

MDP POLICY

- To conduct training programmes for practicing managers of both the public and private sectors.
- To conduct training programmes of contemporary interest for the practicing managers.
- To understand the needs of the corporate world and design and deliver the programmes accordingly.
- To increase the number of customized training programmes based on the inputs given by the corporate world.
- To provide all the faculty members an opportunity to showcase their talents in conducting training programmes.

Standard Operating Procedures

The Training Division at IPE is responsible for the conduct of training programmes (MDPs) at IPE. The division is headed by a Faculty Member who is designated as the Training Coordinator assisted by another faculty member designated as Joint Coordinator. The training division is responsible for conducting the programmes and meeting the budgeted revenue by conducting the MDPs.

The division is responsible for conducting both the open and customized training programmes. IPE prepares an MDP Calendar every year showcasing the training programmes to be conducted by the faculty members in all the domains of management. The faculty members provide the details of the training programmes to be conducted for the forthcoming year to be included in the Calendar. The Calendar is sent to different public and private sector enterprises for soliciting nominations for the programmes.

The training division prepares a programme specific brochure which is sent to the public sector enterprises coupled with the efforts of the faculty members in soliciting nominations for the training programmes. The queries raised by the clientele organizations are addressed appropriately for getting more nominations for the programmes which increases the overall budget of the revenue programmes.

...Contd...2...

The officer heading the training division maintains cordial relationship with the nominating agencies and keeps them updated about the new programmes. The officer updates the database of the clientele organisations at regular intervals to send the brochures of the training programme to the right person. The programme specific brochures are sent to the clientele organisations at least 60 days prior the beginning of the programme. The Programme Director of the programme actively works with the training division in the promotion of the programme. The objective is to get more nominations for the programme.

The officer heading the training division is responsible for making necessary arrangements for the conduct of the programme. The arrangements include lecture halls, accommodation for participants, food arrangements and any other thing as suggested by the programme director based on the specific needs of the programme. The arrangements are made to ensure a pleasant stay for the participants during the programme. The officer also arranges for registration details, attendance details, feedback forms, certificates, photographs and also maintains all the records pertaining to the training programmes.

The Programme Director is responsible for the effective conduct of the training programmes in terms of inputs and deployment of suitable resource persons. The Programme Director may invite some faculty members from IPE or any other resource person outside IPE for conducting the sessions. The resource person from outside IPE is provided an honorarium with the approval of the director, IPE.

The division submits the details of the MDPs at regular intervals to the Director, IPE



(S Sreenivasa Murthy)

Prof. S. Sreenivasa Murthy
Director
Institute of Public Enterprise
Survey No.1266, Shamirpet (V&M),
Medchal-Malkajgiri District,
Hyderabad - 500 101