



श्री माता वैष्णो देवी विश्वविद्यालय  
SHRI MATA VAISHNO DEVI UNIVERSITY  
Kakryal, Katra-182320 (J&K)

Ref No: SMVDU/A&R/16/.....<sup>1844</sup>  
Date: 03/03/2016

**NOTIFICATION**

**Subject: Establishment of Human Resource Development Centre (HRDC) at SMVDU.**

The Executive Council in its 24<sup>th</sup> Meeting held on 23/11/2015, minutes of which were notified on 31/12/2015 has approved the Establishing of Human Resource Development Centre (HRDC) at SMVDU in the following phased manner:

1. **Phase-1** to be commenced immediately wherein HRDC shall be operated without any financial liability by using existing infrastructure, considering experienced existing faculty as resource persons and by giving additional responsibilities to the current officials for administrative positions.
2. **Phase-2** comprising infrastructure enhancement as per the proposed 10 year Perspective Plan to strengthen functioning of the HRDC and enabling approval of UGC funding for the same.
3. **Phase-3** after creation of independent infrastructure (from 2018-19 onwards) wherein the Centre can be considered as self-sustaining entity with the funding of UGC, self-generated resources and existing resources comprising an independent structure.

The details concerning objectives, scope and phase-wise implementation of Establishment of HRDC are provided as Appendix-A to this notification.

This issues with the approval of Hon'ble Vice Chancellor.

  
Registrar

Copy to:

1. All Deans, for information.
2. I/c Associate Dean (Academic Affairs), for information.
3. All Heads/I/c Heads, for information.
4. UE, for information.
5. PS to VC for the information of Hon'ble Vice Chancellor.
6. Concerned \_\_\_\_\_
7. Concerned file.



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**Appendix-A to Notification No. SMVDU/A&R/16/1844 dated: 03/03/2016**

### **Establishment of Human Resource Development Centre (HRDC) at SMVDU**

#### **Introduction:**

The aim of the Human Resource Development Centre (HRDC) is to equip the individuals, belonging to different fields of work, with necessary skills to meet the ever mounting challenges and inculcate in them the pride of belonging to the particular profession to which they belong. The prime objective of the HRDC is to cater to the needs of the teachers/principals, research scholars, non-academic staff and to enhance their knowledge/skills through systematic course work and methodologies.

#### **Objectives:**

The specific objectives of HRDC are:

- To focus on different modes of approach in order to meet the challenges of life in order to become not merely a trained professional but also a better citizen.
- To organise advanced level capacity enhancement and continuous knowledge up-gradation training programs for people working in different capacities and roles.
- To conduct programs to build research, teaching and administration competence for holistic development of individuals.

#### **Scope:**

The HRDC of SMVDU will cater to the needs of Faculty Members, Non-Academic Functionaries/ Administrators/ Other Working Officials, Independent Officials and Research Scholar as per guidelines of UGC as well as according to the demand of environment and participants from time to time. To commensurate with it, the HRDC shall aim to organise various activities including orientation programmes, refresher courses, interdisciplinary courses, short term programmes, certificate courses in various disciplines/streams, training programmes, workshops, seminars and conferences in a regular mode.

Accordingly, various activities/courses of longer and shorter duration will be organised by HRDC of SMVDU. The courses with longer duration will be organised preferably during the vacation period in order to have a higher response rate. Whereas the courses with shorter duration will be organised throughout the year preferably on weekends. The courses organised by HRDC of SMVDU will use variety of pedagogical tools including Case Studies, Role Plays, Business Games, Lectures, Demonstration, Field Visits, Practical training in laboratories, etc.



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### Implementation Phases of Establishment of HRDC:

The execution of process of setting up of HRDC at SMVDU shall take place in three phases as under:

#### **Phase- 1 (to be commenced immediately without any financial liability)**

During Phase-I, the HRDC at SMVDU will be initiated in Lecture Theatre- 1 or 2 or 3 or 4 as Class Room which are equipped with proper Audio-Visual, Internet and Multimedia facilities. Further, one separate room at the University Premises out of the existing available rooms will be specified as administrative office for the functioning of HRDC. The existing resources of SMVDU will be utilised to the maximum extent in order to equip the administrative office of HRDC with computerised communication, printer, Xerox and fax machine.

Primarily, two kinds of courses will be organised during the first phase of implementation. One category will comprise of programs organised on self-funding basis and second category of programs will be sponsored programs so that operational financial expenses requirements are met out of the same to the maximum extent.

As the SMVDU library is equipped with the latest books on various disciplines in higher education and topics related to contemporary national/international issues, the same will be used to meet the requirements of HRDC in the initial phase. The laboratories of SMVDU equipped with various latest hardware and software with internet facility will be used to cater to the requirements of HRDC. The accommodation for the participants will be arranged in guest house, residential areas of students & scholars of SMVDU. As SMVDU has 112 faculty members having work experience in the range of 8 to 10 with specialisation/expertise in different fields, the same will be considered primarily as resource persons for the conduct of various programmes without any additional remuneration.

The basic operational set up of HRDC will be executed in this phase of implementation, and accordingly the staff structure of the HRDC in the first phase of execution will be as follows:

- ✓ Director: The Director of School of Business shall hold the additional responsibilities of Director of HRDC.
- ✓ Assistant Director: Additional Responsibilities are hereby assigned to Ms. Ruchika, AR.
- ✓ Support Staff: Assistants (Secretarial) from within the current pool.

Other initiatives mentioned below will be taken during this phase of execution:

- Separate Website of HRDC, SMVDU by I/c Website
- Separate independent account head for Funds under HRDC by Finance Wing
- Creation of a separate repository system of academic resources will be initiated

Further, with a view to expand the functioning and structure of the HRDC of SMVDU, resource enhancement as per proposed 10-year perspective plan will be utilised for the initiation of the process of independent functioning of HRDC. Accordingly, the process of construction of separate HRDC building will be initiated as per the raised Master Plan during this phase of implementation of HRDC.



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### **Phase-2 (with additional financial liability)**

To further, strengthen the functioning of HRDC, SMVDU and to accommodate more number of participants and conduct of various courses simultaneously, Guest House extension proposed as per the 10 year perspective plan will be initiated. Further, infrastructure enhancement in terms of one fully equipped lecture theatre, one computer lab with internet facility, one independent library of the centre equipped with latest books, journals, etc.; conference room, director's room, administrative office, etc. as per proposed in the 10 year perspective plan will cater to the requirements of expanding HRDC in 2<sup>nd</sup> phase of implementation of HRDC.

### **Phase 3 of Implementation of HRDC: (2018/19 onwards)**

During the third phase of implementation, an independent structure of HRDC will come into existence with the funding by UGC, self-generated resources as well as the existing resources and start functioning. The operational expenses relating to administrative structure of the centre will be met with UGC funding and Centre shall become a self sustaining entity.