

MDP POLICY

To conduct programmes for practicing managers and help the Corporates in their Capacity Building Endeavour.

To conduct Programmes in areas of contemporary interest.

To improve the quality of the delivery of programmes based on feedback from participants.

To increase the number of customised programmes and plan for a 10% growth in revenue year on year.

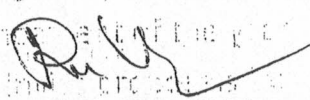
To engage external experts to enhance the quality of Programme Delivery.

STANDARD OPERATING PROCEDURE

The Training Division at IPE will be responsible for the conduct of Training Programmes (MDPs) at IPE. The division will be headed by a Faculty who will be designated as 'Training Coordinator' assisted by another faculty member designated as 'Joint Training Coordinator'. The objective of the division is to achieve the budgeted revenue from the MDPs.

The division will be responsible for conducting both 'Open' and 'Customised' programmes. For the open programmes, an MDP Calendar will be brought out every year before the commencement of the year giving the plans for the coming year. For this, the division will invite proposals from the various faculty members about their plans for the coming year and the final list of programmes to be conducted will be decided at the division. This activity will be completed at least a month before the start of the year.

The IPE team will approach various organisations for meeting their 'customised programme' requirements. All enquiries received from Client Organisations will be addressed and discussions held so as to maximise the number of programmes conducted in a year. Customised (In House) programmes can be conducted either at IPE premises or at any other place as requested by the client organisation.


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DIRECTOR

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The calendars once printed will be despatched to all the client organisations by the in charge officer at the division. The officer will ensure that the data base is updated frequently to ensure good coverage. The officer will also ensure that individual programme brochures / flyers are printed and posted to the various organisations for each of the programmes at least 45 days prior to the conduct of the programme. The Programme Director (faculty) will help the officer in this exercise to ensure that invitations are sent to all target organisations. Faculty with the help of the division will actively promote the programme to get maximum possible nominations.

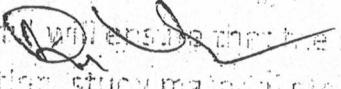
The officer in charge of the division will be responsible for making all logistics arrangements for the smooth conduct of the programme. He will ensure that the lecture halls, accommodation for participants, food arrangements, computer labs etc. are well managed to guarantee complete satisfaction to the participants and faculty. He will also take care of the filling up of Registration, Attendance and Feedback forms from the participants for all the programmes and maintain all records meticulously.

The Programme Director (faculty) will ensure that the schedule of the sessions together with the faculty allocation, study material etc. are prepared well in advance of the programme date so that the Programme is conducted in a professional manner. Where required, the Programme Director can invite experts from outside of IPE to deliver sessions after obtaining a prior approval from the Director of the Institute for payment of Honorarium. Programme Director is responsible for the quality of the delivery of the programmes.

The division will submit periodic reports to the Director of the Institute about the performance of the division.

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