



NLUJ/Estt/Training /...../2025/3072-3076

2.06.2025

Policy for Staff Training at NLUJ

1. Introduction and Objective. The National Law University Jodhpur (NLUJ) has recently updated its Service Regulations and these have been notified on 25.04.2025. Therefore, there is a need to train the existing staff on the new regulations. This policy outlines the procedure for training staff at the NLUJ, ensuring that all employees are equipped with the necessary skills and knowledge to perform their roles effectively. The training program focuses on professional development, compliance with university policies, and enhancing overall institutional effectiveness.

2. Scope. This policy applies to all staff members at NLUJ, including administrative, technical, medical and other support staff. It covers the processes of identifying training needs, designing and delivering training programs, and evaluating training outcomes.

3. Roles and Responsibilities

- **Estt Section:** Oversee training initiatives, ensure training plans align with university goals, maintain records, and evaluate effectiveness.
- **Department Heads:** Identify specific training needs for their departments and recommend programs.
- **Staff Development Committee:** Plan and organize the training schedules, liaise with trainers, and coordinate logistics. The details of Staff Development Committee are as follows:

<u>Faculty / Staff Development Committee</u>	
Dr. Anjali Thanvi	Chairperson
Dr. Varsha Singh	Co-chairperson
Dr. Divya Kathuria	Member

- **Staff Members:** Actively participate in training programs and apply the knowledge gained to improve performance.

4. Training Needs Assessment. Training needs are identified based on the following points:

- **New Employee Onboarding:** Orientation to the university's culture, policies, and procedures.
- **Annual Performance Reviews:** Identifying skill gaps and development opportunities based on performance evaluations.
- **Departmental Requests:** Specific training needs requested by department heads for their team members.

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- **Emerging Trends:** Identifying skills required in light of changes in technology, law, and administration.
- **Employee Feedback:** Surveys or interviews with staff to identify areas where training is needed.

5. **Training Program Design.** It has been planned to conduct basic familiarisation / induction training for all non-teaching staff on the following topics:

- (a) Service Regulations – Leave Rules (Types of Leave)
- (b) General Financial Regulations (GFR)
- (c) Government e-Marketplace (GeM)
- (d) Reservations
- (e) Office Procedures
- (f) RTI
- (g) Conduct Rules

Thereafter, based on the needs assessment, the refresher training will be conducted. For effective planning, the following steps will be taken:

- **Objective Setting:** Each training program will have clear objectives based on the identified needs.
- **Content Development:** Relevant content will be developed or sourced, ensuring that it aligns with university goals and the specific needs of the staff.
- **Methodology:** A combination of training methods will be used, including:
 - Workshops
 - Seminars and Webinars
 - On-the-Job Training
 - E-learning Modules
 - Guest Lectures and External Trainers
- **Duration and Timing:** Programs will vary in duration, from half-day sessions to multiple-day training programs, scheduled at convenient times to minimize disruption to work.

6. Training Delivery

- **Internal Trainers:** Where possible, internal faculty or staff with relevant expertise will be used as trainers.
- **External Trainers:** Specialized skills or knowledge areas may require the hiring of external trainers or consultants from local higher educational institutes.
- **Online Training:** For flexibility and accessibility, e-learning modules and webinars will be used. Online training conducted by Department of Personnel and Training (DoPT) / Institute of Secretarial Training and Management (ISTM) (<https://www.istm.gov.in/home/circular>) shall be explored. The fee for these courses shall be paid by the University.
- **Interactive Learning:** Training will involve practical applications, case studies, role plays, and group activities to ensure engagement and comprehension.

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7. **Training Evaluation:** The effectiveness of the training will be evaluated through:

- **Feedback Surveys:** After each session, attendees will fill out surveys to assess the content, delivery, and overall effectiveness.
- **Knowledge Testing:** For specific technical or legal training, knowledge assessments will be conducted to test the understanding of the material.
- **Behavioral Observation:** Supervisors will monitor staff performance post-training to observe changes in work practices or behavior.
- **Follow-Up Sessions:** To ensure retention and application of knowledge, follow-up sessions or refresher courses will be conducted periodically.

8. **Continuous Improvement**

- **Review of Training Programs:** Training programs will be reviewed annually to ensure they remain relevant and meet the evolving needs of staff and the institution.
- **Incorporation of Feedback:** The feedback from surveys, performance evaluations, and training outcomes will be used to refine and improve future training programs.

9. **Record Keeping**

- **Training Logs:** The Estt Section will maintain records of all training activities, including attendance, content covered, and evaluations. The coordinator will prepare a detailed report along with **geo-tagged photograph** of the program. IT Section shall ensure geo-tagged photographs of all training sessions.
- **Staff Development Plan:** Each employee's training history and future needs will be documented in his personal file and discussed during annual performance reviews.

10. **Compliance and Regulations.** All training programs will adhere to relevant legal, ethical, and regulatory standards, including:

- **University Policies:** Ensuring that training complies with internal NLUJ policies and guidelines.
- **Legal Compliance:** Training on compliance with applicable legal requirements, such as data protection laws and employment regulations.
- **Equality and Diversity:** Ensuring that training programs are inclusive, promote diversity, and avoid discrimination.

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11. Conclusion: This policy ensures that staff at NLUJ receive consistent, relevant, and effective training that supports their professional development and the institution's goals. The HR department will oversee the implementation of this SOP, ensuring compliance and continuous improvement of the training process.



Dr. Sunita Pankaj, RAS
Registrar

Appendix

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| 1. Sample Training Needs Assessment Template | - Appendix-A |
| 2. Training Feedback Form | - Appendix-B |
| 3. Employee Training Record Template | - Appendix-C |

NATIONAL LAW UNIVERSITY, JODHPUR
Training Needs Assessment Form

Name of the staff	
Designation	
Department	
Date of Assessment	

1. Current Responsibilities *(Brief description of key duties)*

2. Existing Skills and Competencies *(List key skills currently held)*

3. Identified Skill Gaps *(Specify areas needing improvement or new knowledge)*

4. Proposed Training Areas *(Based on skill gaps and future responsibilities)*

Training Area	Reason for Selection

5. Preferred Training Method(s)

- Workshop Webinar On-the-Job Training
 E-learning External Certification

6. Additional Comments (if any)

Assessed by:

Signature:

Name & Designation:

Date:

**NATIONAL LAW UNIVERSITY, JODHPUR
Training Feedback Form**

Training Title	
Trainer Name	
Date (s)	
Duration	
Mode of Delivery	<input type="checkbox"/> In-person <input type="checkbox"/> Online <input type="checkbox"/> Hybrid

1. Session Evaluation (Please tick one option per item)

Statement	Excellent	Good	Average	Poor
Relevance of the training content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trainer's knowledge and delivery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Practical applicability of content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clarity and quality of training materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Opportunity for interaction and engagement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall satisfaction with the training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. What did you find most useful?

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3. Suggestions for improvement:

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4. Would you recommend this training to others? Yes No

Participant Name (optional):

Designation:

Signature with date :

NATIONAL LAW UNIVERSITY, JODHPUR
Employee Training Record Sheet
 (A copy is to maintained in personal file, service book & office file)

Name	
Designation	
Department	

Training Details:

Date	Training Title	Type (Internal/ External)	Duration	Trainer/ Provider	Outcome/ Remarks	Geo-tagged Photo Attached
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No

Training Needs (to be updated annually):

Identified Need	Proposed Program	Timeline

Record Prepared by:

Name : _____
 Designation : _____
 Signature : _____
 Date : _____