

Annexure: 6.1.2

Staff Orientation and Training

The Staff Orientation and Training system at the University of Patanjali aims at improving the productive capacity of both teaching and non-teaching staff by not only enabling them to realize their full potential in the roles they play but also by helping them enhance their own professional calibre. The staff orientation and training programs have become almost a ritual in many other Universities today. However, at UOP , it is used as an important tool to train new staff in university policies and procedures, leading to programs that could otherwise leave the new employees dispirited. **Invariably, such programs result in lowering productivity and retention rates affecting the bottom line.** Forthcoming success and a sustainable competitive advantage are exclusively gained through well-trained talent who are dedicated to the organization. Universities should consider Staff Orientation and Training Programme as part of their learning and knowledge transfer processes.

The UOP Staff orientation and training programs have the following elements in common:

- (i) Employee engagement
- (ii) Involving Senior Leaders
- (iii) Building a shared vision
- (iv) Feeling of feeling welcomed so that they enfold
- (v) Making them part of a talent value chain

Well-structured Staff Orientation and Training programs are regularly being organized by the HR department at UOP. The major practices followed here are in conformity with DHE (Department of Higher Education) and are as follows:

- (i) Establishment of effective communication system with employees.
- (ii) Assessing the training needs of Teaching and Non-Teaching Staff.
- (iii) Organizing in-house training programs.
- (iv) Organizing workshops/awareness programs/orientation/ skill-oriented/technical/ FDPs/ Conferences/ Seminars/ Symposia/ Expert talks/ training programs at the University/Institution/Department level.
- (v) Faculty incentive scheme.
- (vi) Concession in fee for higher education and study leave.
- (vii) Providing financial assistance for attending conferences, seminars etc.
- (viii) Building confidence in organisational leadership.
- (ix) Providing professional development opportunities.
- (x) Providing flexible learning options.
- (xi) Creating a more autonomous working environment.
- (xii) Fully furnished accommodation.
- (xiii) Institution Loan facility.
- (xiv) Mediclaim facility.
- (xv) Assistance for the education of children of faculties and staff.
- (xvi) Regularly acknowledging and rewarding employees for their hard work and extraordinary achievements.
- (xvii) Strong feedback system for hearing and implementing the suggestions of employees.
- (xviii) Collecting feedback and taking follow up action.
- (xix) Maintaining records for future reference.