



SWAMI VIVEKANAND
SUBHARTI
UNIVERSITY
Meerut
UGC Approved



AN ISO 21001: 2018 ORGANIZATION

OFFICE OF THE REGISTRAR

Gp Capt M Yakoob

M-in-D (Retd.), M.Tech.

REGISTRAR

registrar@subharti.org

Ref. No. U-731/SVSU/2025/1539

Date: 23.01.2025

NOTIFICATION

Sub: Constitution of HRDC (Human Resource Development Centre) - regarding

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.

The HRDC of SVSU will cater to the needs of Faculty Members, Non-Academic Functionaries/ Administrators/ Other Working Officials, Independent Officials and Research Scholars 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 SVSU. 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 SVSU will use variety of pedagogical tools including Case Studies, Role Plays, Business Games, Lectures, Demonstration, Field Visits, Practical training in laboratories, etc.

The composition of HRDC is as follows;

Advisory Board:

1. Hon'ble Vice Chancellor
2. Chief Executive officer
3. Pro Vice Chancellor
4. Dean, Academics
5. Director Research

Centre Head and Coordinators:

Director-HRDC

1. Prof.(DR.) R.K. Ghai, Dean & Director Faculty of Management and Commerce

Facilitator / Coordinator

2. Dr. Ravi Pratap Singh, Associate Professor, Central Lab, Subharti medical College

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Subhartipuram, NH-58, Delhi-Haridwar Bypass Road, Meerut-250005 (U.P.) INDIA

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Facilitator / Coordinator

3. Dr. Manish Kumar Pathak, Professor & head, Dept. of Pharmaceutical Chemistry, Subharti College of Pharmacy
4. Dr. Mayur Kaushik, Professor & Head, Dept. of Periodontology, Subharti Dental College
5. Dr. Anoj Raj, Professor & HOD, Dept. of Education
6. Dr. Nitin Tyagi, Professor, Dept. of ECE, SITE
7. Dr. Padma Misra, Professor, Subharti College of Management & Commerce
8. Dr. Reena Bishnoi, Professor, Subharti Institute of Law
9. Dr. Ashwani Kumar, Associate Professor, Subharti College of Science
10. Dr. Javed Khan, Associate Professor, Dept. of Library & Information Science
11. Dr. Manju Adhikari, Associate Professor, Dept. of Physical Education
12. Dr. Raj KUMAR Sharma, Associate Professor, Subharti College of Physiotherapy
13. Dr. Saroj Rani, Associate professor, Subharti Nursing College
14. Dr. Seema Sharma, Associate Professor, HOD, Dept. of Languages
15. Dr. Sonal Bhardwaj, Associate Professor, Subharti College of Fine Arts
16. Dr. Ankit Srivastava, Assistant Professor, College of Hotel Management
17. Dr. Mumtaz Shiek, Associate Professor, Dept. of Education
18. Dr. NIRAJ Nayan Rishi, Assistant Professor, Faculty of AYUSH
19. Dr. Neetu Yadav, Assistant Professor, Dept. of Home Science
20. Dr. Preeti Singh, Assistant Professor, Dept. of Journalism & Mass Communication
21. Er. Sandeep Gupta, Assistant Professor, Subharti Polytechnic College

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Facilitator / Coordinator
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Facilitator / Coordinator

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Facilitator / Coordinator

Facilitator / Coordinator
Centre In-charge/ Chief Coordinator

22. Sh. Anindya Bhanja, Director ISGR
23. Col. Aseem Kukreja, Chief Security Officer
24. Er. Vivek Tiwari, Chief Technical Officer
25. Sh. Harshvardhan Kaushik, Administrative Officer
26. Sh. Nikhil, Deputy Registrar (Non-teaching)
27. Sh. Surjeet Kumar, Fire Officer
28. Dr. Gaurab Kumar Sharma, Associate Professor, Subharti College of Management & Commerce

FUNCTIONS OF HUMAN RESOURCE DEVELOPMENT CENTRE:

1. The functions of a HRDC will be to plan, organize, implement, monitor and evaluate various programmes for newly appointed college//university lecturers.
2. HRDC will also organize refresher course for serving teachers and programmes for senior administrators and heads of departments, principals, officers, etc.
3. HRDC shall conduct Teacher Induction Programme and assist in Student Induction Programme. Specially, a HRDC will:
4. Formulate a programme of orientation along the broad guidelines
5. Identify resource persons in various field of specialization for running the orientation course and refresher courses, and familiarize such resource persons with the philosophy and guidelines for the courses
6. Based on the defined procedure for the creation of a database for identification of experts in different fields, the names of the experts based on specialized academic knowledge shall be compiled for their inclusion in the databank/database for Orientation Programmes/Refresher Courses.
7. To ensure that majority of resource persons are drawn from the approval list by the chairman of the advisory committee of HRDC.
8. Set up a documentation-centre-cum-library for reference and source materials necessary for the courses
9. Produce specially designed material required for effective implementation of the courses
10. Organize, monitor and evaluate courses for teachers
11. Create a culture of learning and self-improvement among teachers so that it becomes an integral part of the educational system at the tertiary level
12. Organize orientation programmes for heads of department, principals, dean and other decision-makers to familiarize them with the philosophy of orientation to facilitate reform in higher education through appropriate modification of the management systems at various levels
13. The refresher courses run by the HRDC will provide opportunities for teachers in service to exchange experience with their peers and to mutually learn from each other
14. Provide a forum for serving teachers to keep themselves abreast of the latest advances in various subjects and be responsive to:
 - An atmosphere of intellectual excitement
 - An intensive research and knowledge transfer culture
 - A vibrant and embracing social context
 - An international and culturally diverse learning environment
 - Explicit concern

