

Title	TMC Procedure Manual	ISO Clause No 7.1	Rev. No Nil
Document No	YASHADA/C05/ISO	NIL	Date 25/07/2010

Contents of TMC Procedure Manual

Sr. No	ISO CLAUSE NO	Particulars	Document Number	Page No
1		Contents	YASHADA/C05/TMC	1
2	7.1	Preparation of ATC	YASHADA/C05/TMC	2
3	6.3	Accommodation of changes in the ATC	YASHADA/C05/TMC	3-4
4	6.3	Allotment of classrooms	YASHADA/C05/TMC	5

Prepared by Sign Date	MR Sd/- xxx 23/07/2010	Approved by Sign Date	DG Sd/- xxx 25/07/2010
YASHADA		Page No 1	

Title	TMC Procedure Manual	ISO Clause No 7.1	Rev. No Nil
Document No	YASHADA/C05/ISO	NIL	Date 25/07/2010

PURPOSE: - To prepare plan of training activity for the entire year

SCOPE: - To cover training activity for the entire year

RESPONSIBILITY: - As shown alongside each activity in the table below :

Activities for Preparation of the Annual Training Calendar

Sr No	Work Activity	Person/s responsible
01	Issue of letter to all faculty members to furnish detailed Course Profiles, based on their interaction with Govt. Departments, for tentative proposals for the ensuing year	TMC
02	Furnishing of detailed Course Proposals to TMC for compilation in set format	All Faculty Members
03	Scheduling of a faculty meeting at DG's level for discussion on the tentative proposals by issuing a circular in writing	TMC
04	Furnishing of final proposals for courses for the ensuing year by incorporating changes.	All Faculty Members
05	Finalisation of APC for the ensuing year by scheduling courses indicated by the faculty members	TMC

Reference Documents: -

Records: - (Files, Formats, registers, etc.)

1. Files
2. Reports of Faculty members
3. Attendance sheet
4. Website

MIS Parameters (Qualitative, specific to YASHADA objectives, w.r.t. time)

- 1.
- 2.

Prepared by Sign Date	MR Sd/- xxx 23/07/2010	Approved by Sign Date	DG Sd/- xxx 25/07/2010
YASHADA		Page No 2	

Title	TMC Procedure Manual	ISO Clause No 7.1	Rev. No Nil
Document No	YASHADA/C05/ISO	NIL	Date 25/07/2010

PURPOSE: - To accommodate changes necessitated in the APC

SCOPE: - To cover training activity for the entire year

RESPONSIBILITY: - As shown alongside each activity in the table below –
Changes in the ATC after it is published are inevitable. It could be to accommodate requests for new courses; re-schedule existing courses or even cancels scheduled courses. Changes can be necessitated either at the level of the TMC or individual Course Directors, but this need cannot be predicted. What is important in this activity is that **no changes should be decided without prior knowledge of the TMC and Dir.TMC**, as it will disrupt the training activity. Course cancellation should be at least one month in advance. The written approval of DG is mandatory. DG may grant such permissions only if there is proper justification by the CD and there are valid reasons for cancellation. The CD will have to ensure that he utilizes the slot for some other workshop/course by changing the title of the slot.

The procedure will be as follows: -

Activities for Managing Changes in the ATC

Sr No	Work Activity	Time Limit	Person/s responsible
1	Whenever the need for any change (as envisaged in the foregoing note) is realised by any Course Director, he/she will send the proposal through his/her HoD to the TMC giving reasons for the change proposed.	Immediately (But at least 1 month in advance)	Course Director concerned
2	The request received will be processed and comments submitted to Dir. TMC.	Within 5 days of receipt of the request in the TMC	TMC
3	Decision on the request for change will be communicated to the concerned Course Director, by marking the file to him/her.	Within 3 days of the file being received back in the TMC	TMC
4	Whenever the need for any change is realised by the APC, it will be put up to Dir. TMC giving reasons for the change proposed, <u>after prior discussion</u> with the concerned Course Director.	Immediately	TMC

Prepared by Sign Date	MR Sd/- xxx 23/07/2010	Approved by Sign Date	DG Sd/- xxx 25/07/2010
YASHADA		Page No 3	

Title	TMC Procedure Manual	ISO Clause No 7.1	Rev. No Nil
Document No	YASHADA/C05/ISO	NIL	Date 25/07/2010

5	Decision on the request for change will be communicated to the concerned Course Director, by marking the file to him/her.	Within 3 days of the file being received back in the TMC	TMC
6	All changes in the APC schedule will be communicated by LAN or in writing to CIT for updating the website	Within 3 days of the file being received back in TMC	TMC
7	Changes in the website will be effected	Within 2 days of intimation being received in CIT	CIT

Reference Documents: -

Records: - (Files, Formats, registers, etc.)

1. Files
2. Log of LAN
3. Website

Following records are maintained

- a)
- b)
- c)
- d)

MIS Parameters (Qualitative, specific to YASHADA objectives, w.r.t. time)

- 1.
- 2.

Prepared by Sign Date	MR Sd/- xxx 23/07/2010	Approved by Sign Date	DG Sd/- xxx 25/07/2010
YASHADA		Page No 4	

Title	TMC Procedure Manual	ISO Clause No 7.1	Rev. No Nil
Document No	YASHADA/C05/ISO	NIL	Date 25/07/2010

PURPOSE: - To allot classrooms for conduct of training programmes

SCOPE: - All courses / events conducted in YASHADA

RESPONSIBILITY: - As shown alongside each activity in the table below –

Activity No 5 – Allotment of Classrooms

At any given time, there are multiple courses being conducted in the Academy, for which it is necessary to allot classrooms. Since the capacity of each classroom is different, the criteria for allotment would primarily be the number of participants projected to attend the course, as indicated **in advance** by the respective Course Directors. The procedure for allotting classrooms would be as under –

Sr No	Work Activity	Time Limit	Person/s responsible
1	See the projected number of participants for courses, as indicated <u>in advance</u> by the respective Course Directors, and allot classrooms according to capacity. This allotment is to be displayed on the Notice Board and in the TMC on a monthly basis.	In the last week of the preceding month.	TMC
2	If any Course Director desires any change in this allotment, he/she should approach the DIR. TMC in this regard and, if the request for change is accepted, it should be brought to the notice of the TMC.	Within 2 days of the consent being given by the DIR. TMC if it is given.	Course Director concerned

Reference Documents: -

Records: - (Files, Formats, registers, etc.)

1. Annual Training Calendar
2. Approvals for additional courses
3. Files

Following records are maintained

a)

MIS Parameters (Qualitative, specific to YASHADA objectives, w.r.t. time)

- 1.
- 2.

Prepared by Sign Date	MR Sd/- xxx 23/07/2010	Approved by Sign Date	DG Sd/- xxx 25/07/2010
YASHADA		Page No 5	