

National Library

Kolkata

Policy on

**Training and Human Resource
Development**

16 May 2010

Training and Human Resource Development Policy

1. Objectives

The purpose of this policy is to state in broad terms the commitment of the National Library, Government of India, Kolkata, to staff development and to training others who are not employees of the Library in skills pertaining to various aspects of library and information management in India. The policy also aims at indicating the roles that different parties play in the delivery of such training, particularly the Training and Human Resource Development division of the National Library.

3. Introduction

The key purpose of staff development is to facilitate personal and professional development enabling individuals and groups to achieve their full potential, to update their knowledge and skills, and contribute to the overall efficiency of all divisions and sections of the Library.

The Training and Human Resource Development division is responsible for planning and monitoring training courses and outreach activities, nominating members of the staff to training courses conducted by other agencies and institutions, collecting data relating to training from all sections and divisions on similar programmes planned and conducted by them, and collaborating with other institutions or organizations on training and staff development programmes. The division is also responsible for reviewing its policy periodically, and report on relevant matters to the Advisory Board and the Ministry of Culture. Training and HRD policy, procedures and activity are aimed to contribute to the quality assurance of the National Library in its overall administration, activities and services.

4. Contexts and definitions

The achievements and quality of the National Library are based largely on the individual and collective contribution, commitment, and achievements of the members of its staff.

The word 'staff' denotes all regular employees of the Library, gazetted and non-gazetted officers, and Group C and Group D employees. In addition, orientation and training programmes may be conducted for non-regular employees, by the members of the regular staff or by resource persons from outside from time to time, as and when needed by the Library.

Staff development includes any activity which contributes to the enhancement of their knowledge, skills, competence, or working practices. These might include courses, development programmes, vocational training, attendance at meetings and conferences, workshops, development of educational materials, language classes, curriculum enhancement and active involvement with professional bodies. This is a crucial and continuous process for maintaining reputation for quality and standards of management in the Library.

Training and outreach activities would include all courses, workshops, classes, curriculum development, seminars etc. undertaken for trainees who are not members of the Library staff. National Library, as the premier Library of India, is committed to this important social responsibility. The Library allocates 10% of its budget (Plan) on training and skill development programmes in the North-Eastern states, as directed by Government of India.

5. Equality of opportunity

There will be equality of access to staff development opportunities for all members of the Library staff. No member of the staff will receive more or less favour on the grounds of race, religion, ethnic origin, caste, colour, marital or parental status, sex, gender, disability or age. The Government laws pertaining to positive discrimination, if and when applicable, will be complied with.

6. Parties involved

The following have a role in staff development:

- individuals
- all divisions and sections
- the Training and Human Resource Development division
- collaborating non-government and government institutions and organizations
- other institutions and organizations conducting courses to which members of the staff may be nominated as trainees or resource persons

7. Role of the individual member of the staff

The needs of individuals for training and skill development, especially when new duties are assigned, are to be assessed in a variety of ways, such as performance audit, peer review and feedback, confidential appraisal, and reflection on current practice. All

members are encouraged to take advantage of opportunities for staff development that are relevant to their specializations, current duties or new responsibilities.

8. Role of the divisions and sections

Heads of divisions and sections will ensure all staff in their respective divisions and sections may identify their development needs through the appraisal process and by other means. They will also ensure that staff may then address these needs, when necessary being released from their duties to attend courses, workshops etc. The heads of divisions and sections will also act as staff development co-ordinator, and will provide advice, support and information in conjunction with members of the Training and Human Resource Development division.

9. Role of Training and Human Resource Development division

The Training and Human Resource Development division is responsible for the following:

- planning, delivering, sponsoring and monitoring training courses and outreach activities
- nominating members of the staff to training courses conducted by other organizations and institutions
- collecting data relating to training from all sections and divisions on similar programmes planned and conducted by them
- collaborating and developing partnerships with other institutions or organizations on training and staff development programmes
- liaising with other providers of staff development within the Library, such as the laboratory, computer centre, Hindi officer, safety and security personnel, CPIOs, etc.
- reviewing its policy, including the human resource strategy and the learning and teaching strategy periodically
- reporting on relevant matters to the Advisory Board and the Ministry of Culture
- communicating information regarding staff development opportunities
- delivering and offering guidance on local staff development initiatives in departments, faculties, divisions and colleges
- supporting committees dealing with staff development policy and procedures
- assessing the quality of training and staff development services
- compiling an annual report of its activities for private circulation and reference

In addition, the Training and Human Resource Development division may also plan and deliver tailored courses for institutions, individual development, consultancy activities, development for young people, specialized programmes for new staff and members etc.

10. Role of collaborating government and non-government and institutions and organizations

The Training and Human Resource Development division will work closely with other institutions that offer specialized courses and training. These will include the whole range of staff development and outreach programmes such as library administration, financial management, information and communication technology, right to information, disability resources, book conservation, microfilming, fire and security measures, Hindi courses databases for software for library services, etc. It will plan, deliver and sponsor such courses and training by nominating resource persons and trainees, and providing material and institutional support.

11. Role of other institutions and organizations

National Library will nominate resource persons and sponsor trainees to appropriate courses offered by other institutions and organizations.

12. Staff development action plan

The Training and Human Resource Development division will prepare an annual staff development action plan which will list priority events and targets. The first such plan will be made for the year 2011-12. However, the plan will remain flexible so that it has room for programmes conducted by other organizations and institutions, or for proposals for which administrative and financial clearances are awaited. It would also prepare from time to time impact studies based on reports of trainees and heads of divisions and sections⁴.

13. Funding

The expenses of training and staff development will be met from the National Library budget (Plan).

14. Organizational structure

The division will be run by a committee headed by the Principal Library and Information Officer (I) and he/she would report to the Director.