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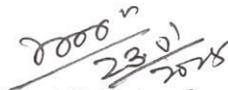
- and support for individual development • Clear academic expectation, feedback and assessment • Premium quality learning spaces, resources and technologies • An adaptive curriculum
15. HRDC will develop video lectures along with learning resources and upload in a common portal provided by University
 16. Provide opportunities to further widen their knowledge and to pursue research studies.
 17. Provide and introduction to new methods and innovations in higher education so that the participants can in turn develop their own innovative methods of instruction
 18. The thrust areas for each refresher course will be decided by the director in consultation with the course coordinator

The category of Human Resource Development and Capacity Building Programmes for Teaching Faculty and Non-teaching staff to be organized and conducted by HRDC of the University are given below;

1. Orientation programme for newly joined Assistant professors at SVSU
2. Faculty Development program on Research Methodology
3. 2 week refresher course on general faculty development programme
4. A five-day workshop for Office Assistants on 'Office Management & Skills Development
5. Training Programme for Non-teaching staff of University (SO, OA & JA) on office management & procedures
6. Training programme Non-teaching staff of University (SO, OA & JA) on University computer software Applications
6. Training Programme for Administrative staff (AR & SO) on human Development
7. Orientation programme for newly joined Assistant professors at SVSU
8. 2 week refresher course on general faculty development programme
9. 2 days training programme for students on placement

The details of main category of human resource development and capacity building programmes is given in attached **Annexure-I**.

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


 Gp Capt M Yakoob
 Registrar

To.

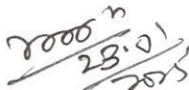
All Deans/HOIs/Principals/Directors/HODs/Section heads
All Additional Registrars/Deputy Registrars/Assistant Registrars/Section Officers
Admin officers

Memo. No. U-731/SVSU/2025/1539

Date: 23.01.2025

Copy forwarded to information of:-

1. Hon'ble Vice Chancellor
2. CEO
3. Pro Vice Chancellor
4. Dean Academics
5. Director Research
6. Registrar (o/o)
7. Guard File


 Registrar

MAIN CATEGORIES OF HUMAN RESOURCE DEVELOPMENT AND CAPACITY BUILDING PROGRAMMES:

The HRDC will mainly organize the following main category of human resource development and capacity building programmes.

Orientation/First Level Programme:

Every new faculty members in higher education will be required to undergo a four week orientation/First Level Programme which will be focused on some broad area of knowledge spanning a few allied disciplines. The objective of the orientation programme is to make teachers an agent of socioeconomic change and put them in centre stage of national development. The programme shall have the following components;

1. 10% weight for topics in higher education such as issues of ethics, gender, marginalized communities, plagiarism, etc
2. 10% weight for issues related to environment.
3. 10% weight for issues concerning service matters of teachers
4. 20% for broad cross discipline topics to motivate the trainees for development of interdisciplinary understanding and interest including basic legal awareness
5. 10% weight for Research Methodology
6. 15% weight for Communication Skills and Information Technology
7. 10% weight for Microteaching.
8. The remaining 15% of content of the First Level Programme will be focused on broad understanding of various subjects with recent global trends and developments

Refresher/Second Level Programme:

These will be mainly focused for those faculty members who have already undergone through the Orientation/First Level Programme in an individual broad area. The programme will be discipline specific with advanced developments in an indentified subject under the concerned broad area. In addition, there will be Refresher Programmes, geared towards emerging cross discipline advanced studies to enable the participants of relevant disciplines to work together or contemporary application of new knowledge for industrial and social development and other allied aspects. The goal would be to equip and motivate the participants with advanced knowledge to accept challenges of quality teaching and research.

WORKSHOPS:

These will be organize for shorter duration of one week (06 working days, 36 contact hours) and will be covering mainly for capacity building of academics, administrators and other stakeholders.

Short-Term Course:

Short-term course of 3-6 days duration especially on research methodology and specialized themes of interest. HRDC may also conduct about 03 days professional development programme for non-academic group 'B' and 'C' University staff. A five-day workshop for Office Assistants on 'Office Management & Skills Development.

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