



## Training Policy for Students

The Policy outlines the guidelines, procedures, and principles that govern the training and development of students within the institution. This policy is crucial for ensuring that students receive the necessary support and resources to enhance their academic, personal, and professional growth.

### Scope:

This policy is applicable to all the educational institutions running under Atmiya Group of Institutions managed by Sarvodaya Kelavani Samaj viz. Atmiya University, Shri M. & N. Virani Science College (GIA), Shree Atmiya Shishu Vidyamandir, Shri Sarveshwar Vidyamandir, Shri H. L. Gandhi Vidyavihar School (GIA). This policy is applicable to all students, faculty and researchers of the institutions.

### Objective:

The major objective of this policy is to provide students with opportunities for training and development that align with the institution's educational goals and mission. The institution believes in the overall development of the students in terms of their personality, attitude and employability and therefore shall conduct a structured development programme during the tenure of their studies. The training programme shall focus on the basic requirements that would enable the students to acquire both domain specific skills and life skills and to groom themselves and acquire a matured mind-set to face an industry or another sector where they seek employment and at the same time become helpful to the society through the right conduct and inculcation of values.

### Prime Focus Areas:

Following are the prime focus area through which the holistic development of the student can be achieved.

1. **Life Skills:** The ability to be in harmony with self, family, society, nation and overall mother earth. Making decisions and choices in accordance with ethical principles and integrity.
2. **Communication Skills:** The ability to convey ideas and information effectively, both verbally and in writing. This includes active listening, public speaking, and clear and concise writing.
3. **Teamwork:** Collaborative skills to work effectively with others in a group or team setting. This involves respecting diverse perspectives and contributing to a collective goal.
4. **Problem-Solving:** The capacity to analyze issues, identify solutions, and make informed decisions. This skill includes critical thinking, creativity, and adaptability.
5. **Adaptability/Flexibility:** The willingness and ability to adjust to changes in the workplace, whether related to technology, processes, or job roles.
6. **Time Management:** Efficiently managing one's own time and prioritizing tasks to meet deadlines and achieve goals.





7. **Leadership**: The ability to take initiative, motivate others, and lead by example. Leadership skills are valuable even in non-managerial roles.
8. **Digital Literacy**: Proficiency with digital tools, software, and technology relevant to the job. This includes familiarity with office applications, data analysis tools, and industry-specific software.
9. **Networking**: Building and maintaining professional relationships and connections that can be beneficial for career advancement.
10. **Decision-Making**: Making informed decisions based on data, analysis, and consideration of potential outcomes.
11. **Financial Literacy**: Understanding financial concepts and managing personal or departmental budgets effectively.
12. **Cultural Competence**: The ability to work and communicate respectfully and effectively with individuals from diverse cultural backgrounds.
13. **Presentation Skills**: Delivering engaging and informative presentations to internal or external audiences.
14. **Self-Motivation**: The drive and determination to set and achieve personal and professional goals.
15. **Project Management**: Organizing and overseeing projects, including planning, execution, and monitoring progress.
16. **Research Skills**: The ability to gather, evaluate, and apply information from various sources to solve problems or make decisions.
17. **Sales and Marketing Skills**: Relevant for roles involving sales, marketing, and promotion, including customer persuasion and market analysis.
18. **Health and Safety Awareness**: Knowledge and adherence to safety protocols and regulations relevant to the workplace.
19. **Language Skills**: Proficiency in multiple languages can be highly valuable in a globalized workforce.

### **Industry Partnership:**

The institute shall seek the guidance from the expert of the relevant industry by conducting expert sessions and training program by him/her for the students. The institute shall also organize industrial visit for the students where they can observe the bunch of skills and learn from the live environment. The institute shall also send some of its staff members for industrial training which in turn will guide the students on some of the above mentioned skills.

### **Training subject and plans:**

The institute shall decide on the type of the training program and prepare the training plans based on the domain requirements.

### **Review and Updating Policy:**

Policy will be reviewed annually to measure its impact and effectiveness based on the feedback received from the students. It will be updated based on resolution taken in the review meeting. However under extraordinary circumstances, the managing trust can amend the policy as in response to specific needs or demands.



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