



POLICY ON COMPLIANCE TRAINING

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Scope

1. As a higher educational organization MIC staff will be given a professional development and training in their respective domains specially lecturers in order to enhance their skills in their respective field so that they can compete with their competitors
2. The staff shall be utilized for curriculum development purpose by giving them innovative training and professional development session in their respective fields

Academic Staff

- Shall be given a professional development session on teaching and learning
- Shall be given training on how to improve their communication skills
- Shall be given training on how to enhance their teaching methodology skills

SMT

- SMT members shall be given training on Leadership skills, strategic planning etc..

Ancillary

- Shall be given a training on cleanliness

Admin

- Shall be given training on Front office operations
- Shall be given training on Customer care service
- Shall be given training on SS

Accounts

- Shall be given training on Accounting and SS (Smart School)
- Shall be given training on Quick Book

Logistics/HR

- Shall be given training on logistics
- Shall be given training on HR management