



Smt. Taisaheb Kadam Sevabhavi Foundation & Research Center, Sonai's

YASH INSTITUTE OF PHARMACY

AURANGABAD (CHHATRAPATI SAMBHAJI NAGAR)

Accredited with Grade B++ by NAAC

Approved by Pharmacy Council of India, New Delhi.

Permanently affiliated to Dr. Babasaheb Ambedkar Marathwada University, Chhatrapati Sambhajinagar



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Staff Training and Development Policy

Aligned with ISO 21001:2018

1. Purpose

This policy establishes a framework for the continuous professional development of teaching and support staff at Yash Institute of Pharmacy. It aims to ensure that all staff members have the necessary competencies to support high-quality education and institutional excellence, in line with the requirements of ISO 21001:2018.

2. Scope

This policy applies to:

- All teaching staff (permanent, temporary, guest, and visiting faculty)
- All non-teaching/support staff (administrative, technical, and maintenance personnel)

3. Policy Statement

Yash Institute of Pharmacy is committed to continuous learning and professional development. The institute will provide regular training opportunities to enhance staff capabilities, align with institutional objectives, meet compliance obligations, and respond to changes in educational needs, technology, and regulatory environments.

4. Objectives

- To enhance the knowledge, skills, and competencies of all staff
- To align staff capabilities with institutional goals and learner needs
- To promote a culture of continuous improvement and lifelong learning
- To fulfill the competence-related requirements of ISO 21001:2018 (Clause 7.2)



5. Training Needs Identification

Training needs will be identified through:

- Annual performance appraisals
- Feedback from learners and other stakeholders
- Internal audits and nonconformance reports
- Technological advancements and curriculum changes
- Regulatory and accreditation requirements
- Strategic planning and new program introduction

6. Types of Training

Teaching Staff:

- Pedagogical and andragogical skills enhancement
- Curriculum development and outcome-based education (OBE)
- Assessment and evaluation methodologies
- Use of educational technology (e.g., LMS, simulation tools)
- Research methodology and academic writing
- Regulatory training (PCI, AICTE, etc.)

Support Staff:

- Office administration and documentation practices
- ICT tools and software applications
- Laboratory safety and equipment handling
- Maintenance and infrastructure management
- Communication and interpersonal skills
- First aid and emergency procedures

7. Training Implementation

- Training may be conducted internally or through external experts
- Mode: In-person, online, blended, workshops, seminars, FDPs, etc.
- Frequency: As per institutional calendar or identified need (at least one major training annually)
- Records of training (attendance, feedback, certification) will be maintained by the HR/Academic Office

