this financial support are requested to do the TNA as per the enclosed format (Annexure-I) and to the Head of the Department on or before **31st July 2014**. Filled in TNAs are to be checked by the committee constituted by Head of the respective departments at the departmental level. Departments are requested to forward only those TNAs which are approved by the committee to the TEQIP cell on or before **14th August 2014**.

Faculties will be intimated in writing by the TEQIP office about the permission. After receiving the permission letter, they can proceed on their training after intimating TEQIP office.

Training programme has to be over before the end of the TEQIP project period i.e., before **31st December 2014**.

PRINCIPAL

Annexure-I

PONDICHERRY ENGINEERING COLLEGE, PUDUCHERRY-605 014.

TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME (TEQIP)

Application for obtaining financial support to attend training/research/courses

Name of the Department:

Name of the Faculty Member:

E-mail :

Mobile:

Designation:

Employed since:

Nature of Employment: Regular/Ad hoc/Contractual/Other:

Age:

Community (whether SC/ST/OBC):

Highest Qualification:

Area of expertise, if any:

A. Jobs being currently performed:

1	5
2	6
3	7
4	8

B. Previous trainings, if any, undergone during last three years (Use additional sheet if required):

Sl. No.	Areas of training/development	Duration (Days)	When (Date)
1.			
2.			
3.			
4.			
5.			

C. Objectives / priorities of the Department:

1
2
3
4

D. Your career development objectives:

1	5
2	6
3	7
4	8

E. TNA:

Sl.No.	Significant gaps in knowledge & skills	Ways and means to redress the gaps*	Institution/Organization where this knowledge can be gained
1.			
2.			
3.			

**(This can be arrived at by getting feedback from students, peer group/HoD and should be supported in terms of students performance in the examinations, learning difficulty or difficulty in pursuing research etc.)*

Link your career objectives with the objectives of the department and the institutional development proposal in the light of training needs analysis (separate sheet may be attached if necessary):

For Training Course (or other visit), write purpose with special reference to research activities/improving domain knowledge.

Organizer of the Training Course / Conference / Place of visit with full address and **duration** with date (s) #:

#A report has to be furnished by the faculty within 10 days after returning to the institute which focuses on how the faculty benefitted from the training by way of plugging gap in his knowledge/research capability etc.

Date & Time of Departure from and Arrival to the Institute:

The necessary alternative arrangement for classes /other duties of the faculty will be made during his/her absence.

§ HoDs are requested to write the benefits in the above space.

#enclose the report of the selection committee

Forwarded and recommended

Signature with date & seal of the
Departmental Head

Forwarded and Recommended by	Budgetary provision is checked	Recommended
[Signature (with seal) of Nodal Officer(Equity action plan), TEQIP – II]	[Signature (with seal) of the Nodal Officer (Finance) , TEQIP–II]	[Signature (with seal) of the Co-ordinator (TEQIP – II)]

Approved/Not approved

[Signature (with seal) of the **Principal**]

[FOR TEQIP OFFICE USE ONLY]

Head of account:

Bill No.

Date:

Advance drawn, if any:

Total expenditure:

Self assessment by the faculty (Guidelines):

Each faculty should analyze his/her current knowledge and skills, and the desired knowledge and skills for effective performance of his/her current job profile as well as perceived future/prospective job profile. To take-up the exercise of TNA, faculty are suggested to use the information/feedback (in case such information/feedback is not available, they should have discussions with their students/peers/seniors/HoD/Principal). While analyzing the training needs, a faculty member should align his/her personal development objectives as detailed below:

Institutional objectives:

- ❖ To improve the competencies of the undergraduate engineers,
- ❖ To better train the faculty for effective teaching,
- ❖ To enhance institutional and system management effectiveness, and
- ❖ To scale-up postgraduate education and demand driven R&D and innovation

A Sample Departmental objective (Departments can modify this to suit their needs):

- ❖ To create knowledge in thematic, multi-disciplinary areas in collaboration with industry and other knowledge areas
- ❖ To improve learning outcomes of engineering students
- ❖ To enhance interaction with industry
- ❖ To enhance the support for academically weak students
- ❖ To improve the teaching-learning process

A faculty member has to clearly indicate **how** he arrived at the need for training (through student feedback, result analysis as per attendance register and peer review etc. with supporting evidence).

In case of training in specialized subject areas and R&D skills, faculty are expected to have communication with the organization(s) where such trainings are available in order to furnish information pertaining to the duration, period (tentative date) and trainer organization, in the enclosed TNA proforma.

Following information may also be used by the Faculty while exercising TNA:

- Institution's Strategic Development Plan
- Institution's (**Recent**) SWOT analysis
- Previous years' Development/Training plans
- Seniors' and/or Peers' feedback
- Students' feedback
- Any other relevant feedback

General Points to be noted:

- ❖ The applicant should not have availed financial assistance from any other source for the same event.
- ❖ The applicant has to prepare a detailed report of their visit, clearly specifying the gains and an action plan for implementing the feasible activities in the institute after his return.
- ❖ All austerity measures like discount on training fee, accommodation etc. should be availed. Travel has to be undertaken only under the cheapest restricted economy class air fares.
- ❖ The applicant has to enclose the invitation/call letters from the institution which are to be visited.

Guidelines for the Selection Committee

Sl. No.	Particulars	Evaluation Criteria	Points
1.	Is the proposal linked to the institutional development proposal objectives and to the current training needs assessment?	All the evidence that this criterion has been met is strong and clear	2
		Some of the evidence that this criterion has been met is either weak or unclear or both clear	1
		No evidence that this criterion has been met	0
2.	In what way, the applicant will alleviate his/her deficiency through the proposed training/ course/research etc.	All the evidence that this criterion has been met is strong and clear	2
		Some of the evidence that this criterion has been met is either weak or unclear or both clear	1
		No evidence that this criterion has been met	0
3.	Is the outcome of the training beneficial by way of sharing information gained likely to have an impact on students?	All the evidence that this criterion has been met is strong and clear	2
		Some of the evidence that this criterion has been met is either weak or unclear or both clear	1
		No evidence that this criterion has been met	0

(Selection committee can add more criteria if they want)

Applicants will have to score at least one point in each category and get a total of at least **5** points in order for the applicant to be selected.