

Government College for Women (A) Guntur

Internal Quality Assurance Cell

Institutional Policies

Professional Upgradation Policy

Mission Statement

Education is all about learning and updating ourselves. People who are related to this field need to be knowledgeable, competent and proactive. The Objective of this policy is to design the various methods that provide the required professional training to both the Teaching and Non-Teaching staff in order to make them confident to take up a task at work.

Operational Procedure

- Research is done to identify the required set of skills and areas of improvement for both Teaching and Non-Teaching staff
- Faculty Forum is organized on every third Saturday of a month wherein faculty are given an opportunity to share their knowledge and ideas about enhancing productivity at workplace
- Information is kept at the disposal of employees about the various free online and offline sources banking on which they can improve their proficiency and expertise.
- Eg; National Digital Library, Shodh Ganga etc.,
- Opportunities are provided to those courses which require a hands-on experience
 - Eg: English Language Lab, Computer Science Lab, Multimedia Lab etc.,
- A Network with individuals who have done some advanced research and can help as referrals is developed using platforms such as Linked in, Google groups etc.,
- Capacity Building programmes are to be organized at the departmental level to train the technical staff in operating the laboratory equipment.
- Communication Skill is the most important skill employees require today. Workshops, Short Term Training programmes are to be organized in this direction
- MS Office is the minimum Technical Skill expected from employees . It is ensured by the administration that every employee possesses a working knowledge of MS Word, Excel and Power point
- Faculty are to be encouraged to take part in workshops, short term training programmes to upgrade their knowledge and skill. This period is treated as 'ON DUTY'

- Training programmes are to be organized at the institutional level to enable the teaching staff know about and use various online teaching tools with ease.
- Faculty are to be encouraged to attend seminars and workshops as Guest speakers and Resource persons
- Faculty are to be encouraged to attend various subject oriented Refresher Courses and summer Internship programmes organized by reputed institutions across the country
- Due emphasis is to be laid on developing strong Interpersonal relationships as they enhance the productivity of an employee
- Rotation method is to be observed while assigning the responsibilities of a particular committee or task every year

Expected Outcomes

- Instils confidence and creates a motivated group of employees who are ready to contribute largely to the institution.
- Improve the problem of solving skills of the staff due to increased awareness
- Professional training enhancing productivity and job satisfaction of the faculty